



Chief Executive Report

For the period ending

October 2021

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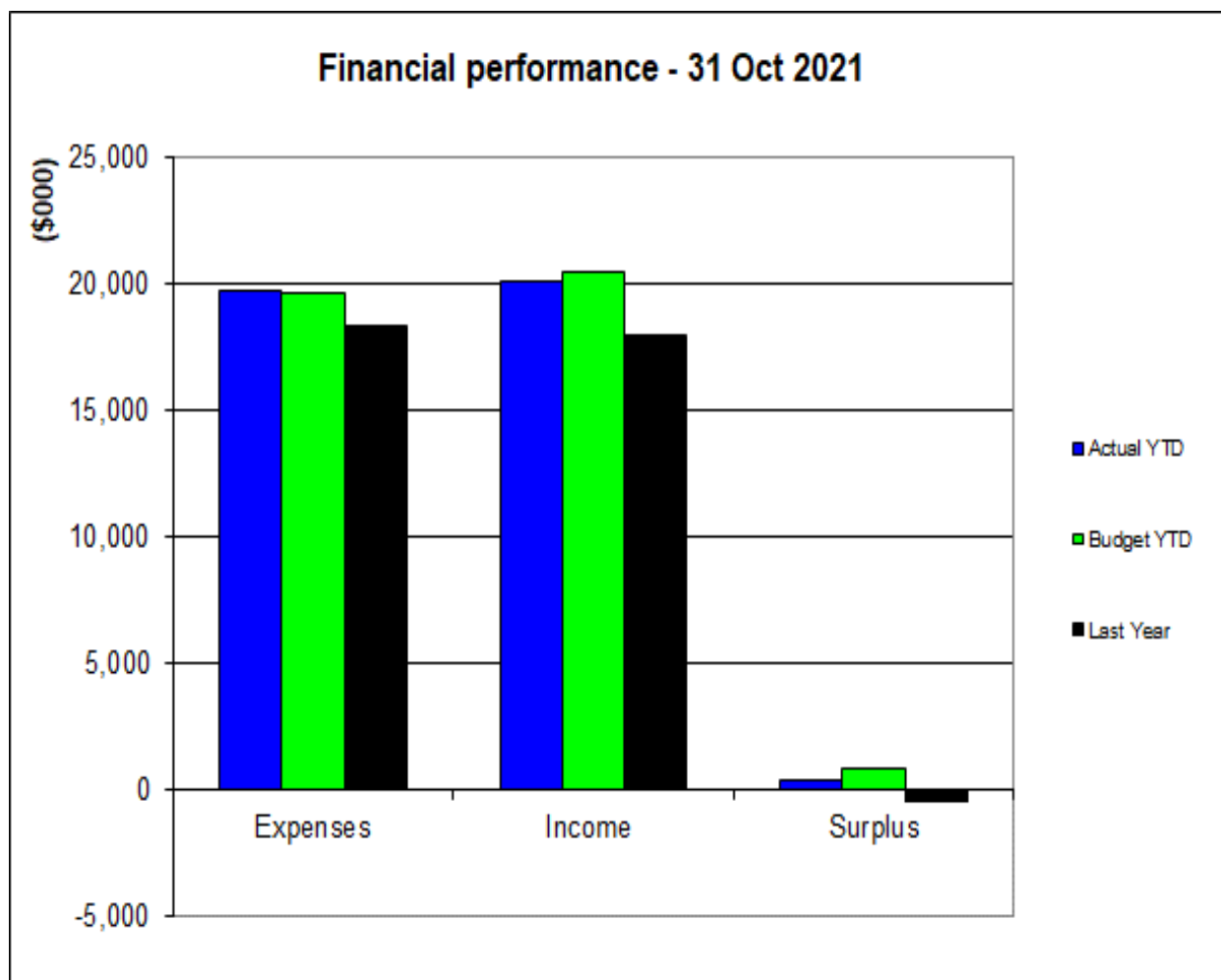
Note

The format and style of the CEO report is being reviewed at to make sure the information we are providing to our elected members is meeting their expectations.

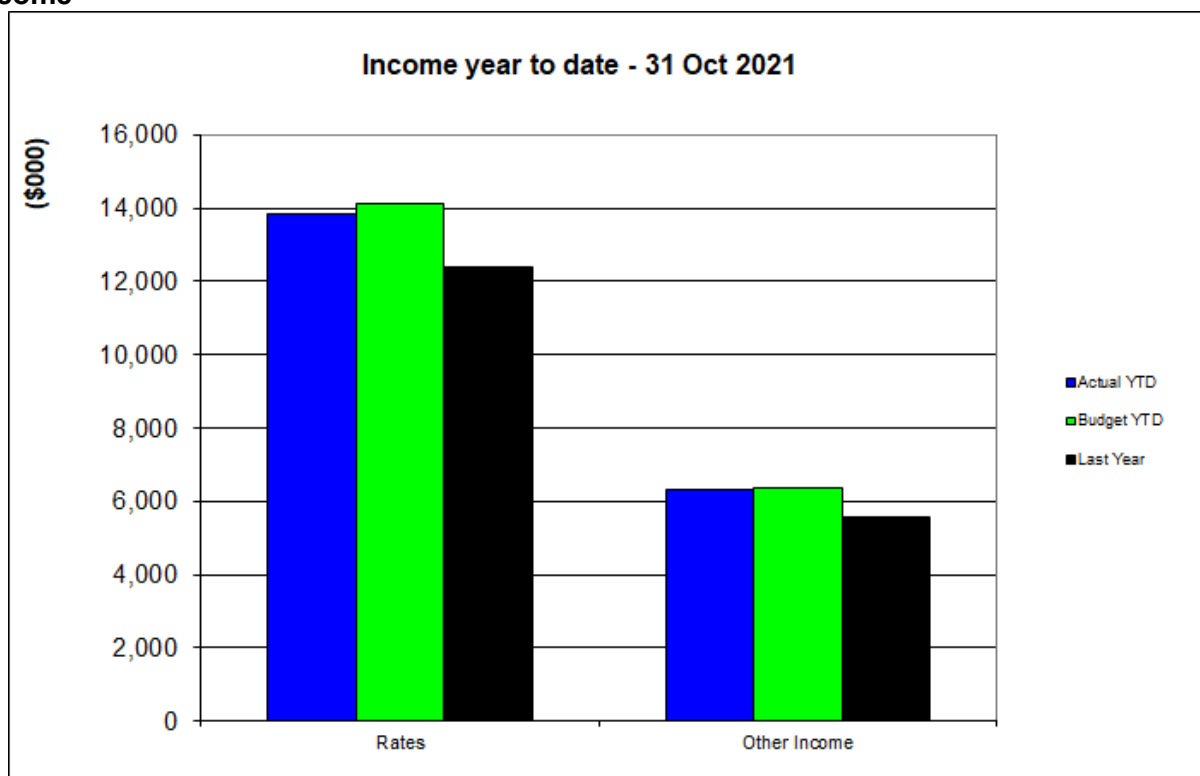
We will continue to provide this style of update while the new format is being developed.

1 Finance Overview

Council's financial result to 31 October 2021 is a surplus of \$372,000 compared to a budgeted surplus of \$867,000. Total income is \$20.158 million, which is \$330,000 lower than budget. Total expenses are \$19.787 million, which is \$165,000 higher than budget. The detailed financial analysis is included in section 4 of this report, and a summary of the main variances are reported below.



Income



Rates

Metered water income is lower than budget by \$314,000 at this point due to lower consumption.

Other income

Other income is lower than budget by \$52,000 overall.

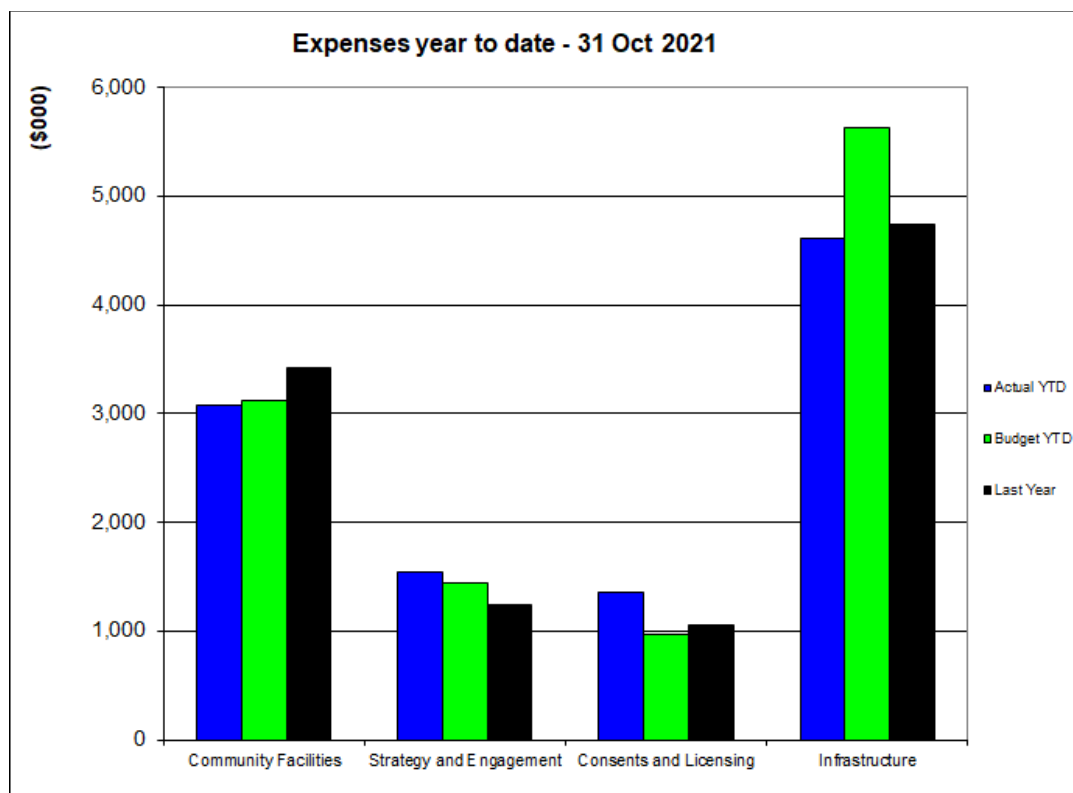
The main areas where other income to date is lower than budgeted include:

- Roading subsidy received to date is lower by \$679,000, with the bulk of the work scheduled to occur over the warmer months of the year.
- Rubbish bag sales and income from transfer stations is lower than budgeted by \$115,000 at this point. Waste Minimisation subsidy income is still to be received.
- Vested asset income is recognised at the end of the year, resulting in this income being \$66,000 lower than budgeted at this point.

The main areas where other income has exceeded budget at this point include:

- Three waters reform funding received early into the year resulting in \$336,000 more income than budgeted at this point.
- Dog registration income is received at the start of the year, so exceeds budget at this point by \$166,000
- Building and resource consent income is higher by \$316,000 and \$79,000 respectively due to continuing high development activity
- Housing income is higher by \$48,000 due to an increase in EPH rent from July 2021. Matamata general property income is higher as the sale of land at 61 Tower Rd has not yet happened as budgeted, meaning rental income has continued.

Expenses



Total expenses are \$19.787 million, which is \$165,000 higher than budget. The significant areas of variance to budget include:

- Spending on Three water reform projects of \$908,000 to date compared to \$528,000 budgeted up to 31 August.
- Resource and Building consent costs are higher due to the continued level of activity.
- Overall, salary and wage costs are \$343,000 lower than budget at this point due mainly to vacant positions.
- Lower spending compared to budget at this point in Roothing, Waste Management, Waste Water and Parks.

Community Facilities – expenditure is \$49,000 lower than budget

- Expenditure in Parks and Public Amenities is lower than budgeted at this point.
- Pool and Spa costs are lower due to the pools being closed during recent lockdown restrictions and the Morrinsville pool not operating until the summer months.
- Property cost is higher due to design costs for the Heritage Tea House of \$174,000 (some of which will be expensed), and demolition costs for 100 Morrinsville-Walton Rd not budgeted.

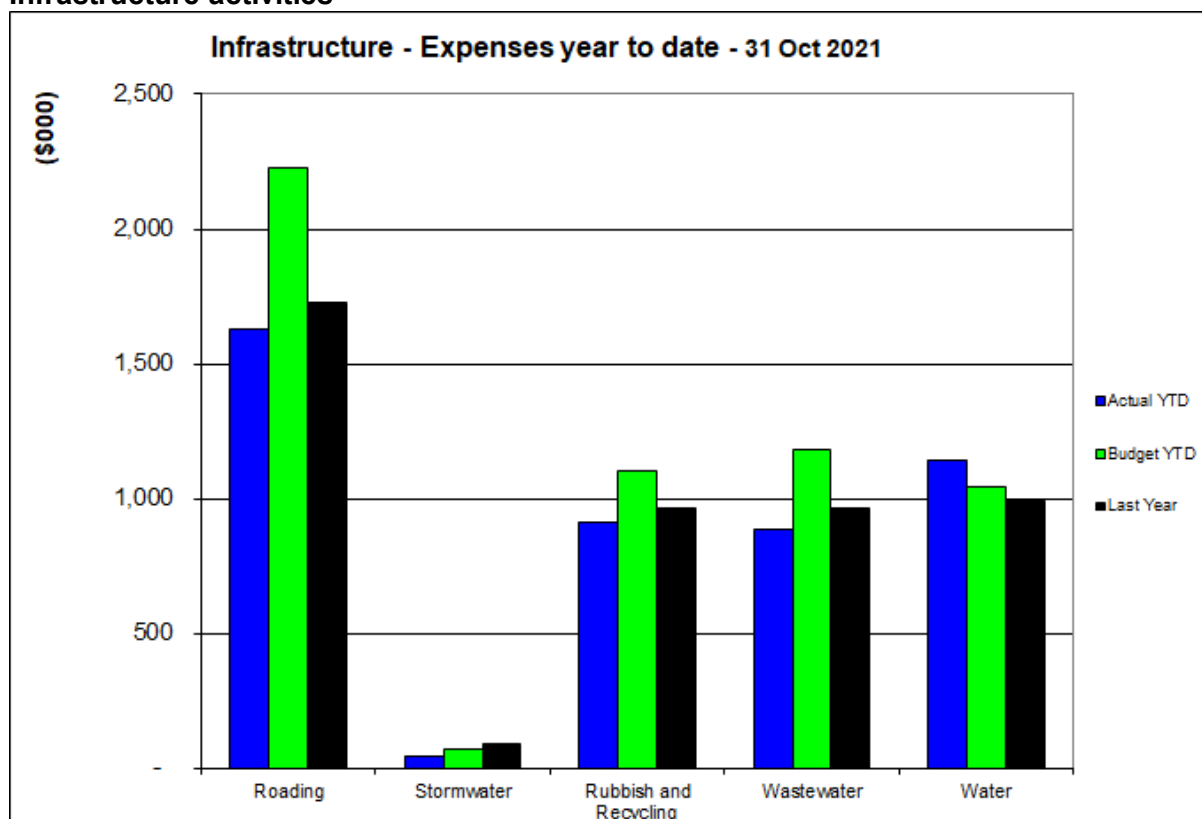
Strategy and Engagement – expenditure is \$100,000 higher than budget

- Partnership Grants paid earlier in the year resulting in higher spending than budgeted at this point.
- This is offset slightly due to:
 - election costs that are budgeted over 3 years, but that will not be spent this year, and
 - The audit fees that will be paid over the later part of the year.
 - District Plan Change and review cost is under budget at this point.

Consents and Licensing – \$385,000 higher than budget

- Processing costs for Resource and Building consents are higher than budgeted due to the significant development activity and the use of consultants to get through the volume of work.

Infrastructure activities



- Roading is underspent by \$597,000 with the bulk of the work scheduled to occur over the warmer months of the year.
- Rubbish and recycling costs are \$134,000 lower than budgeted at this point with the contractor's first quarterly CPI costs still to come.
- Wastewater costs are \$292,000 lower than budgeted at this point, particularly in the areas of treatment plant, reticulation and asset management costs.
- Water treatment plant cost are higher by \$193,000 due to more maintenance, external lab costs and chemical purchases, which is offset slightly by lower spending in Reticulation.

1. Rates

The total rates levied for the 2021/2022 year were \$46.3 million (20/21 \$41.6 million). The balance of current rates owing at 31 October 2021 is \$30.5 million representing a collection rate of 33.9% after the first instalment (2020/21: 32.1%). Opening arrears were \$754,000, and \$500,000 of this has been collected to date (including \$44,000 written off under the provisions of the new Local Government (Rating of Whenua Maori) Amendment Act 2021), collection rate of 33.7% (2020/21: 36.1%).

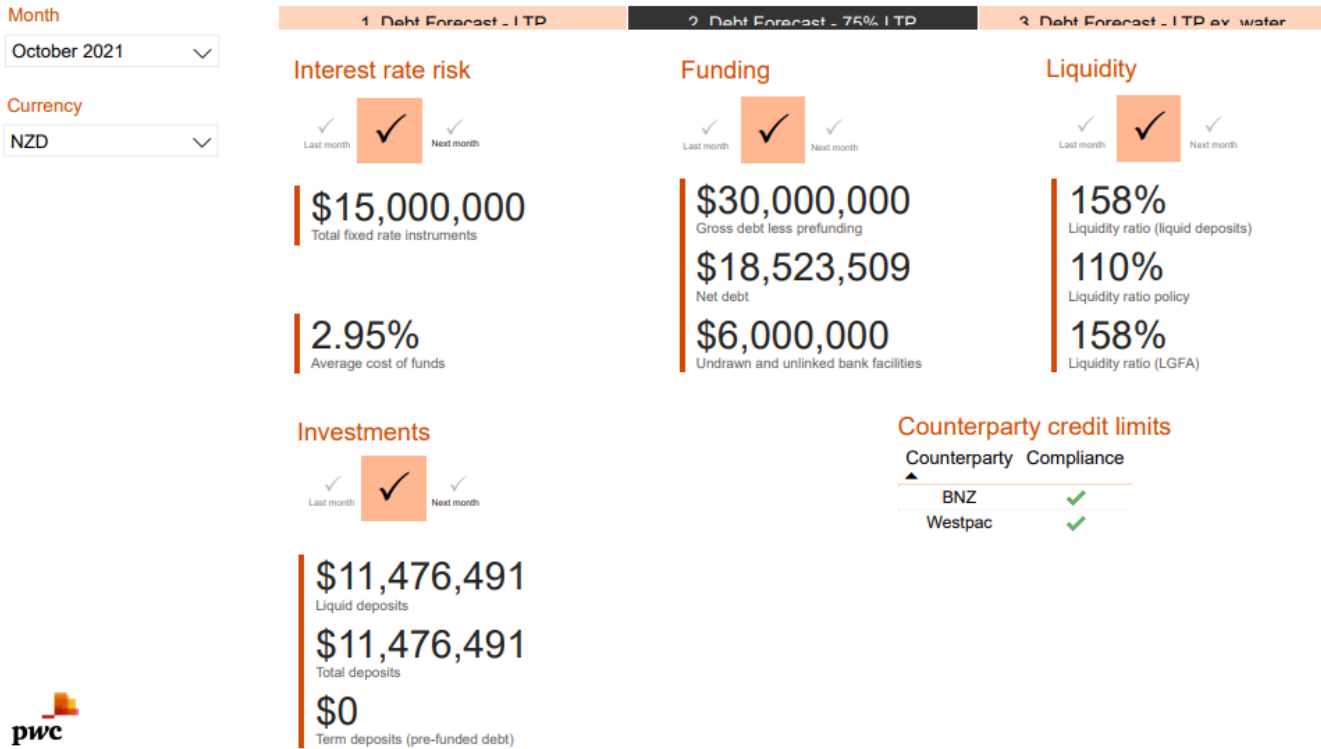
Rates penalties charged following the first instalment totaled \$33,713 (significantly less than the \$48,000 charged after instalment one in 2021). Reason being, due to the Level 4 Lockdown that was imposed from 18 August, penalties on unpaid rates from the first instalment were not applied for almost one month after the due date, giving ratepayers more time to pay.

Rates staff have processed 158 Change of Ownerships during October 2021 (148 October 2020).

2. Compliance with Treasury Policies and Position Overview - 31 October 2021

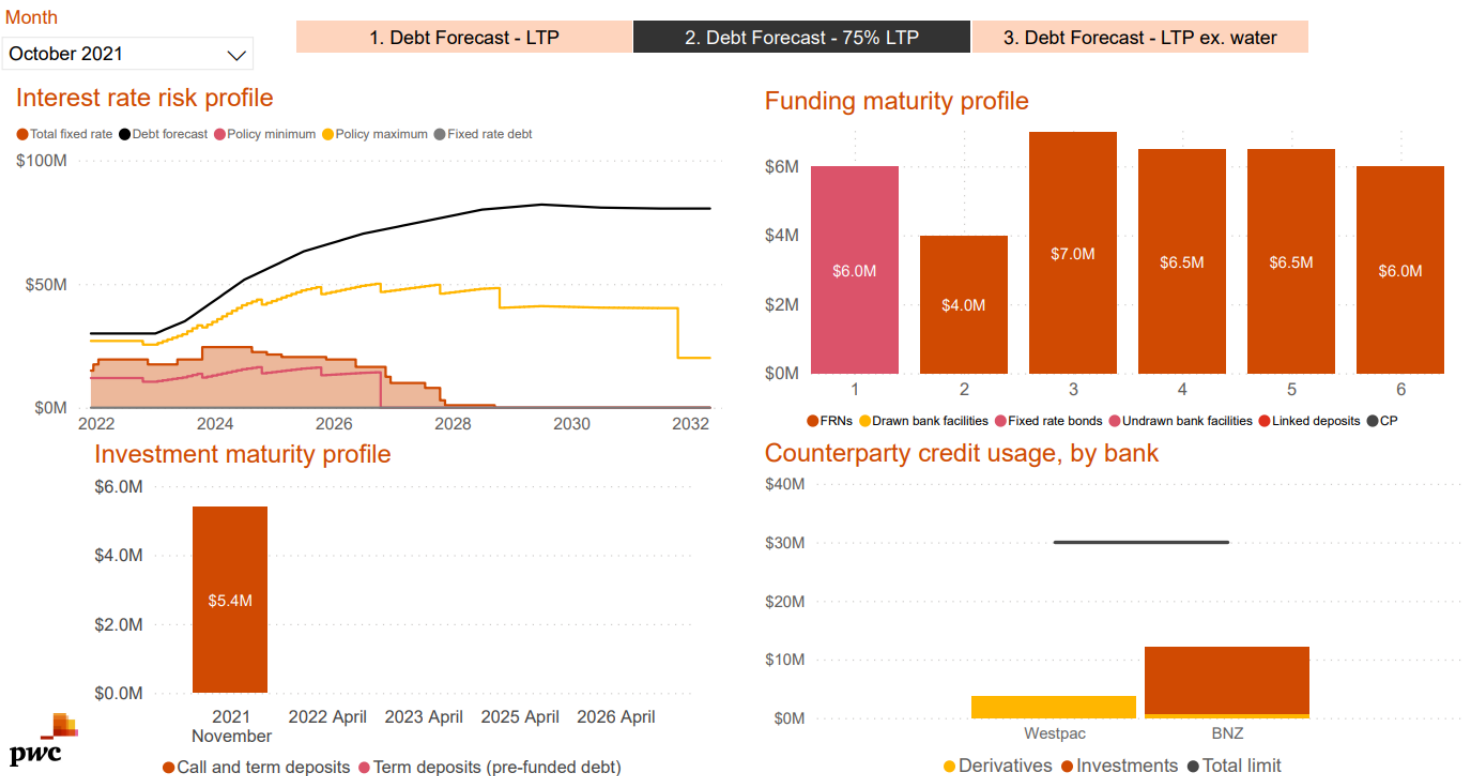
Treasury summary - compliance

Matamata Piako District Council



Treasury summary - positions

Matamata Piako District Council



3. Detailed financial analysis

STATEMENT OF FINANCIAL PERFORMANCE TO 31 October 2021						
YTD 2020		Actual YTD	Budget YTD	Variance	Variance	Note
\$ 000		\$ 000	\$ 000	\$ 000	%	
INCOME						
12,394	Rates	13,853	14,131	-279	-2%	1
1,125	Subsidies and grants	2,592	2,858	-266	-9%	2
3,121	Fees, charges	3,026	2,702	324	12%	3
88	Investments income	24	47	-23	-49%	4
1,180	Development and financial contribution	573	589	-15	-3%	
81	Other	90	162	-72	-44%	5
17,989	TOTAL INCOME	20,158	20,489	-330	-2%	
EXPENSES						
5,133	Payments to staff	5,947	6,290	343	5%	6
388	Finance Costs	356	383	27	7%	
4,890	Depreciation	5,112	5,114	2	0%	
7,971	Other Expenditure	8,372	7,834	-538	-7%	7
18,382	TOTAL EXPENSES	19,787	19,622	-165		
-393	PROFIT(LOSS) FROM OPERATIONS	372	867	-495		
<p>1 Metered water income is lower by \$314,000 due to lower consumption and most metered water invoicing quarterly.</p> <p>2 Roading subsidy received to date is lower by \$679,000 than budgeted negated by 3water reform received earlier in year resulted in \$366,000 more. Waste Minimisation subsidy still to be received</p> <p>3 Fees and charges are higher due to Dog registration received earlier in year higher by \$166,000. Resource consent and Building income is higher by \$79,000 and \$316,000 respectively. Housing income is higher by \$48,000 due to increase in EPH rent from 1st July. MM general property income is higher as 61 Tower Rd sale of land has not happened. Rubbish and recycling income is lower due to lower sale \$38,000 and landfill income is lower by \$77,000 income. Pools and Spa income is lower by \$108,000 due to COVID. KVS Private work and LIM income is lower than budgeted.</p> <p>4 Investment income is lower due to lower interest rate</p> <p>5 Vested asset income will be accounted for at the end of the year which is budgeted \$200,000.</p> <p>6 Salary cost is lower due to vacant positions and MV pool started later in year.</p> <p>7 There are number of overs and under across the activities as outlined below. The most significant areas of variance to budget includes: Three Water Reform cost \$908,000 spent to date compared to \$528,000 budgeted up to 31 August. Partnership grant paid earlier in year. Resource and Building consent cost is higher due to higher in activity. T.A. General property cost is higher includes \$97,000 paid for T.A Domain house upgrade, some of them can be capitalised. This higher cost negated by lower in Roading, Parks and Tracks, Wastewater, Rubbish and recycling and Asset management cost.</p>						

YTD 2020		Actual YTD	Budget YTD	Variance	Variance	Note
\$ 000		\$ 000	\$ 000	\$ 000	%	
	DIRECT REVENUE ANALYSIS					
78	Community Development	27	7	20	283%	8
	Community Facilities and Property					
438	Housing and property management	470	422	48	11%	9
17	Libraries	23	19	4	18%	10
13	Parks and tracks	9	13	-4	-34%	
96	Public Amenities	86	79	7	9%	
545	Recreation & Culture	387	494	-107	-22%	11
1,110	Total Community Facilities and Property	974	1,027	-53		
	Roading Water and Waste					
1,083	Roading	1,294	2,100	-806	-38%	12
0	Storm water	0	0	0		
541	Rubbish & recycling	486	624	-138	-22%	13
262	Wastewater	606	743	-137	-18%	14
494	Water	1,538	1,223	315	26%	15
2,380	Total Roading Water and Waste	3,924	4,691	-767		
	Consents and Licensing					
271	Animal Control	272	106	166	156%	16
462	Building consents and monitoring	718	402	316	79%	17
0	Civil defence	0	0	0		
308	Resource consent processing	279	200	79	39%	17
1,041	Total Consents and Licensing	1,268	708	561		
4,609	Total Activity Operating Revenue	6,194	6,433	-239		
	Notes:					
8	Being amount received \$17,000 for private plan change which is not budgeted. MMCC event fees and charges higher than budgeted.					
9	EPH rent increase from 1st July resulted in higher income. (From \$180 to \$220) MM general property income is higher as 61 Tower Rd sale of land has not happened.					
10	Library income is higher as council received grant of \$8,700 for Library Partnership Programme					
11	T.A. Spa pool and Swim Zone income is lower due to COVID 19, which is negated by Aerodrome lease income invoiced earlier in year for Six Month.					
12	Roading subsidy received to date is lower by \$779,000 than budgeted due to lower spending during this time.					
13	Rubbish and recycling income is lower due to lower sale \$38,000 and landfill income is lower by \$77,000 income. Waste Minimisation subsidy still to come for second quarter.					
14	Water reform grant budgeted \$516,000 but allocated \$260,000 based on expenditure. Trade waste charges income is higher due to higher activity.					
15	Water reform grant received for First quarter \$852,000 and reverse grant received in advance last year. This is negated by lower meter water income \$314,000.					
16	Higher income due to dog registration received in July for the year.					
17	Building Consent income is higher by \$316,000 and resource consent income is higher \$77,000 due to high activity.					

2020		Actual YTD	Budget YTD	Variance	Variance	Note
\$ 000		\$ 000	\$ 000	\$ 000	%	
DIRECT COST ANALYSIS						
Strategy and Engagement						
285	Community leadership	373	260	-113	-43%	18
953	Community Development	1,171	1,183	12	1%	18
1,238	Total Strategy and Engagement	1,544	1,443	-100		
Community Facilities and Property						
738	Housing and property management	707	471	-236	-50%	26
365	Libraries	317	369	52	14%	21
732	Parks and tracks	513	724	211	29%	22
383	Public Amenities	379	416	37	9%	
800	Pools and spas	902	871	-31	-4%	23
405	Recreation & Culture	257	273	16	6%	
3,423	Total Community Facilities and Property	3,074	3,123	49		
Roading, Water and Waste						
1,727	Roading	1,629	2,226	597	27%	24
89	Storm Water	41	73	32	44%	25
965	Rubbish & recycling	911	1,101	189	17%	26
965	Wastewater	889	1,181	292	25%	27
989	Water	1,142	1,040	-102	-10%	28
4,735	Total Roading Water and Waste	4,613	5,621	1,009		
Consents and Licensing						
58	Animal Control	65	76	12	15%	
334	Building	595	396	-199	-50%	29
124	Community Protection	69	130	61	47%	30
545	Resource consent processing	626	367	-259	-70%	29
1,062	Total Consents and Licensing	1,355	970	-385		
10,458	Total Operating Expenditure	10,586	11,158	572		
18	\$127,000 spend on Spa background work and communication cost funded from special fund negated by election cost is budgeted for 3 years will not be spent during year.					
19	Partnership grant paid earlier in year negated by lower spend in events due to COVID19, District Plan Change and review underspent to date. Being amount paid on Digital Enablement is lower than budgeted. Audit fees will be paid at the end of the year.					
20	Property cost is higher due to higher cost in T.A. property operating cost includes cost for design cost for Heritage tea house \$174,000 (W24901). Morrinsville office (W24785) new ramp \$11,000 should be transferred to Renewal. Ngarua Hall operating cost \$6K not budgeted as demolished. Demolition of 100 Morrinsville-Walton Rd. (W52600) spent \$17,000 not budgeted.					
21	Library operating cost is lower as software charges still to be paid and other cost are lower due to closer of library due to COVID					
22	Parks and reserve cost is lower during this time of the year.					
23	MM Swim zone roof demolition under building maintenance was not budgeted which is negated by lower operating cost for MM Swim zone and MV pools cost as it's not operating.					
24	Roading cost is lower due to lower spending in pavement maintenance, traffic service maintenance and footpath cleaning cost.					
25	Storm water cost is lower as no major work required.					
26	Waste management levies cost is higher due to increase in Levy which is negated by lower contractor cost than budgeted.					
27	Waste water treatment plant cost is lower by \$170,000 mainly due to lower cost in MM Treatment plant due to lower maintenance and internal charges and reticulation cost is lower than budgeted by \$39,000 as maintenance not required.					
28	Water treatment plant costs are higher by \$193,000 due to more maintenance, external lab cost and chemical purchase which is negated by lower spent in reticulation					
29	Consultant cost is higher than budgeted due to higher activity.					
30	Council contribution still to be paid for civil defence.					

1 Corporate Overview

1.1 Communications

Quick stats

- Web traffic this month: 12,335 visitors (3%↓ on previous month)
- Total newsletter subscribers: 6,294 (2.6%↑ on previous month)
- Total Antenno subscribers: 3,176 (0.7%↑ on previous month)
- Total Facebook followers: 7,354 (0.2%↑ on previous month)
- Events at Matamata Civic Centre: 27
- Events at Silver Fern Farms Event Centre: 18

Events and economic development

- Numerous events continue to be impacted by COVID-19 Alert Levels and the wider Waikato area being in Alert Level 2. Most events have cancelled or rescheduled to 2022 when it is hoped there will be clearer guidance around expectations.
- We have been able to showcase Silver Fern Farms Event Centre & Boyd Te Aroha as the home base to the Thames Valley Swampfox rugby team due to draw changes.
- Vaccination Clinics have been held on a regular basis at Silver Fern Farms Event Centre. Events staff were able to support Health Te Aroha in the Super Saturday initiative.

Projects Communications/Council has been actively pushing

Communications shared news and stories across multiple platforms on a number of key topics and Council decisions during October, including:

- Consultation on the proposed changes to the Dog Bylaw
- Consultation on the long term vision for Morrinsville Recreation Grounds
- Council's feedback to government on the three waters, and response to the government decision to mandate the reforms.
- Explaining rating revaluations
- Promoting ShakeOut and earthquake preparedness
- Updates on progress with Headon Stadium
- Kerbside collection changes for Labour Day
- Supporting Recycling Week (national campaign for waste minimisation)

Topics of high community interest

The following topics were also 'hot' or high profile in the community during October. These are not topics we were actively promoting, but were responding to due to high community interest.

- Three waters reform

Marketing and promotion

- Work continues on updating/recreating promotional materials for Domain House Massage and Beauty (e.g. brochures, signage, website changes etc)
- The communications team are working closely alongside the Strategic Partnerships and Governance team on the development of a brand identity for the Pride of Place project.

Digital

- A 'Book Bash' website was developed for kids to engage them in the library Summer programme, and ensure this can be fully delivered online if covid levels require

1.2 Strategic Partnerships, and Governance

Te Aroha Spa Development

The Te Aroha Spa Development was a key consultation topic for Councils Long Term Plan in March/April 2021. We received a number of submissions on this topic, most - (41%) preferred the \$18.9 million option ('If you're going to do it, do it properly'). Council considered the submissions at a hearing in May 2021 and made a decision to include the \$18.9 million, noting further due diligence is required before the project can proceed.

Council formally approved proceeding with the project in December 2020. A Project Manager has been engaged to coordinate further work on this project, and a high-level project plan developed.

The Project Governance Group consists of Mayor Ash (as Council's representative) independent Co-Chairpersons (Barry Harris and Norm Hill), iwi representative (Jill Taylor), expert in tourism (Kiri Goulter), and most recently expert in Spas Francis Pauwels, which makes-up the full Governance Group.

A strategic planning session for the Project Governance Group was held in May. On 15 June the Governance Group visited spa facilities in the Rotorua area; and in July they visited spa facilities in the South Island. A Project Governance Group meeting was held on 30 September, minutes have been distributed to Council, and a Project Management Meeting held on 21 October to discuss geothermal and geotechnical work, Communication and Engagement Strategy, iwi related actions and project and risk management.

Annual Plan / Annual Report

The preparation of the 2020/21 Annual Report is well underway. The statutory deadline for adoption is 31 December. The Audit process commenced on 20 September and is progressing well and is due to conclude in mid-November. Staff will report the final Annual Report for adoption at the 1 December Council meeting, where Audit NZ will issue their Audit opinion.

First quarter reporting on the 2021/22 Annual Report is underway and will be reported to the Corporate & Operations Committee in December.

Due to the ongoing COVID-19 pandemic, Section 98(7) of the Local Government Act provides for an extension of time limits for 2020/21 and 2021/22 Annual Reports. The Annual Report for the financial year ending with 30 June 2022 must be completed and adopted no later than the close of 31 December 2022 (CCO statements required by end of November).

Staff are currently in discussions with Audit New Zealand to establish a detailed timeline for the audit of the 2021/22 Annual Report. It is unlikely that the report can be adopted before the 2022 elections on 8 October 2022. This means that the incoming council will be asked to adopt the report in November/December 2022. This will be the case for all councils across New Zealand.

Long Term Plan (LTP) / Annual Plan

The LTP was adopted on 30 June 2021. The next LTP will be adopted in 2024.

The preparation of the Annual Plan 2022/23 is underway. Annual Plan budgets have been sent to managers to complete along with Fees & Charges. Council workshops have been scheduled in November to review the budgets and confirm direction. Council will need to consider consultation for the Annual Plan. Consultation is not required if there are no significant or material differences from the content of the LTP for the 2022/23 year. If consultation occurs, staff will prepare Consultation Document, which will need to be adopted by Council in early 2022.

The Gambling Venue Policy, TAB Board Venue Policy, and Easter Sunday Trading Policy are due for review in 2022 and are scheduled for consultation in early 2022. Pre-consultation is underway on the Gambling Venue Policy with health providers, iwi and community

organisations. An online hui with Te Mana Whenua Forum members was held on 28 October to discuss the Gambling Venue Policy and seek feedback from the Forum.

Other documents such as Rates Remissions Policies, Land Transport Bylaw (urban school speed limits) will also likely require consultation and this is currently being worked through.

Hetana Street, Matamata Innovating Streets Project

A workshop was held on 28 July to provide elected members with an understanding of the monitoring and evaluation results of the Hetana Street trial. A report was provided to Council on 13 October 2021 seeking its preference for the future Hetana Street layout. Councils resolution was to investigate two way traffic with measures to improve pedestrian safety and accessibility eg formalised raised pedestrian crossings.

Pride of Place (PoP) - Matamata, Morrinsville and Te Aroha Revitalisation Programme – Co-Design Process Plan

The Placemaking team are now fully resourced, the project plan firmed up, a mobile engagement tool sourced. The team held a workshop with Council in September to provide an update on the project and will provide another update on 17 November.

1.3 Human Resources

Staff turnover figures for year to date from 1 July 2020 to 31 October 2021 are:

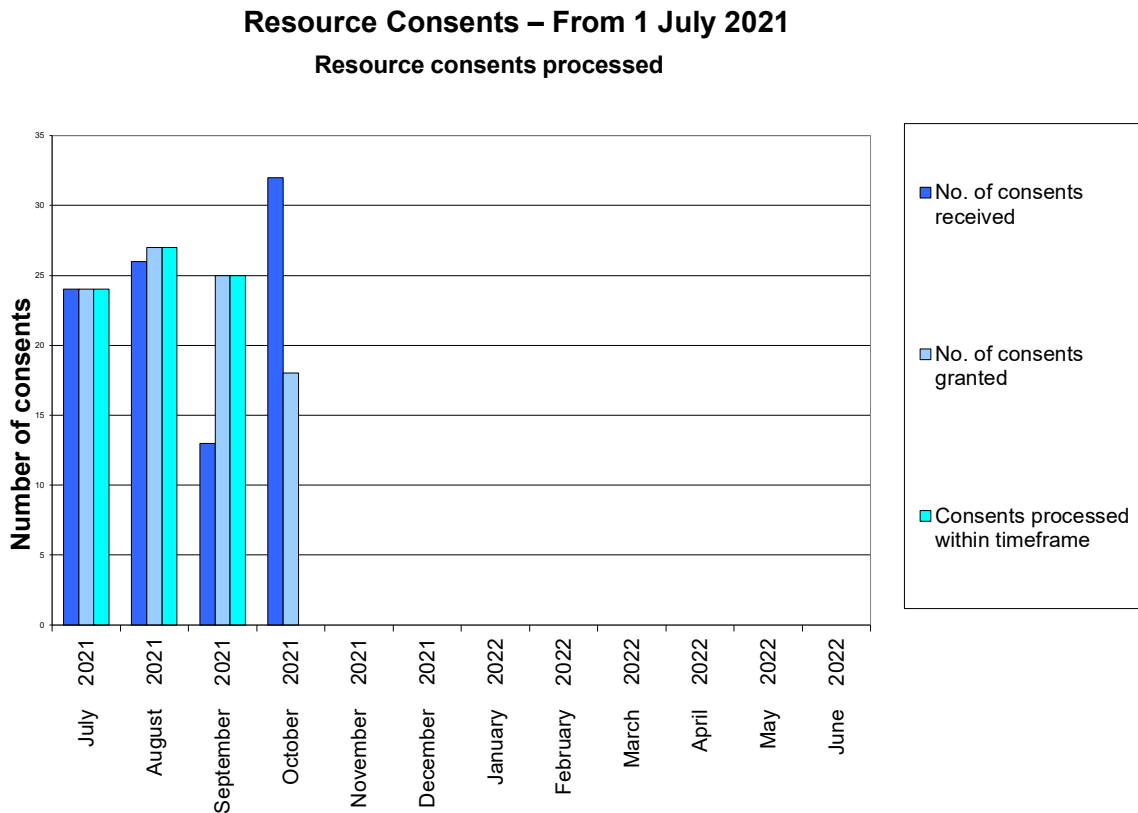
Year to date at	Office	KVS	Water & Waste Water	Libraries	Facilities	Total
	%	%	%	%	%	%
July	4.76	0	0	8.00	4.82	3.72
August	6.30	0	0	8.00	4.82	4.55
September	6.92	6.90	0	7.69	4.71	6.10
October	7.66	9.30	0	7.69	4.71	6.91

Total permanent staff resigned up to 31 October 2021 = 17

2. Community Development overview

2.1 Planning

Resource Consents



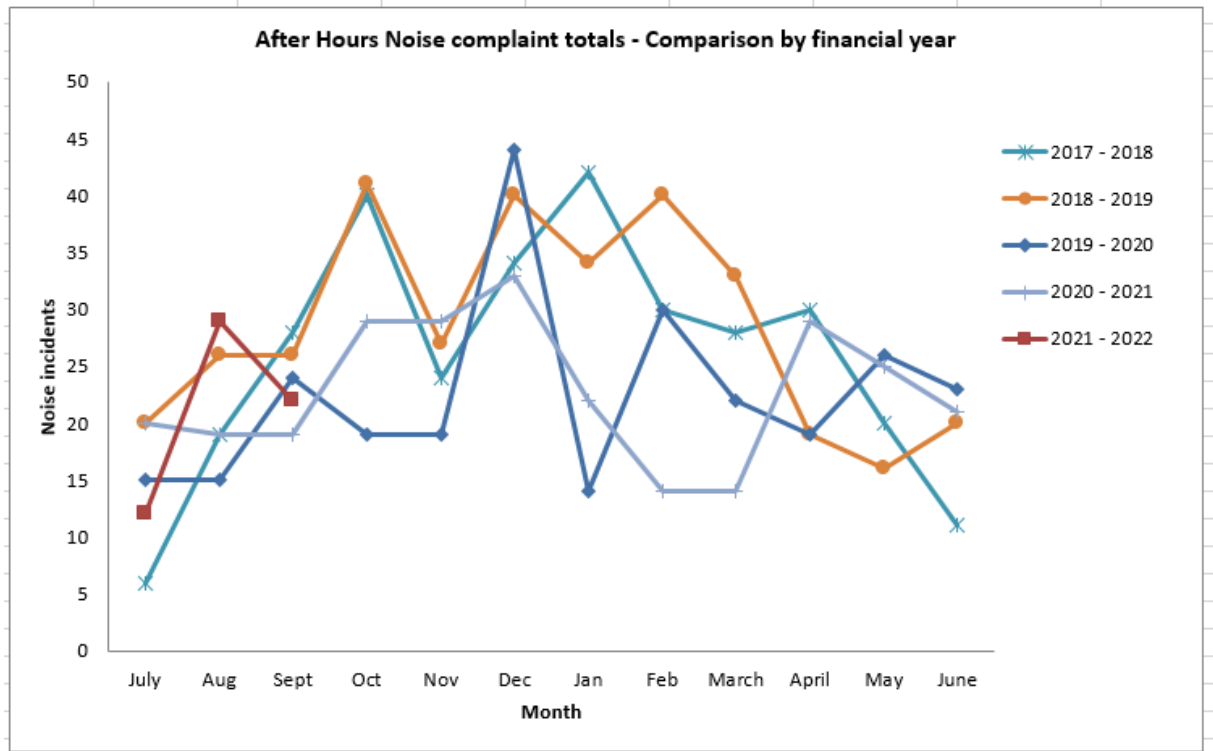
A report on resource consents received for October is included as Appendix B to this report.

Council received 32 resource consents and granted 18 consents of which 18 were processed within the timeframe for the month of October 2021.

Limited or Publically Notified Resource Consents:

There were no Limited Notified Resource Consents in October 2021.

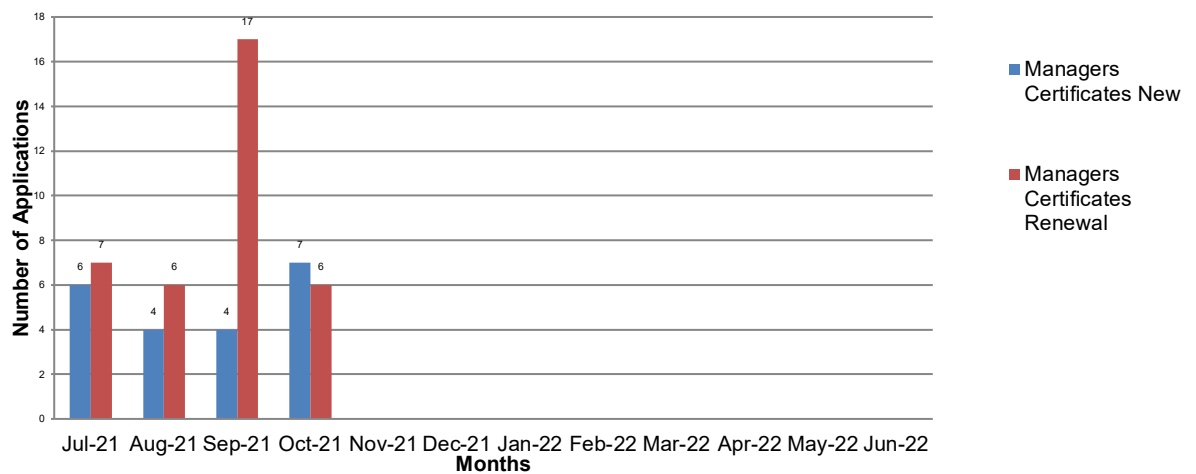
- Noise – October 2021



	Sep-17	Sep-18	Sep-19	Sep-20	Sep-21
Matamata	6	5	9	4	4
Morrinsville	17	9	10	11	12
Te Aroha	5	12	5	4	6
All wards	28	26	24	19	22

- Alcohol

Manager Certificate Applications



On, Off and Club Licences October 2021

Agency Application Number	Applicant Name	Type of Licence
162.2017.1303.3	Thirsty Liquor Matamata	Renewal Off
162.2017.1299.3	Matamata Function Centre	Renewal On
162.2017.1278.3	Village Kitchen	Renewal On
162.2017.965.4	Fez Kebab Matamata	Renewal On
162.1994.57.10	Morrinsville Bowling Club	Renewal Club
162.2021.1690.1	Te Aroha Liquor	Temporary Off
162.2021.1689.1	The Bottle O Morrinsville	Temporary Off
162.2021.1686.1	Chambers Bar & Grill	Temporary On

Special Licences October 2021

Agency Application Number	Applicant Name	Event
162.2021.1693.1	Morrinsville RSA	Twilight Bowls
162.2021.1692.1	Wairere School	Ladies Night
162.2021.1691.1	Hinuera Rugby and Sports	North Fuel Hinuera Boxing Battle

Health

- Currently due to Covid restrictions, we can only undertake new premises verifications until we are at level one. We are however looking into remote verification.

2.2 Building

Building consents:

A total of 110 Building consents were lodged in the month of October 2021.

For the month of October the Building team granted and issued 86 Residential building consents, 4 Commercial building consents. Total issued and granted in October is 90.

All of these consents have come through AlphaOne

Building Consents that required Resource Consent for August was 27.

Building Consent applications with Request for Information (RFI's) for October is 47%.

Code Compliance Certificate (CCC) granted:

Authority CCC's = 35

Alpha One CCC's= 30

Total 65 CCCs for the month of October, 84.62% within 20 working days.

Inspections

Inspections are currently being booked three weeks in advance and are carried out in with Covid H&S guidelines in place. Many cancellations on site due to materials and project management.

2.3 Libraries

Impact of Hamilton lockdown

Our plan to cover the Morrinsville Team Leader staff member's parental leave did not predict that Covid was going to re-surface in such a major way, which means that things are currently very challenging for the libraries team, especially at Morrinsville Library. One of the team members who was going to assist with covering the team leader's absence has been locked down in Hamilton, and while she has plenty of work to do from home, she has obviously been unable to help with rostered duties.

One of our few remaining casuals also lives in Hamilton, which has meant covering our rosters has been very challenging. We are taking steps to replenish our casual pool as quickly as possible, and recruitment is looking positive.

Books to You – Pukapuka ki a Koe

We will be making a soft launch of our new service for Housebound borrowers, *Books to You: Pukapuka ki a Koe*. The reason for the soft launch is that with Covid we need to interview people by phone and can only get friends/family to deliver books at this point, rather than volunteer drivers. The full service would involve us visiting them in their homes to get to understand their reading preferences and show them how to use our digital services. A customer in Morrinsville is so far benefiting from this service.

Alternative Delivery of Programmes

We have held our first live-streamed Toddler Time using Facebook Live, and a Bricks for Kids session by Zoom. These have been received very well and we are fine-tuning how we run these. Online programmes and events will help with the gap created by our lack of physical programming during the pandemic. They are also a way of offering our programmes to those who cannot come to the library for various other reasons. Therefore we are likely to continue to offer this type of option in future. We have been liaising with other public libraries and our Safety and Wellness team to work on best practice to ensure that online risks of running Zoom sessions are mitigated.

Online Tutorials

We have a new eResource: [Niche Academy](#) which has been supplied free of charge until June 2022 through the NZ Libraries Partnership Programme. This tool offers online tutorials for library-related eResources such as Borrobox and Ancestry plus a wide range of other topics such as Internet Safety, Gmail, Google Photos, Windows Basics, Facebook etc. We can also make our own tutorials and add them to this database. This will fill a partial gap that we have at present by not being able to safely run digital training classes at Alert Level 2.

Communications

An [e-newsletter update](#) to library members was sent last week covering Overdue Fees Amnesty, Book Bash Summer Programme, Books To You: Pukapuka Ki a Koe, and Rug Up and Read winners.

Community Engagement Project

A new position of Community Engagement Librarian role will be advertised soon. This role will be crucial to drive our connections in the community and will work closely with the Library Manager on a Community Engagement Strategy project from March next year. This work was signalled in the Library Activity Plan presentation to council last year:

What we propose to do

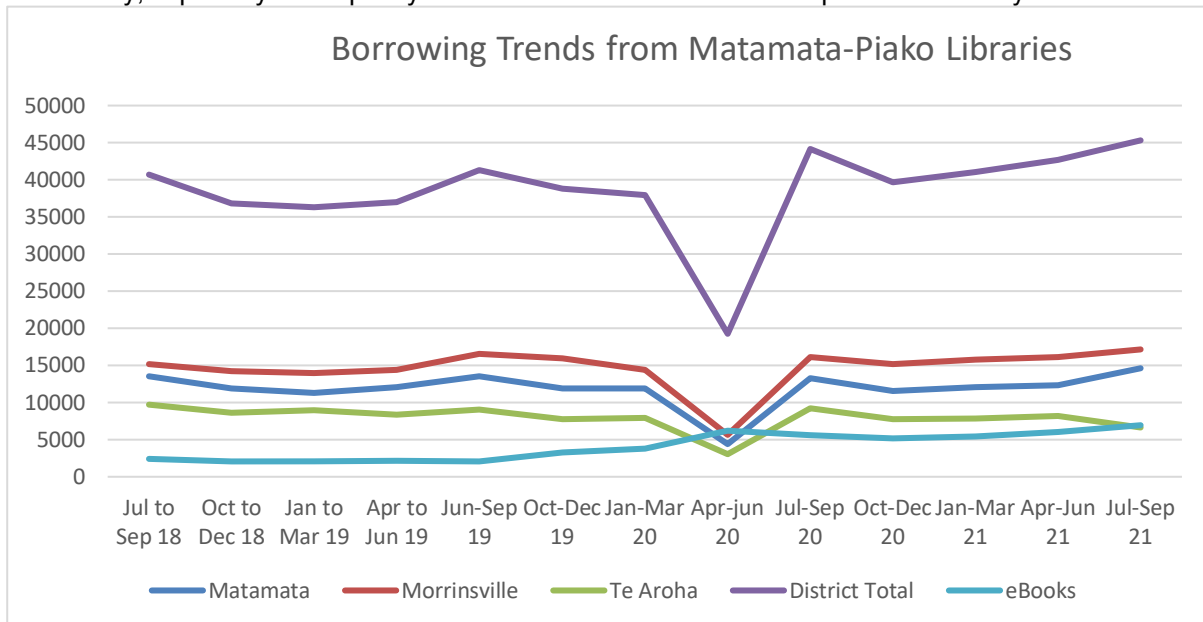


- Marketing: Increase library profile in our community to maximise use of the library resource
- Strategy: consult with the community to find out what their priorities are - Year 1 of LTP
- Community Engagement Librarian: to drive the above, and connect with iwi, schools, museums and other groups which we should partner with more
- E-books: Establish a second e-book platform – to meet increasing demand for ebooks, especially for e-audiobooks
- Digital Inclusion: More digital support for our customers – equip our staff to be digitally knowledgeable and have teaching skills
- Flexible Library Spaces which reflect diversity of community: seeking opportunities, be prepared to meet demand for the use of our spaces

From: Library Manager's Activity Plan Presentation to Council, September 2020

Borrowing trends

Book borrowing is showing an upward trend, which is a reversal of a decline from a few years ago. This graph shows the drop during the lockdowns in 2020 and how we are recovering steadily. The rise in issues at Matamata Library is especially pleasing as for several years it has been much lower than Morrinsville, but now looks to be in a position where it should soon catch-up. We believe this is due to the efforts being made to improve the Matamata Library and its engagement with the community, especially in the past year with the enthusiastic leadership of a new library team leader.



Use of our digital resources is also on the rise. Use of libraries computers is currently down - we have had to limit the number of computers available because of the 2 metre distancing requirement in libraries.

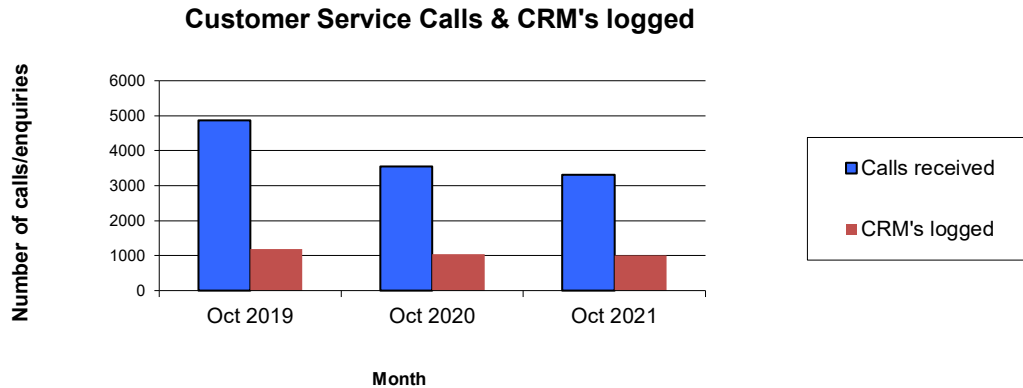
Activity	Comparison months	Current month	Inc/dec compared to same month last year	% change	Comments from District Library Manager
VISITS	Oct-20	Oct-21			

Door counts				% change	
Matamata	3224				door counter gates on MM Library security gates not giving accurate figures at present, vendor is trouble-shooting this.
Morrinsville	4256	3424	-832	-20%	
Te Aroha	2424	2069	-355	-15%	
DOOR COUNT TOTALS					Figures down from last year as we were at Level 1, but are up from September 2021.
Online visitors	Oct-20	Oct-21			
Library website/catalogue sessions	5346	5050	-296	-6%	
Library app sessions	477	920	443	93%	
ONLINE VISITOR TOTALS	5823	5970	147	3%	
APNK/WIFI/COMPUTER	Oct-20	Oct-21		% change	
Wifi using own devices					
Matamata	2063	1051	-1012	-49%	
Morrinsville	2205	1319	-886	-40%	
Te Aroha	1167	855	-312	-27%	
WIFI TOTALS	5435	3225	-2210	-41%	
APNK logins using library computers	Oct-20	Oct-21			
Matamata	421	228	-193	-55%	
Morrinsville	685	257	-428	-62%	
Te Aroha	398	186	-212	-53%	
APNK TOTALS	1504	671	-833	-55%	
NEW MEMBERS	Oct-20	Oct-21		% change	
Matamata	74	29	-45	-61%	
<i>Matamata Digital</i>	24	5			
Morrinsville	75	32	-43	-57%	
<i>Morrinsville Digital</i>	30	8			
Te Aroha	38	21	-17	-45%	
<i>Te Aroha Digital</i>	13	2			
NEW MEMBER TOTALS	187	82	-105	-56%	
SUBTOTAL DIGITAL MEMBERS	67	15			

LIBRARY ITEMS ISSUED	Oct-20	Oct-21		
Matamata	3858	4038	180	5%
Morrinsville	5029	5234	205	4%
Te Aroha	2598	2798	200	8%
Ebooks	1788	2346	558	31%
BOOKS ISSUED TOTALS	13273	14416	1143	9%

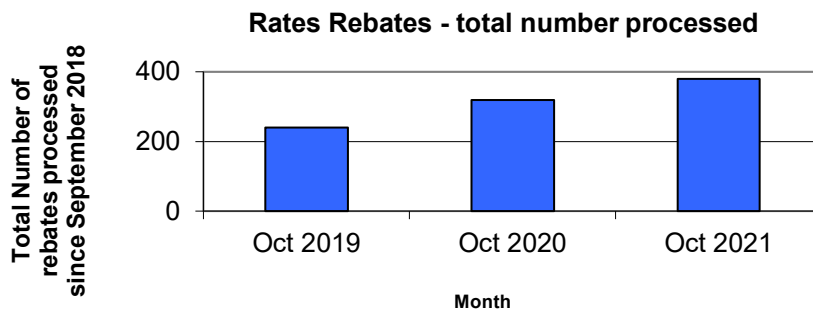
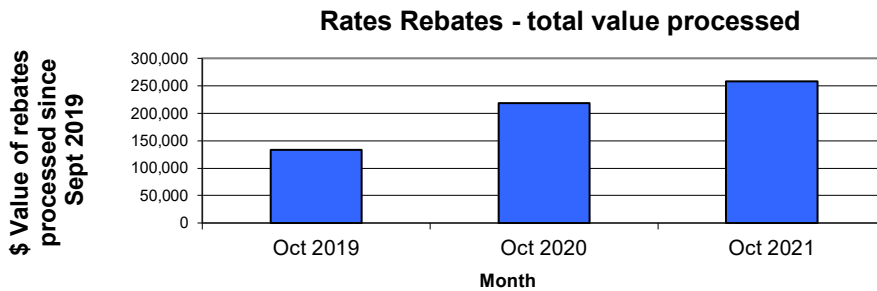
3. Service Delivery

3.1 Customer Services



Rate Rebates

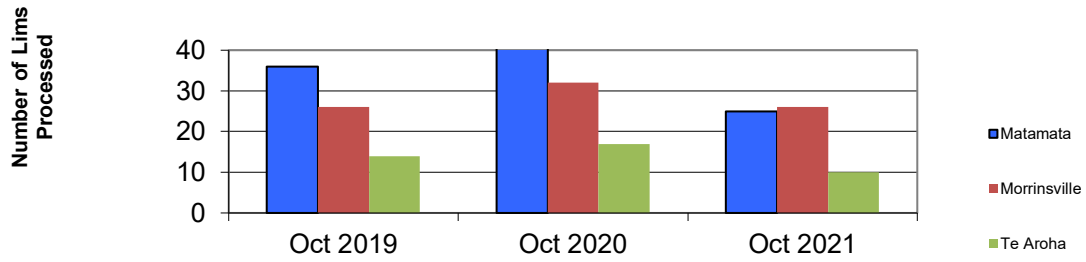
The new round for applying for rebates commenced in September 2021. Customers have until 30 June 2022 to apply.



LIM (Land Information Memorandum)

61 applications received in **October**, 23 of these were urgent requests.

LIMs - Land Information Memorandum



Antenno

The reports below show the number of installs and reports received.

Antenno Installs by Month

From: **October 2020** To: **October 2021**



Please note there are two pages to this report.

3,174 installs overall



3.2 Kaimai Valley Services

3.2.1 Parks and Reserves

Gardens

- Planting of all the annual beds was completed district wide. Due to Alert Level restrictions, plants were unable to be sourced from Hamilton as easily and Rotorua District Council helped at the last minute. The team did well to get the annuals planted in quick time;
- Matamata hanging baskets have been taken down for replanting by Keep Matamata Beautiful. The baskets will be ready for reinstallation during November;
- Morrinsville hanging baskets were reinstalled in the last week of October (including new irrigation) and are starting to look good;
- Work has started in Matamata, preparing the CBD gardens for the coming Christmas period;
- The area between the Cottage Café and Domain Spa Buildings was replanted with native trees and mulched with the assistance of Wairere Mahi;

Mowing

- There has been a noticeable increase in grass growth resulting in the mowing team (currently down one staff member) working additional hours to maintain standards;
- Carried out additional mowing at Boyd Park in preparation for the Thames Valley home games. This work was greatly appreciated by the Rugby Union and resulted in good feedback about the facility;
- Mowing at Morrinsville Rec Ground and Pohlen Park is occurring twice a week to maintain the cricket fields to an acceptable level;
- Due to the Alert Level restrictions, our Turf contractor was unable to enter the Matamata-Piako district and carry out any of the spring turf renovations. This should not create too many issues for the sports field users, however, the work will need to be reprogrammed over the next year;
- There has been approach from the Polo club in Morrinsville for assistance with mowing the Polo field. A price has been provided to the Polo Club for this work;

Cleaning and Rubbish Collection

- OCS are cleaning all three toilets along the Rail trail;
- All public toilets have QR codes;
- Boyd Park toilets were finally able to be reopened after an insurance claim and repairs due to vandalism and fire;
- One Exeloo toilet at Studholme Street carpark is locked and out of service until a part from the supplier is delivered and installed;
- The Headon Stadium toilets are now on the cleaning schedule as the building due to be reopened;

3.2.2 Retic and Works

CRM's

- The total number of CRM's received and completed during October is as follows:

	Water	Sewer	Stormwater
Total Received	61	15	7
<i>Completed</i>			
Completed (Current)	44	10	4
Completed (>30 Days)	36	9	11
Total Completed	80	19	15
<i>Not Completed</i>			

Current	17	5	3
>30 Days	22	8	14
Total Not Completed	39	13	17

Retic

- Carried out a special reading of four water meters and replace eight water meters;
- Received 16 applications for new 20mm water connections;

Works

- KVS started the footpath maintenance program in Matamata;

Building Maintenance

- Various maintenance tasks have continued throughout the district;

3.2.3 Admin

Staff

- Recruitment process began / continues for property maintenance assistant, reticulation person, mower operator, assistant gardener for CBD and High Profile areas, Works Operations Manager and Public Restroom Cleaner;
- Field staff unable to come to work due to alert level travel restrictions:
 - Reticulation team member;
 - Property maintenance supervisor;
- Davey Mickell retired after nearly 50 years of service to Council; it is hoped this will be recognised with council when covid restrictions ease.

Other

- Hedging has been ordered for planting around the stormwater pump station on Spur Street to beautify the area close to the proposed Motorhome parking;
- Replacement of the timber seats in Broadway, Matamata continues with the assistance of the Menzshed. All of the Arawa Street timber seating has been replaced with recycled plastic slats;
- Contractors / activities affected by COVID-19 Level 3 restrictions:
 - Tree Maintenance – Arborcare (Waikato Level 3)
 - Turf Renovations – Turfworks (Waikato Level 3)
 - CBD Footpath Cleaning – Fisher Paining services (Auckland)
- Tree planting for Headon Stadium was completed. New park furniture for Headon Stadium has been ordered;
- Council staff with an interest in establishing dog exercise areas has been booked for November to discuss and determine roles in delivering this project.

3.3 Roding

Contracts update

Combined Road Network Maintenance & Sealing Contract 3/23/2309– Fulton Hogan

As of September 1st the Road Network Maintenance Contract & Sealing Programme Contract was merged into one contract.

Cyclic crews continue with routine maintenance across the district including repairing 1558 potholes, replacing 167 edge and culvert markers, collecting roadside detritus, removing vegetation where required, making drainage cut outs, cleaning kerb & channel and cleaning and inspecting culverts.

A round of RRPM (raised reflective pavement markers) replacements was carried out with 1200 markers being replaced.

The cyclic crew are currently doing some minor bridge maintenance at identified sites across the network.

The stabilising crew are well into their pre-reseal repairs and are currently in the Matamata region. This month they've completed 7766m² of repairs.

Reseals. Resealing work has continued in Oct. approx 10% of programme completed.

Roadside Mowing - Power Weed is sub-contracted to Fulton Hogan for our rural mowing. There has been some delays in making a start to the mowing on the rural network and now the roadside grass in the majority of our network does not meet the contract specification. Whilst this may seem minor it increases the safety risk at rural intersections due to the tall grass restricting sight visibility for vehicles pulling out of intersections. We are currently in discussions with Fulton Hogan and have retained half of the October claim for mowing until they confirm how they intend to catch up and get the rural network to meet the contract specifications. We are now starting to get complaints about poor visibility at intersections.

Road Marking – Contract 3/23/2308 (3+1+1 contract term) - Roadmarkers New Zealand have been awarded the new contract. Currently working with the contractor on programme of work before Christmas.

Signs – Contract 3/23/2282 – Directionz (3+1+1 contract term).

Business as usual with general maintenance, broken posts etc. There has been an increase in damage to sign posts during the month of October.

Footpath Capital Avenue Rd North Morrinsville (Anderson St to Bowers corner) – Contract 3/23/2313 – This is currently out to tender. Tender closes on 19 November.

Footpath Renewals – 3/23/2314. We are currently preparing a contract to go out to tender for footpath renewals throughout the district. This contract should go out to tender mid-November.

Bridge Maintenance. Fulton Hogan are working through bridge sight rail painting programme.

Thames St/Lorne St crossings. Price received from Fulton Hogan. Currently working through budget allocation and work programme.

Gilchrest Street Traffic Calming. We put out a RFQ (request for quote) to several contractors to construct some traffic calming measures on Gilchrest Street to slow down the traffic at the southern end but didn't get any quotes in by the closure date. We will now add the design to the tender for the Te Aroha boat ramp upgrade when that goes out to tender early 2022.

Renewal Forward Works Programme 2021/22

Package 1. Contract 3/23/2306 – Package 1 – Awarded to J Swap Contractors

Rehabilitation of Peria Road (RAMM 2850 - 2990) - Completed

Rehabilitation of Burwood Road (RAMM 220 - 450) - Completed

Rehabilitation of Te Poi Road (RAMM 290 - 625) – Road closed for construction. Approximately 60% complete. Making good progress. Hopefully will have road open a week or two earlier than scheduled.

Package 2. Contract 3/23/2310 - Package 2

Rehabilitation of Morrinsville-Tahuna Road (RAMM 8650 - 10000)

Rehabilitation of Paeroa-Tahuna Road (RAMM 1600 - 2350)

Rehabilitation of Paeroa-Tahuna Road (RAMM 7200 - 8130)

Designs underway with contract out to tender mid-November.

Low Cost Low Risk (Safety Improvements)

With some input from NZTA we are currently putting together packages for safety improvements across our road network. This includes;

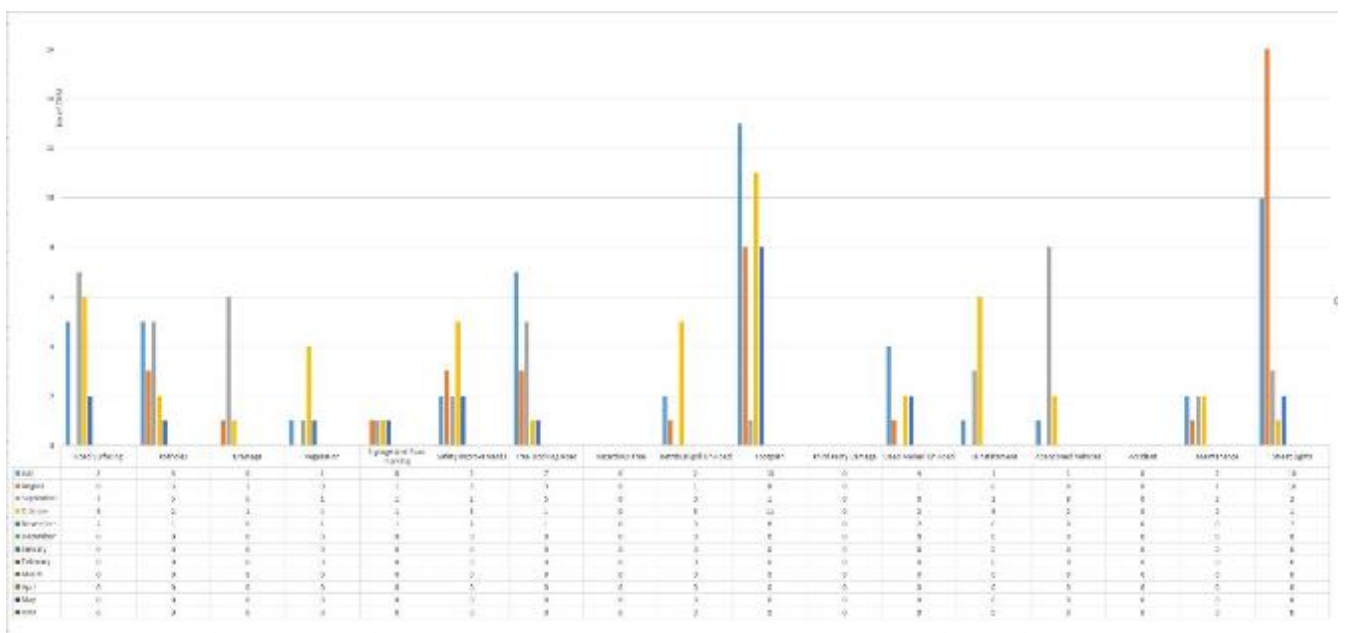
- Audio Tactile Road Marking (rumble strips) on Piako Rd from SH 26 to Valintine Rd. Complete
- Audio Tactile Road Marking (rumble strips) on Paeroa-Tahuna Rd from Morrinsville-Tahuna Rd to SH 26, starting June 2021. Complete
- Audio Tactile Road Marking (rumble strips) on Hinuera Rd from SH29 to Hopkins Rd. Complete
- Audio Tactile Road Marking (rumble strips) on Morrinsville-Tahuna Rd from Cameron Rd to Paeroa-Tahuna Rd. Complete.

We have had some complaints from residents about the noise of vehicles crossing the rumble strips, particularly at night. We are now having to remove some of the rumble strips where cars are crossing the centreline and creating a noise nuisance to houses in close proximity to the road. Unfortunately the rumble strips we are having to remove are at locations where there have been numerous crashes over the years.

Network management update

CRMs

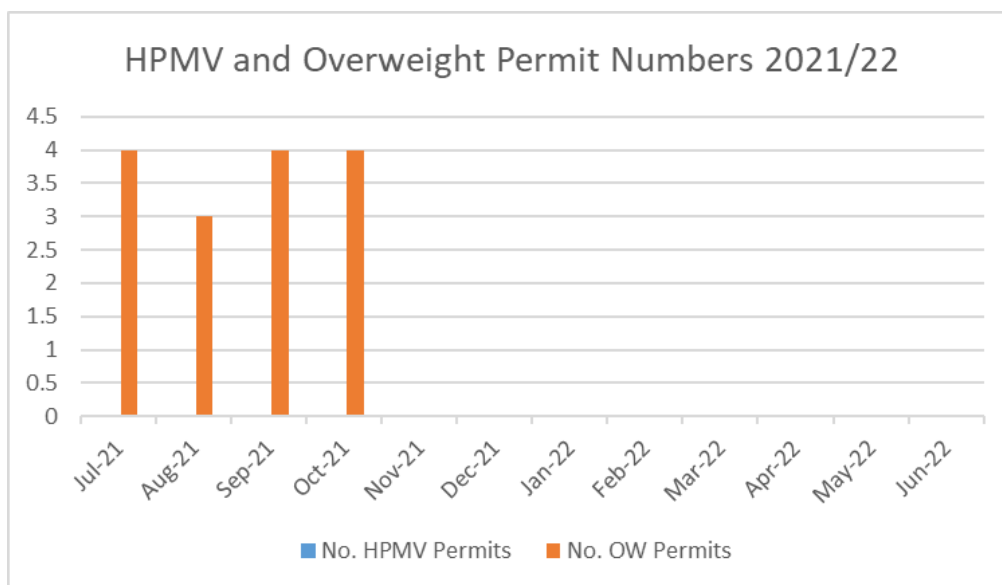
- 44 Roding CRMs in October



Reference: CM 2347176 CRM Trend Analysis

HPMV and Overweight Permits

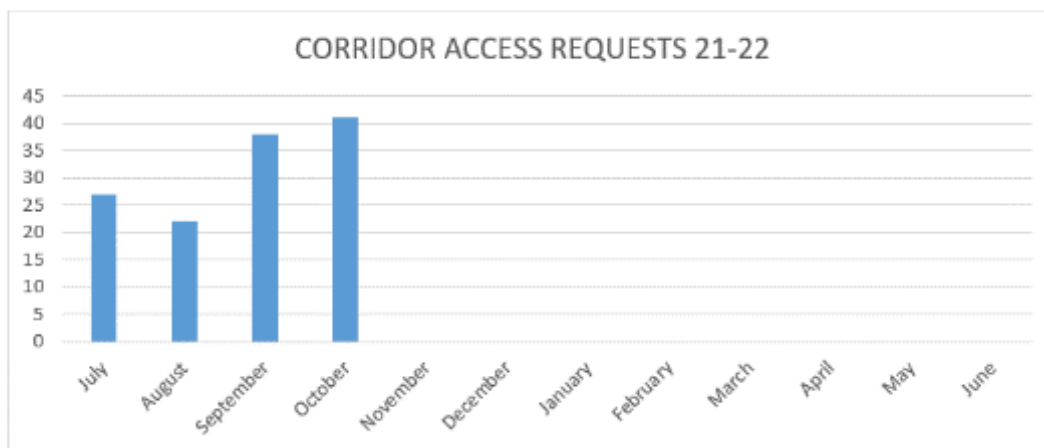
- NZTA now administer HPMV permits on approved roads within our network.
- Four (4) Overweight permits were processed in October



Reference: CM 2260061 HPMV and Overweight Trend Analysis. HPMV 2459540 OW 2459539

Corridor Access Requests

- 41 CARs were processed in October



Reference: CM 2465090 Trend for CARs 2021-2022

Ultra-Fast Broadband (UFB) Installation

Chorus works: There is still some historic reinstatement work to be completed and we are contacting them regularly to get these reinstatements completed. The fibre network build is complete and now the connections are taking place with a fairly large number being completed weekly, (approx. 20-30).

Events and Road Closures

All Events within the Road Reserve are subject to formal approval by Council and NZTA (if held on a State Highway). Road Closures are subject to formal approval including advertising, insurance and traffic management approval. Non-Road closure are still subject to approval including insurance and traffic management approval.

Road Closures

The Morrinsville Market road closure on Canada Street occurs from 8.30am - 12.30pm on the first Saturday of each month depending on COVID restrictions.

Aroha Cruise-In, organised by the Te Aroha Business Association has now been postponed until Waitangi Weekend (Saturday 5th Feb) 2022. This event is subject to COVID restrictions.

3.1 Waters

Plant	Protozoa			Bacteriological	Instrument Verifications #	Res. Consent Conditions That are in ID
	R	A	Status	Status	Status	Status
MM Burwood Rd	2	3	Compliant	Compliant	Compliant	Compliant
Hinuera	3	3	Compliant	Compliant	Compliant	Compliant
MM Tills Rd	3	3	Compliant	Compliant	Compliant	Failed
MV Waterworks Rd	4	4	Compliant	Compliant	Compliant	-
MV Scott Rd	3	3	Compliant	Compliant	Compliant	Compliant
Tahuna	3	3	Compliant	Compliant	Compliant	Failed
MM Tawari	3	0	Failed	Compliant	Compliant	Compliant
Te Aroha	4	0	Failed	Compliant	Compliant	Failed
Te Poi	4	4	Compliant*	Compliant	Compliant	Compliant

R = Required, A = Achieved

Only instruments for protozoal compliance are considered.

*Technical non-compliance issue, likely to be granted leniency

	Matamata	Morrinsville	Tahuna	Te Aroha	Waihou
RC Number	110031	118885	118187	120309.01.01	120703
Volumes, flows	Compliant	Compliant	Failed	Compliant*	Compliant
Sampling requirements	Compliant	Compliant	Compliant	Compliant	Compliant
Effluent Quality Requirements	Failed	Compliant	Compliant	Compliant	Failed
Seasonal Loading Requirements	N/A	N/A	N/A	Complaint	N/A

*Technical non-compliance

Drinking Water Standards NZ Compliance Summary:

Three out of our nine water treatment plants failed protozoa during the month of October 2021. Two of these were due to missing data and one for missing test results.

Tawari WTP and Te Aroha WTP experienced 4,863 missing data points during the month of October, consultants and contractors are currently working on retrieving this missing data.

Te Poi WTP requires 4 log protozoa treatment, 2.5 logs out of the 4 required have been achieved through the direct filtration process. There was one missing minute in the month which cause a technical non-compliance for UV however this data loss is within acceptable thresholds.

Water Treatment Plant summary of non-compliances of resource consents in ID:

Tills Road (Matamata) WTP was non-compliant for Backwash Discharge consent requirements, this was due to daily failures of both the backwash volume and discharge rate from the treatment plant to the nearby stream. MPDC staff and WRC staff have discussed the possibility of submitting S127's to addend the backwash conditions to allow MPDC to be compliant. Water take minor breach on 29th October 2021 where the rate of take was 55.2l/s, the maximum rate is 55l/s, this is a minor breach.

Tahuna WTP's water take consent was non-compliant for the month of October due to daily breeches of the maximum abstraction rate allowed. The Tahuna water take consent was due

for renewal in August 2020, and the application is currently with WRC. MPDC have applied for the additional 3rd bore to also be part of the new water take consent.

One (Tutumangao Stream) out of the four water take consents for the Te Aroha WTP was non-compliant during October 2021 due to three occurrences (three seconds) where the data shows there was abstracted over the max limit (40 L/s max), this is most likely a data issue rather than a true non-compliance issue.

Wastewater summary of non-compliant WRC consents.

Matamata WWTP was non-compliant for total nitrogen (TN) median limit of 15 g/m³ with a calculated median value of 20 g/m³ in October. This is a consistent trend for the MM WWTP. Matamata WWTP was also non-compliant due to 2 out of 13 samples taken for ammoniacal nitrogen was greater than 10g/m³.

Tahuna WWTP was non-compliant for 25 out of the 31 days in September, due to breaches in the maximum discharge rate of up to 0.2L/s. 3 Waters have also discovered an overflow pipe that bypasses the treatment plant and discharges directly to the stream. 3 Waters are currently investigating further and by the SAG group.

Top five projects

<p>WTP Compliance Recovery Program (CRP)</p>	<ul style="list-style-type: none"> • Replacement of assets underway & is 85% complete • 95% of material / plant has been purchased • Morrinsville WTP Poly Plant in commissioning, final water shed nearing completion. • Te Aroha WTP Actuator & valve replacement planned, DP sensors have arrived, installation being planned • Project completion estimated to be December 2021
<p>Tahuna WTP</p>	<ul style="list-style-type: none"> • The old concrete reservoirs have been demolished and removed from site; • Stage 1 of pipework (Cullen Engineering procurement (valves and stainless pipework)) completed, the second stage will commence post UV container fit out and pumpset install (CRP); • Camex have completed temporary works (UV container pad, clean and disinfect concrete reservoirs, temporary pipework from Cullen install to transfer pumps). • New plant layout design ready pending approval • Construction to be planned once new UV has been installed • Working in conjunction with the compliance program
<p>Te Aroha WTP Sludge</p>	<ul style="list-style-type: none"> • New design agreed • Project about to enter the market
<p>Matamata WWTP Inlet Screen Replacement</p>	<ul style="list-style-type: none"> • Screens have been delivered • Pad design nearing completion and will have a structural review. • Permanent Inlet Diversion bypass designed and starting late Apr 21 (Fibre Networks is contractor)
<p>Morrinsville WWTP Contingency Pond Lining & Pipework</p>	<ul style="list-style-type: none"> • Project contracted to Spartan • Clearing of contingency pond complete • Minor geotech issues identified • Possible SBR leak identified

4. Business Support

4.1 Community Facilities Operations



Swim Zone Matamata

- The roof demolition on the indoor pool has been completed.
- The temporary scaffolding structure on the dive pool has been taken down.
- Interviews held for four summer positions.
- Level 2 plans are working well for the facility with increased customers starting to take advantage of booking lane space for swimming.
- Swim school numbers have had a positive increase.

Swim Zone Morrinsville

- Swim Zone Morrinsville manager and shift supervisor commenced in their roles and have worked through preparations for the facility to open 8 November 2021.
- Staff training is completed however COVID restrictions has meant some staff training has been put on hold.
- Mokena construction commenced work on the new shade pergolas.
- Family change rooms are still awaiting doors to arrive from Auckland to complete this project.
- In Depth Diving Ltd are unable to complete the balance tank leak repairs due to being in COVID restrictions however this work can take place with the pool fill and in operation.

Swim Zone Te Aroha

- Visitor numbers doubled during October with most sessions booked in advance.
- The chlorine tank has reached the end of its expected life and a new one has been purchased. This is now onsite and once the installation process has been completed the emergency response plan will no longer be triggered due to the chlorine quantities remaining under the recommended threshold.
- A Swim Zone Te Aroha shift supervisor has transferred to Swim Zone Morrinsville to help that facility over the summer and will return after March 2022.
- No.2 Bath House visitors numbers have doubled. Public sessions aren't running under Level 2, however private sessions are being charged at the same cost as a public session (\$5pp)
- The outdoor spa remains closed while we look into replacing one of the fans from the heat pumps. The contractor who specializes in these kind of heat pumps is currently in Auckland with COVID restrictions. Swim Zone management are investigating other options to get this repaired.

Te Aroha Mineral Spas

- The Mineral Spas operated similarly to September with Hamilton and Auckland customers still in lockdown.
- The spas ran a promotion during the school holidays, offering 'kids bathe free' with two paying adults. This went well and it was great to see customers bringing their children to experience the mineral spas.
- Spa therapists have remained steady and relatively booked out most days of the week considering many beauty therapy customers are in lockdown.
- Domain House beauty staff recruitment is completed with a Beauty Lead set to commence 9 November and the facility in operation late November. COVID restrictions for Waikato contractors have proved difficult but the TAMS management have worked hard to overcome hurdles and ensure the facility is ready operationally & looking fabulous.

Firth Tower

- Firth Tower had 83 more visitors compared to September. There was one small wedding with 12 guests.
- Staff facilitated some fun family activities where nine families participated during the school holidays.
- A local photographer has used the grounds for two family photo sessions.
- Hinuera School, Friendship circle group and Aparangi Village cancelled due to Waikato Covid restrictions.
- The annual book fair has been postponed till November.

- Yoga in the Heritage room 3 x weekly with 5-6 people per session. Other regular users are planning how to resume regular meetings safely under level 2. The updated facility Level 2 Plan now allows individuals and small groups into the museum to continue volunteering work. Six weekly meetings between the manager and Matamata Historic society have resumed.
- Cyclists are using the trail, car park, picnic area, toilet, and water fountain at Firth Tower.
- Waikato and Auckland COVID restrictions are impacting on overnight camper numbers.
- Buildings have been soft washed, roofs sprayed and gutters cleaned. The gardens are looking colourful and the trees are in the spring growth stage which makes the whole facility come alive.
- A security camera system is being put in place which will hopefully deter loiterers and record the activity that occurs outside opening hours.
- The current ADSL internet connection can no longer support the systems required to operate the facility. IT is working through the process of upgrading to a sufficient internet connection system.

Te Aroha i-SITE

- Visitor numbers are down on this time last year but up on last month - Locals 25%, Domestic 74%, International 1%. This time last year Kiwis were taking the opportunity to travel their own country and being strongly urged by the government spring 2020 campaign to 'Do something new, New Zealand'. This October, the district's closest visitor base has been in lockdown. 74% out of towners as opposed to 65% last month tells us more people are moving around the country more than last month due in some part to school holidays and the warmer weather enticing more people out onto the rail trail.
- Aroha Cruise In, usually the first weekend in October, has been postponed till Feb 2022. Te Aroha Christmas Parade has been cancelled; Te Aroha AP & H Show is cancelled but the Home Industries section is going ahead with strict controls on visitor numbers in the Silver Fern Farms Events Centre.
- NZMCA National rally at Boyd Park in March 2022 is still on track.
- I-SITE has developed a range of customised Te Aroha merchandise in time for the Christmas market.

Silver Fern Farms Events Centre

- **Regular users** – Te Aroha Indoor basketball, Thames Valley Rugby, Te Aroha College Volleyball.
- Waikato/Bay of Plenty Futsal trails, Social badminton and casual have suspended their regular bookings until Level 1 = fourteen cancelled booked court sessions for October.
- **Other users** – Three casual basketball users, Tatua, Health Te Aroha COVID vaccination clinic accounted for 1290 people vaccinated in the function rooms which has pushed numbers up in the function rooms
- **MPDC events** – First Aid training, Health monitoring, People, Safety and Wellness team meeting

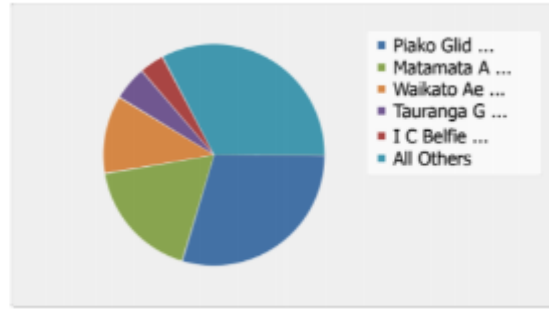
Domain Pavilion – Pilates and Feast Tae Kwon Do - both twice weekly; 60th birthday

Matamata Aerodrome

Operators: 5 most active

Operator

Operator	Movements
Piako Gliding Club (Inc)	150
Matamata Aero Club Inc	89
Waikato Aero Club (Inc)	57
Tauranga Gliding Club (Inc)	25
I C Belfield and G Belfield	18
All Other Operators	166
Total	505

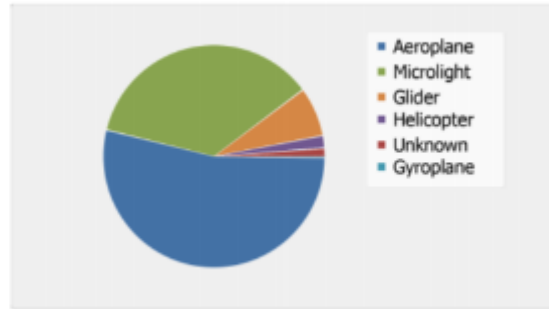


Aircraft Type Summary

Type

Movements

Aeroplane	272
Microlight	181
Glider	36
Helicopter	9
Unknown	6
Gyroplane	1

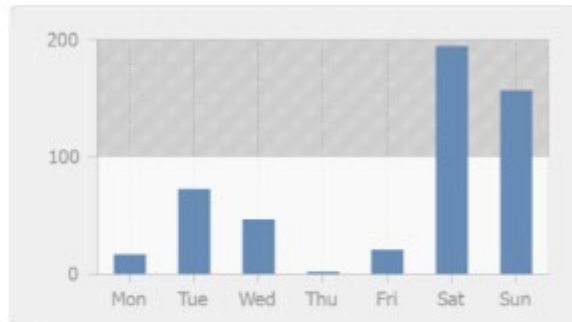


Movements: Days of Week

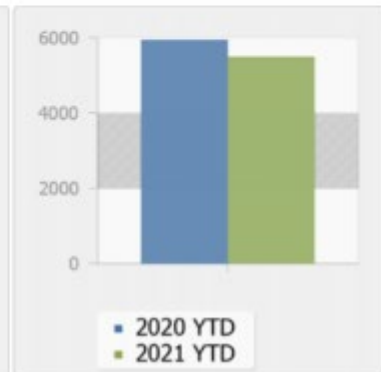
Weekday

Movements

Mon	16
Tue	72
Wed	46
Thu	1
Fri	20
Sat	194
Sun	156



Movements: Months of Year



4.2 Property and Community Projects

EPH Flats

Te Aroha

- Two vacant, waiting for quotes

Morrinsville

- One to be refurbished, waiting for quotes

Matamata

- Two to be redecorated, waiting for quotes
- One to be refurbished, waiting for quotes

General comments

- All units now have heat pumps installed, extractor fans in progress. Some difficulty in arranging suitable times with tenants. Morrinsville completed. Matamata 50% and Te Aroha 90% complete. Requirement of the Tenancy Act.

OYO

Morrinsville

Maber/Wightman

- 5 Maber sold, settlement 4th November
- 1 Wightman by-back completed 29th October. Unconditional offer received 2nd November – full asking price with settlement 5 working days after both parties signed.

Anderson/Lear

- All owner occupied

Owners, particularly Maber/Wightman have requested more input. Consequences including time costs to be discussed.

Annual accounts have been distributed. Annual meeting to be held as soon as Covid19 restrictions permit.

Staff Housing

- All tenanted apart from Aerodrome House but has potential rental

Morrinsville property

Ngarua Hall

- The Property Group will be managing the sale of Council land adjacent to the ex Ngarua Hall land in partnership with DOC.
- Confirmation that there are no Public Works Act issues to be considered.
- Ngarua Lane to be stopped to maximise potential sale area.

Waitoa Hall

- Sold for \$470,000. Discussions to be had regarding reinvestment of proceeds (after deducting cost) in the Waitoa community

Tahuna

- Open drain adjacent to Community Hall blocking has been resolved. Consulting with two adjacent engineering companies using Council land to enter their property. Will likely result in an easement recorded on Title. No longer a Property issue, transferred to Legal Counsel.

Heatherington Street ex Walkway

- Waiting response from applicant

115 Anderson Street

- Council decision to sell at market rate communicated to local representative that has elevated our position to St John Regional Office. Waiting for response

Thomas Park

- Initial planning commenced for new toilet block. To meet surveyor on site

Piako River Walkway

- Blessing by Ngati Haua early October. Regional Council to walk site prior to physical commencement end October.
- Work has commence on site.



Te Aroha property

Te Aroha Cemetery Extension

- Buffer zone planting complete. Internal access road complete. Fencing complete.
- Water main to be connected.

Domain House

- Complete.



Matamata property

Waharoa Playcentre

- Lease to be drawn up with the Raungaiti Community Centre Trust once they have decided on how it will be managed.

Waharoa Bowling Club Building

- Trust to take ownership of building to enable them to seek funding. MPDC to provide ground lease and gifting of buildings on site. Agreed with Trust
- Number of leases being re-negotiated.

Matamata Cemetery

- Front wall: Block wall built – Hinuera stone facing to be added – Bricklayer waiting for enabling works to be completed by Lions.
- Weatherproofing layer has been applied.

Swimzone Matamata

- Roof over indoor pool has been removed. Pool to be painted once Hamilton is at Level 2
- New Meura Street entrance completed.

Headon Hub

- Replacement floor completed.



Districtwide

Surplus buildings to be demolished

- Te Aroha Domain Skatepark building to be demolished once resource consent approved.

Te Aroha – Matamata cycleway

- Three formal rest area, soft landscaping complete, hard landscaping to be completed (Shelters – Rotary)
- Te Aroha West rest area toilet – now to remain in current location. Screen to be provided, agreed with The Old Forge owner. Planting completed. Toilet to be opened 1st week of November.

Pest Control

Te Miro Pest Control Project

	Cat	Ferret	Hedgehog	Mouse	Possum	Rabbit	Rat	Stoat	Weasel	Other	total
Aug-18	0	0	0	4	0	0	23	0	0	0	27
2018	0	1	1	64	9	0	226	3	0	0	304
2019	0	2	4	846	157	1	761	10	7	29	1817
May-20	0	0	3	150	7	0	59	1	1	6	227
Jun-20	0	0	4	90	3	0	15	1	0	6	119
Jul-20	0	0	0	44	3	0	6	1	1	5	60
Aug-20	0	0	0	58	7	0	7	1	0	8	81
Sep-20	0	0	0	48	4	0	7	0	0	6	65
Oct-20	0	0	0	24	1	0	3	0	0	6	34
Nov-20	0	0	0	35	0	0	7	1	1	1	45
Dec-20	0	1	1	30	0	0	8	0	0	0	40
Jan-21	1	0	4	19	1	0	89	2	1	0	117
Feb-21	1	0	4	6	4	0	100	1	0	2	118
Mar-21	0	0	3	22	7	0	63	0	0	3	98
Apr-21	0	0	0	59	5	0	66	0	0	0	130
May-21	0	0	1	39	1		32	0	0	2	75
Jun-21	0	0	1	24	0	0	21	0	0	3	49
Jul-21	1	0	0	44	2	0	20	0	0	4	71
Total	4	4	34	1774	231	1	1683	21	12	83	3847

Total kills from August 2018 – July 2021

Pest Free Matamata

Community Volunteer Group. Council purchase traps for use in our reserves Group place them, monitor and service. Locations, Centennial Drive, Tom Grant Drive, Neil Algar Reserve. Six traps have also been purchased for Te Aroha. Local interest in TA to set up a Pest Free Te Aroha Group.



Leases

- Programme to review all leases to be developed in 2021/22 and when resources are available.

- Negotiating with Fulton Hogan to reduce Depot rental to facilitate additional space required by KVS. Agreed solution KVS commenced changes.
- 12 Tainui Street has been valued. Property Group looking at any Section 40 PWA issues. Council has agreed to sell on open market if offer back is not required.
- Waihou RDA – new Licence To Occupy (LTO) including new equestrian arena prepared and sent to RDA.
- 6 Honi Street – Scouts NZ have not responded to a number of requests with respect to their future plans.
- Firth Tower LTO railway carriages. Historic Society no longer wish to own these assets.

4.3 Assets Strategy and Policy

Development contributions and LIMS

- Development Contributions processed – (49) Building Consents, (10) Landuse Consents, (11) Subdivision Consents, (0) Outline, (0) PIMs,
- (0) Special Assessment – Discussions with two applicants and special assessment requests have been declined as they do not align with other proposals Council has approved in the past.
- (62) Lim Enquiries

Transportation

- Waikato Regional Council (WRC) staff – including their Total Mobility Coordinator met with MPDC's Communications Officer to discuss ways to market the Total Mobility Scheme to potential users in Te Aroha, Matamata and Morrinsville. Three Councillors were contacted to gather their support (with a limited commitment) to champion the Total Mobility Scheme on behalf of the community – all were very willing. The Total Mobility Coordinator's efforts are presently directed at the sign-up of taxi companies and Driving Miss Daisy (as 'operators'). Progress has been restricted by limitations from Covid-19.
- GrayMatter Consulting of Hamilton continue their work on comprehensive parking management plans for Matamata and Morrinsville. MPDC growth plans have been supplied to them and they are also considering the latest draft guidelines on the Aotearoa urban street planning guide.
- Speed limit data/bylaw migration to the central speed limit register held by WK/NZTA is largely complete. Some minor quality checks are underway and MPDC staff are in discussion with WK/NZTA for quality assurance purposes. A report is being prepared to guide Council's decision making on Buckland Road (the section west of the Hobbiton entrance to the Waipa district boundary).
- Staff from Assets/Strategy & Policy, KVS and Roading have collaborated to prepare 2021/22 footpath maintenance, renewal and new (capital) works lists. These lists are almost complete in readiness for the development of a new Forward Work Programme (using RAMM) for internal use and external awareness. Some unsubsidised accessibility work is also being planned to improve footpaths for mobility users.
- Work is underway to create an updated district Road Safety Strategy. National and regional strategies are being examined to determine how MPDC can optimise local road safety outcomes. Realistically the Strategy is not expected until the New Year.
- Work has commenced to update information on vehicle crossings. At this stage the application form is being reformatted with fees and other content adjusted, so applicants have a better appreciation for the terms and conditions.
- Two new road naming reports were worked on in preparation for November and December reports.
- Consultations are ongoing with developers, especially Calcutta Farms and Lockerbie.

Parks & Facilities

- Morrinsville Recreation Ground Masterplan: The initial regular user workshop held on 21 October. Most regular user groups were represented. A zoom meeting is to be set up to target those who could not attend the face-to-face workshop. The public survey is online and is getting good responses. Public open days being planned. We were hoping to piggyback onto existing community events if possible but COVID is making this a challenge as many events are being cancelled and regulations about distancing and masks make it difficult.
- Restoration plan for bush areas above Te Aroha Domain progressing. Planting and maintenance schedules being developed for the different zones. There is a need for

ongoing weeding to occur especially since most of the cleared areas will not be able to be planted until the 2022 planting season.

- Staff met with Waikato Regional Council staff to discuss proposed WRC works in the upper Waihou catchment. WRC is planning to do weed clearing and remove unstable Poplar trees on the streambank at Rapurapu Reserve. MPDC to fund cost of native plants. There is a potential opportunity for a community planting day next year. The weed and tree removal by WRC will be of significant benefit and cost-saving to MPDC but MPDC will have to fund the cost of native plants for the planting day. Unauthorised access by four wheel drives to the stream and bush area at Rapurapu Reserve has become an issue again. Landscaping barriers using fallen trees may be an option to address this.
- Work on Signage Manual has resumed. Bilingual templates being developed.
- Updating General Policies Reserve Management Plan 2019 where it cross references the Parks and Open Spaces Strategy to ensure references all reflect the current version of the strategy.
- Complaints from residents about motorbikes illegally accessing the esplanade reserve near The Landing in Te Aroha. No motorbikes signage ordered and to be installed. If the situation does not improve, may need to consider physical barriers.
- Consultations are ongoing with developers, especially Calcutta Farms and Lockerbie.

3 Waters

- Morrinsville CBD Stormwater Study interim report with quick-win solutions has been finalised. One of the recommendations in the report is to increase the inlet capacities of the existing cesspits at the intersection of Thames Street and Moorhouse Street where shops were flooded in March rainfall event. New cesspits at this location to increase the inlet capacity will be installed after Christmas break.
- A stormwater consent strategy is being prepared to develop a roadmap for the next stormwater discharge consent application in 2024. The strategy will be completed before Christmas.
- Development of inflow and infiltration strategy for wastewater is in progress
- Development of water demand management strategy for the district is in progress. The first workshop with internal stakeholders was held. The strategy report is expected to be developed early next year.
- A consultant has been selected to award a contract for development of Waters Operational Resilience Strategy. This work will be completed in May 2022.
- Consultations are ongoing with developers, especially Calcutta Farms and Lockerbie.
- Additional Water and Wastewater modelling is being procured due to ongoing development and possible future plan changes.
- Work is continuing on improving the data in AssetFinda:
 - Water and Wastewater Retic Asset Criticalities have been completed. Plant criticalities have started.
 - CCTV data management improvements are underway.
 - Preventative maintenance (including pipe bridges) are due to be next.
- Some of the flowmeters for the 3W Reform Meter Renewals have been ordered and more will be ordered very shortly. The recent lockdown has delayed the installation these.
- Work is continuing with W & W to ensure our existing zone water meters are working, renewing them when required and the data is showing in our SCADA system correctly. This will require further work on how it is presented. Unfortunately in recent months this has stagnated due to staff shortages.
- Discussions with an owner of Industrial land in Waharoa are ongoing regarding improving the water fire flow LOS.
- Work is continuing with W & W to follow up on areas of higher water loss and trying to reduce this. Unfortunately in recent months this has stagnated due to staff shortages.

Project Scoping

- MM Pool Roof - First virtual meeting held with Sport Waikato representatives in the Working Group tasked with putting together business case for the Matamata Swim Zone indoor pool roof replacement project. Staff have not been able to conduct planned site visits due to border travel restrictions. Other members of the working group have met on site.
- Te Aroha Ashes wall - Project Brief and work order for additional ashes wall at Te Aroha cemetery completed.
- Street lighting - Initial scoping of the High priority renewals and new lighting is underway.

New Bus Shelters

- After feedback from the Bus provider and a site investigation on Lorne Street, it is proposed to move the main bus stop on Lorne Street and install a new Bus Shelter near the Morrinsville i-site on Thames Street. A detailed plan of the proposal is being developed and then discussions with key stakeholders can be completed