

# 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 4 December 2018  
**Time:** 9:00am  
**Venue:** Council Chambers  
35 Kenrick Street  
TE AROHA

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### 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

Mrs Kathy Ngamane

Mr Wati Ngamane

Mr Phillip Samuels

Ms Dianna Vaimoso

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**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 4 September 2018

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# Appointment of Alternate Representative - Ngaati Whanaunga

Trim No.: 2082792

## Executive Summary

Ngaati Whanaunga has requested to appoint Gavin Anderson as an alternate representative to Te Manawhenua Forum Mo Matamata-Piako (Forum). Gavin Anderson is to fill the position previously vacated by Nathan Kennedy.

## Recommendation

That:

1. **Gavin Anderson be appointed to Te Manawhenua Forum Mo Matamata-Piako as alternate representative for Ngaati Whanaunga.**

## Content

### Background

Te Manawhenua Forum Heads of Agreement outlines its purposes and principles. Within this agreement the membership of the collective forum is outlined. It outlines that each of the identified member groups shall appoint two representatives; a principal and alternate. Both will attend the meetings and the second representative will act at meetings in the absence of the principal representative. Ngaati Whanaunga currently has one representative on the Forum. Mr Michael Baker act as the principal representative for Ngaati Whanaunga on the Forum. A letter requesting Mr Gavin Anderson to be appointed as an alternative representative from Ngaati Whanagunga is attached to this report.

### Legal and statutory requirements

Under Clause 31 Schedule 7 of the Local Government Act 2002 Council may delegate to any Committee the appointment of any non-elected members to any committee. Council has delegated to Te Manawhenua Forum mo Matamata-Piako the appointment of non-elected members to Te Manawhenua Forum mo Matamata-Piako.

## Attachments

- A. Ngaati Whanaunga recommend alternate representative

## Signatories

Author(s)	Rebecca Shaw <b>Graduate Policy Planner</b>	
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Approved by	Sandra Harris <b>Acting Strategic Policy Manager</b>	
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Item 7.1

	Don McLeod <b>Chief Executive Officer</b>	
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Whanaunga Incorporated Society  
P.O. Box 160, Coromandel  
Phone 0211067117  
<http://www.ngaatiwhanaunga.maori.nz>

8 November 2018

Attachment A

Teena koe Rebecca

**Associated member appointment to Mana Whenua Forum.**

As per email please see a letter head signed letter for the appointment of Gavin Anderson on the Matamata Piako Mana Whenua Forum for Ngaati Whanaunga.

This position replaces the previous position that was vacated by Nathan Kennedy.

Please action immediately and contact me if you have any queries.

Mike Baker  
Chairman  
Ngaati Whanaunga Incorporated Society

# Ngāti Hauā Representation on MPDC Mana Whenua Forum

Trim No.: 2017719

Item 7.2

## Executive Summary

Ngāti Hauā Iwi Trust have advised that they wish to replace their current alternative representative on the Matamata Piako District Council Te Mana Whenua Forum. Rangitonga Kaukau has been named as the alternate representative who will be replacing Weka Pene.

## Recommendation

That:

1. **Rangitonga Kaukau be appointed to Te Manawhenua Forum Mo Matamata-Piako as alternate representative for Ngāti Hauā.**

## Background

Te Manawhenua Forum Heads of Agreement outlines its purposes and principles. Within this agreement the membership of the collective forum is outlined. It outlines that each of the identified member groups shall appoint two representatives; a principal and alternate. Both will attend the meetings and the second representative will act at meetings in the absence of the principal representative. Ngāti Hauā Iwi Trust have advised that they wish to replace their current alternative representative on the Matamata Piako District Council Te Mana Whenua Forum. Rangitonga Kaukau has been named as the alternate representative who will be replacing Weka Pene.

## Legal and statutory requirements

Under Clause 31 Schedule 7 of the Local Government Act 2002 Council may delegate to any Committee the appointment of any non-elected members to any committee. Council has delegated to Te Manawhenua Forum mo Matamata-Piako the appointment of non-elected members to Te Manawhenua Forum mo Matamata-Piako.

## Attachments

- A. Ngati Haua Iwi trust to MPDC re MWF Representation

## Signatories

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

Attachment A

Matamata Piako District Council  
PO Box 266  
Te Aroha 3342

3 June 2018

Tēnā koe

We write to advise that we wish to replace our alternate Ngāti Hauā representative on the Matamata Piako District Council Te Mana Whenua Forum. Rangitonga Kaukau will replace Weka Pene.

We understand that this change must go through a formal process and we look forward to hearing from you once the change has been confirmed by the forum/Council.

Nāku noa, nā



Mokoro Gillett  
Chairperson



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## Adoption of Standing Orders by Committee

Trim No.: 2081037

### Executive Summary

Under the Local Government Act 2002 (LGA), Council is required to adopt standing orders.

Council is required to operate in accordance with standing orders for the conduct of its meetings and the meetings of its committees and subcommittees. Standing orders must not contravene any Act. Council's standing orders apply to all committees of Council.

The adoption of standing orders and any amendment to standing orders must be made by Council and by a vote of not less than 75% of the members present. Standing orders apply to all meetings of the local authority, its committees, subcommittees and subordinate decision-making bodies.

Council reviewed and changed its standing orders from NZ Standards Model Standing Orders 9202:2003 (Incorporating Amendment No. 1) to a new template developed by Local Government New Zealand (LGNZ), Matamata-Piako District Council Standing Orders, adopted 14 November 2018.

Currently Te Manwhenua Forum is operating under NZ Standards Model Standing Orders by default as a committee of Council. It is recommended that Te Manawhenua Forum formally adopt standing orders. Heads of Agreement states "*Following each Council election, the Forum shall adopt standing orders for the duration of the triennium*".

The new standing orders are circulated separately from the agenda so committee members have a copy for future reference, they are also available on Matamata-Piako District Council website.

### Recommendation

That:

1. The information be received.
2. Te Manawhenua Forum mo Matamata-Piako adopt Matamata-Piako District Council Standing Orders (adopted: 14 November 2018).

### Content

#### Background

Council's Code of Conduct (adopted 7 December 2016) in conjunction with standing orders were workshopped with Council on 26 September 2018, no changes were identified for the Code of Conduct. At this workshop a summary of the differences between LGNZ and NZ Standards Model Standing Orders were presented.

Once adopted standing orders remain in force (even after triennial election) until any amendment is proposed, any change requires 75% of Council Members present.

A local authority or committee may temporarily suspend standing orders during a meeting by a vote of not less than 75% of the members present and voting, and the reason for the suspension must be stated in the resolution of suspension.

### **Committees of Council**

Council's standing orders apply to all committees.

- Corporate and Operations Committee
- Te Manawhenua Forum Mo Matamata-Piako - Heads of Agreement notes that following each Council election, the Forum shall adopt standing orders for the duration of the triennium.
- Waharoa (Matamata) Aerodrome Committee - Ngati Haua Claims Settlement Act 2004 under procedure of committee s91(3)(b) The committee must at its first meeting adopt a set of standing orders for the operations of the committee.
- Audit and Risk Committee
- District Licensing Committee
- Chief Executive Officer Performance Committee
- Joint Committees

### **LGNZ Template Standing Orders (SOs)**

- Has less copyright restrictions.
- Is set out in three sections to cover General Matters, Pre-Meeting Procedures and Meeting Procedures.
- Has a logical arrangement for the meeting process to follow, and streamlines and clarifies elements of standing orders that in the past have been difficult to interpret.
- Contain statutory and non-statutory meeting provisions which are by-and-large the same as Council's previous standing orders.
- Provided for legislative changes around electronic devices, audio visual links and webcasting of meetings.
- Has several appendices covering various matters such as workshops, webcasting protocols and a sample order of business. *Note:* the appendices are not formally part of the standing orders and can be amended at any stage by Council.

Staff review of other councils noted that 50 out of 66 councils are now operating using LGNZ template. Of our surrounding councils Hauraki, Thames-Coromandel, Waikato and Waipa District Councils operate using LGNZ template for their standing orders.

### **Attachments**

There are no attachments for this report.

### Signatories

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



# Wairere Falls Carpark Project

Trim No.: 2085316

## Executive Summary

On 4 September 2018, Council staff provided an update on various projects and programmes affecting Community Facilities and Properties. The Wairere Falls Carpark Project was one of the projects. The Forum requested that a more detailed report be presented on the Wairere Falls Carpark project.

Staff in attendance to provide an overview of the project and update on progress to date

## Recommendation

That:

1. The report be received.

## Content

### Background

On 4 September 2018, Council staff provided an update on various projects and programmes affecting Community Facilities and Properties. The Wairere Falls Carpark Project was one of the projects. The Forum requested that a more detailed report be presented on the Wairere Falls Carpark project.

Staff in attendance to provide an overview of the project and update on progress to date.

### Issues

#### *Parking capacity and demand*

The current carpark is unmarked and has space for 20-30 cars (depending how well people park). The carpark is often full and there is limited space for larger vehicles such as campervans and busses to turn around. Vehicles often park along Goodwin Road affecting traffic safety and access to neighbouring properties. Vehicles have been known to reverse down Goodwin Road if the carpark is full and there is not enough room to turn around.

A need was identified to increase the size of the carpark to cater for more vehicles and to provide better turn around facilities.

#### *Tourism trends*

There has been a steady increase in visitor numbers to the district and Matamata Ward in particular. Hobbiton is now one of the top tourist destinations in the country with more than 450,000 visitors a year. Around 250,000 visitors visit the Matamata i-Site each year. There is demand for additional tourist activities in the area besides Hobbiton. Wairere are the tallest waterfalls on the North Island and are easily accessible being only 15 minutes' drive from Matamata. The Falls feature in various tourist publications. The extension of the cycleway from Te Aroha to Matamata and the planned Kaimai Ridgeway overnight tramping route are also likely to increase visitor demand.

### *Consultation*

Consultation with nearby landowners, Iwi and Te Papa Atawhai/Department of Conservation has been occurring since 2016. In 2017 Xyst Consultants were appointed to lead the consultation and procurement of carpark designs. Affected parties have been kept informed by regular newsletters.

### *Tourism Infrastructure Funding*

Council successfully applied for a Tourist Infrastructure Fund grant in September 2017. This means that Central Government has agreed to match Council funding up to \$221,000.

### *Design*

The additional funding has allowed an original plan to provide fifty carparks and a turning area to be substantially improved. The latest design concept would provide a turning area, more than 80 standard carparks, two disabled carparks, 12 longer parking spaces suitable for minibuses and campervans, and two bus parks.

### *Land acquisition*

In order to build a large enough carpark, Council needed to acquire additional land from an adjoining landowner. This process started in March 2018 and was completed when the additional land was gazetted as a local purpose reserve in September 2018.

### *Temporary overflow carpark*

As physical works on the new carpark will not start until the new calendar year, a temporary overflow carpark is to be created in order to cope with demand over the summer holidays. The overflow carpark will be on a portion of the additional land that Council acquired which is currently a grazed paddock. Fencing and signage will be erected to assist with this.

## **Analysis**

### **Consistency with the Long Term Plan / Annual Plan**

Funding was allocated in the Long Term Plan to improve the carpark.

### **Impact on Significance and Engagement Policy**

Not applicable.

### **Communication, consultation and decision making processes**

Communication with nearby landowners, Iwi and DOC has been ongoing since 2016. The general public were informed of the proposal to improve the carpark via the Long Term Plan process.

## Consent issues

An application for resource consent was lodged in August 2018. Due to recent changes to the design resource consent process has been delayed somewhat. The changes are relatively minor and are unlikely to affect the outcome of the consent however the consent is unlikely to be issued until the end of this calendar year.

## Timeframes

Due to the value of the physical works, the work has to be tendered under Council's procurement policies. The physical works are unlikely to start until the middle of February 2019. Work needs to be complete by April 2019 in order to benefit from the funding grant.

## Contribution to Community Outcomes

The project contributes to the following community outcomes:

- Connected Infrastructure
- Healthy Communities

## Financial Impact

### i. Cost

The budget for the project is \$442,000.

### ii. Funding Source

The project is funded by the Community Facilities and Properties Bulk Fund, the Long Term Plan, and a Tourism Infrastructure Fund grant from Central Government.

## Attachments

There are no attachments for this report.

## Signatories

Author(s)	Mark Naude <b>Parks and Facilities Planner</b>	
Approved by	Susanne Kampshof <b>Asset Manager Strategy and Policy</b>	
	Manaia Te Wiata <b>Group Manager Business Support</b>	





## District Plan Update

Trim No.: 2087447

### Executive Summary

Mark Hamilton will give a presentation to bring the Forum up to date on the District Plan Review and the 2017/18 State of the Environment report.

### Recommendation

That:

1. **The information be received.**

The following matters will form the basis of the presentation to the Forum:

#### District Plan Review

Plan Change 47 – “Plan Your Town”. A council hearing was held on 20 – 21<sup>st</sup> June 2017. An appeal was received by submitter Calcutta Farms, who seek additional residential rezoning north of Banks Road in Matamata. Three other parties are party to appeal proceedings.

The scope of the appeal, regarding the extent of zoning proposed, was upheld by the Environment Court. Following a judicial teleconference, The Court has directed all parties to undertake assisted mediation in January 2019. If consensus is not reached, then the Court will require a hearing in July 2019.

The remainder of Plan Change 47 became part-operative earlier in 2018.

#### Plan Changes notified for submission

Plan Change 50 – “Hobbiton Movie Set Development Concept Plan”. This plan change was notified for submission on 4<sup>th</sup> April. 15 submissions were received. The summary of submissions was notified for further submission on 20<sup>th</sup> June 2018 and four further submissions received. The applicant is currently working with submitters to address the matters raised in their submissions prior to a hearing.

Private Plan Change 51 – “Development Concept Plan for Milk Processing Site, Waharoa” was notified for submission on 27 September; six submissions were received, including from Ngati Haua and Council. One further submission was also received. All matters raised in submissions have been addressed, allowing the plan change to go to Council for approval early in the New Year.

Plan Change 52 – “Development Concept Plan Milk Processing Factory, SH 26, Tatanui (Tatua)”. This plan change was notified for submission on 4<sup>th</sup> April. Four submissions were received, including from Ngati Haua and Council. No further submissions received: The applicant is working with submitters to address the concerns raised in their submissions with the aim of avoiding a hearing.

Full details for all notified plan changes are available from: <https://www.mpdc.govt.nz/district-plan/district-plan-review>.

### Future Plan Changes

Plan Change 49 – “Waharoa Zoning and Development”. A scoping report has been presented to a Council workshop for Plan Change 49, which will evaluate the District Plan rules and zoning for Waharoa. The plan change aims to revitalise the town and provide for its residents, and also allow industry to develop whilst mitigating its effects on the town and surrounding environment. Preliminary meetings with some landowners have been held. The scoping report has been attached inviting Forum members’ input.

Plan Change 53 – “Settlements”, which will evaluate the zoning and rule provisions for the district’s small settlements, has been approved by Executive Team for tender to engage external planning expertise.

Plan Change 54 – “Tangata Whenua” will evaluate the District Plan’s provisions for Papakainga and will look at updating them in conjunction with the new Tangata Whenua section of the Plan which is to be introduced by the National Planning Standards. It has been approved by the Executive Team for tender to engage external planning expertise.

### 2017/18 State of the Environment Report

The key findings of the State of the Environment Report will be discussed. The full report is available on the MPDC website at <http://www.mpdc.govt.nz/reports/state-of-the-environment>.

## **Attachments**

- A. PC 49 - Preliminary draft scoping report November 2018

## **Signatories**

Author(s)	Mark Hamilton <b>Environmental Policy Planner</b>	
Approved by	Ally van Kuijk <b>District Planner</b>	
	Don McLeod <b>Chief Executive Officer</b>	

# Matamata-Piako District Plan

## Plan Change 49 – Waharoa Zoning & Development

“Revitalise Waharoa”/ “Te whakaora Waharoa”

### Preliminary Scoping Report

November 2018

Ref: 02 11 18

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## 1. Introduction

In September 2018, following due procurement processes, the Council appointed resource management consultant Marius Rademeyer to assist staff with the preparation of “Plan Change 49 – Waharoa Zoning and Development”.

The appointment was based on the Council’s preference for the methodology proposed by this consultant in his response to the Request for Quotation.

To mark the commencement of the Plan Change 49 process, this Preliminary Scoping Report:

- Seeks Council’s views on the methodology proposed;
- Raises options and actions on ways in which the methodology can be put into practice, for debate;
- Explores the relationship between the plan change and the Provincial Growth Funded “Waharoa Industrial Hub Feasibility and Development Programme”; and
- Discusses the appointment of key experts considered essential in order to progress the initial stages of the plan development.

## 2. Overview: Waharoa in context

Throughout history, both in pre- and post-European times Waharoa has remained an important location steeped in history, which is rich in culture and at the forefront of business innovation.

The origin of the town goes back to 1830 when the respected Ngati Haua leader, Te Waharoa, established his pa site here, at the ridge above the Waitoa River.

The town’s post-European history starts around 1886, when the NZ Herald reported progress with the establishment of a *“special settlement at Waharoa, north of Matamata”*, at a spot formerly *“the site of a native settlement occupied by a portion of the Ngati Haua tribe”* which was considered *“to speak well for the quality of the land and the convenience of its surroundings, it being well known that only such places as furnished the richest soil, with abundance of wood and water in the immediate vicinity, were selected by Maori around which to form its settlements”*.

By October 1886, construction of the first cottages and fencing of the first farms had been completed, ready for the impending arrival of the settlers. The building of the cheese and butter factory was also reported as being *“in a very forward state”* and ready to be conveyed to its destination near the Waharoa Railway Station. Adjoining the railway station at the east side, the township of Waharoa had been laid out, including shops and facilities, promising *“a future prosperous and thriving settlement”*.

This prediction came true and for more than a century the town prospered, centred on a booming dairy industry and large dairy factory. However, with the closure of the milk processing plant in the 1980’s the town fell on hard times. Employment opportunities disappeared, businesses suffered, the community slid towards social deprivation, and the townscape was marred by the vandalised shell of the neglected former dairy factory building.

But the community did not abandon the town. Many prominent locals, both current and past residents of Waharoa have retained strong ties with, and pride in, their town.

In true pioneering tradition they have worked together to turn the trend around, spearheaded by people like the late Bruce Clothier who redeveloped the former dairy factory into industrial premises, located his transport company here, and demolished the remnants of the former dairy factory that blighted the townscape; Wyatt Creech who established a new dairy processing and cheese factory in the town; and Craig Mowatt who developed new industrial sections to attract new businesses to the town.

This plan change will build on the work initiated by these modern-day pioneers, and will seek to revitalise Waharoa as a vibrant town that celebrates its history and culture, again becoming the pride of the community.

### 3. Cornerstones of the proposed methodology

The brief overview above points to the strategic location of Waharoa, the tenacity of its people, and the richness of its history.

These cornerstones are proposed to inform the methodology to be used in developing the Waharoa Plan Change. For, drilling down further into the unique location, culture, and history of the town, there is much more to discover and build on, to revitalise Waharoa.

To this end, the methodology proposed for this plan change will, in addition to its sustainability focus, be:

- **Strongly community-led and iwi focussed**, seeking to harness the vision, continued support, goodwill, and commitment of those modern-day pioneers both Maori and Pakeha who, together with the residents, have succeeded to lay the foundations for reversing the town's decline.
- **Growth-orientated**, seeking ways to utilise the town's locational advantages to identify and regulate for the development of key projects that will become the catalysts to propel the growth of the town into the future, consistent with the vision of the District's Growth Strategy, while also mitigating effects on the surrounding town and environment.
- **Implementation-based**, setting in place an appropriate regulatory regime that will streamline development and enable seamless implementation of key projects without further regulatory constraints, while also mitigating effects on the surrounding town and environment, thereby providing certainty for investors as well as the community, and paving the way to compete for contested government funding such as through the \$3 billion Provincial Growth Fund.
- **All-encompassing**, recognising the needs of all sections of the community including those who suffer lack of employment, social deprivation, poverty, and lack of access to community support. The plan change methodology proposes ways in which regulation can support growth and employment creation, and options for development of affordable housing to achieve outcomes such as providing for subdivision and appropriate development. This approach is intended to help the community to realise the capital invested in its property and to house family and whanau in an affordable way.

- **Contextually focussed**, ensuring that the rich pre-and post-European history of the town and the tenacity of its people are well-understood and harnessed. The methodology proposes ensuring that places, buildings, and artefacts of historical significance are identified, protected, and utilised to create a unique sense of place, worthy of turning into a tourist attraction celebrating the town's Maori founders, and dairying pioneers.
- **Closely aligned with regional policy**, ensuring the planned and co-ordinated subdivision, use and development of the town, consistent with the Waikato Regional Policy Statement and the guiding "Section 6A Development Principles".
- **Well-informed by key stakeholders**, ensuring that the views of land owners, developers and industrialists, and the NZ Transport Agency, KiwiRail, energy providers, and other key providers of the infrastructure critical to support the future development of the town are canvassed and considered in the drafting of the plan change.

### 3.1 Questions

The methodology proposes a wide-ranging scope of works; based on the premise that economic and social activity is intrinsically linked to land-use and must be considered holistically in a robust plan-making process. For this reason, the methodology proposed goes beyond the scope of what would typically be considered in a regulatory-based District Plan document.

This raises the following questions:

- Is the proposed methodology too broad, potentially signalling the inclusion of peripheral land-uses that have linkages with the township, such as the nearby Balle Brothers Site, Waharoa Aerodrome, Raungaiti Township and marae?
- Given that the Plan Change has a regulatory focus and is constrained (under the RMA and in terms of Councils functions) in its outcomes, is there a need for the Plan Change to be this broad?
- If so, how will the Plan Change deal with issues that are beyond its regulatory scope?

## 4. Unpacking the proposed methodology

This paragraph is aimed at exploring, with Council, options and actions that will enable the Plan Change methodology to be put into practice, to create the best outcome for all, and ultimately to revitalise Waharoa into a vibrant town and community that will grow and develop sustainably into the future.

To this end, a range of actions and options are outlined below, for discussion and to seek guidance from Council in developing the final methodology and consultation plan:

### 4.1 Strongly community-led and iwi focussed:

- Set up a working party to meet regularly to guide plan development:
  - Composition of working party (All Councillors/ Ward Councillors/ Community Leaders (who?))
  - Relationship/ linkages to Provincial Growth Funds Governance Group

- Industry/ business leaders:
  - Who are they?
  - Relationships/ linkages to Provincial Growth Fund partners
  - How can they best be involved?
- Community consultation:
  - Public meeting
  - Meeting format (charette-style?);
  - When?
  - Who should be invited?
- Iwi involvement:
  - As members of working party
  - Which iwi (TPK to advise)

#### 4.2 Growth-orientated:

- What are the economic growth “drivers?”
  - Industry
  - Freight/ logistics/ rail/ warehousing/ storage
  - Tourism
  - Recreation
  - Role of the aerodrome
  - Educational (role of Te Kura O Waharoa/ Te Wharekura o Te Rau Aroha)
  - Other?
- Scope of provincial growth funded “Industrial Hub Feasibility and Development Programme for Waharoa”/ relationship/ linkages to Plan Change 49?
- Industrial hub
  - Serviced/ sub-serviced
  - Projecting the demand
  - Need for expert economic analysis/ extent to which Provincial Growth Fund Feasibility Study will provide the required economic analysis
- Logistics/ freight movement/ handling/ transport
  - How to involve KiwiRail and other freight handlers
  - Small/ boutique inland port
  - Factory Road
  - Warehousing/ storage
  - Need for expert economic analysis/ extent to which Provincial Growth Fund Feasibility Study will provide the required economic analysis
- Tourism
  - “Stop-over”; pedestrian-friendly; pre and post-European history; museum/ farm tours; potential linkages with Hobbiton tourism; Raungaiti Marae; tourism potential of dairy/cheese factory visits?



- Need for expert economic analysis; the extent to which Provincial Growth Fund Feasibility Study will provide the required economic analysis

- Recreation

- Gliding/parachuting
- Sport
- Other
- Need for expert economic analysis/ extent to which Provincial Growth Fund Feasibility Study will provide the required economic analysis

- Role of the aerodrome

- Air freight?
- Aero industry?
- Maintenance?
- Training?
- Scenic/tourist flights
- Scheduled tourist routes (Hobbiton?)
- Need for expert economic analysis/ extent to which Provincial Growth Fund Feasibility Study will provide the required economic analysis

- Educational

- Role of Te Kura O Waharoa/ Te Wharekura o Te Rau Aroha
- Need for expert economic analysis/ extent to which Provincial Growth Fund Feasibility Study will provide the required economic analysis

#### 4.3 Implementation-based:

- Key projects

- Tourism related (dairy/ iwi history museum)
- Tourist stop
- Truck stop
- Inland port
- Development of the aerodrome
- Others Significant Natural Features near Waharoa
- Need for expert economic analysis/ extent to which Provincial Growth Fund Feasibility Study will provide the required economic analysis

#### 4.4 All-encompassing:

- Understanding community needs

- How to research/ prioritise the needs
- How to address the needs
- Who to involve in the project
- Government/ private sector partners
- How can the high level of deprivation in the town be addressed
- Projecting the demand for additional residential, business and educational needs (how)?

**4.5 Contextually focussed:**

- Need to employ expert historian to research/ identify historical sites/ sites of cultural significance/ how to ensure prominent Maori perspective
- Need to employ urban design expertise to assist in “place making”

**4.6 Closely aligned with regional policy:**

- Choosing our regional partners
  - Waikato Regional Council
  - Regional Economic Development Ministry- Senior Regional Official (SRO)
  - Other central government ministries (Education/ WINZ, Police, DHB, etc)?
  - Tourism Waikato
  - Sport Waikato?
  - How do we involve them?

**4.7 Well-informed by key stakeholders:**

- Choosing our key stakeholders
  - NZ Transport Agency;
  - KiwiRail;
  - Energy/ infrastructure providers – electricity/ gas/ internet and telecommunication
  - Business partners (OCD, Waharoa Park Limited, Balle Brothers, Icepak)
  - Residents
  - Local farmers
  - Tangata Whenua
  - Others?
  - How do we involve our key stakeholders?

## 5. Conclusion

Staff considers that:

- The plan change process should be broad in its scope, recognising the relationship between economic and social activity and land-use, while recognising the limitations of the RMA.
- The plan change process should be consultative in its approach, involving the industrial, business, and local community, as well as key regional stakeholders.
- The plan change process must proceed closely, and in tandem with the provincial growth funded Waharoa Feasibility Study, in order that synergies between the two related projects can be exploited, information shared, and consistent outcomes sought.

Councillors are invited to consider the range of issues, options, and actions outlined in this report, and to provide guidance to staff on the preferred approach and the next steps, and the way in which the plan change process can best be integrated with work being done for the Waharoa Feasibility Study.

Staff have identified economic and historical experts and urban designers as specialist resources to assist in progressing the research required to advance the plan change to the next stage. Staff note that other experts such as civil engineering, transportation, and landscaping will likely be required, later in the plan development process, once the scoping stage has been completed.

Staff recognise the potential for joint appointment of an economic expert and utilities engineers to assist with both the plan change and Feasibility Study.

## 6. Recommendation

- 1) *That the report be received.*
- 2) *That Council provide input and guidance on the scope of Plan Change 49, the methodology to be used, and the next steps.*
- 3) *That Council support the appointment of an economic expert (preferably jointly with the Waharoa Feasibility Team), historian, and urban designers to undertake the preliminary research required to advance the plan Change process to the next step where a comprehensive Scoping Report can be submitted for Council's consideration.*



# Te Reo Maaori Policy

Trim No.: 2080729

## Executive Summary

Te Manawhenua Forum (Forum) has previously indicated a desire to see more consistent and appropriate use of Te Reo Maaori on Council signage and key documents.

The purpose of this report is to seek the Forum's advice on the proposed scope of a Te Reo Maaori Policy.

## Recommendation

That:

1. **The Forum confirms the scope of the proposed Te Reo Maaori Policy, and**
2. **Staff prepare a draft Policy based on the advice given by the Forum, which will be brought back to the Forum at the next meeting in March 2019.**

## Content

### Background

There is currently inconsistent use of Te Reo Maaori language in council documents and signage. Te Manawhenua Forum (Forum) has previously indicated a desire to see more consistent and appropriate use of Te Reo Maaori on Council signage and key documents.

The revised Signage Strategy provides for use of bilingual signage as and when appropriate, and the Signage Manual (currently being developed) will provide further guidance specific to the use of Te Reo Maaori on Council signs.

The purpose of this project is to develop a policy to ensure consistency in when and how Te Reo Maaori is used across all of council departments, both internally and externally.

### Issues

#### Scope

This is the first time Council is developing a policy on the use of Te Reo Maaori. It is proposed that the policy scope should include the following;

- Clear guidance on correct spelling and use of Te Reo Maaori. This would include whether to use macron or double vowels, when to use capital letters, and appropriate use of Te Reo Maaori within English text;
- Policy statement on when to use bilingual headings and/or other text within key strategic documents;
- Clear policy guidance on bilingual signage; priority areas, use of fonts (same or different), and order (Te Reo Maaori first followed by English, or English first, then Te Reo Maaori).
- Clarity on when and who to use for interpretation and translations (e.g.) certified Te Reo Maaori interpreters);

### Review period

It is proposed that the policy be revised every 2 years. The initial policy is considered a starting point for improved use of Te Reo Maaori by Council. It is envisaged that future reiterations will widen the scope to include further initiatives to support the purpose of the policy. These may include some of the following;

- Guidance on the use of appropriate and correct greetings in Te Reo Maaori (incl email, letters, on the phone and in person)
- Staff and elected members training in correct use and pronunciation
- Bilingual menu headings on the Council website
- Bilingual job titles.

### Next steps

- 1) December 2018 (today) - Forum to confirm the desired scope of the proposed Te Reo Maaori Policy
- 2) March 2019 - Forum to discuss draft Policy and provide advice to staff
- 3) April/May 2019 – Council to discuss draft Policy and provide advice to staff
- 4) June 2019 – Forum to discuss revised draft Policy and provide a recommendation to Council
- 5) July 2019 – Council to make final decision on Policy

## **Analysis**

### **Legal and statutory requirements**

There is no legal or statutory requirement for local councils to have a Te Reo Maaori Policy.

The status of Te Reo Maaori as a taonga (treasure) is protected under the Treaty of Waitangi.

The Te Ture mō Te Reo Māori 2016/Māori Language Act 2016 reaffirms the status of Te Reo Maaori as an official language of Aotearoa/New Zealand. This has particular implications for Government departments, Crown agencies and Crown entities. By extension, it may be considered best practice for local government to work with their local Iwi and communities to support the Crowns effort in relation to Te Reo Maaori.

### **Impact on policy and bylaws**

The proposed Te Reo Maaori Policy may create a new policy.

### **Consistency with the Long Term Plan / Annual Plan**

This project is consistent with the Long Term Plan's vision of Vibrant Cultural Communities, and in particular the following community outcome;

- We value and encourage strong relationships with Iwi and other cultures, recognising waahi tapu and taonga/significant and treasured sites and whakapapa/ ancestral heritage.

### **Impact on Significance and Engagement Policy**

The development of a Council Policy on the use of Te Reo Maaori in Council business is significant to local Iwi and Haapu however under the principles of Council's Significance and Engagement Policy it would not require full public consultation.

### Communication, consultation and decision making processes

Engagement with Iwi on this project will be through the Forum, representing the local Iwi and Haapu in our district. There may also be a need for liaison with certified Te Reo Maori Interpreters.

### Timeframes

Timeframes are detailed earlier in this report.

### Financial Impact

#### i. Cost

The development of a Draft Policy will be completed using staff resources only. The cost of engaging an external Te Reo expert to provide peer review and interpretation/translation could be covered within the existing Te Manawhenua Forum budget.

#### ii. Funding Source

This could be covered within the existing Te Manawhenua Forum budget.

### Attachments

There are no attachments for this report.

### Signatories

Author(s)	Sandra Harris <b>Acting Strategic Policy Manager</b>	
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Approved by	Don McLeod <b>Chief Executive Officer</b>	
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# Annual Plan 2019/20 and other associated documents

Trim No.: 2081038

Item 7.7

## Executive Summary

Each year Council review various plans, policies and bylaws to ensure they are up to date and are meeting community needs. A number of these plans, policies and bylaws are being reviewed now and over the next few months and we will be inviting public feedback on a number of these in March/April 2019.

This report seeks to update the Forum on these various plans, policies and bylaws to encourage feedback and ensure the community are aware of their opportunity to provide feedback.

## Recommendation

That:

1. **The information be received.**

## Content

### Background

#### Annual Plan

We produce an Annual Plan in the two years that we don't produce a Long Term Plan. The Annual Plan highlights any changes or variances from the Long Term Plan for the coming year. The Annual Plan 2019/20 relates to Year 2 of the Long Term Plan 2018-28, and must be adopted by 30 June 2019. If there are significant or material changes from the Long Term Plan then Council must formally consult the community on the changes. If there are no significant or material changes then we will inform the community rather than consult as we conducted a thorough consultation on the Long Term Plan in March/April 2018.

Council are currently developing their draft Annual Plan including the 2019/20 budgets and will determine whether to consult the public in December 2018.

#### Fees and Charges

Each year Council produces a 'Fees and Charges' document which outlines all fees and charges that Council charge, from swimming pool entry fees to building consent fees. Some of these fees must be publically consulted on but not all of them. Council generally consult the public on all of these fees and charges to provide transparency and to enable our communities to provide feedback.

#### Other documents

A number of our policies, plans and bylaws must be reviewed at set intervals or when an issue arises. Alongside the Annual Plan (if required) and Fees and Charges we are proposing to consult on our:

- Land Transport Bylaw (minor technical amendments)
- Water Supply Bylaw (minor technical amendments)
- Wastewater Bylaw (minor technical amendments)
- Public Safety Bylaw (moving smoke nuisance from Fires Bylaw)
- Gambling Venue Policy (legislative review)

- TAB Board Venue Policy (legislative review)
- Legal Highs Policy (legislative review)
- General Reserves Management Plan (legislative review)
- Earthquake Prone, priority vehicle and pedestrian thoroughfares and strategic routes of importance (new legislative requirement)

These documents are all awaiting Council confirmation for consultation. An update will be provided to Te Manawhenua Forum at the next meeting.

### Timeframes

A proposed timeline with key dates is outlined below for the Forums information.

Council workshop	Bylaws, Policies and other documents	19/9/18 and 24/10/18
Council workshop	Draft Budgets/Fees and Charges	7/11/18 and 14/11/18
COC meeting	Draft Bylaws, Policies and other documents approved for consultation	28/11/18
Council meeting	Draft Annual Plan Budgets and Fees and Charges – confirm consultation requirements.	5/12/18
Council workshop	Council workshop on Consultation Document and Communications Plan (if required)	January 19
Council meeting	Draft Annual Plan, Consultation Document and Communications Plan to Council for approval (if required)	13/2/19
Consultation	Bylaws, Policies, other documents, Fees and Charges and Draft Annual Plan (if required) out for consultation	20/3/19-22/4/19
Hearing	Hearing of submissions	15/5/19
Extraordinary Council	Adoption of Bylaws, Policies, other documents, Annual Plan, Fees and Charges and striking the rates.	26/6/19

### Attachments

There are no attachments for this report.

### Signatories

Author(s)	Sandra Harris <b>Acting Strategic Policy Manager</b>	
Approved by	Don McLeod <b>Chief Executive Officer</b>	

## Provincial Growth Fund application

Trim No.: 2082350

### Executive Summary

Central government has committed to investing \$3 billion over three years in regional economic development through a Provincial Growth Fund (PGF). The PGF aims to lift productivity in the provinces. Its priorities are to enhance economic development opportunities, create sustainable jobs, enable Māori to reach full potential, boost social inclusion and participation, build resilient communities, and help meet New Zealand's climate change targets.

This report provides information to Te Manawhenua Forum Mo Matamata-Piako (Forum) on two applications which have received PGF funding.

One application was submitted for the preparation of a Feasibility Study, Business Case and Investment Case to "move the concept of a Waharoa industrial hub to the investment ready stage as a transformational sub-regional economic development initiative". \$800,000 was applied for with four major businesses also contributing \$25,000 each, in principle.

A separate application was submitted for the preparation of a Feasibility Study, Business Case and Investment Case to "Explore the development of the "Te Aroha Tourism Precinct" as the boutique Health and Wellbeing destination for the Auckland and Waikato regions". \$900,000 was applied for.

The applications were submitted with the Ministry of Business, Innovation and Employment (MBIE) in late August 2018.

Prime Minister, Rt Hon Jacinda Arden announced funding of up to \$900,000 for the Te Aroha Te Aroha Tourism Precinct and up to \$800,000 for the Waharoa Industrial Hub at a business event held in Matamata, on 4<sup>th</sup> October 2018.

The investment of up to \$1.7 million provides a significant opportunity to enhance economic development and productivity within the district and beyond. The above applications are the first to be granted in the Waikato region.

### Recommendation

That:

1. The information be received.

### Content

#### Background

##### Waharoa Industrial Hub

The purpose of this proposal is to fully develop the concept for a Waharoa industrial hub to the investment ready stage as a transformational sub-regional economic development initiative.

Three key barriers to economic expansion and growth have been identified in Waharoa:

- 1) Lack of sound infrastructure, including water, wastewater, energy and telecommunication services.

- 2) Challenges in attracting trade skilled workers, and training opportunities for semi and skilled labour.
- 3) Housing for seasonal and long term employees.

The feasibility study, business and investment case will define the scale and scope of investment required to overcome these constraints.

This project will contribute to understanding and unlocking the barriers to developing Waharoa as a key sub-regional industrial hub and how we can partner with the private sector, Iwi, and central government to address these.

Research on the long term needs of industry (e.g. labour force, housing, training, utilities, and transport and communication links) to better understand the opportunities and critical investment is essential, as is developing a full concept and development plan to take this from idea to execution.

This application relates to phases 1, 2 and 3 as below:

- Phase 1 – Initial Feasibility study (developing the concept, the benefits, challenges etc.)
- Phase 2 – Detailed business and investment case [e.g. environmental, infrastructure, economic assessment - to enable the project to be at an investment ready state]
- Phase 3 – Investment case (selling the opportunity/proposition to investors)
- Phase 4 - Commencement of infrastructure development
- Phase 5 - Completion of infrastructure development

The \$900,000 available for this project is only for phases 1, 2 & 3. If the outcome of these phases is positive and there is merit in progressing, it is intended that phases 4 and 5 will form a future PGF funding application. \$25,000 pledge, each, from four major businesses in Matamata-Piako (being Open Country Dairy, Inghams, Wallace Group and Balle Bros) has been secured, in principle, to support this programme. With these industry contributions, provided in principle, the total funding available for the Waharoa project is \$900,000. The funding will be received by Council, as the applicant.

#### Te Aroha tourism precinct

Council would like to explore the development of the “Te Aroha Tourism Precinct” as the boutique Health and Wellbeing destination for the Auckland and Waikato regions.

The anchor project and catalyst for driving the concept will be investigating the feasibility of redeveloping the Te Aroha Domain (and surrounding amenities) into a boutique spa resort. The vision for the spa is an offering showcasing the unique mineral properties of the spring set under Mt Te Aroha with a view over the Waikato plains. The concept is around boutique accommodation, health and wellness services and will have the potential to be a leading destination function centre and wedding venue.

The health and wellbeing focus in this proposition will be targeted at international and domestic “high wealth, high health” consumers who are seeking an authentic restorative experience. This boutique focus will enable the “value” over “volume” strategy which will improve the sustainability of the Tourism Precinct and manage the strain on current and future infrastructure

Similar to the Waharoa hub, the key milestones are:

- Milestone 1 – Initial feasibility report outlining the concept
- Milestone 2 – Reach an “investment ready” state
- Milestone 3 – Obtaining commitment from key investors and stakeholders

The concept is aligned to the global consumer focus on health and wellness with Te Aroha strategically located and accessible from the Auckland, Waikato and Bay of Plenty regions and in close proximity to a number of attractions that support the concept including:

- The unique, restorative mineral waters sourced from the world’s only hot water soda geyser, the Mokena Geyser.
- The Kaimai Mamaku Forest Park, featuring a number of well known “short walks” and opportunities that showcase the natural environment.
- The Hauraki Rail Trail, a “grade 1-easy” trail extending from Kaiaua in the north and currently ends in Te Aroha in the south. Construction has begun on connecting Te Aroha to the tourism town of Matamata.
- Hobbiton Movie Set™, one of New Zealand’s and the Waikato’s most frequented tourism attractions

Up to \$900,000 is available for this project including a co-contribution required from Council of \$90,000 (at the time of writing this report this co-contribution is yet to be discussed formally by Council).

Both projects are currently being established. It is anticipated the Forum will be kept informed in regards to the project and local Iwi will be key stakeholders.

## Attachments

## Signatories

Author(s)	Niall Baker <b>Acting Senior Policy Planner</b>	
Approved by	Sandra Harris <b>Acting Strategic Policy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	



## Waitangi Day 2019

Trim No.: 2087306

Item 7.9

### Executive Summary

Preparations are currently under way to organise the 2019 Waitangi day celebrations in the Matamata-Piako. This is the fifth time we have hosted a Waitangi Day community event in the district.

### Recommendation

That:

1. The information regarding an update on Waitangi Day 2019 be accepted.

### Content

#### Background

Waitangi Day 2019 will be held at the Morrinsville Recreation Grounds on 6 February 2019. This will be a celebration of Matamata-Piako's cultural diversity. We aim to showcase this by inviting cultural groups to perform on our main stage throughout the day. We are also two free two-hour sessions at Morrinsville Swim Zone.

At our last Waitangi Day meeting on 22 November, it was decided this event would not include a free hangi.

Food and ice cream trucks will be on site.

Water containers will be provided to ensure people remain hydrated and we will encourage people to bring their own vessel (drink bottles) to support our zero waste policy instead of having plastic cups available.

We will be giving out free popsicles at the end of each swim zone session.

Funding Source:

A decision on whether MPDC's appeal to the Waitangi Commemorative Fund was successful was to be determined November 30. The outcome will be provided in the verbal report to accompany this report.

## Attachments

There are no attachments for this report.

## Signatories

Author(s)	Rexine Hawes <b>Communications Officer</b>	
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Approved by	Rebekah Duffin <b>Communications Manager</b>	
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	Don McLeod <b>Chief Executive Officer</b>	
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# Volunteer Youth Ambassadors

Trim No.: 2087412

## Executive Summary

The Matamata-Piako Volunteer Youth Ambassadors have wrapped up their 2018 year. This year they hosted the WILSS programme, facilitated by Paula Dewar, Held the 2018 Youth Awards and also are currently facilitating a Food Drive.

## Recommendation

That:

1. The information be received

## Content

### Background

The Volunteer youth are working on their final project for 2019, which is a Feed our Families campaign. This is a food drive to support the three food banks in the district.

Members of the VYA distributed letters to the business community in each of the three towns, asking for donations and this was supported by editorial in the Matamata Chronicle and Piako Post.

The collection ends on 27 November and the youth will then present food to each of the food banks.

The food bank staff will create food hampers which will be distributed to families who have been identified by agencies as 'being in need'.

Going forward, we are in the process of recruiting new members and selecting a chair for the 2019 committee.

### Financial Impact

#### i. Cost

MPDC allocate \$10,000 annually from the Long Term Plan to support the VYA.

The total spend for 2018/19 is \$8,975, leaving \$1,025 remaining

## Attachments

There are no attachments for this report.

## Signatories

Author(s)	Rexine Hawes <b>Communications Officer</b>	
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Item 7.10

Approved by	Rebekah Duffin <b>Communications Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	





## Schedule of Meetings for 2019

Trim No.: 2084322

### Executive Summary

Te Manawhenua Forum mo Matamata-Piako are asked to confirm dates for their 2019 meeting schedule.

Circulated separately to the agenda is a planner for 2019 showing the confirmed meeting dates for Council and the Corporate and Operations Committee. The planner includes the proposed dates for Te Manawhenua Forum along with proposed dates for Audit and Risk Committee and Waharoa (Matamata) Aerodrome Committee with each committee to confirm their meeting dates. Also included are known Local Government NZ commitments to ensure no clash.

The overall pattern of meetings is set as:

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

### Proposed meeting schedule – Te Manwhenua Forum 2019

MONTH	DATE	VENUE
March	Tuesday 5 <sup>th</sup>	Matamata-Piako District Council, Council Chambers
June	Tuesday 4 <sup>th</sup>	
September	Tuesday 3 <sup>rd</sup>	
December	Tuesday 3 <sup>rd</sup>	

## Recommendation

That:

1. The information be received.
2. Te Manawhenua Forum mo Matamata-Piako confirm and adopt its meeting schedule for 2019 as:

MONTH	DATE	VENUE
March	Tuesday 5 <sup>th</sup>	Matamata-Piako District Council, Council Chambers
June	Tuesday 4 <sup>th</sup>	
September	Tuesday 3 <sup>rd</sup>	
December	Tuesday 3 <sup>rd</sup>	

## Attachments

There are no attachments for this report.

## Signatories

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

## Draft Work Programme 2019

Trim No.: 2079145

### Executive Summary

This report provides for discussion by Te Manawhenua Forum of its work programme for 2019.

### Recommendation

That:

1. **Te Manawhenua Forum approve the work programme for the 2019 calendar year.**

### Content

#### Background

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

The following draft work programme is proposed for discussion. There may be other matters that the Forum wishes to consider for inclusion in the work programme to discuss with Council.

#### Meeting 1

- 2019 Waitangi Day event review
- Six month report, July to December 2018
- Annual Plan 2019/20 and other associated consultation documents update
- District Plan and Iwi management plans update
- Te Reo Policy
- Confirmation of priorities from the work programme(attached)

#### Meeting 2

- Annual Satisfaction Survey
- Waitangi Day 2020 event planning
- Annual Plan 2019/20 and other associated documents update
- District Plan and Iwi management plans update
- Te Reo Policy
- Community Facilities update

#### Meeting 3

- Waitangi Day event planning
- Annual Plan 2019/20 and other associated documents update
- District Plan and Iwi management plans update
- Local Government Elections 2019
- 2018/19 Draft Annual Report

#### Meeting 4

- Local Government Elections 2019
- Meeting schedule for 2020

- Draft work programme for 2020
- Waitangi Day event planning
- Long Term Plan 2021-31 project update
- State of the Environment Reporting
- Annual Plan project update
- District Plan and Iwi management plans update
- Resource Management Act Hearing Commissioner Training
- Lunch with the Councillors

## Attachments

A. TMF 2019 Work programme

## Signatories

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



Priorities	Principles and Functions	Work streams	Timeline	Budget	Link to Outcomes	Resources
	The forum shall meet regularly (minimum four meetings per year)	Te Manawhenua Forum scheduled meetings		\$15,000.00	Tangata whenua with manawhenua status (those with authority over the land under Maori lore) have meaningful involvement in decision making.	Strategy and Corporate Planning
	Principle: Regard for the principals of the Te Tiriti o Waitangi as contemplated by the empowering legislation.  Function: Develop and adopt goals, strategies and policies and programmes for consideration by Council.	Waitangi Day Celebrations	Applications called for in the middle of the year, applications close end of September.	Dependent on event and grant received from Ministry of Culture and Heritage.  Council has allocated a budget of \$2,500 for this.	We value and encourage strong relationships with iwi and other cultures, recognising waahi tapu and taonga/significant and treasured sites and whakapapa/ancestral heritage.  Our community is safe, healthy and connected.  We promote and protect our arts, culture, historic and natural resources.	Strategy and Corporate Planning and Communications
Priority for 2019	Principles: Promote the social, economic, environmental and cultural well-being of the Maori communities for today and for the future taking a sustainable development approach.  Respect taha (wellbeing) Maori and tikanga Maori (customs, protocols).  Function: Develop and adopt goals, strategies and policies and programmes for consideration by Council.	Bilingual Signage and Branding  NB: the following priorities have been identified as a place to start. Further work to understand further priorities will need to be undertaken. Priority: - Council name and letterhead - Website - Council facilities	Ongoing	Dependent on level of replacements	We promote and protect our arts, culture, historic and natural resources.  We value and encourage strong relationships with iwi and other cultures, recognising waahi tapu and taonga/significant and treasured sites and whakapapa/ancestral heritage.	Communications and Parks and Reserves
Ongoing	Principle: Meaningful and mutually beneficial participation of Maori in Council.  Function: Appoint up to two representatives to sit as members on any Council working party as requested by Council.	Working Parties and Committees appointment	Ad Hoc- TMF to be appointed at Council discretion	Link to project budget for working parties, not to come out of TMF budget	Tangata whenua with manawhenua status (those with authority over the land under Maori lore) have meaningful involvement in decision making.	Council
Ongoing	Function: Receive Iwi/hapu management plans- noting this does not mean the plan/s have been received on behalf of Council.	Iwi Management Plans- process for receiving this by both Council and TMF	Ongoing		Tangata whenua with manawhenua status (those with authority over the land under Maori lore) have meaningful involvement in decision making.	District and Regulatory Planners
Ongoing	Function: promote the social, economic, environmental and cultural well-being of the Maori communities for today and for the future taking a sustainable development approach.	District Plan Review- Maori development / Papakainga. Timeline for development	Ongoing- due to priorities/ timeline	Council has allocated \$200k per year for District Plan Review	Tangata whenua with manawhenua status (those with authority over the land under Maori lore) have meaningful involvement in decision making..  We value and encourage strong relationships	District and Regulatory Planners

Priorities	Principles and Functions	Work streams	Timeline	Budget	Link to Outcomes	Resources
					with iwi and other cultures, recognising waahi tapu and taonga/significant and treasured sites and whakapapa/ancestral heritage.	
Ongoing	Function: Recommend to Council actions to enhance mana whenua capacity to contribute to decision-making including providing advice and recommendations.  Develop and adopt goals, strategies and policies and programmes for consideration by Council.	Resource consent consultation protocol	9 Months		Tangata whenua with manawhenua status (those with authority over the land under Maori lore) have meaningful involvement in decision making.  Development occurs in a sustainable and respectful manner considering kawa/protocol and tikanga/customs.	District and Regulatory Planners
Ongoing	The purpose of the Forum is to facilitate mana whenua contribution to Council's decision making and strengthen partnership and engagement between Council and iwi/hapu.  The purpose of the Forum does not substitute individual consultation and engagement of Iwi by the Council..	Individual Iwi Relationship consultation	6 Months, linked to RMA protocols		Tangata whenua with manawhenua status (those with authority over the land under Maori lore) have meaningful involvement in decision making.	Strategy and Corporate Planning, District and Regulatory Planners and Asset Management
		Individual Iwi Relationship agreements	Ongoing		Tangata whenua with manawhenua status (those with authority over the land under Maori lore) have meaningful involvement in decision making	Strategy and Corporate Planning
		Mana Whakahono a Rohe (this may be included in the scope of the Individual Iwi Relationship agreements)	Ongoing		Tangata whenua with manawhenua status (those with authority over the land under Maori lore) have meaningful involvement in decision making	Strategy and Corporate Planning District and Regulatory Planning
Ongoing	Principle; Meaningful and mutually beneficial participation of Māori in the Council Function; Develop an annual work programme each year. Develop and adopt goals, strategies and policies and programmes for consideration by Council, if outlined in the Annual work programme. Monitor the Long Term Plan/Annual Plan implementation for matters relating to mana whenua interests.	Monitoring of work streams and outcomes	Ongoing		We value and encourage strong relationships with iwi and other cultures, recognising waahi tapu and taonga/significant and treasured sites and whakapapa/ancestral heritage	Strategy and Corporate Planning
	The purpose of the Forum is to facilitate mana whenua contribution to Council's decision making and strengthen partnership and engagement between Council and iwi/hapu.	Represent the District iwi in engagements with Waikato Regional Council and government agencies; - Te Puni Kokiri - Te Wananga O Aotearoa	Ongoing		We engage with our regional and national partners to ensure positive environmental outcomes for our community.  We have positive partnerships with external providers of infrastructure to our communities.	Strategy and Corporate Planning
	The purpose of the Forum is to facilitate mana whenua contribution to Council's decision making and strengthen partnership and	Support the Mayor's Tuia Rangitahi programme incl nominating ranghitahi each year, invite Tuia to present to the Forum and provide support for Tuia where appropriate throughout the year	Ongoing		We provide leadership and advocacy to enable our communities to grow.  We value and encourage strong relationships	

Priorities	Principles and Functions	Work streams	Timeline	Budget	Link to Outcomes	Resources
	engagement between Council and iwi/hapu.				with iwi and other cultures	
Ongoing	Principle: Regard for the principals of the Te Tiriti o Waitangi as contemplated by the empowering legislation	Post Settlement Environment	Ongoing		We value and encourage strong relationships with iwi and other cultures, recognising waahi tapu and taonga/significant and treasured sites and whakapapa/ancestral heritage	Strategy and Corporate Planning
The following workstreams have been completed						
COMPLETE	Principle: Respect taha (wellbeing) Maori and tikanga Maori (customs, protocols)  Function: Develop and adopt goals, strategies and policies and programmes for consideration by Council.	Development of Engagement Guidelines and Protocols  Development of cultural induction  Linked to Sustainability Policy actions that identify Treaty of Waitangi training for staff with an outcome that Council staff become better informed about the lwi within the district	12 Months Implemented	80 hours of staff time  2 Workshops at \$250 per attendance plus mileage	Tangata whenua with manawhenua status (those with authority over the land under Maori lore) have meaningful involvement in decision making.  Development occurs in a sustainable and respectful manner considering kawa/protocol and tikanga/customs.  We promote and protect our arts, culture, historic and natural resources.  We value and encourage strong relationships with iwi and other cultures, recognising waahi tapu and taonga/significant and treasured sites and whakapapa/ancestral heritage.	Strategy and Corporate Planning
COMPLETE	Principle: Respect taha Maori (wellbeing) and tikanga Maori (customs, protocols); Protection of wahi tapu (sacred places) and taonga (treasures) Maori.  Function: Develop and adopt goals, strategies and policies and programmes for consideration by Council.	Development of a Cultural Monitoring Guide	12 Month-Evolve and review	80 hours of staff time  2 Workshops at \$250 per attendance plus mileage	Tangata whenua with manawhenua status (those with authority over the land under Maori lore) have meaningful involvement in decision making.  Development occurs in a sustainable and respectful manner considering kawa/protocol and tikanga/customs.  We promote and protect our arts, culture, historic and natural resources.  We value and encourage strong relationships with iwi and other cultures, recognising waahi tapu and taonga/significant and treasured sites and whakapapa/ancestral heritage.	Strategy and Corporate Planning
COMPLETE as part of Cultural Monitoring Guide work stream.	Principle: Protection of waahi tapu (sacred places) and taonga (treasures) Maori.  Function: Develop and adopt goals, strategies and policies and programmes for consideration by Council.	Waahi tapu/ taonga on site process (may link to a process being developed under the Cultural Monitoring Guide work stream)	6 Months		Tangata whenua with manawhenua status (those with authority over the land under Maori lore) have meaningful involvement in decision making.  Development occurs in a sustainable and respectful manner considering kawa/protocol and tikanga/customs.	District and Regulatory Planners

Priorities	Principles and Functions	Work streams	Timeline	Budget	Link to Outcomes	Resources
					<p>We promote and protect our arts, culture, historic and natural resources.</p> <p>We value and encourage strong relationships with iwi and other cultures, recognising waahi tapu and taonga/significant and treasured sites and whakapapa/ancestral heritage.</p>	

### Summary of individual work streams

#### **Iwi Management Plans- process for receiving this**

A review would need to be undertaken to determine how we deal with these and then the development of potential guidelines or process. Reviewing our current process and the development of guidelines or a new process will be a combination of staff time and Forum members.

#### **District Plan Review- Maori development / Papakainga. Timeline for development**

This would involve the District Planners to take a priorities report to Council involving the inclusion of a plan change around Maori development/ Papakainga housing, and Council approving this plan change to go ahead. Currently the priorities for the District Plan review are on Urban as they just completed the Town Strategies, which focus on urban. This would involve staff time to set out priorities to Council.

#### **Resource consent consultation protocol**

Review of the process in which the Regulatory Planners get in contact with Iwi in regards to a resource consent. This would take staff time and the involvement of Forum members.

#### **Waitangi Day Celebrations 2018**

The Ministry of Culture and Heritage provides the Commemorating Waitangi Day Fund to support events that commemorate the signing of the Treaty. The Forum has organised a district-wide Waitangi Day celebration every year since 2015. May involve funding in conjunction with the government grant. Staff time in conjunction with Forum members time to plan and execute event. Forum members to decide on what type of event. Budget for this to be included in Annual Plan.

#### **Bilingual Signage and Branding**

This would involve the establishment of bilingual signage and branding policy, taking staff time and also Forum members/consultant to determine what would be the wording. A review would have to be done on which signs would be replaced and a rolling implementation decided on. This may result in possible changes to Council's Signage Strategy. A budget for implementation would have to be set and incorporated into the relevant Annual Plan/Long Term Plan.

#### **Individual Iwi Relationship Consultation**

This would involve a process set up around how Council consults with individual Iwi.

#### **Individual Iwi Relationship agreements**

These agreements may incorporate or sit alongside Mana Whakahono a Rohe – which are detailed below under the legislative section of this report. It is suggested that these agreements have the potential to be of benefit to both parties – clarifying the line of communication and expectations when dealing with each other.

#### **Mana Whakahono a Rohe**

The intent of the Māori participation policy changes is to enhance Tangata whenua involvement in resource management, particularly plan making. The Resource Management Act sets out the guiding

principles and purpose of Mana Whakahono a Rohe. What this may look like in detail and when it may be required is unknown at this stage (this may be included in the scope of the Individual Iwi Relationship agreements, refer above)

#### **Monitoring of workstreams and outcomes**

Internal staff monitoring of workstreams and outcomes to ensure they are on track and achieving desired outcome. This would take staff time.

#### **Engagements with Waikato Regional Council and central government agencies**

The Forum would like to further engage with regional council and central government agencies. This could include inviting agencies to present to the Forum, or run workshops with Forum members on matters of particular interest. One suggestion was to invite Te Pune Kokiri (TPK) to attend a Forum meeting to discuss the recent announcement of Maori housing funding.

#### **Tuia Rangitahi programme**

Support the Mayor's Tuia Rangitahi programme incl nominating ranghitahi each year, invite Tuia to present to the Forum and provide support for Tuia where appropriate throughout the year

#### **Post Settlement Environment**

This would involve working with individual Iwis and setting up relationships post Treaty settlements.

### **COMPLETED WORKSTREAMS**

#### **Development of Engagement Guidelines and Protocols**

This would involve the development of an Engagement Guidelines and Protocols document and development of a process around a cultural induction for staff and elected members. The purpose of such a guide is to raise the cultural competency of staff to work more effectively with Maori. Example used from Western Bay of Plenty District Council.

The development of this document would involve staff time, in conjunction with a working party involving Forum members to work with staff.

#### **Development of cultural induction**

A cultural induction could be part of new staff induction into the organisation as well as on certain projects, such as the Tui Mine example, or HDC example. Existing staff training would occur as implementation of document.

#### **Development of a Cultural Monitoring Guide**

A document to be established to ensure Council has sufficient protocols and processes when undertaking earthworks or development in terms of cultural monitoring, cultural sites of significance, taonga and waahi tapu. Example used from Western Bay of Plenty District Council

The development of such a document would involve staff time in conjunction with Forum members to set out processes.

#### **Waahi tapu/ taonga on site process**

A process around how Council deals with Waahi tapu/ taonga in the district. May link with the development of a cultural monitoring guide as a process for dealing with these could be developed. Potentially could involve the development of a map identifying what Iwi to talk to if anything is found in certain areas. Issues were raised about a map portraying certain areas of Waahi tapu and taonga due to inaccuracy with GPS and experience. This would involve staff to work with the individual Iwis to establish a process and where they have interests.