

Council

Open Agenda



Notice is hereby given that an ordinary meeting of Matamata-Piako District Council will be held on:

Date: Wednesday 13 February 2019
Time: 9am
Venue: Council Chambers
35 Kenrick Street
TE AROHA

Members

Mayor Janet E. Barnes (Chairperson)

Councillors

Matamata Ward

Brian Hunter
James Sainsbury
Kevin Tappin
Adrienne Wilcock

Morrinsville Ward

Donna Arnold
Paul Cronin
Neil Goodger
James Thomas, Deputy Mayor, JP

Te Aroha Ward

Teena Cornes
Peter Jager
Ash Tanner

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1 Meeting Opening

2 Apologies

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

3 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

4 Urgent Additional Business

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

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

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

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

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

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

5 Declaration of interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

6 Confirmation of minutes

Minutes, as circulated, of the Ordinary Meeting of Matamata-Piako District Council, held on 30 January 2019

7 Matters Arising

8 Announcements

9 Notices of Motion

Proposed Matamata Stadium and Headon Stadium - Sport Waikato Submission

Trim No.: 2106548

Executive Summary

The 2018-2028 Long Term Plan includes a project to refurbish Headon Stadium and a financial contribution towards a new two court stadium for Matamata.

Final design is underway for the Headon Stadium project.

Council accepted a recommendation from Matamata Futures Trust to locate the new two court stadium at Swap Park.

Sport Waikato has coordinated discussions with Matamata Futures Trust and three Matamata Schools Trust about the projects.

Council received recommendations at its meeting on 30 January 2019 to:

- change the preferred location for the new stadium to Matamata College
- reconsider the re-development of Headon Stadium.

Council is requested to formally respond to the recommendations.

Recommendation

That:

1. **Council determine how it wishes to respond to the Sport Waikato recommendations.**

Content

Background

Council has funding of \$1.5 million this financial year to refurbish the Headon Stadium.

The project has progressed to the point where final design is underway.

The project team has attempted to incorporate current user requirements into the design where possible.

A number of requests have been discarded as:

- they were considered to increase the cost beyond the original project scope or
- the benefits were not considered to justify the additional design\capital costs and the changes would further delay the project.

The Project manager is to provide an updated estimate as soon as possible. A resource consent is required before the work can be tendered.

Council also has funding of \$2 million in 2019/2020 to contribute to a new two court sports stadium in Matamata.

Matamata Futures Trust had undertaken a feasibility study and in September 2017, requested Council support for a new stadium at the Matamata Domain.

Sport Waikato facilitated an independent peer review of the feasibility study through Sport New Zealand for Council. This raised a number of issues.

Council established a working party to build on the work from the feasibility study and the peer review. The Working party considered a range of options for the siting of the proposed stadium.

The working party comprised representatives from Council and Matamata Futures Trust (the Trust).

The top two sites preferred by the working party were Matamata College and Swap Park (in that order).

The Trust representatives preferred Swap Park and in October 2018 the Corporate and Operations Committee passed the following resolution:

1. *That the information be received*
2. *The Committee identifies its preferred site as Swap Park for more detailed investigation.*

The Mayor, Chief Executive Officer and Group Manager Business Support subsequently met with the Trust to progress the investigations.

At that meeting Trust representatives indicated a desire to meet with Sport Waikato to discuss the organisations view on this site. Specifically, to understand if Sport Waikato would support funding applications to funding agencies.

The Sport Waikato Chief Executive had independently commenced discussions with Matamata College about Council's decision.

Staff met with Architects to obtain an estimate of work required to undertake investigations of the Swap Park site. This would include concept plans.

Matthew Cooper sought an opportunity to discuss Council's decision and was directed to attend the meeting on 30 January 2019.

The Mayor briefed Councillors on these developments in December 2018. Council indicated a willingness to advance the Swap Park investigations based on a 50\50 cost share with the Trust.

Matthew Cooper and colleagues from Sport Waikato, representatives from Matamata Futures, Matamata College, Matamata Intermediate, Firth Primary and a representative from Sport New Zealand (the Submitters) attended the Council meeting on 30 January 2019.

The following recommendations were submitted for Council's consideration:

1. Council resolve to re-prioritise Matamata College as the preferred site for a two-court indoor facility in Matamata and review the development of Headon Stadium to avoid duplication of facilities and indoor court oversupply. *(SW do not believe that the two projects can be considered in isolation and the development of Headon Stadium may negatively impact on the success of a two court indoor facility)*
2. Formalise a Community\School partnership between Matamata-Piako District Council, Futures Trust, MOE, Matamata College, Matamata Intermediate, Firth Primary School and Sport Waikato.

Issues

Headon Stadium

As noted above this project is advancing to final design stage.

The Working party recommended the following vision for Headon Stadium to provide context for the design:

For the next 5 to 10 years:

A safe, functional and attractive facility that meets the basic requirements for indoor court sports and recreation activity for Matamata

Once the Futures Trust facility is developed (i.e. in 5 years or more):

To transition into a more specific sports "hub" facility that:

- *caters for more permanent fixtures not necessarily compatible with the Futures Trust facility (i.e. gym sports/ karate for example) and;*
- *provides for the needs of the Pohlen Park sports users (i.e. social space for cricket and football).*

Viewed in isolation (i.e. independent of the proposed new stadium) the two major uncertainties for this project are:

- The outcome of the resource consent process
- The final estimate will not be known until the work is tendered.

The Chief Executive Officer has reminded Council that a key assumption in the design for this facility is that the new two court stadium will proceed.

Council is aware that a number of requests from existing users have not been included.

There is a risk that if the two court facility does not proceed, the redesigned Headon Stadium will not meet the modern requirements for core indoor sport e.g. Basketball, Netball.

The redesigned stadium will certainly be an improvement on the current facility.

The Submitters have identified a number of concerns with the Headon Stadium redevelopment. The key issues appear to be:

- Oversupply – current and future demand do not support the need for three indoor courts in Matamata
- Sustainability – duplication of facilities results in increased management, operating and maintenance costs. This will impact negatively on rates.
- Two indoor facilities could result in sub-optimal use for both facilities.
- Redirection of Council funding from Headon Stadium will reduce the non-Council funding target for the new two court stadium.
- The redevelopment of Headon stadium may have a negative impact on funding applications for the new stadium.

The issue of the over-supply of indoor facilities has been previously discussed by Council.

Staff have advised Council that based on population projections it is unlikely that Matamata can justify three indoor courts.

Staff also acknowledged that it is Council's prerogative to determine the level of service.

That it can provide a higher level of service if it considers that appropriate and agrees this with the community.

The long term plan is the vehicle to test the affordability of Council's proposals and to seek overall approval from the community.

Council included both the refurbished Headon stadium and the new facility in the 2018-2028 long term plan.

It is not disputed that proceeding with both projects brings the type of risks that the Submitters have highlighted.

One issue that Staff are unable to comment on is the risk posed to funding applications for the new two court facility.

Swap Park versus Matamata College

Our experience with other facilities would indicate that the College site would result in the best utilisation for a new facility.

Swap Park is a green field site which is considered to be a major advantage for ease of speed of construction. The Trust also preferred the better public exposure that the Park offered.

Both sites would be subject to the resource consent process. We would expect that similar issues will apply regardless of the site e.g. residents' concerns, traffic impacts, noise and amenity matters.

The Working party ranked the sites investigated by scoring various attributes. The difference in total scores between the top two sites was not significant.

It is believed that a key factor in Council's decision was the Trust's preference for Swap Park.

The Trust has now formally advised that it would prefer the College site off Station Road.

Three schools are now actively canvassing for the facility to be located at the College.

These are considered to be major changes in circumstances that warrant Council's consideration.

Subsequent to the Council meeting on the 30th January Council had an informal discussion on the matter.

It was indicated that Council would require the following information before it would make a final decision on the re-location of the new stadium to the College:

- The formal support of each of the School Boards and a copy of the resolution.
- A formal indication from the School Boards of the level of financial support they would envisage committing to the annual operational costs.
- Confirmation from the Ministry of Education that siting on school grounds is supported.
- Examples of governance agreements that ensure community access.
- Confidence that Sport Waikato would recommend funding applications to funding agencies if this siting is approved.

Legal and statutory requirements

Council must make a decision in accordance with the provisions of the Local Government Act 2002 (the Act). Extracts from a number of specific sections have been included below as being particularly relevant to this matter.

One of the purposes of local government is to meet the current and future needs of communities for good quality local infrastructure. This is expected to be provided in a way that is most cost-effective for households and businesses. Good quality is defined as efficient, effective and appropriate to present and anticipated future circumstances (Section 10)

A relevant principle from the Act is that Council should actively seek to collaborate and cooperate with other local authorities and bodies to improve effectiveness and efficiency (Section 14).

Council must seek to identify all reasonably practicable options for the achievement of the objectives of a decision. It must assess the options in terms of the advantages and disadvantages. (Section 77).

Council must give consideration to the views and preferences of persons likely to be affected by, or have an interest the matter (Section 78).

Council has the responsibility and discretion to exercise its judgment on how to achieve compliance with Sections 77 and 78 of the Act. Council must have regard to the principles of local government.

Impact on policy and bylaws

Staff have not considered any impacts on policy or by-laws if it is decided to locate the new stadium at Matamata College. This will be considered when Council is in a position to make a decision.

Council adopted its Sports Facilities and Development Plan in 2018.

The plan includes a matrix to set priorities for projects which will be assessed against the following:

- Partnerships and collaborations (sharing\multi-use)
- Growing participation\membership

- Projected growth for participation and membership
- Strategic alignment to national and regional strategies
- Appropriate scale – meets the needs of the community
- Operational sustainability – financial sustainability
- Capital funding for proposed funding

Swap Park and Matamata College locations could be assessed against these factors to test the best alignment with the Sport Facilities and Development Plan.

Consistency with the Long Term Plan / Annual Plan

Council has included the new stadium and refurbishment of the Headon Stadium in the 2018-2028 Long Term Plan.

The submitters have requested that Council approve the location of the new stadium at the Matamata College. There was no reference to specific site location in the long term plan.

It is not considered that a change in location in this manner would be inconsistent with the long term plan.

The submitters have also requested that Council review the redevelopment of Headon Stadium to avoid duplication of facilities and oversupply.

The intent included in the long term plan is that Matamata would have three indoor courts – the Headon Stadium and a new two court stadium.

A change in the configuration of the Headon stadium as suggested by the submitters would be inconsistent with this intent i.e. from a sports stadium to a sports pavilion.

Impact on Significance and Engagement Policy

There are at least two matters that may reach the significance thresh-hold.

- A decision not to refurbish the Headon Stadium as an indoor sports stadium may be inconsistent with the intent in the long term plan.
- A decision to locate the new indoor sports stadium at Matamata College may be of sufficient community interest as to be deemed “significant”.

Council has prior experience of a proposal to locate a community stadium at a school. This generated considerable community interest particularly within the specific town (Te Aroha).

Council is aware that there are many examples in New Zealand where community assets part funded by rates are located in schools. This Council has made grants to schools to contribute to facilities.

Council must decide on the significance of these and/or other relevant issues.

At this stage it is not considered that a decision to further consider the Matamata College location for the new stadium is significant.

Communication, consultation and decision making processes

Council should consider the need for consultation and/or a communication plan as a part of its decision.

The matter is already in the public arena via the news media.

Timeframes

Council has indicated a desire to make a final decision on the submissions in April.

Financial Impact

i. Cost

There are no additional costs anticipated at this stage as it is expected that the information Council is seeking will be provided by Sport Waikato or the Trust.

ii. Funding Source

Not applicable

Attachments

There are no attachments for this report.

Signatories

Author(s)	Manaia Te Wiata Group Manager Business Support	
Approved by	Don McLeod Chief Executive Officer	

Audit and Risk Committee - Charter update

Trim No.: 2092380

Executive Summary

The Audit and Risk Committee Charter is reviewed annually by the Audit and Risk Committee if any amendments are identified they are recommended to Council for approval.

At the Audit and Risk Committee meeting of 4 December 2018 an amendment was recommended to be made to section '3. Composition' which currently states:

The Committee size will be determined by Council and must include members who are financially literate, and have appropriate skills and interest. The Chairperson must be suitably qualified and may be an external appointment with skills and experience to provide value for the Council.

The amendment requested was that the Chairperson shall be an external appointment rather than may be an external appointment. Also that there be provision for a second external member within the Committee.

Recommendation

That:

1. **Council approves Audit and Risk Committee recommended amendments to the Audit and Risk Committee Charter as follows:**
 - a. **3. Composition:**

The Chairperson must be suitably qualified and shall be an external appointment with skills and experience to provide value for the Council. The Committee size will be determined by Council and must include members who are financially literate, and have appropriate skills and interest, with provision for a second external member.

Content

Background

The Office of the Auditor General ("OAG") has resources available on their website regarding making the most of audit committees, guiding principles etc. These resources can be viewed at <http://www.oag.govt.nz/our-work/audit-committees>. These resources have replaced the previous good practice guide 'Audit committees in the public sector' which recommends that public sector entities should consider putting in place an Audit Committee.

At Council's meeting on 13 November 2013 the Audit and Risk Committee was established and delegated the role of "ensuring Council has appropriate risk management and internal and financial control systems". Further to this Council resolved that the Audit and Risk Committee propose a work programme for consideration by Council for the fulfilment of this delegation. While not specifically requested by Council, the OAG recommends that a charter is developed to guide the work of the Committee and advises "*It is useful to set out the purpose, roles, and responsibilities of the audit committee and its scope in the context of the entity's governance framework.*"

OAG guidance is that a charter should formally document the accountability, authority, duties, membership, role, and responsibilities of the audit committee. The charter should be approved by the governing body and reviewed and confirmed each year.

The charter should include the audit committee's:

- objective (its role or purpose, the governance framework/context within which it operates, and how it relates to other governance mechanisms/committees);
- authority (the power or authority it has to fulfil its objectives);
- composition and tenure of members (the size of the audit committee, the sort of members it has, how new members are appointed and reappointed, how long members remain on the audit committee, and how members (including the chairperson) are removed in the event of non-performance);
- responsibilities;
- administrative arrangements (meetings, attendance and quorums, decision-making and voting, secretariat, conflict of interest provisions, induction);
- performance assessment arrangements; and
- systems and schedules for reviewing the charter.

The Charter was previously reviewed at the Audit and Risk Committee 12 December 2017 meeting, where no changes were recommended. The Charter is therefore currently the same as approved by Corporate and Operations Committee in February 2016.

Analysis

Options considered

The Audit and Risk Committee reviewed the charter and considered whether in its view, the charter still met the intent of the delegation from Council and is consistent with guidance issued by the OAG.

Legal and statutory requirements

A charter for the Audit and Risk Committee is not a statutory requirement, it is recommended as good practice by the OAG.

Impact on policy and bylaws

There are no policy or bylaw issues.

Consistency with the Long Term Plan / Annual Plan

The Audit and Risk Committee will assist Council in ensuring it has appropriate risk management and internal and financial control systems across a wide range of functions provided for under the Long Term Plan/Annual Plan, for example the Council's Annual Report.

Impact on Significance and Engagement Policy

This matter is not considered significant.

Communication, consultation and decision making processes

Any amendments confirmed to the charter will be advised to the Audit and Risk Committee through Council minutes.

Timeframes

The Audit and Risk Committee seek approval from Council of any amendments to its Charter as soon as reasonably possible.

Financial Impact

i. Cost

The Audit and Risk Committee is funded from existing budgets.

ii. Funding Source

There are no budgets specifically identified for the Audit and Risk Committee, budgets are provided for secretarial support of all council committees and individually for projects such as the Annual Report.

Attachments

- A. Audit and Risk Committee Charter and Terms of Reference (reviewed 16 February 2016 - approved 24 February 2016)

Signatories

Author(s)	Vicky Oosthoek Committee Secretary	
Approved by	Sandra Harris Acting Strategic Policy Manager	
	Don McLeod Chief Executive Officer	

**Matamata-Piako District Council
Audit and Risk Committee
Charter and Terms of Reference
Reviewed by the Audit and Risk Committee 16 February 2016
Approved by the Corporate and Operations Committee 24 February 2016**

1. Objectives

The primary objective of the Audit and Risk Committee (Committee) is to assist the Matamata-Piako District Council (Council) in fulfilling its overall responsibilities relating to accounting and reporting, internal and external audit, treasury, compliance and risk management. The Committee will review the financial reporting process, the system of internal control and management of financial risks, the audit process, and the Council's process for monitoring compliance with laws and regulations.

In addition, the Committee will:

- 1.1 Oversee and appraise the quality of the audits conducted by the Council's internal and external auditors.
- 1.2 Ensure the integrity of Council's financial management and reporting processes and monitor Council's internal audit practices.
- 1.3 Ensure the integrity of Council's internal control environment.
- 1.4 Maintain open lines of communications among the Council, any internal auditors and the external auditors, to exchange views and information.
- 1.5 Serve as an independent and objective party to review the basis and quality of financial information presented by senior management to Council, regulators and the general public and also advise in the development of the future format and content of external reporting.
- 1.5 Determine the adequacy of the organisation's administrative, operating and accounting controls.
- 1.6 Review Council's risk management programme and the effectiveness of risk management activities.

2. Authority

The Council authorises the Committee, within the scope of its responsibilities to:

- 2.1 Seek any information it requires from:
 - any employee of Council, for the avoidance of doubt this includes the Chief Executive Officer (CEO) and all staff employed by the CEO on behalf of

- Council (and all employees are directed to co-operate with any request made by the Committee); and
- external parties.

2.2 Obtain outside legal or other professional advice from within Council allocated resources or with the approval of Council should additional unfunded resource be needed.

2.3 Ensure the attendance of Senior Management at meetings as appropriate.

Provided that the Council may define and approve other delegations as appropriate as the Committee's work is progressed.

3. Composition

The Committee size will be determined by Council and must include members who are financially literate, and have appropriate skills and interest. The Chairperson must be suitably qualified and may be an external appointment with skills and experience to provide value for the Council.

4. Term of Membership

The Committee membership may be reviewed by Council but otherwise will be appointed for the term of Council.

5. Meetings

5.1 The Committee will hold at least four regular meetings per year, and such additional meetings as the Chairperson shall decide in order to fulfill its duties. In addition, the Chairperson is required to call a meeting of the Committee if requested to do so by a majority of Committee Members, the Council or the external auditors.

5.2 The external auditors, Chief Executive and Financial Manager will normally attend Committee meetings, but the Committee may meet as it determines with the Auditors without management being present.

5.3 The Committee will be supported by Council's Committee Secretary who shall be responsible, in conjunction with the Chairperson, for compiling the agenda and circulating it, supported by explanatory documentation to Committee Members prior to each meeting.

The Committee Secretary will also be responsible for keeping the minutes of meetings of the Committee, and circulating them to Committee Members and to the other members of the Council.

5.4 A quorum shall consist of a majority of the Members.

5.5 The Committee will adopt Standing Orders to support its functions.

6. Access

- 6.1 The Committee shall have unrestricted access to:
- the external auditors;
 - the internal auditors;
 - senior management of the organisation; and
 - Council employees' responsible for internal audit functions.

The Committee shall also have the ability to consult independent experts where they consider it necessary to carry out their duties as approved by Council or as may be authorised under delegation (refer clause 2 also).

6.2 The external Auditors, and the Head of Internal Audit, will have access to the Chairperson of the Committee at any time.

7. Duties and Responsibilities

The duties and responsibilities of the Committee are as follows:

Internal Controls

- 7.1 Evaluate whether management is setting the appropriate control culture by communicating the importance of internal control and the management of risk and ensuring that all employees have an understanding of their roles and responsibilities.
- 7.2 Consider the adequacy of security of computer systems and applications, and the contingency plans for processing financial information in the event of a systems breakdown.
- 7.3 Monitor the implementation by management of internal control recommendations made by internal and external auditors.
- 7.4 Gain an understanding of the internal control systems implemented by management for the approval of transactions and the recording and processing of financial data.
- 7.5 Ensure that management has established an effective risk management framework which includes policies and procedures to effectively identify, treat, monitor and report key business risks.
- 7.6 Monitor the work programme of internal auditors, and review the outcomes, and implementation of recommendations as the result of internal audits.

Financial Reporting

(a) General

- 7.6 Gain an understanding of the current areas of greatest financial risk and how management is managing these effectively.
- 7.7 Consider with the internal and external auditors any fraud, illegal acts, deficiencies in internal control or other similar issues.
- 7.8 Review significant accounting and reporting issues, including recent professional and regulatory pronouncements, and understand their impact on the format, preparation, reporting responsibilities and financial position of Council.
- 7.9 Ask management and the internal and external auditors about significant risks and exposures and the plans to minimise such risks.
- 7.10 Review any legal matters which could significantly impact the financial statements.
- 7.11 Review and approve all significant changes in accounting policy.
- 7.12 Review insurable risk management and the adequacy of the Council's insurance programmes.

(b) Annual Financial Statements

- 7.13 Review the annual financial statements and determine whether they are complete and consistent with the information known to Committee Members; assess whether the financial statements reflect appropriate accounting principles.
- 7.14 Pay particular attention to complex and/or unusual transactions such as restructuring charges.
- 7.15 Focus on judgmental areas, for example those involving valuation of assets and liabilities; warranty, product or environmental liability; litigation reserves; and other commitments and contingencies.
- 7.16 Meet with management and the external auditors to review the financial statements and the results of the audit.
- 7.17 Review the other sections of the annual report before its release and consider whether the information is understandable and consistent with member's knowledge about the Council and its operations.

(c) Interim Financial Statements

- 7.18 Be briefed on how management has prepared interim financial information together with the assumptions and processes used.
- 7.19 Assess the fairness of the preliminary and interim statements and disclosures, and obtain explanations from management and internal auditors on whether:
- actual financial results for the interim period varied significantly from budgeted or projected results;
 - financial policies have been complied with;
 - generally accepted accounting principles have been consistently applied;
 - there are any actual or proposed changes in accounting or financial reporting practices;
 - there are any significant or unusual events or transactions;
 - the Council's financial and operating controls are functioning effectively; and
 - the preliminary announcements and interim financial statements contain adequate and appropriate disclosures.

Internal Audit

- 7.20 Consider the Council's overall audit requirements and recommend to the Council to consider the internal audit requirements.
- 7.21 Approve the Annual Internal Audit Plan.

External Audit

- 7.22 Review the external auditors proposed audit scope and approach and ensure an appropriate scope is being undertaken.
- 7.23 Approve the Annual External Audit Plan.
- 7.24 Review the performance of the external auditors.
- 7.25 Consider the independence of the external auditor, including approving and reviewing the level of non-audit services provided and an assessment of any impact this may have on their independence.
- 7.26 Make recommendations to the Council regarding the reappointment of the external auditors.
- 7.27 Meet separately with the external auditors to discuss any matters that the Committee or auditors believe should be discussed privately.
- 7.28 Ensure that significant findings and recommendations made by the external auditors are received, considered and actioned on a timely basis.

- 7.29 Make enquiries of external audit regarding the differences identified during the audit. If any differences remain unadjusted obtain explanations from management as to why.
- 7.30 Ensure that management responds to recommendations by the external auditors.
- 7.31 Discuss with Council's external auditors, judgments about the appropriateness of the accounting principles as applied in the financial reporting.
- 7.32 Review and approve the statements included in the annual report in relation to internal control and the management of risk.
- 7.33 Ensure receipt from external auditors of a formal written statement delineating all relationships between auditor and Council.
- 7.34 Review audit fees and management consulting services and related fees provided by the external auditors, and recommend an appropriate budget.
- 7.35 Receive and consider all external functional audits.

Compliance with Laws and Regulations

- 7.36 Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of management investigations and follow-up (including disciplinary action) of any fraudulent acts or non-compliance.
- 7.37 Obtain regular updates from management regarding compliance matters.
- 7.38 Be satisfied that all regulatory compliance matters have been considered in the preparation of the financial statements.
- 7.39 Review the findings of any examinations by regulatory agencies.

Reporting Responsibilities

- 7.40 Regularly update the Council on Committee activities and make appropriate recommendations.
- 7.41 Ensure the Council is aware of matters which may significantly impact the financial condition or affairs of the business.

Other Responsibilities

- 7.42 Review annually all Financial, Accounting, Compliance and Risk Management Policies.

- 7.43 Review the effectiveness of ethics and values programmes.
- 7.44 Perform other oversight functions as requested by Council.
- 7.45 Recommend to Council Delegations of Authority levels and limits.
- 7.46 If necessary, institute special investigations and, if appropriate, hire special counsel or experts to assist.
- 7.47 Review and update the Charter; receive approval of changes from the Council annually.
- 7.48 Evaluate the Committee's own performance on an annual basis.

Enviroschools Programme - Six Month Report 1 July to 31 December 2018

Trim No.: 2103927

Executive Summary

Toimata Foundation (previously The Enviroschools Foundation) provides environmental education to students at schools of all levels; from early childhood learning centres to secondary schools. In Matamata-Piako District the programme is delivered by Waikato Regional Council on behalf of the foundation.

Matamata-Piako District Council supports the Toimata Foundation through the provision of funding each year through the Long Term Plan.

Enviroschools Programme report on the six months from 1 July to 31 December 2018 to Matamata-Piako District Council is attached.

Recommendation

That:

1. The information be received.

Content

Background

Enviroschools is an innovative, nationally recognised programme that began in 2001. It supports and empowers children and young people to plan, design and implement sustainability actions that are important to them and their communities. It provides relevant life contexts for learners to be connected with their land and their communities and be actively involved in social, cultural, economic and environmental change.

Consistency with the Long Term Plan / Annual Plan

As part of their funding agreement Enviroschools must provide a six monthly and annual report to Council.

Contribution to Community Outcomes

Environmental Sustainability - We support environmentally friendly practices and technologies.

Vibrant Cultural Values - We promote and protect our arts, culture, historic, and natural resources.

Financial Impact

i. Cost

Toimata Foundation funding is included within our Long Term Plan with \$11,000 in 2018/19, \$12,000 in 2019/20 and \$13,000 in 2020/21 granted.

ii. Funding Source

Enviroschools Programme is funded through the Waste Minimisation Levy.

Attachments

A. Six Month Report - Enviroschools 2018/19

Signatories

Author(s)	Vicky Oosthoek Committee Secretary	
Approved by	Sandra Harris Acting Strategic Policy Manager	
	Don McLeod Chief Executive Officer	



Report to Matamata Piako District Council

Date: 18 January 2019

Author: Senior Education Advisor & EnviroSchools Regional Coordinator, R Kelly
Stakeholder and Partnerships Advisor, D Thurlow

Authoriser: Education Team Leader, A Satterfield

Subject: Six Monthly Report on the Delivery of the EnviroSchools Programme in the Matamata Piako District for the 2018/19 Financial Year

Purpose

This report provides the Matamata Piako District Council with an update on the delivery of the EnviroSchools Programme for the period from 1 July 2018 to 31 December 2018.

The Aim of the EnviroSchools Programme

The EnviroSchools Programme (the Programme) supports and empowers children and young people to plan, design and implement sustainability actions that are important to them and their communities. It provides relevant life contexts for learners to be connected with their environment and their communities, and how to be actively involved in social, cultural, economic and environmental change.

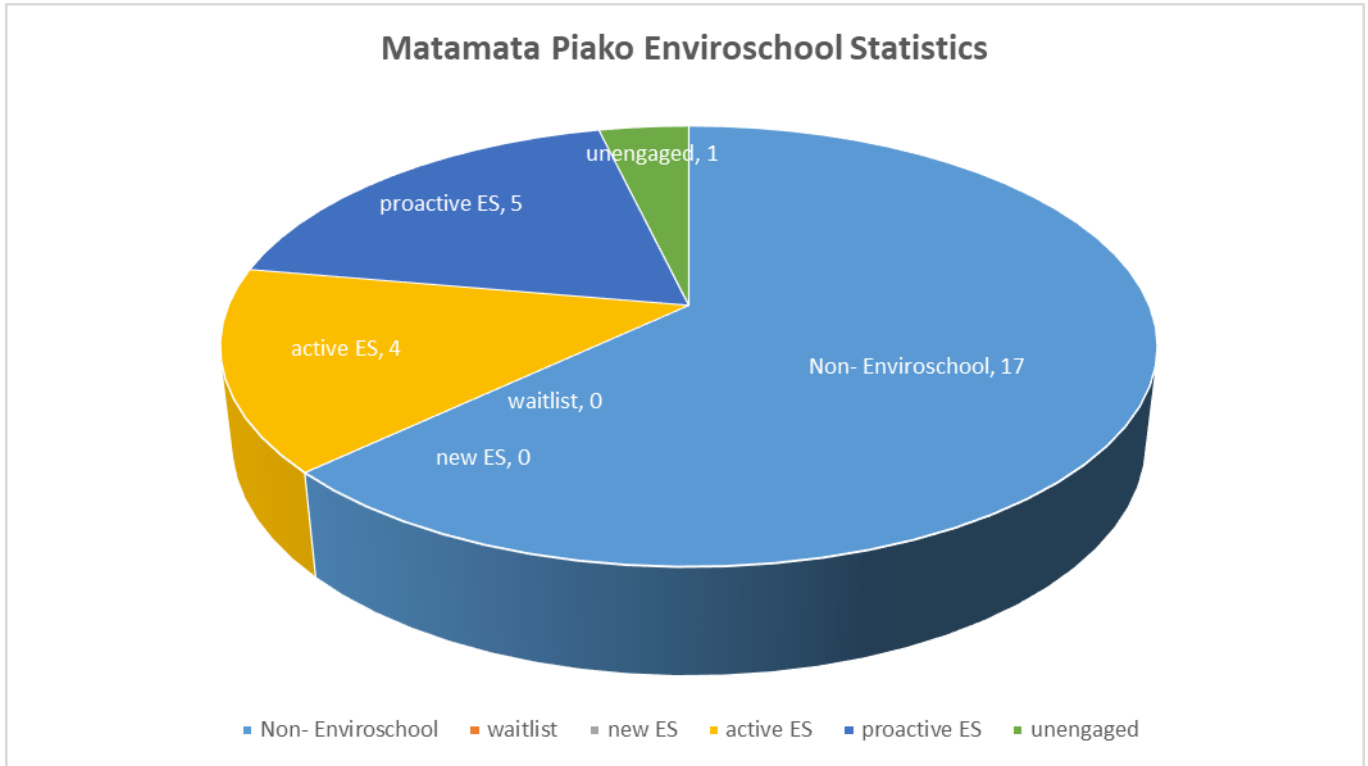
The focus of the Programme is on the journey not just the destination, and supports long-term participation and lasting changes that can take many years to become embedded with every step being a change in itself. The Programme has been referred to as a movement for positive change in New Zealand - helping to develop a generation of innovative and motivated young people who instinctively think and act sustainably.

Where the Programme is embedded, it is resilient in the face of challenges. An EnviroSchools journey for schools is not based on linear growth as it can include highs and lows, and sometimes appears to regress followed then by reengagement. Evidence has shown that when the Programme is developed as 'Whole school Approach' then these periods of hiatus can bring stronger engagement across the school and community over the long term.

The EnviroSchools Programme in the Matamata Piako District

Of the 27 schools within the Matamata Piako District, 10 are EnviroSchools. These EnviroSchools are served by facilitators Rebecca Dove and Alex Daniel, who work alongside each of the respective schools' Lead Teachers to support the delivery of the Programme. For the Matamata Piako District alone, over the

last six months, the Programme has reached over 1386 students within these schools ranging from Year 1 through to Year 8, from Decile 3 through to Decile 8, with a mix of both rural and urban.



Over the last six months, a large number of the Programme schools have and will embark on the specific ‘Me In My Environment’ and the ‘Living Landscapes’ using the EnviroSchools theme resources, and complete the Vision Mapping process for their school. This vision mapping integrates the Programme through the academic curriculum and school wide action. It can deepen and embed the Programme through the school plans that engages all/more teachers within the district. Several schools looking to grow the EnviroSchools identity, work towards reflection, and integrate Environmental Education more in their curriculum. Waste minimisation is a strong theme in all the schools together with biodiversity and native planting, which have been key focuses for many Matamata Piako EnviroSchools in the past few months. Many have been involved with planting or restoration work.

Schools in the district are working toward the EnviroSchools Holistic Reflection Process, which is an essential part of an EnviroSchools journey that provides an opportunity to celebrate success and deepen sustainable knowledge and practices.

The Reflection process allows schools or centres to recognise and acknowledge changes and shifts, opportunities, and challenges to be faced since the journey began. It is completed every four years as a means to reflect on the journey each school has undertaken through their participation in the Programme. The process enables the school community to share stories of changes and express the deepening commitment to the EnviroSchools kaupapa.

Value for Matamata Piako District Council of the Enviroschools Programme

An independent report by the Kinnect group found that, the Programme is being delivered to a high standard, attributed to a 'collective impact' model. That is, investment in the programme creates a larger pool of resources, and through engaging additional stakeholders the outcomes achieved are enhanced. This return on Investment is demonstrated by every \$1 that the Waikato Regional Council and territorial authorities invest, other investors contribute \$2.60 of funding and in-kind support.

The annual contribution of \$11,000 provided by the Matamata Piako District Council supports the facilitation of the Programme to achieve a number of outcomes for the District, schools and young people to directly align with the community outcomes for the District, including:

- Cultural, Social and Economic Sustainability
- Waste Reduction & Zero Waste
- Biodiversity & Biosecurity Action
- Water health & conservation
- Kai/Food production & distribution
- Energy conservation & action
- Ecological Building action

Highlights from the Programme schools include:

Firth School has engaged with social and economic sustainability issues with a strong school wide focus on waste minimisation, including a student led inquiry of beeswax wraps, where students will create wraps for every child within the school and new families as they join the community. The School has considered its communities economic needs and how school led action can assist by instigated a breakfast club, increasing school based food production, self-funded chickens for food and gifted bees wax wraps, seedlings, and clothing. They are aiming to reflect at Silver within 2019.

Kiwitahi have a new lead teacher who aims to integrate the Enviroschools theme Area of 'Living Landscapes' into curriculum for 2019. Their action led learning, especially around sustainable transport means they aim to engage with the reflection process at Bronze during early 2019.

Elstow-Waihou developed a new vision map in 2018 using the Enviroschools Theme area resource of 'Me in my environment', they will continue this in 2019 with a focus of 'special places'. They have increased the student management of the waste systems following a waste audit with the facilitator and redesigned their waste infrastructure, including increasing the use of the compost bins. They have increased interaction of students with school biodiversity by developing their Koru garden, permaculture style fruit and vegetable garden, orchard planting, and connecting to nature by learning through play. They have been piloting STEAM Science Technology Engineering Arts and Maths - relating this to Environmental Education and sharing this with other local schools.

Manawaru has focused on Biodiversity and waste action within their school grounds and in their community. They have been developing their gully area in cooperation with local community members and Waikato Regional Council – removing pest plants and planting natives. Following a Waste audit, there has been whole school learning, developing new practice including a video about zero waste lunchboxes that students created and shared on Facebook for parents.

Looking Ahead

As the Programme moves forward into 2019, we will aspire to:

- Provide teacher professional development workshops on:
 - Energizing whole school action; the Enviroschools Reflection Process;
 - Strengthening use of Enviroschools in the community using the Theme area resources; Water of life; Zero Waste & Energy!
- Continue to provide opportunities for schools to strengthen their networks and provide support for each other.
- Strengthen our strategic alignment with the community's priorities.
- Have more involvement in community projects and a greater presence in the local areas.
- Continue to grow the Programme into secondary schools.
- Work with Lead teachers and schools to encourage actions to move beyond the school gate.

Conclusion

We are delighted to be working in partnership with the Matamata Piako District Council on the delivery of the Enviroschools Programme, and are excited to continue to grow this relationship to fully realise the benefits of the Programme for our children and our young people.

Sport Waikato Quarterly Report

Trim No.: 2107203

Executive Summary

As per the Memorandum of understanding between Sport Waikato and the Matamata Piako District Council, Sport Waikato must provide a quarterly report to Council. The quarterly written report for the 1 October 2018 – 31 December 2018 is attached.

Recommendation

That:

1. The information be received.

Content

Consistency with the Long Term Plan / Annual Plan

Sport Waikato were awarded a funding grant from the Long Term Plan 2018-28, this reporting requirement is a part of the Memorandum of understanding between Sport Waikato and Matamata Piako District Council and must be completed for Sport Waikato to meet the terms of the agreement.

Attachments

- A. Sport Waikato Quarterly Report October - December 2018

Signatories

Author(s)	Meghan Lancaster Committee Secretary	
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Approved by	Sandra Harris Acting Strategic Policy Manager	
	Don McLeod Chief Executive Officer	

Matamata Piako District Report

1/10/2018 - 31/12/2018

Lou Beer

matapiako@sportwaikato.org.nz

027 226 5297

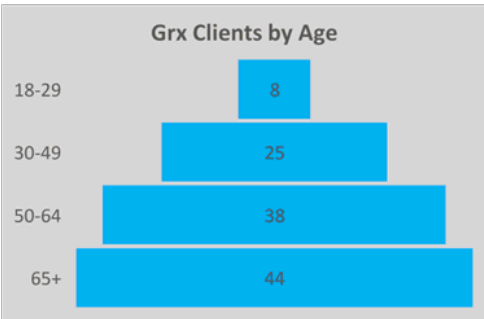
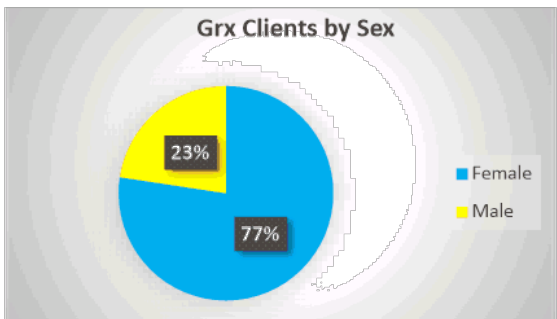


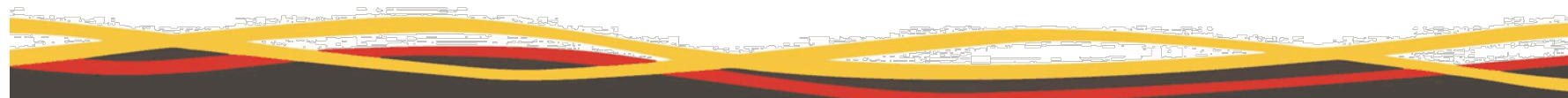


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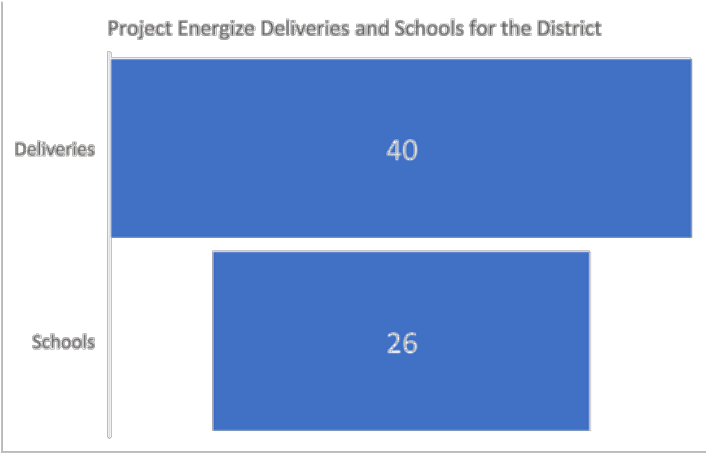
1. [Regional Sport Waikato Team Updates](#)
2. [Local Delivery Updates](#)

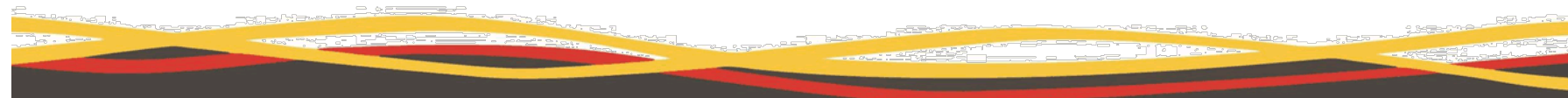
REGIONAL SPORT WAIKATO TEAM UPDATES

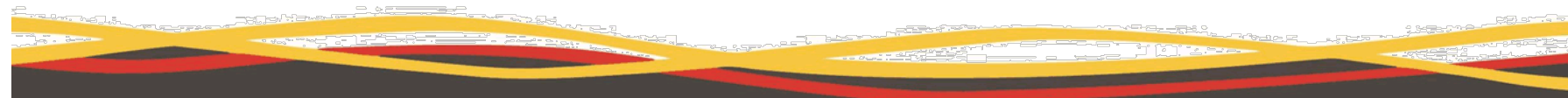
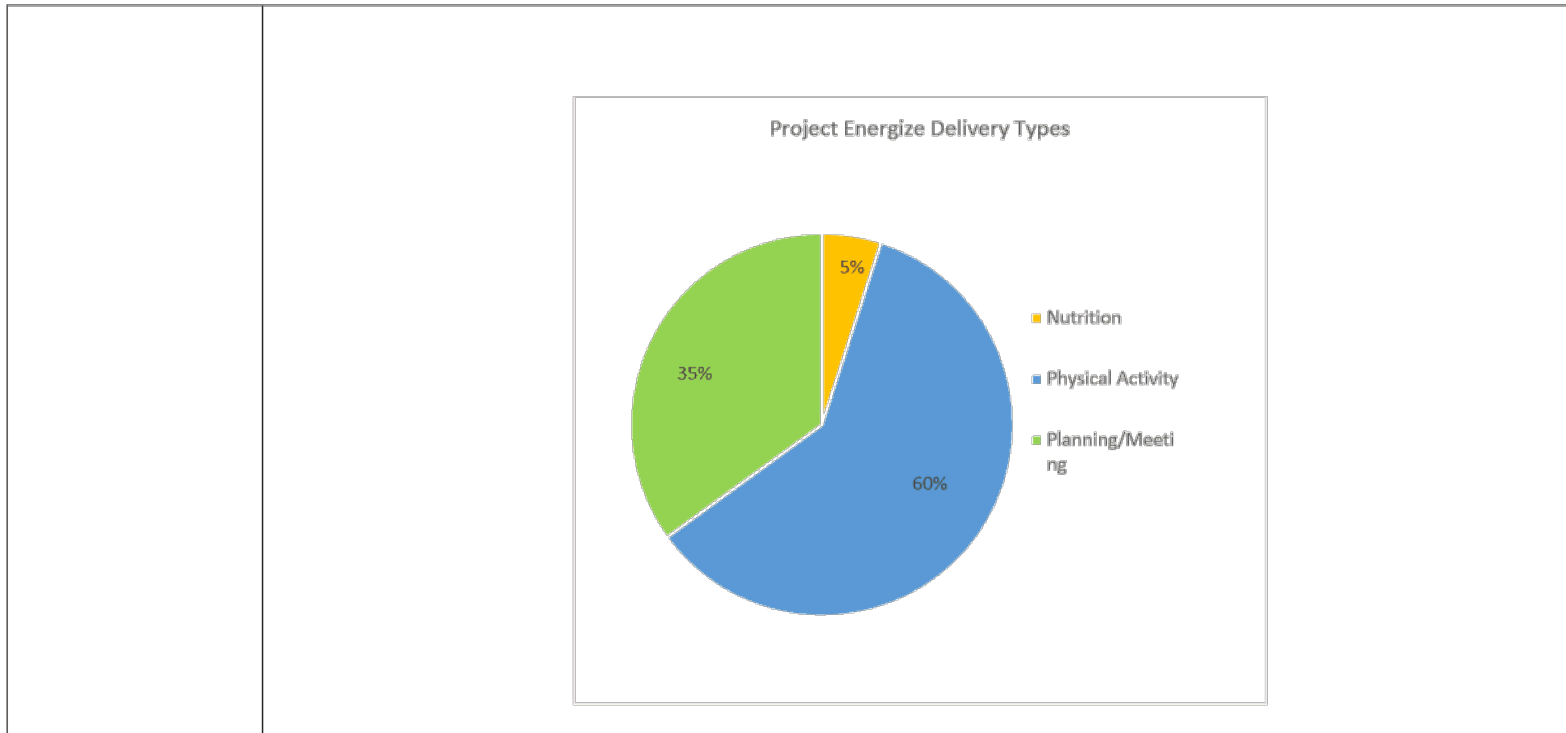
Facilities Update	<p>Places and Spaces</p> <ul style="list-style-type: none"> * Version 2 of the Waikato Regional Sports Facilities Plan complete * Further facilitate discussions around indoor court provision in the Matamata-Piako District * Technical Managers Forum delivered Dec 2018 - WRSFP Update, National and Regional Aquatic Update, Regional Round Up and Sport New Zealand HUB Update. 2019 Forum dates in April and September to be confirmed * Progress facility options for Hamilton City Gymsports, Matamata Piako and Turn & Gymnastics Circle 																
Active & Well	<p>In the reporting period A&W supported 115 GRX Clients and 5 Families within the Matamata-Piako District</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="526 746 1008 1066">  <table border="1"> <caption>Grx Clients by Age</caption> <thead> <tr> <th>Age Group</th> <th>Number of Clients</th> </tr> </thead> <tbody> <tr> <td>18-29</td> <td>8</td> </tr> <tr> <td>30-49</td> <td>25</td> </tr> <tr> <td>50-64</td> <td>38</td> </tr> <tr> <td>65+</td> <td>44</td> </tr> </tbody> </table> </div> <div data-bbox="1025 746 1579 1066">  <table border="1"> <caption>Grx Clients by Sex</caption> <thead> <tr> <th>Sex</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>77%</td> </tr> <tr> <td>Male</td> <td>23%</td> </tr> </tbody> </table> </div> </div> <p>Success Story: Client S, Female, 64yrs, NZ European S was a newly diagnosed diabetic, type 2. Whose weight was 92kg, Hba1C 78, sugar levels always up around 11 to 14. After our discussion she started exercising 30 minutes 3 /4 times a week. She made some great nutritional changes from drinking 2 -3 glasses wine each night to now 1 glass a fortnight and has cut out processed foods, potatoes chips and cakes. Her results have been outstanding, she has lost 12kg in 3 months, her sugar levels now at 5-7 and reduced her HbA1c from 78 to now 47. She has a very positive attitude and dropped from a size 18 dress size to 14.</p>	Age Group	Number of Clients	18-29	8	30-49	25	50-64	38	65+	44	Sex	Percentage	Female	77%	Male	23%
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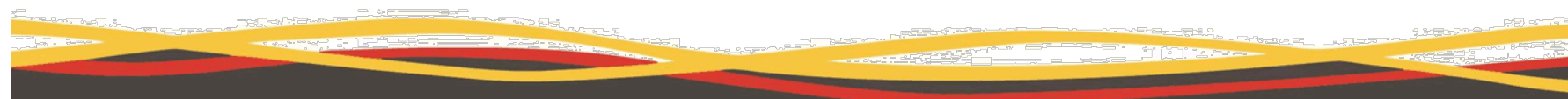
Coaching	Delivery of the Good Sports Programme planned for Morrinsville schools early 2019. This programme aims to refocus sport on a climate of development rather than performance and is for anyone involved in junior /youth sport.						
Project Energize	<p>Project Energize is present in 240 schools across the Waikato region, actively promoting their messages: eat healthy, be active, and have fun! This period saw us say goodbye to two longstanding Matamata/Piako Energizers, and welcome two new team members. Term 1 2019 will see these two new Energizers begin to build relationships within their schools and communities.</p> <div data-bbox="817 667 1520 1121" data-label="Figure">  <table border="1"> <caption>Project Energize Deliveries and Schools for the District</caption> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Deliveries</td> <td>40</td> </tr> <tr> <td>Schools</td> <td>26</td> </tr> </tbody> </table> </div>	Category	Count	Deliveries	40	Schools	26
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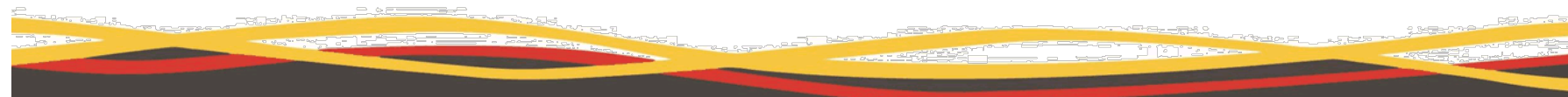


Sport Capability	Delivery of Club Development workshops planned for the district throughout 2019. Dates and subjects under discussion.
This is ME	<p>In 2017, Sport Waikato began piloting This is ME – a physical activity participation initiative for women and girls. This is ME aims to unite delivery partners to grow the quality of delivery and opportunities for females to participate, to generate a positive conversation about physical activity among females through a radical change in the nature of imagery and the sharing of stories, and to, ultimately, increase the number of females participating in sport, physical activity and recreation for physical, social and emotional health and wellbeing outcomes. This is ME includes targeted delivery to providers, secondary schools and local communities through a series of initiatives designed to grow capability and leadership.</p> <p>After a successful 12 months of piloting, This is ME will now undergo regional expansion, which will see This is ME concepts being introduced to the Matamata Piako district in 2019 in partnership with Sport Waikato and the local community. To create awareness of the launch of This is ME across the Waikato region, Sport Waikato has recently released the This is ME video - a landmark piece of work that aims to begin breaking down the barriers that hold women and girls back from being as active as they would like to be. The video features a range of women and girls of different ages, abilities, shapes, sizes, ethnicities and backgrounds engaging in movement to celebrate females getting active. The video has been a huge success with over 114,000 views in a few short weeks since its release. It is therefore, an exciting time to be beginning to work in this space and alongside the community.</p> <p>The This is ME team with the support of Lou Beer, very much look forward to working in the Matamata Piako district in 2019 to begin breaking down participation barriers for women and girls and increase their connection to sport, physical activity and recreation opportunities.</p>





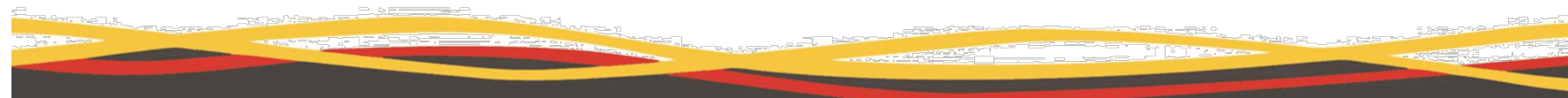
Under 5s	<p>Under 5 update for Matamata Piako District Report for 1 October 2018 - 31 December 2018</p> <p>The Sport Waikato Under Fives Fundamental Skills Advisor works with organisations in the Matamata-Piako District to help improve the physical development of children under the age of 5 years.</p> <p>In this period, 3 Infant Massage workshops were held at community organisations in Matamata and Morrinsville with 11 children, 12 parents and 3 educators attending. These sessions are provided for parents to improve the physical activity outcomes for their young babies.</p> <p>Kiwi Manuals are a series of e-book for Waikato parents, providing information and activity ideas to encourage physical activity from birth. A total of 11 KiwiBaby, 1 KiwiToddler & 3 KiwiPreschooler e-manuals were downloaded.</p>
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LOCAL DELIVERY



KPI	Activity/Club	Summary of Actions
Our People – To grow participation in sport, recreation and physical activity to increase the health outcomes of the community.	ECHO Walking Festival	Have been granted \$1000 from the Event Funds for promotion and advertising. Have secured 2 new guides this year and will be focussing on attracting more participants per walk plus promotion of other walks in the District.
	Matamata in Motion	Attendance at this community event with a bike skills course.
	Tower Run	Formation of a new committee and planning underway for first Friday in March.
	Piako Triathlon	Planning well underway and on target for another great event on 17 March
	Waitangi Day	Planning and preparation for Waitangi Day activities
Building Communities – To work with the deliverers of sport, recreation and physical activity to provide sustainable, quality experiences	Club Capability: Funding	Responded to enquiries re grant funding from Morrinsville Lacrosse and Morrinsville Squash
	District Sports Awards	Very happy with both the number of nominations and how the evening went. Good feedback from attendees and positive response to adhering to nutrition policy with food and drinks served at the event.
	Ultimate Frisbee	Support to Ultimate Waikato to bring a module to Morrinsville
	Basketball Matamata	Social media conversations regarding interest in Matamata ongoing
District Leadership – To develop, maintain and grow quality stakeholder relationships	Media Articles	Several articles published around Sport Waikato etc raising awareness
	Waharoa Playground/Recreation Space	A place for the community to meet, play and connect – community consultation documents have been prepared and I hope to meet with the community alongside Council in late Jan/early Feb
	District Facebook Page	Coming Soon
	Nutrition Policy	As a result of talking about this at last Council meeting a report appeared in the Waikato Times dated 30 Nov. Encouraging signs of this being a universal desire shown by Waka Ama being Fizz Free
	District Newsletter	This quarter – included information in events, club support available plus health and fitness tips.



Documents Executed Under Council Seal - December 2018/January 2019

Trim No.: 2106707

Item 10.5

Executive Summary

The schedule of documents executed under Council Seal is attached.

Recommendation

That the report of the schedule of documents executed under Council Seal for December 2018/January 2019 be received.

Attachments

A. Schedule of Executed Documents - December 2018/January 2019

Signatories

Author(s)	Ellie Mackintosh Graduate Policy Planner	
Approved by	Sandra Harris Acting Strategic Policy Manager	
	Don McLeod Chief Executive Officer	

Matamata-Piako District Council

Schedule of Executed Documents – December 2018 & January 2019

NO	DATE EXECUTED	DOCUMENT DESCRIPTION	EXECUTED BY	RM #
1	3/12/2018	Warrant of Appointment - Andrew Hazelton.	CEO	2093849
2	10/12/2018	Warrant of Appointment - Greg Finch	CEO	2093851
3	21/12/2018	Discharge of Bond, 101.2016.11269, 12 Golf Course Road	CEO	2097839
4	23/01/2019	Warrant of Appointment – Raewyn Scott	CEO	2106717
5	24/01/2019	Warrant of Appointment – Callum Patton	CEO	2106918

Mayoral diary for December 2018

Trim No.: 2104126

Item 10.6

The Mayoral Diary for the period 1 December to 31 December is attached.

Recommendation

That the report be received.

Attachments

A. Mayoral Diary December 2018

Signatories

Author(s)	Debbie Burge Executive Assistant to the Mayor	
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Approved by	Jan Barnes Mayor	
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Mayoral Diary December 2018

Saturday 1 December	Matamata Christmas Parade It may have tried but the wet weather didn't keep the people away for this year's Matamata Christmas parade! Crowds braved the summer rain to line the streets and watch the floats pass by. Congratulations to the organising committee for another well run event.
Monday 3 December	Waikato Mayoral Forum We had a presentation from Vicki Aitkens of the DHB. Vicki is the Interim Director of Mental Health and Addiction. Also updates on Three Waters Review, Waters Collaboration, Te Waka, Hamilton to Auckland corridor, Regional Facilities Plan, Waikato Plan Project and Collaboration with the new government. A summary of the meeting is attached to the back of the Mayoral Diary Christmas luncheon The Morrinsville Altrusa group hosted a Christmas luncheon for personnel and volunteers. I was delighted to be invited and share Christmas cheer with Jan Inger and her organising committee of volunteers. Thank you Jan Inger and team, you do a wonderful outreach in our community.
Tuesday 4 December	Te Manawhenua meeting The final meeting of the year saw discussion around representation on the TMF, Standing Orders adoption, Wairere Falls Carpark project, District Plan update, Te Reo Maaori policy, Annual Plan 2019/20, Provincial Growth Fund, Waitangi Day 2019, Volunteer Youth Ambassadors, Schedule of Meetings for 2019 and Draft Work Programme for 2019. This group continues to work together and I thank Chair Te Ao Marama Maaka for her strong leadership throughout the year. I value her support to our Council, staff and community, and with this brings greater understanding of our Manawhenua. Audit and Risk meeting Chair John Luxton lead us through a full agenda covering off Standing Orders and Code of Conduct, Self-Evaluation Survey, Schedule of Meetings, Draft Work Programme, Review of Audit and Risk Committee Charter, LGOIMA requests, Quarterly Procurement report, External ISO Quality Audit, Specific Project Risk Management review, Staff Survey and Vision and Values and HR Policy update.

	<p>Ben Halford from Audit NZ has been Councils Auditor for a number of years but is moving on, and John thanked Ben for his assistance, and welcomed new auditor Leon Pieterse who will be overseeing the audit process for 2019.</p> <p>I am very pleased to report this committee brings great strength to Council.</p> <p>Meeting with Matamata Futures A proposed site for the Matamata Sports Centre has been identified and council offered to meet with Frank Healey and Matamata Futures to consider what the next steps will be. i.e Geotec report.</p> <p>Matamata College Prize Giving The second of our three schools prize giving's was held after exams were completed and congratulations go to major award winners on the night of Reuben Jones for Dux and Proxime Accessit to Jordan Chevis. Well done gentleman!</p>
<p>Wednesday 5 December</p>	<p>KVS breakfast meeting I was delighted to attended the KVS staff Health and Safety breakfast meeting where long serving staff member Davey Mickell got the keys to the new fleet truck. Davey you have been so patient and I was thrilled to see your delight at the presentation!</p> <p>Council Meeting As we near the end of the year the council agendas tend to be full, and this was no exception. Chair of the Audit and Risk Committee John Luxton reported his recommendations from the Audit and Risk meeting, and agenda items included the 2019/20 Annual Plan, Draft Fees and Charges for 2019/20, Public Transport Service Amendment, a presentation from Waikato Plan, Amendments to Wastewater Bylaw and Land Transport Bylaw, Fires in the Open Air and Public Safety Bylaw and Decision making over the Christmas period.</p> <p>All council minutes and agendas can be found on our website at: http://www.mpdc.govt.nz/minutes</p> <p>Morrinsville College Prize Giving The final prize giving of the year saw top awards of Dux go to Sara Keightley and the Proxime Accessit Emma Alsemgeest. Well done girls on your achievements.</p>
<p>Thursday 6 December</p>	<p>Auditor General's Local Government advisory group meeting I was asked to be part of an informal group to meet with John our Auditor General and staff to have a round table discussion and sharing</p>

	<p>of issues effecting Local Government.</p> <p>Dinner with LGNZ and Ministers The LGNZ board was pleased to host Central Government ministers for cocktails and networking. Relationship building opportunities are important before issues arise.</p>
<p>Friday 7 December</p>	<p>National Council meeting A full board meeting was held for all 14 members of Local Government. Priorities were 3 Waters.</p> <p>Opening of new Matamata business I was invited to the opening of a new business in Matamata called 'Trapd'. These 'escape rooms' are a run business with a difference, fun for family, groups or team building. Do get a group together and support this venture. Great fun for all!</p>
<p>Saturday 8 December</p>	<p>Matamata Lions 60th Anniversary luncheon Rex and I spent a short time with the Lions of our district and region, congratulations Matamata Lions on their 60 years, Deputy Mayor James Thomas, Morrinsville Lions president attended the function and luncheon.</p> <p>Morrinsville Christmas Parade I was invited to be one of the judges for Morrinsville's annual parade, and the theme this year was Disney. A lot of thought and effort went in to the decorating of the floats and unlike Matamata the week before, the sun shone providing ideal conditions for both spectators and participants alike! Congratulations to the organising committee for once again putting on a successful event! As Mayor I slipped in an extra award to the scooter club for their efforts! Morning tea will be had with them in February.</p>
<p>Sunday 9 December</p>	<p>31st Squadron Air Training Corps annual awards The annual awards were held at the Te Aroha RSA, where I swore in new Cadets, and presented awards.</p> <p>I always enjoy my engagement with our youth of the 31st squadron. Well done to you all and thank you for supporting Council events over the year of 2018.</p> <p>Christmas Carols at the Tower I called in to Firth Tower for their event of Xmas Carols and viewed the new world war display.</p>

<p>Monday 10 December</p>	<p>Meeting with Sport Waikato CEO Don McLeod and I met with Sport Waikato CE Matthew Cooper to discuss the current community proposal of an indoor two court facility for Matamata.</p> <p>Matamata Country Lodge I was invited to Country Lodge to present certificates to the residents for completing their scooter safety programme. A delightful group of attendees. Well done to you all.</p>
<p>Tuesday 11 December</p>	<p>Wintec programme I was pleased to address the Wintec horticultural group completing their course in Matamata. This is a pilot course with 10 attendees completing the programme and are now looking for employment. Well done Kim Linklater for initiating these opportunities for our people.</p> <p>Meeting with councils executive team Executive team discussion and update.</p> <p>Te Aroha Senior Citizens Christmas luncheon I was pleased to drop in and share a late Christmas lunch with our Senior Citizens of Te Aroha at their end of year gathering.</p> <p>Morrinsville Business After 5 (BA5) Hosted by Harcourts – Kevin Deane Real Estate and one of the final BA5's for the year. I really appreciate the opportunity of mixing with our business community at these events, the networking is valuable.</p> <p>A well-attended evening in our main street of Morrinsville.</p>
<p>Wednesday 12 December</p>	<p>Corporate and Operations Meeting Chaired by Councillor Ash Tanner.</p> <p>Meeting with Councils Water and Waste Water team At the conclusion of the COC meeting Councillors and I went to the offices of the Waters team to view their new space and plans they have in the waters area going forward. A very interesting visit for us all.</p> <p>Catch up with Shaun and Jillian O'Neill CEO Don McLeod and I met with Shaun and Jillian to get an update on their current business projects and happenings cross the district.</p>
<p>Thursday 13 December</p>	<p>Meeting at Hobbiton Don and I met with Russell Alexander and his team to discuss the DCP planning and programme for the hearing next month.</p>

	<p>Meeting with Karu NZ Francis Pauwels approached me to discuss our PGF opportunities for Te Aroha and gave us some examples to look into for similar developments around the country. Rachael Singh and I will follow up on issues and opportunities discussed.</p> <p>Mariana and co from Wintec I met with Mariana from Wintec to discuss Circular economy and opportunities going forward.</p> <p>Matamata Citizens Advice Bureau A celebration marking the 40 years of service to Matamata and the surrounding communities was held at Cranswick House. There was a good mix of past and present volunteers attending the garden party style afternoon. Our volunteers are such an important part of any community, and we thank all CAB members, past and present for the time and effort you give to your community. Well done Linda Hodge, current president.</p> <p>New staff afternoon tea I met with a group of new council staff to welcome them to MPDC and to learn a little about what each of them do within council. It is always very interesting to meet and engage with new staff. We are very fortunate to have an excellent fork force.</p>
<p>Saturday 15 December</p>	<p>Te Aroha Christmas parade The last of our three towns Christmas Parade saw the sunny weather prevail and hundreds turn out to line the main street and watch the floats pass by. There was representation from young and old. Rex and I were transported in style at the front of the parade in a Packard car owned by John and Dianne. Thank you both for your support of our parade.</p>
<p>Monday 17 December</p>	<p>Te Aroha Business Association The last meeting of the year was held at Diprose Miller. This Christmas themed meeting was a good opportunity to thank those regular attendees for all that they do for promoting Te Aroha and to look to the year ahead. Thank you staff member Rachael Singh for attending most of these meetings for us.</p> <p>Wind Farm Meeting A meeting was held at Mangaiti Hall for local residents to discuss the proposed Kaimai Wind Farm. A representative from Iwi and a local Environmental Lawyer were present to discuss the proposal. Councillor Teena Cornes and Peter Jager were present and I briefly addressed the gathering.</p>

<p>Tuesday 18 December</p>	<p>Meeting with Wallace Gallery Trustees I was invited to the last meeting of the year by Chairman Greg McDonnell. The trustees shared their thoughts.</p> <p>Meeting at Waharoa Aerodrome Manaia Te Wiata and I met the CEO of the Matamata Flying School to discuss recent issues.</p>
<p>Friday 21 December</p>	<p>Meeting with council staff For the last day in the office for 2018 we started early with a cooked breakfast and secret Santa gift exchange. I met with council staff to cover off any last minute issues before the Christmas break!</p>

Exclusion of the Public: Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

C1 Office of Treaty Settlement - Easement Request

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.