

# Komiti o te Kaporeihana me ngā Whakahaere | Corporate and Operations Committee



## Kaupapataka Wātea | Open Agenda



Notice is hereby given that an ordinary meeting of the Corporate and Operations Committee will be held on:

**Ko te rā | Date:** Wednesday 24 February 2021  
**Wā | Time:** 9.00am  
**Wāhi | Venue:** Council Chambers  
35 Kenrick Street  
TE AROHA

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### Ngā Mema | Membership

#### Koromatua | Mayor

Ash Tanner

#### Koromatua Tautoko | Deputy Mayor

Neil Goodger

#### District Councillors

Donna Arnold

Caitlin Casey

Teena Cornes

Bruce Dewhurst

James Sainsbury

Russell Smith

Kevin Tappin (Chair)

James Thomas

Adrienne Wilcock

Sue Whiting

**Waea | Phone:** 07-884-0060  
**Wāhitau | Address:** PO Box 266, Te Aroha 3342  
**Īmēra | Email:** secretary@mpdc.govt.nz  
**Kāinga Ipuranga | Website:** www.mpdc.govt.nz



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**1 Whakatūwheratanga o te hui | Meeting Opening**

**2 Ngā whakapāha | Apologies**

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

**3 Pānui take ohorere | Notification of Urgent Business**

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

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

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

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

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

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

**4 Whākī pānga | Declarations of Interest**

**5 Whakaaetanga Mēneti | Confirmation of Minutes**

Minutes, as circulated, of the ordinary meeting of the Corporate and Operations Committee, held on 9 December 2020

**6 Take i puta mai | Public Forum**

## Disposal of Lot 1 Deposited Plan South Auckland 13910

CM No.: 2392780

### Rāpopotonga Matua | Executive Summary

The recently demolished Ngarua Hall was located on Department of Conservation (DOC) land adjacent to Ngarua Lane off State Highway 27. By agreement the land and building was managed by Matamata-Piako District Council.

MPDC own Ngarua Lane which serviced the hall and also Lot 1 DPS 13910 which is on the southern boundary of Ngarua Lane.

DOC have gone through the legal process to remove the reserve status and have engaged The Property Group (TPG) to dispose of the land.

Council have no further use of their parcel and it is economical and logical for MPDC to engage TPG to act on MPDC behalf to dispose. In total there is approximately 7,500m<sup>2</sup> of land with its own existing formed access onto SH27

### Tūtohunga | Recommendation

That:

1. **The disposal of Lot 1 DPS Auckland 13910 be approved**

### Horopaki | Background

Ngarua Hall was a closed community hall with an adjoining tennis club building and tennis courts. Over a number of years these fell into disrepair and were boarded up. The buildings contained significant amounts of asbestos and following a spate of vandalism it was agreed that the buildings were demolished. The demolition was completed early August 2020. The land that the building was located on is owned by DOC who have now commenced a process of disposal. DOC have indicated that the proceeds will be transferred to MPDC

MPDC own an adjoining section which they have no further requirement and disposal at the same time should be considered.

### Ngā Take/Kōrerorero | Issues/Discussion

Council engaged TPG in April 2005 to provide a Land Status Report. This was reviewed and update in October 2020 and is an attachment to this report.

In 1970 there appears to have been a mutually benefiting agreement between a Mr Cornwall and the then Piako County Council to exchange land. There is no evidence that the property was acquired for or held for a public work. It is held in fee simple.

### Mōrearea | Risk

The holding of the Property pursuant to the Public Works Act 1981 (PWA) can't be completely ruled out as there is no evidence that the Council didn't consider the use of the PWA 1928 to facilitate the exchange. That said, it appears the Property is undeveloped (in grass) with no



evidence of improvements (that would have added weight to requirement for a local work) since removed.

### Ngā Whiringa | Options

Disposal of the land appears to be the only realistic option.

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

Due diligence will be required if disposal is approved. Please refer to TPG attachment.

### Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

There have been a number of enquiries from interested parties with respect to purchasing both DOC and MPDC land as a complete entity.

### Ngā take ā-lhinga | Consent issues

No consent issues have been identified.

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

The costs associated with the disposal will be covered by sale proceeds.

### Ngā Tāpiritanga | Attachments

[A↓](#). Ngarua Land Ownership



[B↓](#). Land Status Report TPG Oct 2020



### Ngā waitohu | Signatories

Author(s)	Roger Lamberth <b>Property and Community Projects Manager</b>	
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Approved by	Manaia Te Wiata <b>Group Manager Business Support</b>	
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7 October 2020

**The Property Group Limited**  
Napier Office  
PO Box 49 Napier 4140  
Level 1, 6 Albion St  
Napier 4110

Updated Land Status Report - Council-owned land at Ngarua Lane (the Property)

<b>Status</b>	Fee Simple
<b>Instruction</b>	To consider the contents of a Disposal Report in respect of the Property provided to Matamata-Piako District Council in April 2005, and update or amend the contents of that report if appropriate.
<b>Instrument of Title</b>	Record of Title (RT) SA12C/449
<b>Administering Body/Owner</b>	Matamata-Piako District Council (Council)
<b>Legal Description</b>	Lot 1 Deposited Plan South Auckland (DPS) 13910
<b>Area</b>	0.1535 ha
<b>Location / Address</b>	Ngarua Lane, Waitoa
<b>Interests Affecting the Status of the Property</b>	The Property fronts a limited access road being State Highway 27, and accordingly access to the Property is likely to be obtained from Ngarua Lane, and not the state highway.

**Acquisition History**

1. In 1925 Ngarua Lane and adjacent property were depicted on Deposited Plan (DP) 18422. Ngarua Lane was shown as road. The lane was formerly the access to a dairy factory site located Lot 2 on DP 18422. The Property is part of the land on DP 10992.
2. All of the land on DP 10992 was previously owned by a Fred Horton Cornwall. He also owned the land shown as Lot 2 on DP 18422. In 1957, the Piako County Council had acquired the land shown as Lot 1 on DP 18422 under Section 54 of the Land Act 1948.

3. In 1970, the Piako County Council and Mr Cornwall entered into an agreement to exchange of land. A new plan DPS 13910 created Lot 1, and it was this land that was exchanged for at the time Council's property being Lot 1 on DP 18422.
4. On completion of the subdivision a new title issued for the Property in the name of The Piako County Council, and a new title issued for Lot 1 and Lot 2 on DP 18422 and for the Pt Section 6 Block VIII Maungakawa Survey District in the name of Innes Farms Limited.
5. There is no evidence that the Property was acquired for or held for a public work, but lack of evidence does not necessarily mean that the possibility can be ruled out. It is possible that the Council holds archival records as to the motivation behind the exchange. The Council may well have wanted to own land closer to the Ngarua Hall, which was located on Crown-derived reserve on the other side of Ngarua Lane. It is equally possible that the prior owner, Mr Cornwall, wanted to rationalise his land. Either way, the exchange was probably seen as mutually beneficial, noting also that the areas of land exchanged were similar in size.

#### Land Status Conclusion

The Property is held in fee simple. The Property is still held in the name of Piako County Council and application should be made under Section 90 of the Land Transfer Act 2017 to have title to the Property vested in Matamata-Piako District Council.

We would recommend the Council carry out a search of its archives to completely rule out any possible element of compulsion in the land exchange (although given the mutual benefit of the exchange, compulsion appears unlikely).

#### Comments on Disposal

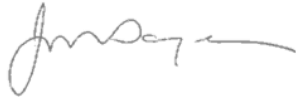
The holding of the Property pursuant to the Public Works Act 1981 (PWA) can't be completely ruled out, as there is no evidence that the Council didn't consider the use of the Public Works Act 1928 to facilitate the exchange. That said, it appears the Property is undeveloped (in grass) with no evidence of improvements (that would have added weight to requirement for a local work) since removed.

The Council might want to check its archives for any information relating to the historic exchange to satisfy itself that the PWA does not apply to any proposed disposal.

On the assumption that the PWA does not apply, the Council may dispose of the Property of its own volition. There is a power of "General Competence" in Section 12 of the 2002 Act. It authorises the Council to do anything that any person or body corporate may do, subject to any other law and an obligation to act wholly or principally for the benefit of its district.

We have checked the Local Government Acts 1974 and 2002, and any proposed disposal does not appear to fit within any specific authority for the disposal of land, such as the power of disposal of Regional Parks and reserves (Sections 138 and 139 of the 2002 Act), or Section 345 (1974 Act) for the disposals of land no longer required for road. It is possible that the Council could use the power of sale in Section 304 of the 2002 Act, but the Council would need to be satisfied that the Property had been acquired for commercial or industrial purposes, and such a purpose appears unlikely.

Prepared by:



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**Jackie Haynes**

General Counsel

Date: 7 October 2020

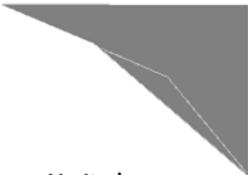
**Disclaimer**

*This Status Report is based on available evidence and records.*

*The Property Group Limited has no power to make a binding ruling or legal determination as to the status of land but does have significant knowledge and experience in the provision of Land Status Reports.*



7 October 2020



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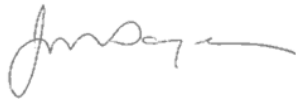
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Prepared by:



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**Jackie Haynes**

General Counsel

Date: 7 October 2020

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## Te Aroha Spa Project Update

CM No.: 2399108

### Rāpopotonga Matua | Executive Summary

**From:** Graham Shortland (Project Manager, PM), Shortland Consulting Ltd

**Purpose of this Paper:** To update Councillors on key project activities and progress.

### Tūtohunga | Recommendation

**That:**

1. The information be received.

### Horopaki | Background

In December 2020 Council formally endorsed proceeding with a project that contemplates bring to life a leading spa and beauty therapy business situated within the Te Aroha Domain to replace the existing business's facility. This follows on from the Following the work completed under the PGF process, including the Feasibility Study, Business Case and Post Covid-19 Addendum.

#### Project Governance Group (PGG)

A document setting out the process and criteria for the search and selection of the PGG Chair and Independent Members was prepared by the Project Manager (PM) for review by the MPDC Mayor and CEO for approval by the Mayor. This document included a high level Role Description and Candidate Profile covering the Chair and Independent Members. Ngati Tumutumu also received the 'search and selection' document but to date there has been no feedback from Ngati Tumutumu that the PM is aware of.

Following approval of the search and selection document by the Mayor, the PM has approached Martyn Dunne as a potential Chair for the Governance Group. Martyn is known to the PM, having been one of his key industry contacts over a number of years when Martyn was Director General of the Ministry for Primary Industries. Martyn's skills, knowledge and experience are highly aligned to the Role Description and Candidate Profile set out in the search and selection document. From an initial briefing over the telephone, Martyn has signalled his interest in taking up the role, subject to final approval by the Council. The PM will be providing information to Martyn and meeting with him during w/c 15 February to discuss this further. Should this progress to a firm interest, the PM will submit appropriate information to the Council for them to consider Martyn's appointment to the role of PGG Chair.

The PM is also following up on leads for 2 potential independent PGG members. The 3<sup>rd</sup> independent member is a representative from Ngati Tumutumu who's appointment will be confirmed by way of a letter from their Chairperson or CEO (or equivalent), as appropriate.

### Key Project Activities

- A. Business Case review

The PM has begun a review of the Business Case. Within this context, a 'hybrid' \$5m project spend was introduced as a placeholder number in part to satisfy the LTP process. The Business Case was supporting 'Option B' a circa \$17m project (not adjusted for inflation) however, Council may wish to consider a lower cost, spa entry development (call it Option D). To test this concept the PM is considering a stripped back 'Option B' as there were several new concepts under 'Option B', such as Hamam baths, experience showers, etc. that if removed will reduce the initial investment required, although probably not to the \$5m level. The PM will report to Council executives on an Option D concept (relatively high level) and what this business would look like, its value proposition to customers and where such a facility would sit within the market place i.e. against other offerings.

Once the 'Option D' concept has been considered further, the PM in conjunction with Council executives, will decide on a course of action and in any event complete the review of the Business Case for comparative purposes. It is difficult to run the two processes in parallel but we believe the 'Option D' concept needs to be developed and examined alongside the business case concept noting that this is a slight deviation from the original project plan.

The PM is very mindful that the Feasibility Study and Business Case were supporting broader objectives around economic, social and cultural developments of the Domain and Te Aroha town. It was envisaged that the new spa facility and business would be a catalyst project supporting those broader objectives and that decisions about the spa should probably consider these objectives too. The PM understands that the regeneration aspects are outside of his brief but the conceptual thinking around these will form part of the overall consideration going into any spa development concept.

#### B. Other early stage activities

Deliverable	Comment
Visit leading spas to observe and take learnings	Online research is WIP, physical visits to follow at a time appropriate to workstreams in A above
Form Project Governance Group	Under action with appointment of the Chair high priority
Form Project Management Group	Initial meeting held in December
Develop communication strategy	Under action, PM is working with Council staff
Develop consultation strategy	Waiting to progress other aims
Develop financial and reporting systems	Reprioritise but basics are in place
Establishment risk register	March for initial PGG meeting likely in April.
Safety and wellbeing plan	Under action. PM has met Group Safety Manager so framework understood. Will accelerate when project advances further
Develop procurement strategy	Existing MPDC framework understood by the PM

#### Ngā Tāpiritanga | Attachments

There are no attachments for this report.

**Ngā waitohu | Signatories**

Author(s)	Niall Baker <b>Senior Policy Planner</b>	
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Approved by	Don McLeod <b>Chief Executive Officer</b>	
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## Six-Month Report - July to December 2020

CM No.: 2399856

### Rāpopotonga Matua | Executive Summary

The Local Government Act 2002 requires Council to adopt its Annual Report and Summary by 31 October each year.

To ensure that there are no unexpected performance or financial matters leading up to this report, a Six Month Report has been prepared to advise of progress and any likely issues that may arise.

Staff have prepared a condensed Six Month Report which highlights financial and non-financial performance for July to December 2020. The report is circulated separately.

Attached is a Capital & Renewal forecast and Operating projections to 30 June 2021.

### Tūtohunga | Recommendation

That:

1. **The Committee receive the Six Month Report July – December 2020.**

### Horopaki | Background

The Local Government Act 2002 requires Council to adopt its audited Annual Report and Summary by 31 October each year. The Annual Report and Summary must be published within one month of adoption. The Annual Report and Summary must be audited, and an opinion on the Annual Report and Summary provided to Council and the report's readers.

The Six Month Report provides Council with an opportunity to review the non-financial and financial performance of the organisation. The financial information builds on the monthly financial reports whereby staff endeavour to ensure there are no "surprises" for Council.

### Ngā Take/Kōrerorero | Issues/Discussion

#### Financial overview

The interim result at 31 December 2020 is a surplus of \$1.99 million compared to a budgeted surplus of \$567,000.

The statement of comprehensive revenue and expense (page 4) shows that revenue for the period was \$2.67 million ahead of the budget at \$30.37 million, while expenditure was \$1.2 million more than budgeted, at \$28.4 million.

Explanations for the major variances in revenue and expenditure are outlined in the attached variance report and in the 6 Month Report Financial Summary.

#### Variances to budget after six months and projected variances to year end

In the table in attachment A, we have identified significant areas where we are under budget, (shown as a negative) or over budget, in terms of our expenditure and revenue at the six month point. There may be seasonal factors that mean more of the budget is spent or received early or

later in the financial year. These and other reasons for variances are discussed in attachment A. We have then projected where we will be against budget by the 30 June, taking these seasonal and other factors into account.

At 31 December, our income statement shows a surplus of \$1.990 million. By 30 June, we have projected that our surplus will be approximately \$1.147 million, noting however that we have not projected for any non-cash or accounting type transactions that will affect the bottom line (e.g. loss on the disposal of assets that are renewed, further movements in the valuation of interest rate swaps, vested assets, etc.).

#### Capital spend after six months and projected spend to year end

Our capital budget for 2020/21 plus the budgets carried forward from previous years total \$48 million. To date our capital spend is \$8.6 million. We expect that we will get through a further \$13.7 million by the end of the year, leaving \$25.7 million to carry forward to 2021/22. Page 3 of the six month report summarises the significant capital projections and spend to date.

#### Risks

- Revenue – Metered water revenue is an area where achievement of the budgeted income stream is highly dependent on external factors affecting our large industrial customers. There continues to be uncertainty around the potential revenue from the sale of rubbish bags, and the use of transfer stations. There is a potential risk of our operations being affected by Covid-19 again within this financial year. We are not aware of any other significant risks to Council's revenue streams to year end at this stage.
- Expenditure – The results of the revaluation of Council's infrastructural and property assets at 1 July 2020 have not been incorporated into this interim report as they are still being finalised. We note that indications at this stage are that the revised depreciation expense for this financial year is likely to exceed the estimate we had made in the budget. Staff will report the finalised information to Council in the three quarter report. We are not aware of any other significant risks to Council's expenditure to year end at this stage.
- Capital – Achievement of the projected capital spend is reasonably certain in some activities (e.g. Roading renewals where contracts are in place and progressing as planned). For other activities, achievement of the projected capital spend will rely on a number of internal and external factors inherent in delivering these projects coming together (e.g., resource availability, successful tender process, favourable weather, etc).

#### **Compliance with financial covenants to 31 December 2020**

Financial Covenants	31/12/2020	2021	2021
	Actual	Council Limit	LGFA Limit
Net Debt : Total Revenue	43.8%	<150%	<175%
Net Interest : Total Revenue	1.6%	<15%	<20%
Net Interest : Annual Rates Income	2.4%	<20%	<25%
Available Financial Accommodation: External Indebtedness	117%	>110%	>110%

#### **Financial performance benchmarks to 31 December 2020**

Rates (income) affordability	× Benchmark not met
Rates (increases) affordability	× Benchmark not met

Debt affordability	✓ Benchmark met
Balanced budget	✗ Benchmark not met
Essential services	✗ Benchmark not met
Debt servicing	✓ Benchmark met

The rating benchmarks were not met as the growth in the rating base by the time the rates were struck exceeded the level anticipated when the 2018-28 LTP budget was set.

The balanced budget benchmark is a measure of whether Council's operating revenue is sufficient to cover its operating expenses. To date, Council's revenue covers 99% of operating costs, and we project that it will improve by the end of the year.

The essential services benchmark measures capital spending compared to depreciation for core infrastructure. A significant portion of Council's capital work (particularly roading) is undertaken in the 2<sup>nd</sup> half of the year.

### Non-financial information

Full details of performance measured to date against our targets are set out in the Six Month Report. A number of these measures can only be measured annually and are not included. E.g. total quantity of kerbside household waste sent to landfill.

### Timeframes

Key dates for the Annual Report 2020/21 are to be confirmed.

### Mōrearea | Risk

Refer to discussion above.

### Ngā Whiringa | Options

The preparation of the Six Month Report is a non-statutory process for Council. The Committee may wish to consider any risks or issues arising from this report.

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

The Annual Report measures our performance against the Long Term Plan 2018-28.

### Ngā take ā-lhinga | Consent issues

There are no consent issues.


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

The production of the Annual Report and Summary has a budget of \$12,000 (excluding audit costs) for production of the Annual Report and Summary.


Audit fees have a budget of \$125,000.

The Annual Report cost is provided for within the strategies and plans activity budgets. The Annual Report and audit are funded from general rates.

### Ngā Tāpiritanga | Attachments

[A](#)  Opex Projections for 6 month report 31 Dec 2020



[B](#)  Capital and Renewal Forecast Summary



### Ngā waitohu | Signatories

Author(s)	Niall Baker <b>Corporate Strategy Team Leader</b>	
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Approved by	Don McLeod <b>Chief Executive Officer</b>	
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**Variances to the Annual Plan budget to 31 December 2020, and projected variances through to 30 June 2021**

In the table below we have identified significant areas where we are under budget, (shown as a negative) or over budget, in terms of our expenditure and revenue at the 6 month point. There may be seasonal factors that mean that more of the budget is spent or received earlier or later in the financial year. These and other reasons for variances are discussed below. Considering these seasonal and other factors we have then projected variances to 30 June 2021. The income statement at 31 December 2020 shows a surplus of \$1,990 million. By 30 June 2021, we project that our surplus will be approximately \$1,447 million noting however that we have not projected for any non-cash or accounting type transactions that will affect the bottom line (eg, any provisions that may have to be recognised for vested assets, interest rate swap etc)

*A positive net result below is a positive for Council*

Variances	6 month result			Projection to 30 June 2021			Projected operating/cash result for management purposes
	Expenditure	Income	Net result	Expenditure	Income	Net result	
<b>Budgeted per Annual Plan 2020-21</b>	<b>27,154,000</b>	<b>27,721,000</b>	<b>567,000</b>	<b>54,308,000</b>	<b>55,442,000</b>	<b>1,134,000</b>	
	<b>Variances to budget at 6 month point</b>	<b>Variances to budget at 6 month point</b>		<b>Projected variances to budget at year end</b>	<b>Projected variances to budget at year end</b>		
Property cost is higher due to demolition cost for Ngarua Hall around \$150,000 (that will be funded from sale of the land). T.A. property operating cost includes cost for design cost for Heritage tea house \$30,000, Asbestos pre-demolition survey Skate Building, Domain house etc. Property general maintenance in higher includes one off charges includes \$14,000 for supply and install v locks, \$22,000 & \$11,000 cost for asbestos removal from 96 Moorehouse Street Flats and Domain House and cost for boundary fence at Canada street will be recovered from Kiwi Rail. Cleaning cost has been increased. Administration cost for EPH is higher than budgeted. Lease income is higher as proposed land sale not happened and EPH and Staff rental is higher than budgeted. This higher cost is partially negated by under spent on \$200,000 allocated for accommodation review from COVID fund.	200,000	46,000	-154,000	345,000	66,000	-279,000	150,000 <i>Ngarua hall demolition to be funded from sale of land - may not happen in this financial year</i>
Library cost for the first half is higher due to subscription and software licenses paid for the year upfront. Library income from shared Library Manager Services stopped from this year, less income for books rentals and fines than budgeted.	10,000	-43,000	-53,000	-8,000	-83,000	-75,000	
Parks and Tracks cost is lower than budgeted due to lower building maintenance, Pohlen park cost is lower during this time. Lease income is lower than budgeted.	-28,000	-8,000	20,000	0	-16,000	-16,000	
Pools and Spa costs are higher due to higher chemical and building maintenance costs. Te Aroha Mineral Spa Cost is higher by \$20,000 while income is higher by \$50,000 mainly due higher activity.	53,000	55,000	2,000	-10,000	45,000	55,000	
Public Amenity - Street furniture costs are higher than budgeted due to graffiti removal from Bridge, handrail, bike rack and tree maintenance. Cemeteries costs are lower than budgeted. Public toilet operating costs are higher than budgeted due to higher level of service. Income is higher mainly due to higher sales of plot and burials at Matamata. Street Furniture contribution \$6,000 for kerb extension not budgeted.	13,000	28,000	15,000	0	18,000	18,000	
Recreation and Culture & Heritage - cost is higher due to T.A. Domain museum maintenance includes sinking piles and sagging floor, plumbing and maintenance. Waharoa Aerodrome maintenance cost includes kitchen and bathroom repair, pump maintenance etc. T.A. Event centre cost is cleaning and building maintenance cost is higher than budgeted. MV event centre cost is higher mainly due to higher cleaning cost. Income is lower mainly due to lower recovery from T.A Event centre than budgeted.	133,000	-9,000	-142,000	131,000	-21,000	-152,000	
Resource Consents and Monitoring - Resource consents expenditure is higher than budgeted due to the high level of development activity in the district and less staff resulted in more consultant cost. This higher cost is partially negated by lower salary cost by \$96,000 and forecasted to be lower by \$130,000. The high activity is also reflected in higher than budgeted income from this activity.	449,000	230,000	-219,000	674,000	400,000	-274,000	
Building Consent - cost is lower currently but Alpha One software cost of \$70,000 will come later in year. One off cost for Mangakawa road settlement and internet charges are higher. Income is higher.	-7,000	110,000	117,000	81,000	215,000	134,000	
Dog registration fees are received at the start of the year. Registration income is higher than budgeted, which is partially offset by lower fine and infringement income than budgeted at this point.	-19,000	132,000	151,000	-13,000	9,000	22,000	
Roading - Subsidised expenditure is lower than budgeted at this point due to the larger portion of the work scheduled to be undertaken in the 2nd half of the year. NZTA subsidy would be higher than budgeted as NZTA has approved more renewal budget and \$641,000 grant received for TAMM Chip Seal Cycle Way Project which would be reduced \$300,000 share of Hauraki District Council.	-505,000	-1,425,000	-920,000	4,000	516,000	512,000	-341,000 <i>Grant funding</i>
Rubbish and Recycling - waste management levies cost is higher and Variation charges to waste Management contract due to growth and commodity adjustment. Landfill recovery is down by \$36,000 and \$125,000 down in Rubbish bag sales compared to budget even though Rubbish bag sales are slightly higher compared to last year. \$60,000 income still to be accounted for December.	98,000	-159,000	-257,000	91,000	-92,000	-183,000	
Storm water maintenance has not been required during this period to date. The budgeted \$860,000 contribution for Morrinsville's Avenue Road North storm water disposal project has not been received as this project has not progressed.	-40,000	-430,000	-390,000	-18,000	-860,000	-842,000	860,000 <i>No impact on funding as work will not be undertaken</i>
Wastewater - Some of the budgeted operation and maintenance is lower than budget by \$100,000 this including lower staff cost due to staff turn over. Reticulation cost is lower by \$46,000 as maintenance not required during this period. Cost expected to be lower by \$101,000.	-192,000	21,000	213,000	-101,000	0	101,000	
Water - Overall, our water expenditure is better aligned to budget compared to last year. Treatment plant costs are higher by \$229,000 due to an increase in chemical and lab analysis costs, and hazardous chemical assessment work. It also includes \$55,000 expended from capital project (Matamata PRV installs). Some of these costs may be able to be funded by the 3 water reform funding. This is offset by Reticulation maintenance costs being lower by \$105,000 at this point and expected to be lower by \$74,000 by year end. We are short in metered water income, with consumption from large industries being lower than budgeted at this point. Water meter reading for last two quarters is pending.	102,000	-379,000	-481,000	224,000	-200,000	-424,000	
Strategy & Engagement - Communication and event cost is lower by \$52,000 as digital enablement projects will start in second half of the year. Election cost is budgeted for 3 years will not be spent during year. \$1.1M budgeted for COVID 19 response is underspent to the date. Audit fees will be paid later in year. Partnership grant has been paid earlier in year. Regional policy, co-ordination and economic development budget is underspent at the point. District Plant Changes and implications cost will be higher than budget and funded from reserves. PGF grant has received and income from equipment and service hire for events is higher than budgeted.	-600,000	141,000	741,000	50,000	65,000	15,000	
Asset Management cost for Parks and reserve cost is higher mainly due to higher consultant cost for MV Walk, Hetana street innovation, Open Space Strategy etc. Higher cost on consultant in Roothing for feasibility study of future plan, safety strategy etc. Three Water Reform cost \$400,000 is not budgeted will be funded from subsidy of \$2.47m received.	554,000	2,470,000	1,916,000	2,504,000	2,470,000	-34,000	
Salary cost - is under overall due to vacant positions that have not been filled and medical/maternity leave.	-645,000	0	645,000	-1,345,000	1,345,000	-1,345,000	<i>Council has approved a market movement for 20/21 using surplus</i>
Finance costs are slightly higher than budgeted.	-21,000	0	21,000	0	0	0	
Interest and dividend from Investment is lower than budgeted. Surplus cash and investments have decreased over the year as they have been used to fund capital rather than raising debt.	0	-40,000	-40,000	0	-60,000	-60,000	
Higher development and financial contributions received from significant Matamata and Morrinsville development activity.	0	911,000	911,000	0	1,000,000	1,000,000	-1,000,000 <i>DC funding not available for operating</i>
General rates income is higher due to growth in properties compared to the level budgeted and penalty income of \$75,000 that is not budgeted for.	0	172,000	172,000	0	150,000	150,000	
Revaluations for 1 July 2020 have yet to be finalised but indications are that depreciation could be as high as \$700,000 more than estimated for this year (an increase of 5%)	4,000	0	-4,000	700,000	0	-700,000	700,000 <i>No cash impact</i>
Provision for contingency	0	-100,000	-100,000	300,000	0	-300,000	
Vested Asset have not been bought into account at the 6 month point.	0	530,000	530,000	0	0	0	
Gain on interest rate swaps	0	530,000	530,000	0	0	0	
Internal charges from capital is lower than budgeted LIM Income higher. External work income from KVS is higher compared to budget and other internal variances	1,667,000	396,000	-1,271,000	0	0	0	
<b>Actual income and expenditure at 31 December and projected to 30 June 2021</b>	<b>28,380,000</b>	<b>30,370,000</b>	<b>1,990,000</b>	<b>57,917,000</b>	<b>59,064,000</b>	<b>1,147,000</b>	<b>-976,000</b>

171,000 Projected cash result

Capital and Renewal Forecast Summary

Activity	2019/20 C/fd	2020-21 AP Budget	Actual Spent up to Dec	6 month Forecast	Year End Projection	Comments
Carparks & Street Furniture	886,561	1,420,000	177,828	619,938	797,766	Howie Park entrance, car parking and loop track upgrade, MM streetscape development, Waharoa rest carpark projects delayed
Cemetery	22,401	203,787	53,672	169,000	222,672	
Housing / depot	354,861	1,555,000	488,237	390,000	878,237	Sheree to advise on TA front counter costs. Design Work to be planned for MVL early 2021. \$100K as per Sheree. Corporate Renewal \$1,000,000 but nothing planned to spend.
Library	187,000		0	150,000	150,000	Total should be 200K (100K ea for MV and TA) Te Aroha project plan completed with works and procurement to start soon. Morrinsville project plan due February. Not all parts of project may be completed by end of June so may need to carry over 50K
Parks & Tracks	696,837	1,074,404	64,746	202,000	266,746	MM and MV Walkway may not happen during the year as MM depending on subdivision. Howie park moved to LTP and Hauraki rail trail will be spent in Roding.
Pools & Spas	418,220	332,165	169,997	65,000	234,997	Splash pad project \$200,000 not going ahead. Bath House 2 will not happen this year. Some plant and building renewal will be spent, if required
Public Toilet	815,029	368,000	87,117	235,000	322,117	MV Studholm street toilet now moving to I-site will happen next year. Building renewal may not happen this year
Recreation & Heritage	2,665,357	132,316	1,144,666	84,000	1,228,666	Headon Stadium Upgrade has started. Indoor sports facility for MM budgeted \$2,000,000 is delayed
<b>Comm Fac Total</b>	<b>6,046,267</b>	<b>5,085,672</b>	<b>2,186,263</b>	<b>1,914,938</b>	<b>4,101,201</b>	
<b>Roding</b>	<b>952,000</b>	<b>8,214,200</b>	<b>2,640,996</b>	<b>6,657,087</b>	<b>9,298,083</b>	
Storm Water	69,613	1,565,000	13,389	190,000	203,389	Tower Raod Development and Eldonwood South -Development moved to LTP
Waste Management	770,271	600,000	29,497	500,000	529,497	MV, MM and Waihou RTS Camera, Tipping bib, safety barrier work done. Retaining wall, metal bay, weighbridge software upgrade etc work to be completed
Waste Water	6,413,960	9,558,142	813,194	2,487,000	3,300,194	Upgrade of Te Aroha falling main, North Morrinsville Trunk Sewer Main, Main sewer from west side of Te Aroha and Equipment for chemical dosing at Te Aroha plant reconsidered in LTP. MM compliance upgrade may happen with 3water reform
<b>Water</b>	<b>1,888,123</b>	<b>5,121,428</b>	<b>2,299,527</b>	<b>1,004,500</b>	<b>3,304,027</b>	All renewal may not happen during current year.
<b>Utility Total</b>	<b>9,141,966.44</b>	<b>16,844,570.37</b>	<b>3,155,606.72</b>	<b>4,181,500.00</b>	<b>7,337,106.72</b>	
<b>Others</b>						
IT		825,000	491,176	330,000	821,176	
Digital (Corporate)		100,000				
Customer Services - Zeacom and headsets		48,000	4,007	43,993	48,000	
Fleet & Plant		450,000	34,195	421,000	455,195	Have ordered 1 x Hyundai iLoad van (arrived) & 7 x Toyota RAV4 Hybrids which arrive April '21
Library books		169,000	73,216	85,000	158,216	
Office Equipment		60,000	25,604	35,000	60,604	
Roding unit renewal		60,000		60,000	60,000	
<b>Others Total</b>		<b>1,712,000</b>	<b>628,198</b>	<b>974,993</b>	<b>1,603,191</b>	
<b>Grand Total</b>	<b>16,140,233</b>	<b>31,856,442</b>	<b>8,611,064</b>	<b>13,728,518</b>	<b>22,339,582</b>	

## Long Term Plan 2021-31 Update

CM No.: 2398446

### Rāpopotonga Matua | Executive Summary

In January and February Audit New Zealand have been auditing our consultation document (CD) for the draft Long Term Plan and all the underlying information. The consultation document for the draft Long Term Plan and all underlying information will be presented to Council to approve for public consultation on 10 March.

Consultation will be open from 16 March to 19 April. From there a hearing will be held on 12 May (and 13 May if required) to hear from those submitters who would like to present to Council. Following the hearing Council will make decisions on all submissions received and the plan will be updated accordingly. Audit New Zealand will then complete a final audit of the Long Term Plan and Council will adopt the final plan on 30 June 2021.

The intent of this report is provide an update on the development of the Long Term Plan and the proposed Communications and Engagement process.

### Tūtohunga | Recommendation

That:

1. The information be received.

### Horopaki | Background

#### Long Term Plans

Under the Local Government Act 2002, Council has to set out its long term plans for the community. The Long Term Plan:

- identifies the key projects to take place over the next ten years
- provides an overview of each activity Council will carry out and the services Council will provide for the next ten years
- determines how much this will cost and how Council will fund it.

The Long Term Plan must be adopted by 30 June 2021. The project timeline for a Long Term Plan is typically 14-18 months and involves staff across the whole organisation, Councillors and the community.

#### How the LTP has been presented

The draft LTP consists of information:

- about Council, its structure,
- its financial strategy,
- its infrastructure strategy
- information about the district, population growth and its economy, and community outcomes.
- the activity plans and activity group funding impact statements
- our processes to involve Māori in decision making.
- Significant assumptions that have been made in preparing the plan
- financial statements
- mandatory policies.



### The Consultation Document

The CD provides an overview of the key issues Council is seeking community feedback on. It is intended to be a concise and simple basis for the general reader to gain a reasonable understanding of the Council's direction, how rates, debt, and levels of service might be affected by this, the issues Council is facing, what key projects are proposed, the financial strategy and how to have their say. The CD also points readers to the Council's website and draft LTP for more detailed information.

The CD will be the tool for engaging with the community during the consultation period and is now what Council needs to make as widely available as is reasonably practicable as a basis for consultation.

### **Issues**

#### Council proposals

In addition to financials, the CD sets out a number of specific proposals that Council has identified to achieve the vision of making Matamata-Piako the place of choice. The preferred options, alternative options, total cost and impact on rates are described;

- Te Aroha Spa development
- Rubbish and recycling (Kerbside collection and Resource Recovery Centres)
- Additional water sources in Morrinsville
- Improving our town centres
- Improving walking and cycling connections
- Mountain bike skills park and dog park in Te Aroha
- Dog Park in Matamata

The CD also provides an overview of longer term priorities; Things we really want to do, but have put further out in the plan, because we can't do everything right now. These include Destination playgrounds, cycleway from Matamata to Piarere, Wairongomai Carpark, upgrade of the Te Aroha sewer falling main, additional water treatment plant in Morrinsville and upgrade of our Te Aroha and Matamata wastewater treatment plants.

The CD also identifies things that we want to do the ground work on over the next few years, so that we can plan the timing and costs well; Morrinsville Recreation Master Plan, Te Aroha civic facilities, Morrinsville to Te Aroha cycleway, Elderly Person's Housing and a stage for the Matamata-Piako Civic and Memorial Centre.

#### Other documents

At the same time as the LTP Council will also be consulting on the following documents:

- the Revenue and Financing Policy
- the Fees and Charges 2021/22
- the Rates Remissions and Postponements Policies
- the Development Contributions Policy

#### Long Term Plan Community Funding – Multi Year Grants

Alongside the consultation on the CD, Council is also inviting applications to its Multi Year Grants for community organisations. The Multi and Single Year Community Grant Policy sets out the eligibility criteria for potential applicants, and the assessment criteria for potential projects. It is noted that the criteria include contribution to the Community outcomes and the social, cultural and environmental wellbeing of our communities. Not for profit Māori organisations may be eligible to apply for funding under the Policy, and are invited to make an application online between 16 March and 19 April.

## Analysis

### Legal and statutory requirements

There are an array of legislative requirements for the LTP set out in the LGA 2002, the Local Government (Financial Reporting and Prudence) Regulations 2014 and Local Government Rating Act 2002.

### Impact on policy and bylaws

The outcome of this process will result in new plans for Council to take effect from 1 July 2021. The LTP is the 'cornerstone' of the Local Government Act 2002 planning process.

Once adopted, the LTP will set the direction for Annual Plans and Annual Reports over the next three year cycle. There are statutory restrictions if Council wants to deviate from the direction established in the adopted LTP.

### Communication, consultation and decision making processes

We are required to use the special consultative procedure as detailed in section 83 of the Local Government Act 2002 which states that the period of consultation must be not less than one month and we must provide an opportunity for persons to present their views in a manner that enables spoken (or New Zealand sign language) interaction between the person and Council.

#### LTP Communications plan

A communications plan has been developed to encourage as many people as possible in the community to read about the key issues, and encourage them to engage with Council on the Long Term Plan.

A summary of the key methods for engaging with the community is as follows:

#### Print

- Printed copies of the Consultation Document will be distributed to district homes (both urban and rural) in the district as a circular. This means they will be delivered to all households, except those with a 'no junk mail' (or similar) label on their mailbox - reaching approximately 13,000 households.
- Full page advertisements summarising key issues will run weekly in local newspapers during the consultation period, supported by print articles
- Signage and brochures at Council offices, libraries and specific sites (for example, rubbish and recycling information available at Transfer Station)

#### Digital

The print materials will be supported by a comprehensive digital campaign throughout the consultation period, highlighting key issues and driving people towards the online content (for more information) and submission form. This will include:

- Detailed content on each of the main topics, including interactive elements (like videos) and links to other related content
- Enewsletters to Council's subscriber database (approx 3,800)
- Facebook content, including both organic posts and an advertising campaign targeting Facebook users based on their geographic location (extending the reach past Council's existing Facebook following of 7000). Other social media advertising options are also being investigated (such as Neighbourly).
- Antenna posts throughout the consultation period

#### Face to face and targeted consultation

- Meetings have already been arranged with a number of groups who regularly engage in Council's planning processes (e.g. Federated Farmers, Business Associations, Grey Power)
- Letters or emails will be sent to groups with an interest in the Long Term Plan or proposals within it - for example, Te Aroha Domain users, submitters on previous Domain Consultation, submitters on previous waste consultation, developers, past grant applicants etc.
- Advertise the opportunity for other groups to have the Mayor or Councillors meet with them to answer questions and discuss the proposals
- Work alongside the Te Mana Whenua Forum and iwi communications teams on opportunities for engaging with local iwi.
- Approach Nga Iwi FM to discuss the proposals on air (and other local radio stations)
- Work with Community Outreach Specialists (from the libraries teams) on opportunities for engagement through their work programme
- Attend community market days to engage with people during their down time
- Run Q&A/drop in sessions at the libraries, where people can come along and meet with staff and/or Councillors to ask questions or share their thoughts on the proposals
- Run facilitated Facebook live Q&A sessions on specific topics (for example rubbish and recycling and the spa proposals). This demonstrates accountability and transparency by providing a 'town hall' style opportunity for people to ask questions, while at the same time reaching a much wider audience.

#### Consent issues

There are no consent issues.

#### Timeframes

Process	Start	Finish
<b>Audit and Risk Committee to review audited LTP</b>	9 March 2021	9 March 2021
<b>LTP CD approved for consultation (and supporting information)</b>	10 March 2021	10 March 2021
<b>Submissions open</b>	16 March 2021	19 April 2021
<b>LTP hearing</b>	12 May 2021 (13 May if required)	12 May 2021 (13 May if required)
<b>Council adopt final LTP Rates struck for 2021/22</b>	30 June 2021	30 June 2021
<b>LTP in force</b>	1 July 2021	30 June 2024

#### Contribution to Community Outcomes

The LTP contributes to all community outcomes. The community outcomes are set out in Section 1 of the LTP and the contribution that each activity makes to the outcomes is outlined in the relevant activity plans.

Community Outcomes are the outcomes that Council seeks for its community (required by legislation). Council reviewed the community outcomes and its overall Vision in 2017, and these remain the same for the LTP 2021-31. These outcomes must be disclosed in the Long-Term Plan.

Vision and Community Outcomes 2021-2031

<b>Matamata-Piako – The Place of Choice Lifestyle. Opportunities. Home.</b>				
<b>Enabling...</b>				
<b>Connected Infrastructure</b>	<b>Economic Opportunities</b>	<b>Healthy Communities</b>	<b>Environmental Sustainability</b>	<b>Vibrant Cultural Values</b>
<b>Infrastructure and services are fit for purpose and affordable, now and in the future.</b>	We are a business friendly Council.	Our community is safe, healthy and connected.	We support environmentally friendly practices and technologies.	We promote and protect our arts, culture, historic, and natural resources.
<b>Quality infrastructure is provided to support community wellbeing.</b>	Our future planning enables sustainable growth in our district	We encourage the use and development of our facilities.	Development occurs in a sustainable and respectful manner considering kawa/protocol and tikanga/customs.	We value and encourage strong relationships with iwi and other cultures, recognising waahi tapu and taonga/significant and treasured sites and whakapapa/ancestral heritage.
<b>We have positive partnerships with external providers of infrastructure to our communities.</b>	We provide leadership and advocacy is provided to enable our communities to grow.	We encourage community engagement and provide sound and visionary decision making.	We engage with our regional and national partners to ensure positive environmental outcomes for our community.	Tangata Whenua with Manawhenua status (those with authority over the land under Maaori lore) have meaningful involvement in decision making.

## Financial Impact

### i. Cost

Preparation of the LTP is provided for within existing budgets. The funding source for all the activities within the plan is set out in the Revenue and Financing Policy.

## Ngā Tāpiritanga | Attachments

There are no attachments for this report.

## Ngā waitohu | Signatories

Author(s)	Ann-Jorun Hunter <b>Policy Planner</b>	
Approved by	Sandra Harris <b>Senior Policy Planner</b>	
	Don McLeod <b>Chief Executive Officer</b>	



## Documents Executed Under Council Seal

CM No.: 2395404

### Rāpopotonga Matua | Executive Summary

The schedule of documents for October to December 2020 executed under Council Seal is attached.

#### Tūtohunga | Recommendation

That:

1. The report of the schedule of documents executed under Council Seal be received.

#### Horopaki | Background

This document contains a list of all the Council documents that have the official Council Seal applied to them from October to December 2020.

This is used mainly for legal or planning processes, it allows Council to keep track of what documents use the official Council seal for auditing purposes.

#### Ngā Tāpiritanga | Attachments

[A↓](#). Schedule of Executed Documents - October - December 2020



#### Ngā waitohu | Signatories

Author(s)	Ellie Mackintosh <b>Graduate Policy Planner</b>	
Approved by	Niall Baker <b>Senior Policy Planner</b>	
	Don McLeod <b>Chief Executive Officer</b>	

**Matamata-Piako District Council**

Schedule of Executed Documents – October to December 2020

NO	DATE EXECUTED	DOCUMENT DESCRIPTION	EXECUTED BY	RM #
1.	5 November	Warrant of Appointment – Shonelle Eccles	Don McLeod	2369152
2.	4 November	Discharge of Esplanade Deferral Bond	Don McLeod	2348612
3.	6 November	Warrant of Appointment – Bryce Jones (Allied Security)	Don McLeod	2368555
4.	6 November	Warrant of Appointment – Liam Cox (Allied Security)	Don McLeod	2368556
5.	6 November	Warrant of Appointment – Rory Johnson (Allied Security)	Don McLeod	2368557
6.	2 December	Warrant of Appointment – Mariana Kara	Don McLeod	2378406
7.	3 December	RCS 101.2019.11996 - Easement in Gross	Don McLeod	2378748
8.	7 December	Warrant of Appointment – Barry Reid	Don McLeod	2383399
9.	16 December	S243 Certificate	Don McLeod	2384381
10.	17 December	RCS 101.2019.11959 - Easement in Gross	Don McLeod	2384369
11.	17 December	RCS 101.2019.12008 - Easement in Gross	Don McLeod	2384370
12.	22 December	Warrant of Appointment – Kaitlin McKillop	Don McLeod	2391660
12.	23 December	S243 Certificate	Don McLeod	2386454

## Safety and Wellness Report

CM No.: 2397673

### Rāpopotonga Matua | Executive Summary


The quarterly Safety & Wellness Report for October to December 2020 and the monthly Safety & Wellness Update for January 2021 are attached to the agenda. Kate Stevens, Safety & Wellness Team Leader will be in attendance to discuss the reports with the committee.

### Tūtohunga | Recommendation

That:

1. The information be received.

### Ngā Tāpiritanga | Attachments

[A](#)  January 2021 Safety & Wellness Monthly Update



[B](#)  Quarterly Safety & Wellness Report October to December 2020



### Ngā waitohu | Signatories

Author(s)	Kate Stevens <b>Safety and Wellness Team Leader</b>	
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Approved by	Kelly Reith <b>People, Safety and Wellness Manager</b>	
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## Safety & Wellness Monthly Update: January 2021

### Worker engagement

This month we called for nominations for Health & Safety Representatives for two work groups. Congratulations to Jasmine Llewel who was elected to represent Swim Zone Te Aroha.

There were no nominations for the Building/Planning/Animal Control group so we will re-run this election mid year.

### Contractors

Our contractor assurance programme is underway, with a focus on a different critical risk each month.

As per the KPMG audit recommendations, we are moving away from an 'auditing' approach, towards a more collaborative and positive approach to contract safety and wellness.

### Risk Registers

In order to streamline the risk review process, we have simplified the Water and Waste Water Risk Registers. Each site will be provided with an updated copy of the risk register to hold on site.

Registers for other sites across the organisation will be updated over the course of this year.

Our key sites also have a Site Safety Map which provides a simple visual tool for contractor and visitor inductions.



### Risks and Events

It was reported that children were climbing on the roof of Headon Stadium. The access ladder is locked and designed to prevent access, so work is underway to reassess this and further reduce the risk of unauthorised access.

We completed site safety visits at the three Refuse Transfer Stations (RTS). Changes to the layout at Matamata and Morrinsville RTS sites have improved safety at these sites, however further work is required in the long term to fully separate loader operations from public areas. The lack of space at Waihou RTS creates worksite traffic management issues, and the Solid Waste Contract Manager is liaising with the Contractor to determine how best to mitigate these.

Three manual handling injuries were reported in January. We are reviewing our provision of manual handling training to ensure that training is provided regularly as this is a common risk for many areas of the organisation.

**Together we create a healthy, safe workplace where we thrive.**



**We are.  
Local Government.**



## Health Monitoring

Health monitoring involves testing a person to identify any changes in their health status because of exposure to certain health hazards arising from their work, such as noise or contaminants in the air like hazardous dusts, fumes or vapours. It is a way to check if a worker's health is being harmed by the work they do, and aims to detect early signs of ill-health or disease.

Health monitoring helps us to know whether we are managing risks effectively and is required under the Health and Safety at Work Act (2015).

At MPDC we currently provide health monitoring for 133 staff. For example, a member of the gardening team would require:

- Audiometry (hearing testing) because they work with noisy equipment such as mowers. Audiometry detects noise induced hearing loss.
- Spirometry (lung function testing) because they work with chemicals and in dusty environments. Spirometry testing detects early changes in lung function.
- Musculoskeletal assessment because they do regular manual handling. The range of movement of their joints and their ability to do basic movements is checked.
- Skin checks because they spend more than 20 hours per week working outside. The nurse provides advice about how to complete a skin check. This assists with early diagnosis of skin cancer.



If there is any sign of deterioration then the nurse recommends referral to a medical practitioner and we review the controls in place for the tasks that relate to the monitoring result. For example, if there are indications that hearing has deteriorated then any noisy tasks would be reviewed and hearing protection requirements reassessed.

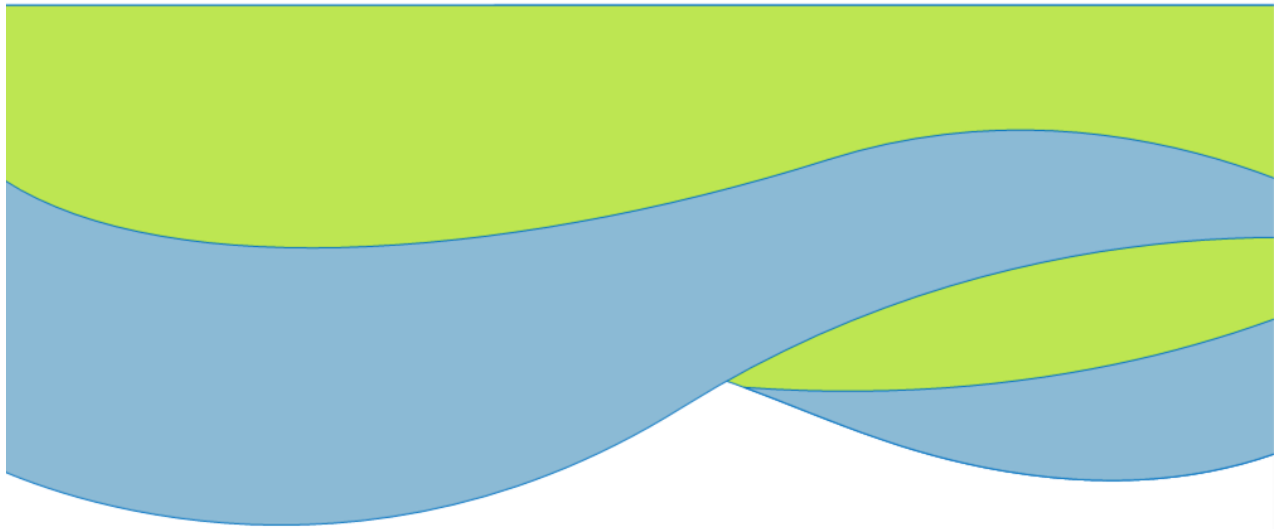
Health monitoring is repeated annually to check for any signs of deterioration and a voluntary wellness check is included in the monitoring. We have a nurse from Waikato Occupational Health on site every fortnight to provide health monitoring as well as vaccinations such as hepatitis A&B and tetanus. Exit testing is completed when the person leaves the organisation.

### Pre-employment health screening

Pre-employment health screening (or assessment) explores whether or not applicants can perform the tasks of the role they have applied for without any adverse affects to themselves or others. This assessment could include: audiometry, spirometry, musculoskeletal assessment, skin checks, eye test, hepatitis A&B immunity status, checks for fear of heights or confined spaces, asbestos surveillance questionnaire and drug and alcohol screening. The type of assessment required is dependent on the kind of work the person will be doing.

The screening involves the potential employee undergoing a medical check by the Waikato Occupational Health nurse to:

- assess their physical capability for the tasks involved in the position
- provide baseline information on their health status
- identify any disabilities or medical conditions the applicant may have and assess whether or not the position may put them at risk of further disability
- identify equipment or modifications that may be required to accommodate their employment, and provide confidence that the applicant is healthy and well.



# Safety & Wellness

## Quarterly report : Q4

October – December 2020

Together we create a healthy, safe workplace where we thrive.

1 |



**Executive summary**

This has been a busy quarter as the newly-formed Safety & Wellness team settle into their roles with a focus on three safety and wellness priorities:

**1. Creating a positive safety culture**

Four new Health and Safety Representatives were elected this quarter and have completed their external training course. Early next year we will provide them with a follow up workshop and support to ensure that they are able to effectively fulfil their role.

The Vault Notify app was installed on 75 staff mobile phones, primarily for staff who are working in the field. This will allow staff working who do not have access to a work computer to log an incident or event whilst on site, with the additional option of adding a photo.

**2. Focus on critical risk**

We have been able to reduce the backlog of risks overdue for review from 99 (at the end of the last quarter), to 38 at the end of this quarter. Work is underway to streamline our risk registers, to highlight critical risks more effectively and simplify the review process. Water and Waste Water risks are being updated in the first phase of this project, as these sites have multiple risks.

The number of overdue corrective actions (actions relating to risks, events and audits combined) remains high at 128, of which 46 relate to Water and Waste Water. The newly-appointed Operations Maintenance Support role will assist with reducing the back log of safety-related work to be done by this team.

**3. Well-being at work**

We have started reviewing the 'psychological factors' critical risk, with a focus on the risk of work negatively impacting the mental health of our staff. The first Focus Group meeting was held in December to get input from staff across the organisation as we review the controls that we currently have in place and plan a Mental Health Strategy.

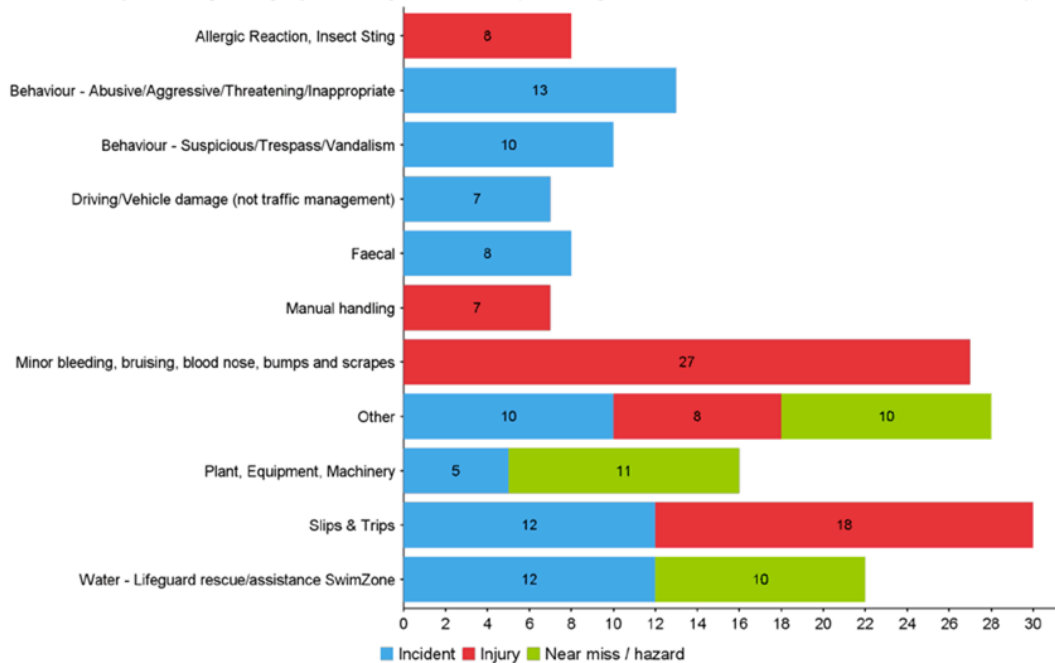
**Events**

The graphs below provide summary data from Vault. There were no notifiable events, and one lost time injury during this quarter: foreign matter/dust in eye.



The graph below shows events from the last twelve months that have occurred five or more times. Figures for slips and trips and life guard rescues remain fairly consistent with those for the last quarter. Plant, equipment and machinery incidents have increased, however these were all near misses or minor injury: four related to items of plant not functioning correctly (mower, inlet flowmeter, carbon wetting cone and pool barge cover) and one involved a contractor working in a public space without excluding public from their worksite. It is encouraging to see that near misses are being reported.

Events by trending category - Rolling 12 months (Showing all events which occurred 5 or more times)



**Lost time injuries: 2019/2020**

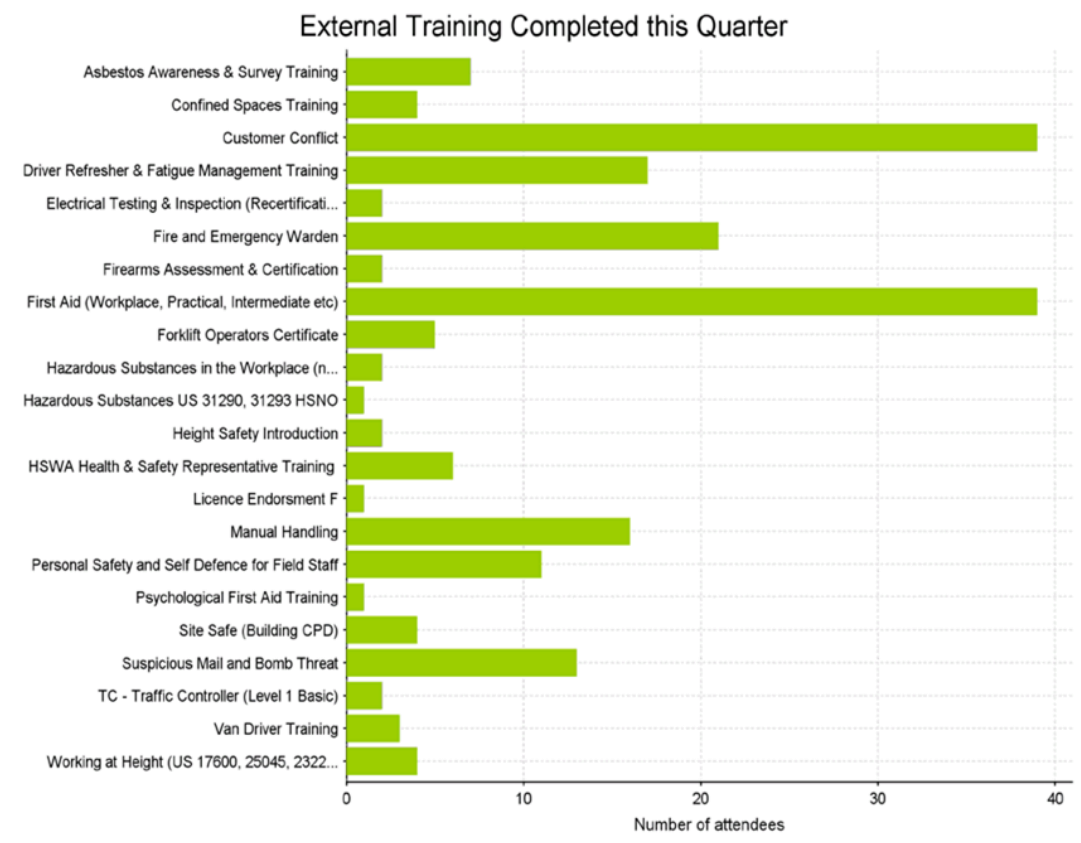
Allergic reaction: one chemical, one bee sting	2
Grit in eye	1
Pinched nerve in neck	1
Back strain: manual handling	1
Slips/trip fall: ankle fracture, ankle sprain, hip sprain	3
<b>Total</b>	<b>8</b>

Event Investigations completed this quarter	54	Overdue Investigations at end December	27
---	----	--	----

Worksafe NZ's investigation of the event involving a contractor in May 2020 is ongoing.

### Learning & Development

The number of staff that attended external safety-related training is shown below.



### Risk management

Council's identified "Top 10" critical risks are as follows:



**Critical risk updates:**



**Hazardous Substances:**

Water and Waste Water sites have not yet achieved location compliance certification. Worksafe have extended the Provisional Improvement Notices (that allow continued operation whilst the compliance issues are being resolved) to May 2021. External assistance has been engaged to assist with this process.

An external hazardous substances site review was completed for the KVS depot and they are reducing the amount of cement stored on site to below the threshold that would require an Emergency Response Plan.



**Working on the road:**

KVS teams have had a workshop with a traffic management expert to assist with preparing for the changes to the NZTA training requirements. He identified areas for improvement such as additional training for staff in the use of generic traffic management plans and provision of mentoring for new staff.



**Psychological wellbeing:**

A risk on a page analysis for this critical risk is underway. The first Risk Control Focus Group meeting was held in December to get input from staff about mental health across the organisation. The Harassment Policy has been signed off and a staff survey is planned for next year, followed by training on the harassment policy.

Pink Shirt Day in October and 'Take a break with your mates' morning teas at each work site in December provided an opportunity for staff to connect with their workmates.



**Driving on the Roads:**

Driver refresher and fatigue training was completed in November. Driving lessons for regular MPDC van drivers is underway: this was a recommendation from the critical risk review.

Argus GPS Tracking shows MPDC's average risk points per vehicle for this quarter is 9.3 which compares very favourably with the industry average of 39.

A review of the remaining six critical risks will be scheduled for 2021.

**Other key risks:**

**Fatigue:**

Ten instances of excessive hours of work for the water and wastewater teams were reported during this quarter. The Three Waters Team are recruiting to replace staff who have left, to create further resilience and alleviate on-call pressures.

**Lone Work:**

The lone worker device trial for KVS and Water and Waste Water staff has been slow to progress. Further work is needed to provide more comprehensive procedures around lone work across the organisation, to commence in 2021.

**Drug and alcohol use:**

Random drug and alcohol testing was completed in November. Ten staff in safety-sensitive roles were tested and all tests were negative.

**Risk reviews and corrective actions**

There were 38 risks overdue for review as at the end of December, down from the 99 overdue as at the end of September. The number of overdue corrective actions has increased to 128 (actions relating to risks, events and audits combined), of which 46 relate to Water and Waste Water. The newly-appointed Operations Maintenance Support role will assist with reducing the back log of safety-related work to be done for this team.

Key actions pending completion include:

- Resolution of compliance issues in order to obtain Location Compliance Certification for some water treatment plants and waste water treatment plants: external assistance has been engaged to assist.
- Additional controls for the drowning risk at wastewater treatment ponds, including fencing: funding has been ear-marked for this.

**Health Monitoring and Respirator Fit Testing**

Data for health monitoring and respirator fit testing for the fourth quarter is shown below:

Annual health monitoring completed	31	Exit health monitoring completed	4
Overdue health monitoring	3	Respirator Fit Testing* completed	28
Pre-employment health monitoring	20	Respirator Fit Testing Overdue	12

\*Respirator fit testing is required annually for all staff who use respiratory protection.

**Emergency management**

We are reviewing our pandemic plan in light of learnings from COVID-19, and continue to monitor the situation moving forward, with regular updates from Ministry of Health.

**Contractor management**

The KPMG review of Health and Safety: Contract and Contractor Management report was presented to the Audit and Risk Committee in October. The actions resulting from the recommendations are underway and have been included in our strategic plan for 2021. These include review of existing documentation and practices to focus on a positive contracting relationship model, and a more structured approach to monitoring contractor safety and wellness performance.



### Policy

The Harassment policy has been signed off and a staff survey is planned for next year, followed by training on the harassment policy.  
The Drug and Alcohol Policy is currently under review.

### Celebrating success

As part of the move towards a positive safety culture, in future this report will include positive indicators such as proactive safety visits by managers and team leaders. We will also consider how we can better celebrate success and highlight the ways in which 'We do it right'.

The CEO visited Morrinsville Water Treatment Plant, Swim Zone Matamata and Scott Road Water Treatment Plant during this quarter.

### Employee Engagement & Participation

New Health and Safety Representatives were elected for the following teams:

- Te Aroha Mineral Spas
- KVS Administration/Office
- Three Waters
- Customer Services

The Safety & Wellness team are meeting with representatives and their managers to ensure that those elected have the skills and resources they need to champion safety and wellness.

### Assurance activities

An update on progress on the recommendations from Mike Cosman's Audit in 2019 is provided below.

Cosman audit recommendations	
Recommendation	Status
Review operational/health and safety risk management process to ensure that: <ul style="list-style-type: none"> <li>(a) the landscape in relation to critical health &amp; safety risks is fully mapped.</li> <li>(b) the risk assessment and rating process is consistently applied.</li> <li>(c) appropriate assurance and reporting processes are in place to monitor performance particularly of critical risks and processes.</li> <li>(d) Council's tolerance for residual risk is clearly articulated and there are delegated authorities and control processes to permit activities to continue temporarily if they fall outside this</li> </ul>	Underway <ul style="list-style-type: none"> <li>(a) All critical risks are being reviewed using the "risk on a page" concept. Three of the ten critical risk reviews are complete, one is underway. The remaining 6 will commence in 2021.</li> <li>(b) Refer to (b) above. Risk Manager has been appointed and will assist with this.</li> <li>(c) Assurance plans are being created as part of the risk review process.</li> <li>(d) Risk Manager has been appointed and will assist with this.</li> </ul>
Ensure that all contracts for service delivery include appropriate health and safety clauses clarifying roles and responsibilities, performance standards, monitoring arrangements and provision for actions to address non-conformance. This may require renegotiation of some current high-risk contracts.	Underway <p>Contract for Services procedures are well underway. Contract Management Plan being trialled - H&amp;S items are included in this.</p>



Carry out a training needs analysis for 'soft' skills associated with managing health and safety in service delivery.	Completed  New learning and development framework includes 'soft skills'. Safety Culture workshops and Performance Conversations training held for managers and team leaders in 2020.
Have urgent discussions with other Councils involved in the solid waste contract about: <b>(a)</b> Clarity around health and safety requirements in the contract in particular: <ul style="list-style-type: none"> <li>Traffic management at RTS</li> <li>Control of children at RTS</li> <li>Management of hazardous and prohibited materials including suspected asbestos containing materials in the waste stream</li> <li>Contractor vehicle maintenance standards</li> <li>Training and competence of contractor staff</li> <li>Compliant, injury and incident reporting, investigation and close out</li> <li>Provision and maintenance of welfare facilities at fixed sites</li> </ul> <b>(b)</b> Setting appropriate health and safety KPIs with incentives and sanctions. <b>(c)</b> Monitoring the performance of the contractor including the frequency and nature of the inspections and audits at fixed sites and on the road and the means of following up corrective actions. This should include internal audits by the contractor as well as those undertaken by the councils and third parties.	Underway  The new Solid Waste Officer has achieved significant gains in improving the health and safety of this contract.
Develop an Asbestos Management Plan (AMP) in accordance with the Health and Safety at Work (Asbestos) Regulations 2016 based on an assessment of the likely presence, condition and risk arising from asbestos containing materials (ACM's) in the Council's properties. Develop arrangements to alert all those who might come into contact with ACM's of their presence and of the means of preventing or managing exposure in accordance with the Regulations.	Underway  A draft AMP has been developed and was peer reviewed by BECA. The property services team plan to continue this work in 2021.  At risk buildings are surveyed prior to refurbishment or demolition.
Develop and implement appropriate arrangements to assess and manage risks associated with remote and lone working (staff and contractors) in accordance with Regulation 21 of the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.	Underway  Progress on this project has been slow in 2020. This risk will be reviewed and further work completed in 2021.
Review arrangements for establishing and monitoring temporary traffic management and conformance to the NZTA Code of Practice (COPTTM) in relation to work by its staff and contractors on the road as well as in its monitoring and enforcement role as the Road Controlling Authority.	Underway  Audits are completed by a contractor. Further work is needed to clarify management of non-conformances.
The development of a revised Lock Out Tag Out (LOTO) process to ensure equipment is in a zero energy state before work is carried out on it appears to have stalled.	Underway  KVS and 3 Waters team have lock out processes in place. Further review will be undertaken as part of the Plant and Equipment critical risk review to ensure that this is consistent across the organisation.
Implementation of a programme to identify safety critical plant, equipment & PPE and then how/when maintenance is conducted and where information is stored.	Underway  This will be considered as part of the Plant & Equipment Critical Risk review although some initial work has commenced to start identifying some of these items and current monitoring/maintenance.

## Safety and Wellness Objectives

Three Key Safety & Wellness Priorities have been identified for 2021:

1. Creating a positive safety culture
2. Focus on critical risk
3. Well-being at work

Progress on 2020 objectives is provided in the table below. Outstanding items will be transferred to the 2021 work schedule.

Update on 2020 Objectives			
Objective	How achieved	Measured by	Status
<b>Improve understanding and management of fatigue</b>	<ul style="list-style-type: none"> <li>• Policy updated to reflect advice from Fatigue Management Solutions</li> <li>• Training provided for staff</li> </ul>	<ul style="list-style-type: none"> <li>• Team fatigue risk assessments conducted</li> <li>• Specific key accountabilities added to job descriptions</li> <li>• Training rolled out to staff by Fatigue Management Solutions</li> <li>• Framework for reporting and reviewing overtime</li> </ul>	<ul style="list-style-type: none"> <li>• Underway</li> <li>• Underway</li> <li>• Complete</li> <li>• Not started</li> </ul>
<b>Implement “Risk on a Page” assessments for Top 10 critical risks</b> 1. Hazardous sub. 2. Working on the road 3. Driving on the road 4. Psychological wellbeing	<ul style="list-style-type: none"> <li>• Risk analysis conducted with Risk Control Group (RCG)</li> </ul>	<ul style="list-style-type: none"> <li>• Plan for assurance activity for the risk is implemented</li> <li>• Regular review with E-Team – monthly.</li> </ul>	<ul style="list-style-type: none"> <li>• Underway</li> <li>• Complete</li> </ul>
<b>Improve our systems for staff who work alone</b>	<ul style="list-style-type: none"> <li>• Implementation of a Current Best Practice (CBP) guide on lone worker management.</li> <li>• Training provided for staff.</li> <li>• Adopt devices or solutions and roll-out to staff.</li> </ul>	<ul style="list-style-type: none"> <li>• CBP prepared, consulted with staff and implemented.</li> <li>• Training rolled out to staff.</li> <li>• Appropriate devices issued to staff following risk management reviews.</li> </ul>	<ul style="list-style-type: none"> <li>• Not started</li> <li>• Underway</li> <li>• Underway</li> </ul>
<b>Optimisation of Vault software</b>	<ul style="list-style-type: none"> <li>• Action recommendations from Vault health check report</li> </ul>	<ul style="list-style-type: none"> <li>• Roll-out Apps and provide training for staff.</li> <li>• Training module is used effectively</li> <li>• Escalations are functioning for safety critical equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Underway</li> <li>• Complete</li> <li>• Underway</li> </ul>

<p><b>Improve our systems for Contractor health and safety</b></p>	<ul style="list-style-type: none"> <li>External audit to be conducted by KPMG</li> </ul>	<ul style="list-style-type: none"> <li>Health &amp; safety added as a section in Contract Procedures Manual</li> <li>KPMG audit recommendations are actioned</li> </ul>	<ul style="list-style-type: none"> <li>Complete</li> <li>Underway</li> </ul>
<p><b>Improving health and wellbeing</b></p>	<ul style="list-style-type: none"> <li>Promotion of health &amp; wellbeing initiatives that support the “Three Pillars to Health” (Nutrition, Exercise, Sleep)</li> </ul>	<ul style="list-style-type: none"> <li>Campaigns to be run for:                             <ul style="list-style-type: none"> <li>Sleep (March): World Sleep Day</li> <li>Nutrition (June)</li> <li>Mental Health (Sep): Mental Health Week</li> <li>Exercise (Nov) – Outdoors Week</li> </ul> </li> <li>H&amp;S Committee to conduct one initiative per year relating to workplace health and wellbeing.</li> </ul>	<ul style="list-style-type: none"> <li>Complete</li> <li>Complete</li> <li>Complete</li> <li>Complete (Active August completed earlier in the year.)</li> <li>Complete</li> </ul>

## Chief Executive Officer's Report

CM No.: 2399360

### Rāpopotonga Matua | Executive Summary


The Chief Executive Officer's report for the period ending January 2021, is attached to the agenda.

#### Tūtohunga | Recommendation

That:

1. The information be received.

#### Ngā Tāpiritanga | Attachments

A  Final CEO report for period ending January 2021




B  Council Consents Received Nov 2020



C  Council Consents Received December 2020



D  Council Consents Received January 2021



#### Ngā waitohu | Signatories

Author(s)	Debbie Burge <b>Executive Assistant to the Mayor &amp; CEO</b>	
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Approved by	Don McLeod <b>Chief Executive Officer</b>	
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# Chief Executive Report

For the period ending

January 2021

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## CEO introduction

Two major reform/reviews will gather pace this year. The Resource Management Act (RMA) and Three Waters are the areas that will fundamentally alter the role and responsibilities of Local Government.

The transition period, which will be 2-5 years will present significant risk to;

- Business as usual
- Compliance targets
- Skill retention and attraction

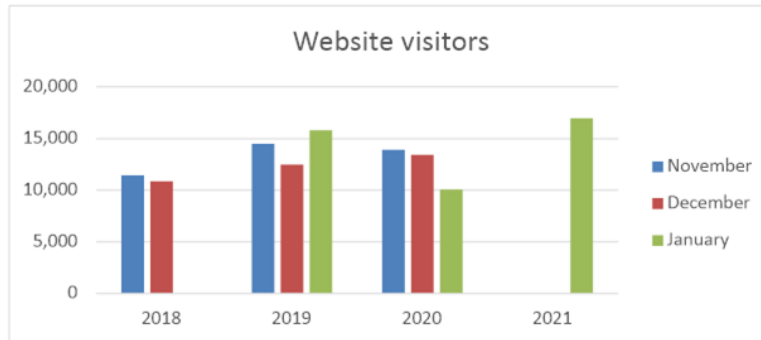
We are mindful of these risks and are adopting different strategies to deal with.

There are other changes and reviews including;

- Civil Defence
- Refuse Disposal
- Potable Water Compliance
- Iwi Settlement and Agencies

## 1. Corporate Overview

### 1.1 Communications



Web traffic was at an all-time high in January – we are investigating this as we believe it may be related to the new website improvement system (crawling/monitoring the site). If this is the case, additional filters will be applied to prevent further misleading statistics.

#### Quick stats

- Web traffic this month:
  - November: 13,930
  - December: 13,403
  - January: 16,970
- Total newsletter subscribers:
  - December: a large clean-up was completed of the email database to remove emails that no longer exist or 'bounce back'
  - January: 3,888
- Total Antenno subscribers
  - November: 2,645
  - December: 2,691
  - January: 2,734
- Total Facebook followers: 7,028
- Events organised by Council: 1
- Events at Matamata Civic Centre:
  - November: 27
  - December: 20
  - January: 7
- Events at Te Aroha Events Centre:
  - November: 13
  - December: 9
  - January: 5
- Bookings cancelled due to change of COVID-19 levels: 0

#### Events and Economic Development

- The 'Get into Matamata-Piako' tourism campaign was launched. This was a digital campaign using Facebook advertising and Google AdWords, targeting couples in the Auckland, wider Waikato and Bay of Plenty. Users were directed to a new website, where they could read about and choose from one of three local weekend escapes. The campaign ran for just over one month, with a wide reach. A more detailed report will come back to Council with the results of this campaign.

- Council partnered with the Matamata Chamber of Commerce and Te Waka to promote the Business Growth Advisory services available within the district. This was to co-incide with COVID-19 funding that was available for any business that could show an effect on business due to the pandemic.
- The official opening of the Te Aroha to Matamata Hauraki Rail Trail was held in partnership with the HRT Trust, Thames District Council, Hauraki District Council and local Iwi partners. This event was a significant milestone and was well received by all parties.
- A Big Business breakfast was held, with an agricultural theme after feedback on topics of interest from attendees. We welcomed guest speakers Chris McLay (Waikato Regional Council), Stan Knight (Te Aroha Tractors and Garden Machinery) and were given a detailed insight into the new Agright and New Zealand Dairy Goat business on Alexandra Road.

#### **Communications and Marketing**

- The Buy Local campaign continued, with a series of competitions building up to Christmas, with profiling and giving away vouchers/experiences with a range of local businesses. This promotion was well received by both the wider and business communities.
- Changes to the managed isolation facilities in Waharoa were communicated to user groups, with FAQ information published online. This is a sensitive topic, but was generally well received.
- Communications assisted with a number of community engagement projects including the Hetana Street trial, Te Aroha skating rink consultation, and the Canada street parking trial. This included developing engagement materials, promoting the opportunity to be involved across a range of platforms, and assisting in person with the engagement
- Communications for the Long Term Plan started, including a press release signalling the draft rates increase ahead of the consultation coming this year. The draft consultation document was also designed and will be brought back to Council for feedback.
- Road safety was spotlighted in the media and Mayor Ash's videos prior to Christmas and again in January with a social media competition.

#### **Online and Digital Services**

- The new libraries website was completed – this is waiting for the libraries team to finish reviewing content before the site is published
- The 'Get into Matamata-Piako' website was developed and launched
- A website monitoring and improvement system was selected and implemented. We are now using Monsido to monitor our website (e.g. for spelling errors, broken links etc) and identify improvements to make the site more user friendly and accessible.
- Development of the API library continued. This is effectively a 'code library', which will provide better consistency across Council's digital projects, and speed up the review and delivery of future projects.

## 1.2 Human Resources

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

Year to date at	Office	KVS	Water & Waste Water	Libraries	Facilities	Total
	%	%	%	%	%	%
July 2020	0.84	2.3	0	7.41	5.0	2.15
August 2020	2.54	2.3	0	7.41	5.0	3.02
September 2020	3.39	2.3	0	7.41	7.59	3.89
October 2020	4.24	2.27	0	7.41	7.59	4.31
November 2020	6.72	6.82	0	7.41	7.59	6.44
December 2020	7.56	8.99	6.06	7.41	10.13	8.15
January 2021	8.40	8.99	18.75	7.41	12.20	9.83

Total permanent staff resigned up to 31 January 2021 = 23

## 1.3 Corporate and Legal Services

### Provincial Growth Fund / Te Aroha Spa Development

The Ministry for Business, Innovation and Employment (MBIE) has advised it is not progressing the Te Aroha Spa PGF application, for \$16m funding.

Capital of \$5m has been included in the draft LTP budgets; staff have engaged a project manager to coordinate further work on this project. A project plan has been developed. Council formally approved proceeding with the project in December 2020. The Project Manager is currently reviewing the PGF feasibility and Business Case reports and identifying further information required to advance the draft LTP budget and concept. Formation of a Project Governance Group is underway. Council has appointed Mayor Ash as Council's representative on the Governance Group.

### Annual Plan / Annual Report

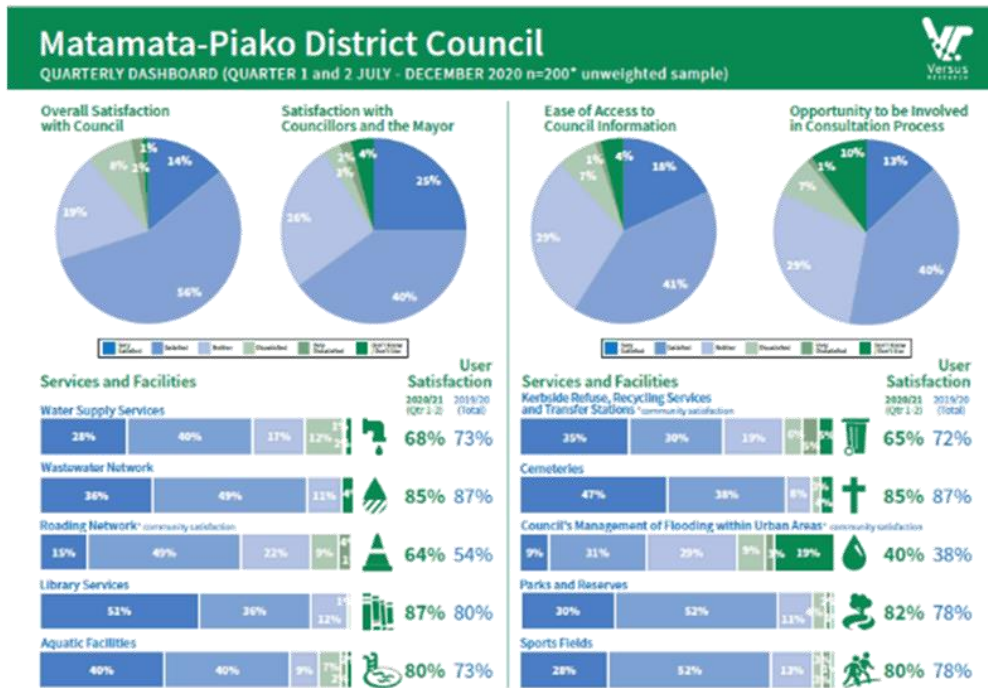
Annual Report – The 2019/20 Annual Report was adopted by Council on 9 December. This was delayed due to delays with the Regional Airport's accounts but was still signed off within the extended statutory timeframes due to Covid-19. Staff are currently preparing a six month report (July – Dec 2020) which will be reported to Council in February/March.

### Long Term Plan (LTP)

All associated Long Term Plan documents including all underlying information, consultation document and high level communications plan were signed off by Council in December. Audit NZ are currently auditing all of these documents and changes are being made where needed. All draft documents will be presented to Council on 10 March for approval for consultation. Consultation will then be open from 16 March to 19 April and planning is well underway for this. We have a number of consultation events being scheduled in and being added to the Councillor calendars as they are confirmed.

Item 8.4

Attachment A





## 2. Community Development overview

### 2.1 Libraries

#### Community Learning/Promotions

- **Poetry Evening, November 11, Te Aroha Library:** Local poet Elizabeth Barton launched The Failure Bailer which contained one of her poems, and donated it to the library. Several other local poets read their poetry as well, and there was interest in more poetry evenings hosted by the district libraries.
- **Matamata Twilight Markets, 5 December:** our stall and “guess how many words” competition was valuable for interactions with members of the community, some who used the library and some who did not. We were also able to publicise our Summer Challenge and got several sign-ups as a result of that. We have offered to partner with iSite in the future.
- **Stepping Up Classes (Digital Learning):** offered beginner sessions on how to use a smartphone or a tablet
- **Lego Brick Blast with HamLUG (Hamilton Lego Users Group), 21 January, all libraries:** this event was a chance to build with Lego and learn from the experts. HamLUG are keen to collaborate in future.

#### Summer Challenge

- The annual joint venture with Matamata and Morrinsville Kiwanis culminated in late January with pool parties at each of the town pools. Local councillors were in attendance also. This year there was a 30% increase in participation in the programme and more than 100% increase in the number of books read, which we believe is due to the programme starting slightly earlier and extra promotion. The programme involves children setting themselves reading and activity challenges. There is interest in having a winter programme as well, which is better placed for more participation from schools. The summer programme relies very much on parent support.

#### New Zealand Libraries Partnership Programme

- Recruitment is complete for the three temporary positions funded by the National Library. A full-time intern specialising in the Māori services and two part-time Community Outreach Specialists will commence in February.

#### Te Aroha Library Improvements

- Heritage NZ have approved our improvement plans. Requests for proposal for air conditioning are to go out soon. The development of a small meeting room for staff and public is under way.

#### Staff changes

- In November Rachel Fisher became the Team Leader at Matamata and Vicki Tafau took on the Customer Service Librarian position at Morrinsville.

#### E-books: Borrow Box

- Borrow Box, a new e-book platform, went live at the end of January, providing access to more e-audio and more bestseller e-books for our community. We are joined with Rotorua, Western Bay of Plenty, Whakatane, Opotiki and Taupo libraries in this venture, so resources and costs are shared.

#### Christmas and New Year Opening Hours

- The libraries were open for three days, 29-31 December, on the basis of our standard Saturday hours of 9-1.30. Door count and book issue statistics show we were busier than we usually are on our Saturdays so it was definitely worthwhile opening. Staff



report that customers were using computers to complete applications and other important work, so were grateful for us being available.

**Statistics**

- Most December issue statistics were up, compared to both November 2020 and December 2019. We were particularly pleased that book issues were up in December compared to both previous month and previous year. This may have been due to our extended summer loan period.
- The table below shows collated stats from November to January compared to the same period last year. We can be pleased with these results as they show steadiness, and even some recovery in areas that had been dropping off i.e. visitor numbers and issues of physical items, compared to last month, even if not increases over the same period last year.

Activity	Comparison month	Current month	Inc/dec compared to same month last year	% change	Comments from District Library Manager
<b>VISITS</b>	<b>Nov 19-Jan 20</b>	<b>Nov 20-Jan 21</b>			
<b>Door counts</b>				<b>% change</b>	
Matamata	10383	8318	-2065	-20%	
Morrinsville	13421	11988	-1433	-11%	
Te Aroha	7791	6729	-1062	-14%	
<b>DOOR COUNT TOTALS</b>	<b>31603</b>	<b>26743</b>	<b>-4860</b>	<b>-15%</b>	Our door count figures since Covid has been sitting consistently around 20-25% drop off so this is a recovery
<b>Online visitors</b>	<b>Nov 19-Jan20</b>	<b>Nov 19-Jan 21</b>			
Library website/catalogue sessions	15731	16049	<b>318</b>	2%	
Library app sessions*	243	1592	<b>1349</b>	555%	Library app is now established and gaining popularity with our customers.
<b>ONLINE VISITOR TOTALS</b>	<b>15974</b>	<b>17641</b>	1667	<b>10%</b>	
<b>APNK/WIFI/COMPUTER</b>	<b>Nov 19- Jan 20</b>	<b>Nov 20-Jan 21</b>		<b>% change</b>	

<b>Wifi using own devices</b>					Cannot provide stats for this period as twodegrees have not provided accurate full data – Kotui are ensuring this does not happen again.
<b>APNK logins using library computers</b>					
Matamata	879	958	79	<b>9%</b>	
Morrinsville	2214	2160	-54	<b>-2%</b>	
Te Aroha	1368	879	-489	<b>-36%</b>	
<b>APNK TOTALS</b>	<b>4461</b>	<b>3997</b>	<b>-464</b>	<b>-10%</b>	
<b>NEW MEMBERS</b>				% change	*Digital membership new category 2020
Matamata	111	149	38	<b>34%</b>	
<i>Matamata Digital</i>	0	59			
Morrinsville	141	149	8	<b>6%</b>	
<i>Morrinsville Digital</i>	0	64			
Te Aroha	70	62	-8	<b>-11%</b>	
<i>Te Aroha Digital</i>	0	28			
<b>NEW MEMBER TOTALS</b>	<b>322</b>	<b>360</b>	<b>38</b>	<b>12%</b>	
<b>SUBTOTAL DIGITAL MEMBERS</b>		151			
			0		
<b>LIBRARY ITEMS ISSUED</b>	<b>Nov19- Jan20</b>				
Matamata	11743	11617	-126	-1%	
Morrinsville	15252	15741	489	3%	
Te Aroha	7825	7590	-235	-3%	
Ebooks	3498	5281	1783	51%	

Item 8.4

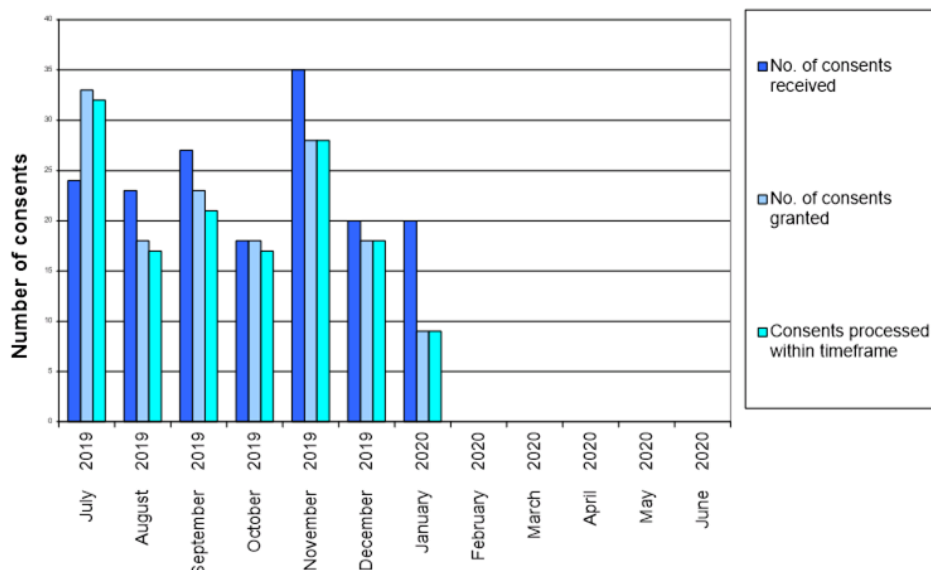
Attachment A

<b>BOOKS ISSUED TOTALS</b>	<b>38318</b>	<b>40229</b>	<b>1911</b>	<b>5%</b>	It has been common in most public libraries for physical book issues to have a downward trend, often in double figure percentages. This result shows stabilising that we are very pleased with.
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## 2.2 Planning

- Resource Consents

**Resource Consents – From 1 July 2020**  
Resource consents processed



**A report on resource consents received for November 2020, December 2020 and January 2021 is included as Appendix B to this report.**

Council received 35 resource consents and granted 28 consents of which 28 were processed within the timeframe for the month of November 2020.

Council received 20 resource consents and granted 18 consents of which 18 were processed within the timeframe for the month of December 2020.

Council received 20 resource consents and granted 9 consents of which 9 were processed within the timeframe for the month of January 2021.

Limited or Publically Notified Resource Consents:

There were no Limited Notified Resource Consents from November 2020 through to January 2021.

### Policy

- Waharoa (PC 49) – we are working with Ngati Haua to organise a visioning day to commence the plan change.
- Settlements (PC 53) – prior to Christmas this plan change was notified inviting submissions and a total of 14 submissions were received. On the 3 February the summary of submissions was advertised inviting further submissions and this closes on the 18 February 2021.
- Papakainga (PC 54) – AT the hui held in December we discussed high level provisions and we are currently undertaking further drafting. We are just finalising the next hui in March.

- Fonterra (PC 55) – we received an application from Fonterra in regards to their Waitoa site to amend the noise provisions of their Development Concept Plan (DCP). We have requested further information in regards to this application.
- National Planning Standards – We are continuing to work through this and are on track in regards to timing
- Repealing and replacing the RMA with three new laws is officially underway. On 10 February the government announcement signals that the Bills should be introduced to Parliament by the end of this year. A priority for the Government is ensuring that the Natural and Built Environments Act progresses without delay, given its significance as the effective replacement of the current RMA. As previously signalled, the Government’s announcement confirmed that the reform will be based on the recommendations set out in the Randerson Report.

At a high level, the Randerson Report recommended replacing the RMA with three new pieces of legislation:

1. Natural and Built Environments Act (NBEA): This will be the core piece of legislation, and its purpose is to enhance the quality of the environment to support the wellbeing of present and future generations.
2. Strategic Planning Act (SPA): This Act will provide a strategic and long-term approach to how we plan for using land and the coastal marine area.

Managed Retreat and Climate Change Adaptation Act (CCA): This will support New Zealand’s response to the effects of climate change, and will be managed by the Minister for Climate Change.

• **Noise – November 2020**

	Nov-16	Nov-17	Nov-18	Nov-19	Nov-20
Matamata	19	6	11	6	10
Morrinsville	18	13	11	14	14
Te Aroha	6	5	5	3	5
All wards	43	24	27	23	29

• **Noise – December 2020**

	Dec-16	Dec-17	Dec-18	Dec-19	Dec-20
Matamata	10	5	2	14	7
Morrinsville	25	4	29	20	21
Te Aroha	13	18	9	10	5
All wards	48	27	40	44	33

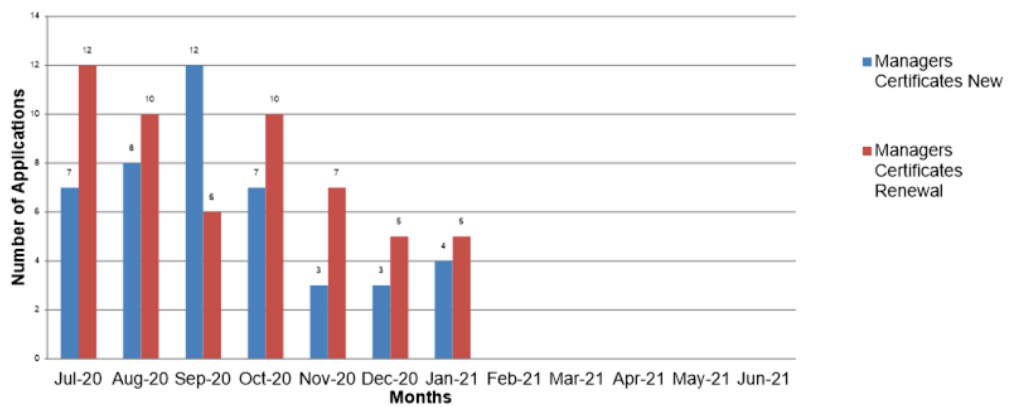
• **Noise – January 2021**

	Jan-17	Jan-18	Jan-19	Jan-20	Jan-21
Matamata	8	14	5	6	11
Morrinsville	7	14	22	6	10
Te Aroha	3	13	6	4	1
All wards	18	41	33	16	22



- Alcohol

**Manager Certificate Applications**



**On, Off and Club Licences November 2020**

Agency Application Number	Applicant Name	Type of Licence
162.2020.1613.1	Premium Spirits And Wines	New Off
162.2020.1614.1	The Duck and Cover	New On
162.2020.1611.1	Sofra	New On
162.2013.879.4	The Shires Rest	Renewal Off
162.2019.1524.2	Indian Flame Restaurant	Renewal On



**Special Licences November 2020**

Agency Application Number	Applicant Name	Event
162.2020.1612	Kereone Rugby & Sports	Jacinda Dick 30 <sup>th</sup> Birthday
162.2020.1610	Morrinsville Rugby & Sports	MBS Advisors Christmas Work Do
162.2020.1608	Morrinsville Golf Club	MPDC Christmas Function
162.2020.1607	Matamata Club Inc	South Waikato 4WD Xmas Dinner & Cotter 50 <sup>th</sup> Birthday
162.2020.1606	Te Aroha Tennis & Squash Club	Matthew Millward 21st

**On, Off and Club Licences December 2020**

Agency Application Number	Applicant Name	Type of Licence
162.2019.1526.2	The Top Pub and Eatery	Renewal Off
162.2019.1525.2	The Top Pub and Eatery	Renewal On

**Special Licences December 2020**

Agency Application Number	Applicant Name	Event
162.2020.1616.1	Matamata Dramatic Society	Various Events
162.2020.1617.1	Matamata Dramatic Society	Various Events
162.2020.1618.1	Tui Park Bowling Club	Community Bowls
162.2020.1619.1	Te Aroha Golf Club	21 <sup>st</sup> Birthday

**On, Off and Club Licences January 2021**

There were no On, Off or Club licenses in January 2021

**Special Licences January 2021**

Agency Application Number	Applicant Name	Event
162.2021.1626.1	Morrinsville Rugby Sports	21 <sup>st</sup> Birthday McWilliam
162.2021.1625.1	Te Aroha Dramatic Society	Theatrical Play – “The Vicar of Dibley”
162.2021.1622.1	Te Aroha Club	Annual Fishing Competition and 80 <sup>th</sup> Birthday
162.2021.1623.1	Morrinsville District Memorial RSA	Oompah Band, Paintvine, 50 <sup>th</sup> Birthday, Easter Market, 50 <sup>th</sup> Anniversary, Burgers and Bowls Day, Nurses Reunion, B. Wells Memorial Service, Anzac Day, Clubs 90 <sup>th</sup> Anniversary
162.2021.1620.1	Morrinsville Sports	Engagement Party

## 2.3 Building

### Building consents granted:

For the month of November the Building team granted and issued 39 Residential building consents, and 7 Commercial, giving us 46 building consents issued and granted in total. 75 Building consents were lodged in the month of November.

For the month of December the Building team granted and issued 43 Residential building consents, 4 Commercial, giving us 47 building consents issued and granted in total. 66 building consents were lodged for the month of December.

For the month of January the Building team granted and issued 21 Residential building consents, 4 Commercial, giving us 25 building consents issued and granted in total. 31 Building consents were lodged for the month of January.

All of these consents have come through AlphaOne as we have completely stopped using the previous portal for the electronic BC's.

### Freedom Village (Longlands) Development:

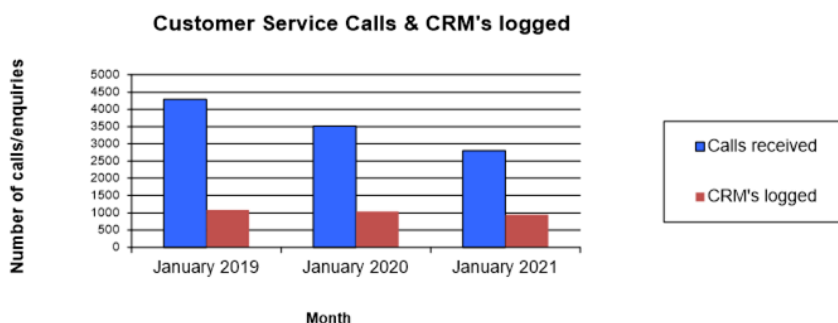
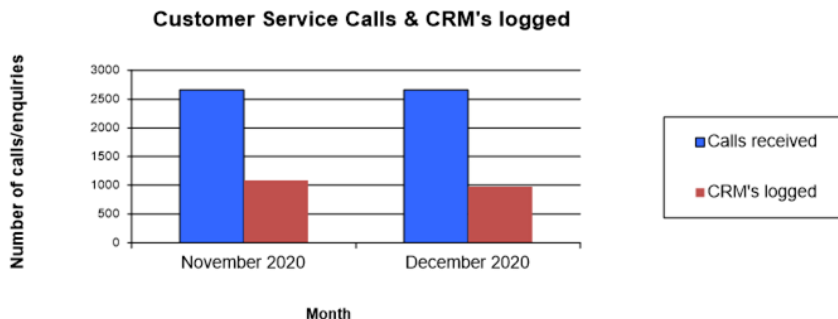
Stages 1, 2A and 2B of Freedom units are complete and Freedom Village is moving forward as expected. Construction of units within Stage 2C and 2D are well underway, with inspections being booked a few weeks in advance. We currently have 11 building consents in and to be processed for Freedom.

### Subdivisions Statistics

	Development	Location	Number of Lots
Lockerbie	101.2019.11988.2 - Stage 1C (formerly Stage 1A)	Studholme Street	69 residential lots + 6 superlots
Lockerbie	102.2020.12115 - Retirement Village	Studholme Street	163 retirement units
Lockerbie	101.2020.12157 - lot 6000	Studholme Street	3 residential lots
Lockerbie	101.2020.12181 - Stage 1B	Studholme Street	23 residential lots
Lockerbie	101.2020.12183 - Stage 2	Studholme Street	66 residential lots
	101.2018.11717 - Sweeney & Carruthers	Stockmans Road	18 rural-lifestyle lots
	101.2019.12003 - Begovich	142 Station Road	34 rural-residential lots
	101.2019.11886 - Henderson	112 Station Road	14 rural-residential lots
	101.2021.12233 - Sunridge Park	33 Sunridge Park Road	24 rural residential lots
	101.2020.12207 - Longlands Stage 3	O'Sullivan Drive	24 residential lots
	101.2021.12214 - Calcutta Farms	Burwood Road	89 residential lots
	101.2019.11979 - La Veta	Mangawhero Road	41 Residential lots
	101.2016.11288.10 - Yungulla (Peakedale) Stage D	Peakedale Drive	38 residential lots
	101.2016.11288.9 - Yungulla (Peakedale) Stage B	Peakedale Drive	32 residential lots
	101.2021.12223 - McCarvill Farms	Tower Road	5 residential lots
	101.2020.11205.9 - Calcutta Farms	Mangawhero Road	5 lots
	101.2020.11205.10 - Calcutta Farms	Mangawhero Road	3 lots
Lockerbie	101.2020.12116 - superlot 8006	Studholme Street	6 residential infill lots
Lockerbie	101.2020.12128 - superlot 8002	Studholme Street	5 residential infill lots
Lockerbie	101.2020.12132 - superlot 8004/8005	Studholme Street	10 residential infill lots
Lockerbie	101.2020.12137 - superlot 8001	Studholme Street	13 residential infill lots
Lockerbie	101.2020.12200 - Infill lots 33-39 & 45-52	Studholme Street	15 infill lots
Lockerbie	101.2020.12224 - superlot 8008/8009	Studholme Street	30 infill lots

### 3. Service Delivery

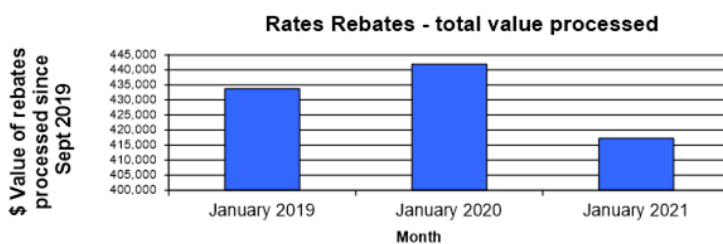
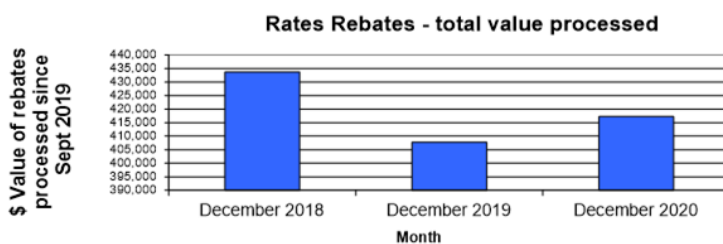
#### Customer Services

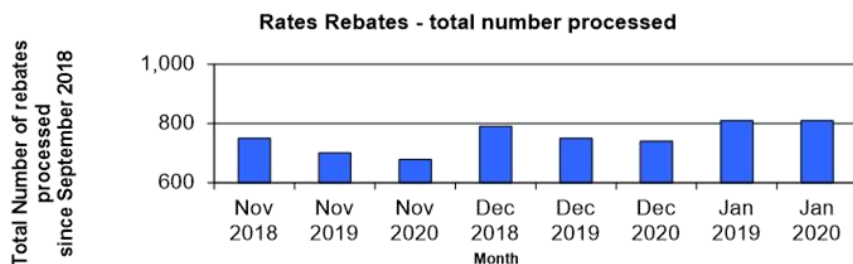


#### Rate Rebates

Rate rebate appointments opened for the new Year on 14 September 2020, customers have until 30 June 2021 to apply.

The maximum rebate has increased from \$640 to \$655 and the income limit has increased from \$25,660 to \$26,150.



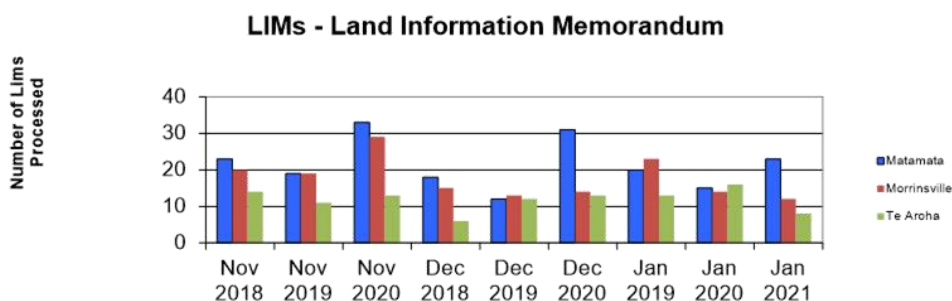


### LIM (Land Information Memorandum)

75 applications received in **November**, 30 of these were urgent requests.

58 applications received in **December**, 33 of these were urgent requests

43 applications received in **January**, 34 of these were urgent requests



### Antenno

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

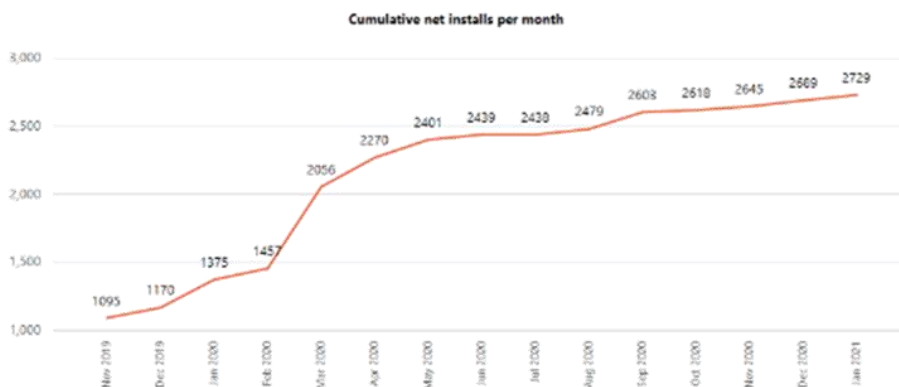
### Antenno Installs by Month

From: **November 2019** To: **January 2021**

Please note there are two pages to this report.



2,729 installs overall



This report shows the number of reports made through Antenno for November to January 2021. The most common reports were for water leaks, maintenance required and rubbish/recycling not collected.

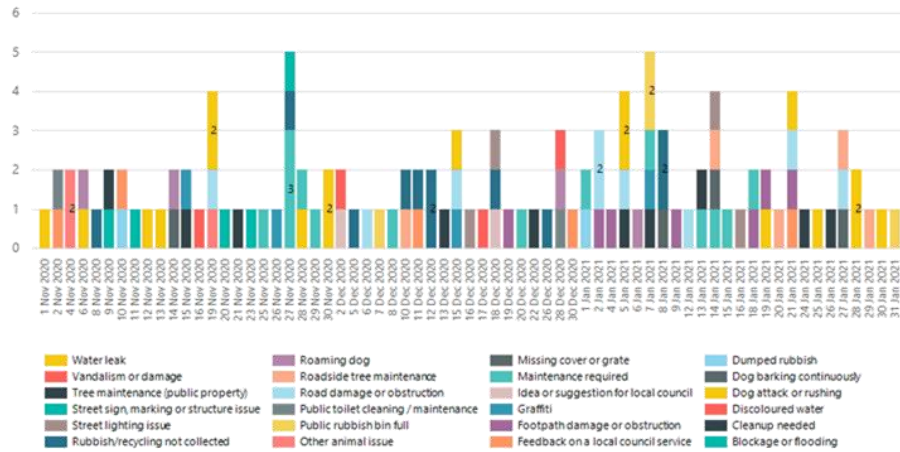
### Antenno Reports by Day



From: 1 Nov 2020 To: 31 Jan 2021

Please note there are two pages to this report.

117 reports in 92 days (1.3 per day)





### 3.1 Kaimai Valley Services

#### 3.1.1 Parks and Reserves

##### Gardens

- Hanging Baskets in Matamata and Morrinsville have been irrigated/fertilized regularly. This has provided good results up till now
- Hanging baskets in Matamata will be taken down this month due to the display coming to an end
- Garden on the corner of Avenue Road and Thames Street has been removed and return to lawn
- Rose gardens in Morrinsville and Te Aroha have provided a good display this year but with the dryer conditions recently the roses are coming to the end of their display
- Water restrictions have resulted in reducing the irrigation to the annuals and hanging baskets
- Spray program requires to be started again and staff are organising this to commence alongside the CBD maintenance routine
- Spray contractor (Exim) have been working along council property on Mount Te Aroha to spray noxious weeds

##### Mowing and Arborists Work

- Dry hot summer conditions have resulted in grass growth to be low, mowing teams are using their annual leave or helping out in the Gardening teams
- New areas that have been handed over for KVS to maintained are being scheduled into the mowing run
- Progress has been made on working through the arborist work that was identified from the annual tree inspections of mature trees. Approximately 50% completed including all urgent work
- Communication with the public in Matamata with options for the replanting of Tamahana Street is due to start next month. Communication Team is assisting
- Application for the removal of a tree in Western Street was declined and a report was presented to council by Corporate Strategy staff.
- Privet control is being undertaken by Waihere Mahere Trust

##### Cleaning/Rubbish Collection

- Lawrence Ave toilets have been repainted and the urinals have been replaced due to vandalism
- COVID-19 bus deployments to Rotorua are continuing, we have been averaging four deployments a week and we have recently reviewed the operation and made changes in consultation with the police and the bus company.
- Public toilet cleaners are still cleaning to COVID-19 standards, including PPE and recommended cleaning chemical
- Temporary use of the KVS Matamata Depot for the Bus transfers during the holiday period has come to an end and we are now back to using the area built for this activity at the Waharoa Aerodrome using Port-a-loos  
MBIE have agreed to pay for the establishment of the purpose built area at Waharoa  
A quote for a resource consent was sought and passed onto MBIE for approval. Estimate for this was \$75K

##### Other

- Annual external Audit was completed on our playgrounds and recommended repairs are being completed. A result of 89% was achieved for the second year
- Six month forecasting has been completed and over all the Parks and Reserves budgets we are tracking to be approximately \$50K under spent
- The 2020 – 2021 Christmas period went very smoothly with a low amount of CRM's being lodged



- Health and Safety return to work meeting was run at the beginning of February covering off important issues. Health and Wellbeing assisted with two presentations. Worker engagement and participation was covered



## 3.2 Roothing

### Contracts Update

#### Road Network Maintenance Contract – Fulton Hogan (FH) - Contract 2192

##### November 2020 activities

- FH's cyclic crews continued with maintenance and repairs across the network. Along with traffic control, crews cleaned culverts and kerb and channel around the network. Cyclic edge breaks were repaired, detritus and illegal dumping was collected across the network, cyclic vegetation was removed, edge and culvert markers were replaced, potholes were filled in both sealed and unsealed roads, cyclic cut-outs in the road shoulder were made to allow water to run off the road surface.
- FH's stabilising crew made the most of the fine weather and completed 10,000m<sup>2</sup> of pre-seal repairs throughout the network.
- FH's subcontractors undertook RRPM (raised reflective pavement marker) replacements, second coat sealing (2,056m<sup>2</sup>) and high shoulder removal (86,265m).
- Crews were called out to provide traffic management, tomo repairs, road sweeping, slips, flooding, fallen trees, attend accidents and remove rubbish dumped on the side of the road.

##### December 2020

- FH's cyclic crews were busy carrying out maintenance in anticipation of increased holiday traffic across the network. Routine maintenance included trimming back vegetation and overhanging tree limbs, clearing illegal rubbish dumping, replacing missing or damaged edge marker posts and culvert markers, pothole repairs on both sealed and unsealed roads and a maintenance grade of specific unsealed roads. Routine culvert cleaning and kerb and channel clearing were ongoing.
- FH's stabilising crew made the most of the fine weather and completed 4,500m<sup>2</sup> of pre-seal repairs in the network.
- FH's subcontractors completed high shoulder removal (removal of vegetation that prevents water draining from the road surface) within reseal sites (48,570m).

##### January 2021

- FH's cyclic crews continued to show a presence on the network over the holiday season, and dealt with clearing rubbish from the roadside, replacing missing or damaged edge marker posts and culvert markers and undertaking pothole repairs and vegetation removal where required.
- FH's stabilising crew were straight back into pre-reseal repairs and carried out 8330 m<sup>2</sup> ahead of the resealing crew.
- FH's hotmix crew completed 615m of edgebreaks and 35m<sup>2</sup> of minor levels.

#### Reseals - Contract 3/23/2230 - Fulton Hogan.

Resealing has resumed and FH are working their way north across the network.

#### Road Marking – Contract 3/23/2177 - Roadmarkers New Zealand.

Urban remarking completed in December and Rural remarks are now resuming across the network.

#### Signs – Contract 3/23/2119 – Directions (3+1+1 contract).

Contractor has been busy installing recently gazetted speed management signs across the network.

Te Aroha-Matamata Cycle trail sealing - Contract 3/23/2265 - J Swap Contractors. Contract extended to include Te Aroha library to boat ramp section under the bridge. This section is now complete. There is a dispute around the claim which will go to the Engineer to the Contract for a decision.

Rockford Street Matamata - Motor Caravan Association Dump Station.

This job was added to Contract 3/23/2268 as a variation. The dump station is now complete and functioning. There has been some discussion about the camber of the dump station platform. It was necessary to put a reverse camber on the dump station so stormwater would drain back towards the stormwater channel shown below, then along the road to the catchpit. We would have had to put in an additional stormwater catchpit if we continued the road camber out toward the boundary. It's likely that we would have also required a small retaining wall and there may have been interference with services in the berm had we carried on the camber toward the boundary.



Contract 3/23/2243 - Footpath Repairs and Renewals

This 18 month contract was awarded to MS Construction. There were some delays due to COVID-19 resulting in approx. 20 days' time extension. Some 19/20 programmed works were carried forward to 20/21. Contractors currently off site. Works due to resume end of February. Matamata. Approx. 95% complete.  
Morrinsville. Approx. 50% complete.  
Te Aroha. Due to start mid-April.

**Renewal Forward Works Programme 2020/21**

Package 1. Contract 3/23/2268 –Waiomou St, Matamata - Pavement Rehabilitation. Awarded to J Swap Contractors. Works now complete. We added the Rockford St Motor Caravan Association Dump Station as a variation to this contract. Completed.

Package 2. Contract 3/23/2270. Matuku Rd & Paeroa-Tahuna Rd  
Awarded to J Swap Contractors  
Matuku Rd (RAMM 6300 – 6800). Works almost complete. Programmed for sealing 12 Feb.  
Paeroa-Tahuna Rd (RAMM 9170 – 9890). Due to start 15 February.

Package 3. Contract 3/23/2271. Alexandra Rd and Manawaru Rd  
Awarded to Schick Construction Ltd.  
Alexandra Rd (RAMM 5650 – 6720). Work started 2 February.  
Manawaru Rd (RAMM 6700 – 8160). Will resume upon completion of Alexandra Rd.

Package 4. Hinuera Road (RAMM 0 – 250)  
Survey is complete. This is now in design phase. We hope to get this out to tender at the end of February.

Koromiko Street kerb and channel upgrade.  
Awarded to J Swap Contractors.  
Replacement of 275m of kerb and channel as well as two manholes. Works to resume 12 February.

Culvert Replacement Contract (Culverts 2, 3 and 4) on Moore Road.  
Awarded to Fulton Hogan. Yet to receive programme of works.

Low Cost Low Risk (Road Safety Improvements)

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

- Rural intersection activated warning signs (RIAWS) at the Bowler Rd / Tautiti Rd intersection,
- Rural intersection activated warning signs (RIAWS) and some intersection upgrade works at the Paeroa-Tahuna Rd / Tautiti Rd intersection,



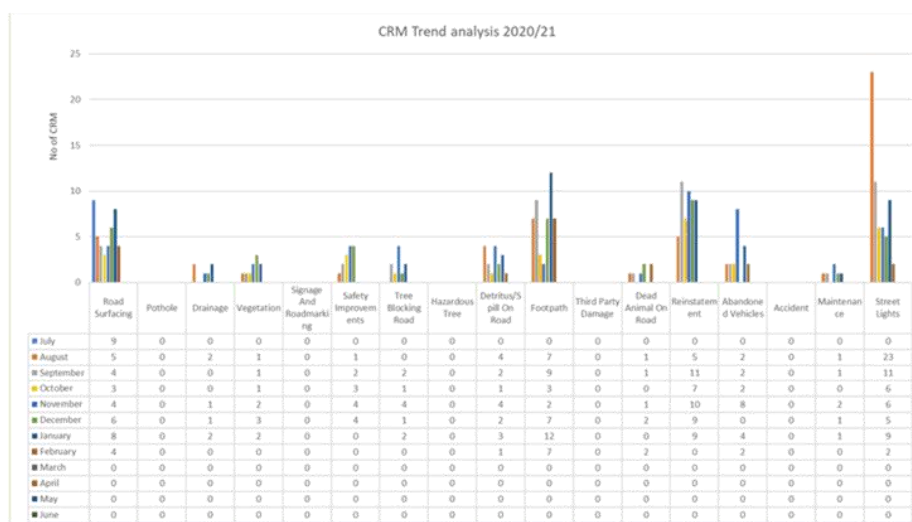
Example of RIAWS

- Audio Tactile Road Marking (rumble strips) on Piako Rd from SH 26 to Valentine Rd,
- Audio Tactile Road Marking (rumble strips) on Paeroa-Tahuna Rd from Morrinsville-Tahuna Rd to SH 26,
- Audio Tactile Road Marking (rumble strips) on Hinuera Rd from SH29 to Hopkins Rd.
- Bridge guard rail upgrades on three bridges,
- Improve signage on Stanley Road South by Silver Fern Farms

Network Management Update

CRMs

- 48 Roothing CRMs in November
- 41 Roothing CRMs in December
- 51 Roothing CRMs in January



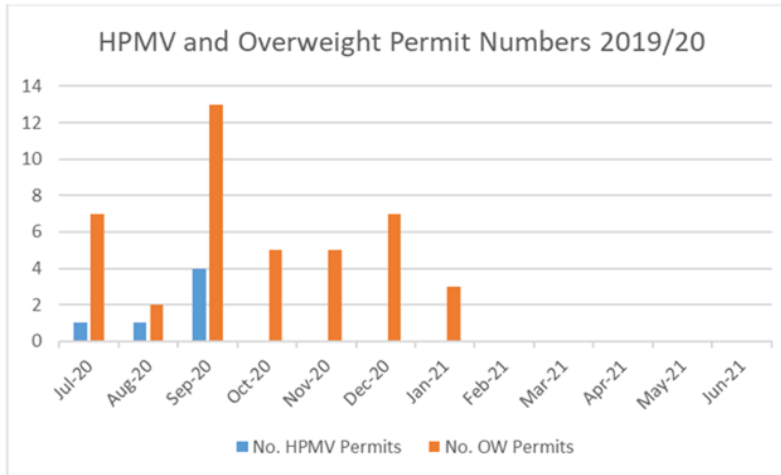
Reference: CM 2347176 CRM Trend Analysis

HPMV and Overweight Permits

- NZTA now administer HPMV permits on approved roads within our network.
- Five (5) Overweight permits were processed in November
- Seven (7) Overweight permits were processed in December



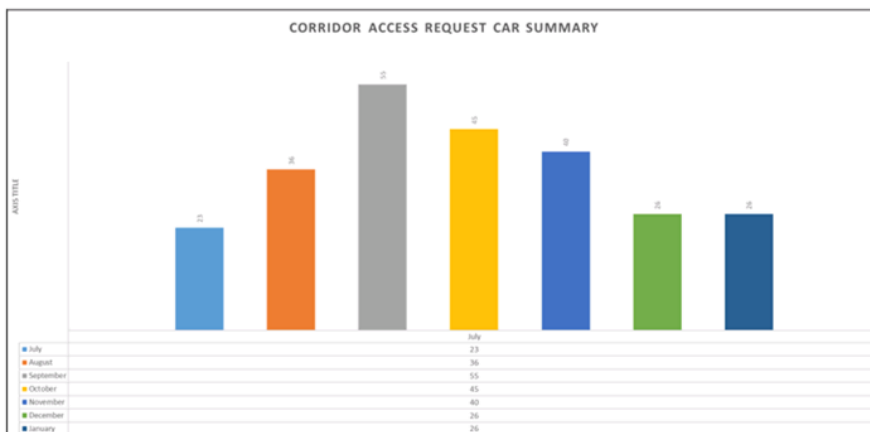
- Three (3) Overweight permits were processed in January



Reference: CM 2260061 HPMV and Overweight Trend Analysis

Corridor Access Requests

- 40 CARs were processed in November
- 26 CARs were processed in December
- 26 CARs were processed in January



Reference: CM 2318312 Trend for CARs 2020-2021

Ultra-Fast Broadband (UFB) Installation

- Matamata – Installation is now complete in Matamata. Reinstatement now completed.
- Morrinsville – Installation now complete in Morrinsville. Contractors proceeding with reinstatement. Approx 90% reinstatement complete. Waiting for more favourable weather for sowing grass seed. Some unsatisfactory concrete reinstatement areas to be replaced. Chorus now proceeding with house connections.
- Waihou – UFB installation complete.
- Waitoa - UFB installation complete.
- Te Aroha – UFB installation complete. Contractors revisiting some areas of reinstatement. Waiting for more favourable weather for sowing grass seed. Redoing unsatisfactory paving reinstatements in CBD.

**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.

Arawa Street (south) Matamata will be closed 17 February 6.00pm to 18 February 6.00am to replace the informal crossing across Arawa Street just south of Broadway. This work is weather dependant.

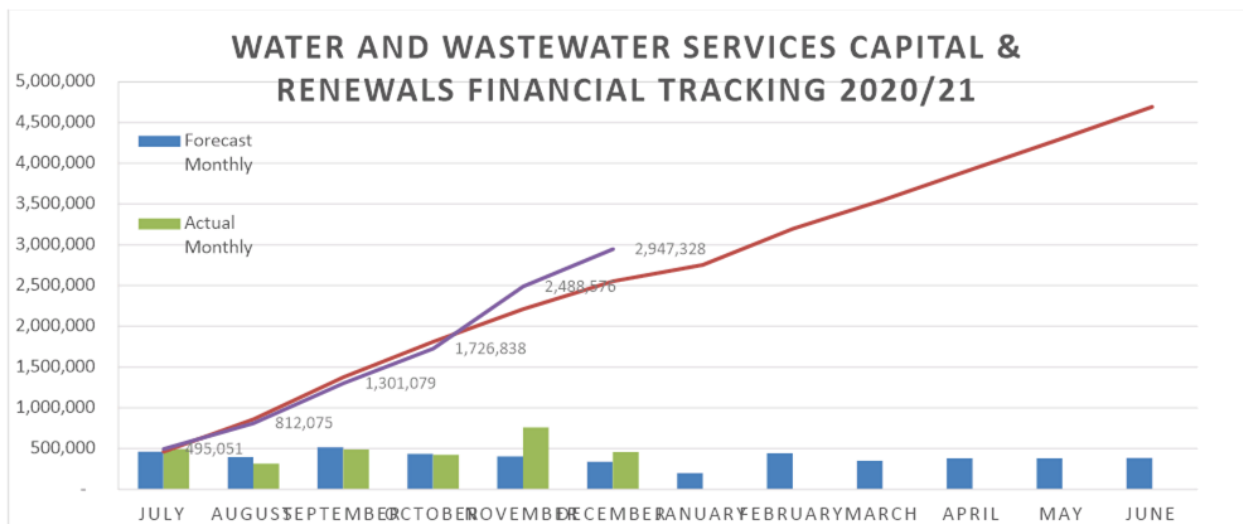
**Events without Road Closure**

All the events below have approved traffic management plans.

- 13 February. Motorama Morrinsville Receptions Grounds. Access off Avenue Road South.
- 21 February. Bev May Cycling. Starts on Morrinsville-Walton Rd and proceeds onto roads around the Kiwitahi area.
- 5 March. Tower Road Run Matamata annual event.
- 6 March. A & P Show. Morrinsville Recreation Grounds.
- 21 March. Triathlon. Morrinsville Recreation Grounds to Scott Road and return.

**3.3 Water**

**Capital**





Top five projects

<p><b>WTP Compliance Recovery Program (CRP)</b></p>	<ul style="list-style-type: none"> <li>• Replacement of assets underway &amp; is 85% complete</li> <li>• 95% of material / plant has been purchased</li> <li>• Morrinsville WTP Poly Plant in commissioning, final water shed nearing completion.</li> <li>• Te Aroha WTP Actuator &amp; valve replacement planned, DP sensors have arrived, installation being planned</li> </ul>
<p><b>Wastewater Reticulation Renewals</b></p>	<ul style="list-style-type: none"> <li>• Construction phase is underway;</li> <li>• CCTV condition assessment and pipe cleaning underway in Te Aroha;</li> <li>• Relining of sewer pipes has commenced;</li> <li>• Project is approx. 15% completed;</li> </ul>
<p><b>Water Reticulation Renewals</b></p>	<ul style="list-style-type: none"> <li>• Tender awarded to Fibre Networks NZ Ltd</li> <li>• Waiting on contract documentation</li> </ul>
<p><b>Tahuna WTP</b></p>	<ul style="list-style-type: none"> <li>• The old concrete reservoirs have been demolished and removed from site;</li> <li>• 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);</li> <li>• Camex have completed temporary works (UV container pad, clean and disinfect concrete reservoirs, temporary pipework from Cullen install to transfer pumps).</li> <li>• Domain Reservoir is now being supplied by one of the newly constructed reservoirs;</li> <li>• Layout design of the treatment shed with the new pump set is completed (Chemfeed);</li> <li>• Reservoir construction completed, PS4 certified;</li> <li>• Forecasted completion March 2021 (delay due to UV unit lead-time (CRP) and contractor lead time).</li> <li>• Budget uplift required in accordance with signed project plan (CM2253023) and project brief (CM2121376)</li> <li>• Project is 75% completed;</li> </ul>
<p><b>Te Aroha WTP Sludge</b></p>	<ul style="list-style-type: none"> <li>• Consultant has reviewed power requirements.</li> <li>• Scope to be confirmed from WAG before proceeding to tender</li> <li>• ON HOLD</li> </ul>
<p><b>Scott Rd Phase 2</b></p>	<ul style="list-style-type: none"> <li>• PC awarded 21 December 2020</li> <li>• Awaiting manhole lids, otherwise complete</li> </ul>

## 4. Business Support

### 4.1 Community Facilities Operations



### Swim Zone facilities

#### Swim Zone Te Aroha (SZTA)

##### SZTA November 2020

- We are getting more group bookings, schools are booking in for end of year break up
- We had a group of 60 seniors visit our facility for a Christmas function. They were really happy with the facility and had a wonderful day. They did comment on how there was little shade/covered in areas for if it rained.
- Swimming lessons are going great, the swim instructor is having a large amount enquires that she is now taking swimming lessons on a Saturday morning.
- Our visitor numbers have dropped, this includes general admissions, Bath House bookings ( including public sessions) and Hydro fit night classes.
- Our Thursday morning Aqua class numbers have remained consistent.

##### SZTA December 2020

- Our customer numbers have increased compared to Novembers stats
- We had lots of school groups in for end of year celebration
- The No.2 Bath House (private booking) numbers have decreased. The weather temperature has been very hot, this could be the reasoning behind this.
- No.2 Public sessions have remained consistent.
- We have had a decrease in outdoor spa users, again the weather has been very hot.
- Our Aqua numbers have also decreased, we did stop classes over the Christmas and New year period. Classes start back up on the 12<sup>th</sup> of Jan
- A number of customers have requested more shade around the facility.
- Our Team Leader has resigned and her last day will be the 4<sup>th</sup> of Feb. She is leaving to work in the Army down in Palmerston North.

##### SZTA January 2021

- Our visitor numbers have increased a lot from our Dec Stats, we have had a very successful/busy school holidays
- Bath house numbers are sitting the same as pervious months.
- Little swimmer session numbers have increased and Swimming Lessons have been a huge hit. Jan is now taking older kids and is looking at running Adult Swimming lessons.
- We had a successful back to school party on the 28<sup>th</sup> of Jan, we had over 70 kids.
- We are in the process of getting the pools painted at SZTA
- Our Aqua numbers have picked back up after the Christmas/new year break.

#### Swim Zone Matamata (SZMM)

- We have had some very busy days with this very hot weather.
- The Back to School Pool Party was a hit again this year
- Aqua classes are back up and running and busy again with around 20 participants at each class.
- Hydrofit is struggling to get back up and running after Christmas but hopefully now school is back people might get back to routine as some of them are teachers.
- Five new staff have just started and in the process of obtaining their Pool Lifeguard qualification.

#### Swim Zone Morrinsville (SZMV) November 2020

- Our facility opened to the public on the 2<sup>nd</sup> of November. This year we decided to have only one week of reduced hours and then go to full operating hours. Furthermore, we have also extended our opening hours to the public this year to

which we have received positive feedback from swimmers visiting the pools and on social media. This also gives our fixed term staff some extra working hours, which they highly appreciate.

- We have one new casual staff join our team this year and Clemency who has been working at Swim Zone Te Aroha has joined our team as Team Leader. The rest of the staff have worked at Swim Zone Morrinsville previously and are experienced Lifeguards.
- The new pool covers and the servicing of the gas boilers prior to opening for the season have worked a wonder to keep the water temperature up, and we have received positive feedback from clients, especially the early morning swimmers.
- We have taken feedback from clients last year into consideration and purchased new umbrellas for shade around the facility. We have also replaced some of the old pool toys and lifeguarding equipment required for the job.
- This year, the Morrinsville Swim Club will not run swimming lessons and only have their weekly Club Nights every Wednesdays. However, Sharon has agreed for other instructors to run swimming lessons at our facility. We have had three other swim instructors' book lanes and run lessons.
- The staff have been doing regular training and were sent for various courses to help improve their skills on the job.
- We have started receiving private group bookings, squad and school bookings. We have received quite a few bookings from new clients as well.
- We are hoping to start our Aquacise classes to the public next month. We have also ordered the inflatable obstacle course that we put out for the children and hope to have it by early next month.

#### Swim Zone Morrinsville – December 2020

- The number of swimmers have increased since we opened to the public last month.
- We had quite a few schools and other group bookings this month.
- A school in Te Aroha that has always been using a pool in Hamilton for their end of year trip for approximately 300 children wanted to try out our facility this year. They said they really loved the set up and would be coming back every year.
- Swim lessons run by the two private instructors are going well. However, one of the instructors uses the Morrinsville College pools and is using our facility temporarily. She has advised us that she is fully booked and cannot take any more clients this summer. We keep getting enquiries about swim lessons. We should look at running swim lessons next season.
- Club night run by swim club continues to run every Wednesdays. They will be taking a break for the holidays and will be back first week of February 2021.
- The number of customers for our aquacise classes are gradually picking up and we have had positive feedback about our classes from our clients.
- We noticed people sitting on top of our main pool covers, which can damage them in the long run. Therefore, we have installed seating on top of our main pool covers, which fixed the issue while giving more seating options to the public.
- The staff are doing a good job keeping the facility clean and tidy. We have received positive feedback from many customers about this.
- We have had a few plumbing and maintenance issues come up. We have fixed the smaller issues and have been compiling a list of the major repairs to be carried out once we close for the season. The main issue we have right now is a leak somewhere in the system and cannot pin point the exact location. Watershed has arranged for divers to come have a look at it. We are going through more pool chemicals than usual this season.



#### Swim Zone Morrinsville – January 2021

- The number of customers have continued to increase since we opened in November 2020.
- Our shop sales have continued to rise since we opened for this season in November 2020.
- We have been doing regular training to be prepared for anything that may come up. This has been useful, as our staff has had to deal with various incidents.
- We had had many out of district squads this month (from Auckland, Mt Maunganui & Cambridge)
- We have had quite a lot of private bookings including birthday parties this month.
- Our back to school pool party was a success this year with over 100 children that attended.
- We have had a few break-ins during after-hours. Therefore, we have decided to install security cameras, which will be done during the course of February.

#### Te Aroha Mineral Spas (TAMS)

##### November 2020

- TAMS have noticed a big drop in bookings after labour weekend.
- We noticed a big drop in customers in November, even the cheaper days were a lot quieter, weekends were quieter
- The weather is starting to warm up and people are being careful with their money coming into Christmas
- Romance packages are still proving popular we had 74 for the month compared to 51 in Nov 19
- Admissions were up around 300 visits on Nov last year
- Aroha spa clients were 212 for the month, this is lower than last year due to us only having one therapist for the whole of November so closing some days
- Pure Fiji Xmas stock selling well sales up by \$1000 for the month of November
- Was good to have a quiet month to get some work done around the facility without effecting clients, new fan installation on three rooms and painting and maintenance completed.

##### December 20 / January 21

- TAMS has been busy during these months which is unusual for this time of the year. We assume it must be due to customers not being able to overseas and therefore have more disposable income to spend on domestic tourism options.
- The long weekends (Auckland Anniversary and Waitangi weekend) have been at full capacity.
- The beauty side of the business is also at fully capacity and getting booked out in advance.
- The staff are keeping customer details on the number of people they are turning away due to being at full capacity. We will aim to capture and report these figures going forward.

##### Firth Tower Museum - November 2020

- Weddings & schools  
Firth Tower has had two weddings this month with excellent feedback about the venue, staff and stress-free booking.
- Tātuanui Primary School came for a visit with raving feedback from the Principal about the program and knowledgeable staff.

- Arrows Home schooling Group visit regularly.
- Totara Learning Centre from Matamata College walked out to the Tower and had a picnic in the grounds and explored the museum.
- One Komatua group cancelled due to wet weather on the date of their booking.

#### Community groups/events

Venue bookings this month by Waikato Vintage Car Club, Te Aroha Ladies Golf Club, Matamata Historical Society and the inclusion of the Waikato Vintage Tractor and Machinery Club, Spinners and Weavers, Matamata Society of Arts during the 1<sup>st</sup> November 2020 event.

#### Motor homes/Cyclists

Lake Taupo Campers and Caravan Club, and Bay of Plenty Caravan Club booked the venue and had successful rallies. We have also had a steady amount of NZ travellers coming through to stay overnight or stay a few days at a time.

Walkers/runners and cyclists are consistently using the Rail Trail, Firth Tower car park and public toilet daily. These numbers are not added in the monthly statistics currently.

#### MHS/volunteers

Matamata Historical Society have accepted carrying out small jobs such as repairing the sign posts at the entrance of each building and making a compost bin for the facility.

The User Groups are enjoying the venue and function room and look forward to having a Reserve Committee meeting in the New Year.

#### Property and Building Maintenance

The Spooner Report has slowly being carried out by MPDC staff and Contractors. The Homestead kitchen after 18 months still has no floor covering following the removal of asbestos vinyl. The Contractors doing the lawns and gardens are looking great.

#### H&S at Firth Tower

Plant and Equipment PPE all up to date. Risk register, EAP, SOP, PROMAPP procedures up to date and no outstanding Corrective actions.

There are reports of young people loitering, people taking drugs, doing donuts and skidding in the car park and lawn area behind the toilet block at the Tower – reported into Vault.

Working alone procedure at Firth Tower has now included a work cell phone for all staff to use while they are working alone.

#### Firth Tower Team

We are recruiting two part time workers to cover weekends and 4 hours per week. Firth Tower Manager will commence working Monday - Friday hours from 15<sup>th</sup> February until April 2021. Part time staff will cover weekend shifts.

#### **Firth Tower Museum - Month of December 2020**

#### Schools & Weddings

Matamata Primary School cancelled their visit due to wet weather, they will rebook Term 1 2021

No wedding bookings this month.

#### Community groups/events



Venue bookings this month by Transition Matamata, Matamata Historical Society, Spinners and Weavers, Matamata Society of Arts.

Motor homes/Cyclists

Steady stream of stop over campers are regularly using the facilities.

Walkers/runners and cyclists are consistently using the Rail Trail, Firth Tower car park and public toilet daily. These numbers are not added in the monthly statistics currently.

**Firth Tower January 2021**

Weddings

Firth Tower has had no weddings this month but regular school activities were provided for customers over school holidays.

Community groups/events

Venue bookings this month by Sun Beam Car Club and Matamata Lion's.

Property and Building Maintenance

The Jail has been repaired and painted.

**Te Aroha i-SITE**

Visitor mix 98% domestic; 2% international – usually 50/50 over the summer.

Covid 19 has affected our visitor numbers over the summer with half the number we would usually have. Activity, transport and accommodation bookings have reduced by 80% as most kiwis prefer to book directly. Retail sales are also down. These figures are similar to i-SITES across the country.

There is still plenty of demand for information on local and NZ attractions as people are urged to get out and "Do something new New Zealand" The general trend from talking to people is that they are staying longer rather than passing through on their way to somewhere else. While the Hauraki Rail Trail is being well used, there is still some confusion as to the starting points going in either direction. 65 people enjoyed mini golf in the Domain over the holiday period.

Our core business continues to be giving information on Te Aroha based attractions and activities, DOC information, maps and backcountry hut tickets. We coordinate bookings for Silver Fern Farms Events Centre and the Domain.

Google Analytics show website (tearohanz.co.nz) engagement was up by 58% in January compared to the same month last year. Business confidence is encouraging post lock-down with our paying advertisers all signing on for another year.

We plan to upgrade our lounge and use the space to tell our story focusing on what makes us unique.

**Silver Fern Farms Event Centre**

- **November users** – Te Aroha basketball, Thames Valley Basketball, Social badminton, Wheelchair Rugby, Titans Futsal, Tatua, LGNZ, Te Aroha Tractors, Xmas craft and Food workshop, Te Aroha community Hospital, Waikato VHF Group, **NB November figures down due to no AP & H Show (Covid)**
- **December users** – Te Aroha Basketball, Social Badminton, Titans Futsal, Piako Gymnastics, Inghams, Te Aroha Events Centre Charitable Trust, Assistive Technologies, Tatua, Memorial for Bev Schell, Jam Jockeys cook up for local food bank, Larissa Glasgow bootcamps, MPDC x 4 bookings

- **January users** – Te Aroha Basketball, Social Badminton, Te Aroha Netball, Legacy Poitukohu Basketball, Elite Marching, Tatua, Boyd Funeral, Jam Jockeys, MPDC x 2 sessions

**Domain Pavilion**

- Regular users – Keas and cubs stopped for school holidays; pilates twice weekly.
- One off users – warren family three day hire for Christmas celebrations, Big Shots Photography, Bayer family memorial, MPDC x 2 sessions

## 4.2 Assets Strategy and Policy

### Development contributions and LIMS

- Development Contributions processed – (36) Building Consents, (0) PIMs, (6) Landuse Consents, (17) Subdivision Consents
- 1 Special Assessment for Lockerbie Retirement Village is being processed. The recommendation is to apply the reduction as per previous council decision for the Longlands Retirement Village.
- (54) Lim Enquiries

### Parks & Facilities

- Drafting of revised Parks and Open Spaces Strategy document underway.
- Number of public enquiries increasing towards end of Jan/early Feb around the use of parks and open spaces.
- Gum Ta Native mountain bike track in Te Aroha closed due to safety concerns about some of the structures along it were raised by a member of the public. The track and structures are maintained by the Te Aroha MTB Club but are on land administered by Council and DOC. Staff inspected the structures and closed the track pending inspection by a more experienced/qualified person. Structures have been assessed and a report with recommendations provided. Staff and consultant had a positive meeting with MTB Club representatives to discuss options and work out a way forward. MTB Club needs to have some internal discussions and come back to Council to confirm what they can/cannot repair themselves or from their own funds. Track to remain closed until repaired to an acceptable condition.
- Annual external playground safety audit completed. Overall compliance was relatively high with a slight improvement over last year. Of concern, the auditor identified an item of equipment that had to be closed due to safety concerns. This is the first time in >7 years that the auditor has asked for the immediate closure of an item of equipment until it is repaired. KVS are investigating why its routine inspections did not detect the issue. A number of maintenance issues were also identified.
- A play value assessment of each playground was also undertaken by the playground auditor. This is essentially a gap analysis from a play value perspective and will suggest potential types of equipment that could be added or changed at existing playgrounds to increase their play value. This data will feed into the Parks & Open Spaces Strategy and help guide future minor improvements to existing playgrounds by suggesting cost-effective equipment options.

### Utilities

- The process of taking over the Waharoa Park Stormwater Ponds and the related Resource Consent (Discharge to Water, No. 119544) is underway. This is situated on an MPDC Local Purpose Reserve.
- Consultations are ongoing with developers around water and waste services, especially Calcutta Farms.
- Work is continuing on improving the data in AssetFinda, the first workshop on Asset Criticality has been held, this should be finalised by early March. Pipe Bridges and maintenance scheduling are due to be next.
- 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 properly. This may require further work on how it is presented.
- Work is continuing with W & W to follow up on areas of higher water loss and trying to reduce this.
- Work on the 3 waters AMPS is ongoing, financials are complete.
- Working on getting the raingauges working properly and possibly renewing at least some of them.

#### Roading

- A process for Licenses to Occupy has been developed and just finalising the documentation and then the licenses for dining on the footpath will be set up first.
- The Regional Land Transport Programme is being adopted by the Regional Transport Committee for the next 3 years.
- The NZ Transport Agency has advised that there is a reduction in funding for the next three years and as a consequent the renewal budget for road rehabilitation and Footpath renewals have been reduced by the NZ Transport Agency.
- Work is progressing with the developers to ensure that the roading alignments for the growth project align with our future plans.
- Road Safety investigations have been completed for our Road to Zero programme for 2020/21 to ensure the scope of works is clearly identified for the Roothing Delivery team.

### 4.3 Property and Community Projects

#### **EPH Flats**

##### Te Aroha

- No Vacancies

##### Morrinsville

- One vacant – to be refurbished

##### Matamata

- One vacancy
- One being refurbished

##### General comments

- All units now have Heat pumps installed, extractor fans in progress. Requirement of Tenancy Act.
- Waiting list has been reviewed and there is approximately 35 eligible

#### **OYO**

##### Te Aroha

- No changes

##### Morrinsville

- *Anderson/Lear*
- 103 Anderson – Buy-back is being negotiated – Public Trust have now passed on case to a Barrister, new offer to settle has been submitted. No change.
- 4 Maber. Settles 10<sup>th</sup> Feb
- Inspection has revealed some rotting panelling in the Anderson St units. Quote to remove and replace cladding (including weatherproofing and painting) - \$11,700 for one unit – there are other units affected. Alternative quotes being sought. Meeting with owners to discuss end of Feb.
- *Maber/Wightman*
- All owner occupied
- Meeting discuss any major work requests end of Feb.

#### **Staff Housing**

- One vacancy

#### **Morrinsville property**

##### **Morrinsville Public Toilet**

- Preferred location identified. Adjoining businesses have been consulted.
- Indicative quotes have been obtained. Final spec to be presented to Council

##### **Ngarua Hall**

- Report prepared for sale of land for COC 24 February

#### **Te Aroha property**

##### **Te Aroha Cemetery**

- Final layout agreed – to be developed in four phases over 75 years. Phase one to be tendered February 2021.

#### **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.

##### **Banks Road Playground**

- Completed

##### **Matamata Cemetery**

- Front wall: In regular contact with Matamata Lions who are organising the volunteers to undertake this work. Foundations to be concreted mid-February

##### **Swap Park**

- Walkway completed, to be sealed similar to Te Aroha/Matamata cycleway.
- Park furniture is on order.

##### **Wairere Falls Carpark Toilet Block**

- Work to commence late February 2021

##### **Waharoa Rest Area Toilet Block**

- Work in Progress

##### **Swimzone Matamata**

- Specialist Consultant (Beca) appointed to undertake invasive structural review of indoor pool and roof.
- Intrusive investigation has been completed

##### **Domain House**

- Final architect drawings due in February

#### **Districtwide**

##### **Surplus buildings**

- Tender to be drawn up, specialist activity as asbestos is present.

##### **Elderly Persons Units**

- Report to be prepared with options to expand the provision of units.

**Te Aroha – Matamata cycleway**

- Three formal rest area, hard and soft landscaping in progress.
- Alignment soft landscaping in progress.

**Leases**

- Programme to review all leases to be developed in 2020 and when resources are available.

**Licence To Occupy**

- Reviewing process for Road Reserves



## Council Consents Received Report

Type(s): 100 - Resource Management , 101 - Subdivision , 102 - Landuse , 103 - Certificate of Compliance , 104 - Designations ,  
Start Date: 01/11/2020  
End Date: 30/11/2020

Printed: 11/12/2020

RC NUMBER	APPLICANT	DATE LODGED	CONTACT	ADDRESS	WARD	PROPOSAL	ACTIVITY STATUS	NOTIFICATION
101-2006-1488-2	Ms Rochelle Richardson	25/11/2020	Brymer Group Limited	Eldonwood DR Matamata	Matamata Urban	Create 81 residential/rural lots	Discretionary Activity	Non Notified Application
102-2014-10845-2	NZ Meat Processors	24/11/2020	Independent Project Consultants (2018) Limited	5264 State Highway 26 RD 2	Te Aroha Rural	Vary conditions of consent to provide for new freezer, additional staff, revised on-site parking layout and new product line	Discretionary Activity	Non Notified Application
101-2016-11205-9	Calcutta Farms No 2	27/11/2020	Beyond Limited - Maven Bay of Plenty	Banks RD RD 3	Matamata Rural	To vary conditions to separate Stage 2 into two sub-stages and enable changes to exterior cladding, height and paving materials.	Discretionary Activity	Non Notified Application
101-2020-12014-1	Mr Francis Hilliar Ms Susan Miles	18/11/2020	GeoMetrix Limited	8 Mill CR Matamata	Matamata Urban	Subdivision: to complete a two lot Residential Infill subdivision with a non-complying access leg	Discretionary Activity	Non Notified Application
102-2020-12014-1	Mr Francis Hilliar Ms Susan Miles	18/11/2020	GeoMetrix Limited	8 Mill CR Matamata	Matamata Urban	Land-use: To complete a Residential Infill Development with anon-complying access leg	Discretionary Activity	Non Notified Application
101-2020-12152-1	Mr Brett Brown	24/11/2020	Geotec Low Limited	157 Tauhei RD RD 5	Morrinsville Rural	Create a rural-lifestyle lot and a rural balance lot via a theoretical two stage subdivision.	Non Complying Activity	Non Notified Application
104-2020-12162-1	Matamata-Piako District	13/11/2020	Xyst Limited Tauranga Office	Eynon RD Morrinsville	Morrinsville Rural	To develop a recreational track within Designation No.36	Not Applicable	Not Applicable
102-2020-12174-1	Ms Sandra Pedersen	02/11/2020	Ms Sandra Pedersen	9 Mace RD RD 1	Te Aroha Rural	To convert the Te Aroha West Community Hall into a dwelling creating yard encroachments	Restricted Discretionary Activity	Non Notified Application
102-2020-12175-1	Mr John Cannell	03/11/2020	Humes Pipelines	Te Aroha-Gordon RD RD 1	Te Aroha Rural	To erect a farm bridge across Pohomihi Stream and within the Flood Hazard Area	Discretionary Activity	Non Notified Application
101-2020-12176-1	Kotuku Corporation Limited	04/11/2020	Surveying Services Limited Hamilton	Eastport RD RD 3	Te Aroha Rural	Complete a boundary relocation	Discretionary Activity	Non Notified Application
101-2020-12177-1	Ms Raewyn Jacobs	03/11/2020	GeoMetrix Limited	15 Western ST Matamata	Matamata Urban	Boundary Relocation of two residential lots with a swim school located on one lot. Applicant has applied for both subdivision and land use consent. Also cancellation of easement.	Discretionary Activity	Non Notified Application
102-2020-12177-1	Ms Raewyn Jacobs	03/11/2020	GeoMetrix Limited	15 Western ST Matamata	Matamata Urban	Boundary Relocation of two residential lots with a swim school located on one lot. Applicant has applied for both subdivision and land use consent. Also cancellation of easement	Discretionary Activity	Non Notified Application
101-2020-12179-1	Mr David Locke	05/11/2020	Mr David Locke	33 North ST Morrinsville	Morrinsville Urban	Complete a two lot residential subdivision	Controlled Activity	Non Notified Application
101-2020-12180-1	Mr Joshua Latif	06/11/2020	Mr Joshua Latif	12 Hetherington ST Morrinsville	Morrinsville Urban	Create two residential lots >450m <sup>2</sup>	Restricted Discretionary Activity	Non Notified Application
102-2020-12180-1	Mr Joshua Latif	06/11/2020	BCD Group	12 Hetherington ST Morrinsville	Morrinsville Urban	Erect a second dwelling prior to completion of subdivision	Restricted Discretionary Activity	Non Notified Application
101-2020-12181-1	Lockerbie Estate Limited	06/11/2020	Maven BOP Limited	162 Studholme ST Morrinsville	Morrinsville Urban	Lockerbie Stage 1B: Subdivision of Lot 7003 (2 9938) of MPDC Subdivision Consent 101.2019.11988 to create 23 residential lots,	Discretionary Activity	Non Notified Application
102-2020-12181-1	Lockerbie Estate Limited	06/11/2020	Maven BOP Limited	162 Studholme ST Morrinsville	Matamata Urban	Lockerbie Stage 1B: 2 super lots intended for future infill residential development, a shared access lot and public road to vest.	Discretionary Activity	Non Notified Application

### Council Consents Received Report

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 Start Date: 01/11/2020  
 End Date: 30/11/2020

Printed: 11/12/2020

RC NUMBER	APPLICANT	DATE LODGED	CONTACT	ADDRESS	WARD	PROPOSAL	ACTIVITY STATUS	NOTIFICATION
101-2020-12182-1	Mr Warren Harvey	10/11/2020	Barr & Harris Surveyors Limited	40 Ward ST Waharoa	Matamata Urban	Create three residential lots >450m²	Controlled Activity	Non Notified Application
101-2020-12183-1	Lockerbie Estate Limited	11/11/2020	Maven BOP Limited	Taukoro RD RD 5	Morrinsville Urban	Subdivision Lot 7004 LT 549793 (Lockerbie Stage 2) not meeting the split in lot sizes, to create 66 residential lots; fee simple title (reserve - Lot 71); public roads and jointly owned access lots(JOAL). JOAL B exceeds number of lots to be served by right of way.  Easement in gross over Lot 44 DP 512181	Discretionary Activity	Non Notified Application
102-2020-12183-1	Lockerbie Estate Limited	11/11/2020	Maven BOP Limited	Taukoro RD RD 5	Morrinsville Urban	Works (footpath and cycleway) within the dripline of Lockerbie Protected Trees (#36)	Discretionary Activity	Non Notified Application
106-2020-12183-1	Lockerbie Estate Limited	11/11/2020	Maven BOP Limited	Taukoro RD RD 5	Morrinsville Urban	Part cancellation Consent Notice B605545.3 (protection of Lockerbie Trees) in regard to subdivided lots not affected.  Cancellation of Consent Notice (2019.11988) requiring pedestrian/cycle link across QEII covenanted area.  Cancellation of consent notice (2019.11988) requiring landscaping/fencing of Dry Basin B.  Cancellation of consent notice (2019.11988) requiring fencing along boundaries with Dry Basin B (re-impose consent notice on affected residential properties)  Cancellation of consent notice (2019.11988) requiring construction of roundabout at George Street/ Stirling Drive intersection and impose conditions to require roundabout to be constructed prior to s224.  Cancellation of consent notice(2019.11988) recording that the subject lot has not been serviced.  ADVICE NOTE: Application is not being made to cancel Easements S and Z. Instead the Applicant wants to seek a resolution to cancel those easements at the time of application for s223certification for Stage 2.	Discretionary Activity	Non Notified Application



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Type(s): 100 - Resource Management , 101 - Subdivision , 102 - Landuse , 103 - Certificate of Compliance , 104 - Designations ,  
Start Date: 01/11/2020  
End Date: 30/11/2020

Printed: 11/12/2020

RC NUMBER	APPLICANT	DATE LODGED	CONTACT	ADDRESS	WARD	PROPOSAL	ACTIVITY STATUS	NOTIFICATION
101-2020-12184-1	Mr Neil McIntyre	13/11/2020	GeoMetrix Limited	1005 Morrinsville-Tahuna RD RD 3	Morrinsville Rural	Create three rural lifestyle lots and a rural balance lot from two existing titles	Non Complying Activity	Non Notified Application
101-2020-12185-1	Mr Geoffrey Sutherland	13/11/2020	Barr & Harris Surveyors Limited	29 Mills ST Waharoa	Morrinsville Urban	To complete a two lot residential subdivision	Controlled Activity	Non Notified Application
102-2020-12186-1	Mr Matthew Dromgool	19/11/2020	Mr Matthew Dromgool	6 Pooles RD Te Aroha	Te Aroha Urban	Relocate a second-hand dwelling	Discretionary Activity	Non Notified Application
101-2020-12187-1	Mr James Fletcher	20/11/2020	GeoMetrix Limited	59 Rawhiti AVE Matamata	Matamata Urban	Create two residential lots including a vacant lot under the residential infill provision	Non Complying Activity	Non Notified Application
102-2020-12187-1	Mr James Fletcher	20/11/2020	GeoMetrix Limited	59 Rawhiti AVE Matamata	Matamata Urban	Create two residential lots including a vacant lot under the residential infill provisions	Non Complying Activity	Non Notified Application
101-2020-12188-1	Mr Paul Williams	20/11/2020	GeoMetrix Limited	5640 State Highway 26 RD 2	Te Aroha Rural	To create a rural lifestyle lot and a rural balance lot	Restricted Discretionary Activity	Non Notified Application
101-2020-12189-1	Lockerbie Estate Limited	23/11/2020	Maven BOP Limited	Taukoro RD RD 5	Morrinsville Rural	Subdivide Lockerbie Lot 7005 (MPDC 101.2019.11988) three lots: Lot 1(2433m2 - Early Childhood Education Facility); Lot 2 (1428m2 -Recreation Reserve to vest in MPDC); and Lot 3 (1088m2 - Cafe and Parking) and cancellation of consent notice and pedestrian and parking easements over Lots 1 and 3	Discretionary Activity	Non Notified Application
102-2020-12189-1	Lockerbie Estate Limited	23/11/2020	Maven BOP Limited	Taukoro RD RD 5	Morrinsville Rural	Land-use consent to establish and operate an early childhood education facility (85 children), cafe (88 patrons), and recreation reserve (playground) that fails to meet the parking requirements and front yard on Lockerbie Lot 7005 (MPDC 101.2019.11988) within the Residential Zone	Discretionary Activity	Non Notified Application
101-2020-12191-1	Ms Kathleen Shanks	24/11/2020		2417 State Highway 27 RD 3	Morrinsville Rural	Create a rural lifestyle lot and rural balance lot	Non Complying Activity	Non Notified Application
102-2020-12191-1	Ms Kathleen Shanks	24/11/2020		2417 State Highway 27 RD 3	Morrinsville Rural	Yard encroachment for dwelling	Non Complying Activity	Non Notified Application
102-2020-12192-1	Mr Paul Crowe	25/11/2020	Kiwi Designer Homes Limited	5882 State Highway 26 RD 2	Matamata Urban	To relocate a new dwelling within a Flood Hazard Area and encroach yard setback requirements.	Discretionary Activity	Non Notified Application
103-2020-12193-1	Mr Paul Vester	26/11/2020	Mr Paul Vester	485 Thames ST Morrinsville	Morrinsville Urban	New dwelling in the residential zone encroaching height to boundary	Permitted Boundary Activity	Not Applicable
102-2020-12194-1	Mr John Aarts	30/11/2020	Don Chapman Waikato Limited	1673 Piako RD RD 2	Morrinsville Rural	Construct a new cowshed in the peat hazard area	Discretionary Activity	Non Notified Application
101-2020-12195-1	Mr Donald Sharp Ms Heather Sharp	30/11/2020	Rad Surveying Limited	Hutchinson RD RD 1	Matamata Rural	Boundary application between three adjacent titles	Non Complying Activity	Non Notified Application



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Type(s): 100 - Resource Management , 101 - Subdivision , 102 - Landuse , 103 - Certificate of Compliance , 104 - Designations ,  
Start Date: 01/12/2020  
End Date: 31/12/2020

Printed: 08/01/2021

RC NUMBER	APPLICANT	DATE LODGED	CONTACT	ADDRESS	WARD	PROPOSAL	ACTIVITY STATUS	NOTIFICATION
101-2020-12187-1	Mr James Fletcher	09/12/2020	GeoMetrix Limited	59 Rawhiti AVE Matamata	Matamata Urban	Create two residential lots including a vacant lot under the Residential Infill provisions.	Non Complying Activity	Non Notified Application
102-2020-12187-1	Mr James Fletcher	09/12/2020	GeoMetrix Limited	59 Rawhiti AVE Matamata	Matamata Urban	Complete a future infill development on Lot 1	Non Complying Activity	Non Notified Application
101-2020-12190-1	Mr Allan Hunter	02/12/2020	Rad Surveying Limited	35 No 9 RDE RD 4	Morrinsville Rural	To create a rural-lifestyle lot via a theoretical two stage subdivision.	Non Complying Activity	Non Notified Application
102-2020-12190-1	Mr Allan Hunter	02/12/2020	Rad Surveying Limited	35 No 9 RDE RD 4	Morrinsville Rural	To create a yard encroachment for an existing dwelling.	Restricted Discretionary Activity	Non Notified Application
102-2020-12192-1	Mr Paul Crowe	01/12/2020	Kiwi Designer Homes Limited	5882 State Highway 26 RD 2	Matamata Urban	To relocate a new dwelling within a Flood Hazard Area and encroach yard setback requirements.	Discretionary Activity	Non Notified Application
101-2020-12197-1	Mr Brett Tracey	02/12/2020	Barr & Harris Surveyors Limited	14 Victoria AVE Morrinsville	Morrinsville Urban	To create three residential lots within the Infill Area at 14Victoria Ave, Morrinsville	Restricted Discretionary Activity	Non Notified Application
102-2020-12198-1	Ms Constance Hui	02/12/2020	Ms Constance Hui	3396 State Highway 29 RD 3	Matamata Rural	To relocate a second hand building to use as a dependent person's dwelling	Discretionary Activity	Non Notified Application
101-2020-12199-1	S & P Atkinson Farms	03/12/2020	Stratum Consultants Limited	237 Wardville RD RD 1	Matamata Rural	To create a rural lifestyle lot and rural balance lot at 237Wardville Road, Waharoa	Restricted Discretionary Activity	Non Notified Application
101-2020-12200-1	Lockerbie Estate Limited	03/12/2020	Maven BOP Limited	Taukoro RD RD 5	Morrinsville Urban	Infill lots 33-39 & 45-52	Discretionary Activity	Non Notified Application
102-2020-12200-1	Lockerbie Estate Limited	03/12/2020	Maven BOP Limited	Taukoro RD RD 5	Morrinsville Urban	Residential infill consent	Discretionary Activity	Non Notified Application
104-2020-12201-1	Tatuanui School	04/12/2020	Architecto NZ Limited	4513 State Highway 27 RD 4	Morrinsville Rural	Submission of an outline plan for Tatuanui School	Not Applicable	Not Applicable
102-2020-12202-1	Mr Russell Smith	07/12/2020	Mr Russell Smith	9 Seddon ST Te Aroha	Te Aroha Urban	To relocate a new dwelling within the Flood Hazard Zone	Discretionary Activity	Non Notified Application
102-2020-12203-1	Grant McMillan	08/12/2020	Grant McMillan Construction Limited	60 Pinehurst CR Morrinsville	Morrinsville Urban	To construct a new dwelling at 60 Pinehurst Crescent with yard and height to boundary encroachments	Restricted Discretionary Activity	Non Notified Application
101-2020-12204-1	Mega Developments	09/12/2020	GeoMetrix Limited	Rawhiti RD RD 2	Te Aroha Rural	To create a rural-lifestyle lot and rural balance lot on General Quality soils.	Restricted Discretionary Activity	Non Notified Application
102-2020-12205-1	New Zealand Motor	11/12/2020	WSP New Zealand Limited Hamilton	Spur ST Te Aroha	Te Aroha Urban	To establish a motor caravan park at Spur Street Reserve	Non Complying Activity	Non Notified Application
102-2020-12206-1	Waitomo Petroleum Limited	14/12/2020	Carlyon Construction Ltd	1012 No 1 RD RD 1	Te Aroha Rural	To install a 3.24m2 illuminated sign in the Rural Zone	Non Complying Activity	Non Notified Application
101-2020-12207-1	Longlands Land Holdings	14/12/2020	Barr & Harris Surveyors Limited	O'Sullivan DR Matamata	Matamata Urban	Subdivision for Longlands Retirement Village - Stage 3	Restricted Discretionary Activity	Non Notified Application
101-2020-12211-1	Mrs Brenda Wratt	18/12/2020	GeoMetrix Limited	207 No 2 RD RD 1	Morrinsville Rural	To create two rural lifestyle lots and a rural balance lot at No 2Road, Waitoa	Non Complying Activity	Non Notified Application
102-2020-12212-1	R & P Anderson Trust	21/12/2020	United Resouce Management Limited	Rapurapu RD RD 3	Matamata Rural	To construct a second farm workers dwelling at 233 Rapurapu Road, TePoi	Discretionary Activity	Non Notified Application
101-2020-12213-1	Mrs Jeanette Cookson	18/12/2020	GeoMetrix Limited	No 4 RD RD 1	Te Aroha Rural	To create a rural lifestyle lot and a rural balance lot at 634 No 4Road	Discretionary Activity	Non Notified Application



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Type(s): 100 - Resource Management , 101 - Subdivision , 102 - Landuse , 103 - Certificate of Compliance , 104 - Designations ,  
Start Date: 01/01/2021  
End Date: 31/01/2021

Printed: 03/02/2021

RC NUMBER	APPLICANT	DATE LODGED	CONTACT	ADDRESS	WARD	PROPOSAL	ACTIVITY STATUS	NOTIFICATION
102-2014-10901-2	Mr Richard Swann	08/01/2021	Mr Richard Swann	186 Alexandra RD RD 1	Te Aroha Rural	To Change Condition 1 of Resource Consent 102.2014.10901	Discretionary Activity	Non Notified Application
106-2016-11278-2	Vatos Developments	25/01/2021	Barr & Harris Surveyors Limited	Earl RD Matamata	Matamata Urban	Vary the consent notice regarding the vehicle crossing location for Lot 15	Discretionary Activity	Non Notified Application
102-2019-11872-2	Waikato Regional Council	20/01/2021	WSP New Zealand Limited Paeroa	State Highway 29 RD 3	Matamata Rural	To change condition 1 of resource consent 102.2019.11872	Discretionary Activity	Non Notified Application
102-2020-12078-1	Mr Daniel Boeglin	14/01/2021	GeoMetrix Limited	7 Gilchrist ST Te Aroha	Te Aroha Urban	Construct a second hand dwelling on a site in the Flood Hazard Zone	Discretionary Activity	Non Notified Application
101-2020-12208-1	S & P Atkinson Farms	22/01/2021	Stratum Consultants Limited	155 A Wardville RD RD 1	Matamata Rural	Create two rural-lifestyle lots and a balance rural lot from two titles in three theoretical stages	Non Complying Activity	Non Notified Application
102-2020-12208-1	S & P Atkinson Farms	22/01/2021	Stratum Consultants Limited	155 A Wardville RD RD 1	Matamata Rural	Create two side yard encroachments for existing dwellings as a result of subdivision	Restricted Discretionary Activity	Non Notified Application
101-2021-12214-1	Calcutta Farms Limited	05/01/2021	Bloxam Burnett & Olliver Limited	80 B Burwood RD Matamata	Matamata Urban	Stage 1 of Calcutta Farms Subdivision (89 lots) and concurrent land use consent for bulk earthworks	Non Complying Activity	Non Notified Application
102-2021-12214-1	Calcutta Farms Limited	05/01/2021	Bloxam Burnett & Olliver Limited	80 B Burwood RD Matamata	Matamata Urban	Stage 1 of Calcutta Farms Subdivision (89 lots) and concurrent land use consent for bulk earthworks	Non Complying Activity	Non Notified Application
102-2021-12217-1	JSJ Build Limited	13/01/2021	Terra Consultants (CNI) Limited	202 Studholme ST Morrinsville	Morrinsville Urban	Relocate a second-hand dwelling	Discretionary Activity	Non Notified Application
101-2021-12218-1	Mr Matthew Willoughby Mrs Midi Willoughby	15/01/2021	BCD Group Limited Hamilton	32 Anzac AVE Morrinsville	Morrinsville Urban	Undertake a three lot subdivision in the Residential Infill Area	Discretionary Activity	Non Notified Application
102-2021-12218-1	Mr Matthew Willoughby Mrs Midi Willoughby	15/01/2021	BCD Group Limited Hamilton	32 Anzac AVE Morrinsville	Morrinsville Urban	To undertake a three lot subdivision and associated dwelling construction in the Residential Infill Area	Discretionary Activity	Non Notified Application
101-2021-12219-1	Mrs Christine Underwood	15/01/2021	Nicholson Surveying Limited	McNab RD RD 3	Matamata Rural	Create a rural lifestyle block via a theoretical two stage boundary relocation; and two rural balance lots from four titles	Non Complying Activity	Non Notified Application
101-2021-12220-1	Fonterra Co-Operative	20/01/2021	Louise Feathers Planning Limited	15 Racecourse RD RD 3	Te Aroha Rural	To create a 5600m2 lot and 8.35hg balance lot	Non Complying Activity	Non Notified Application
102-2021-12220-1	Fonterra Co-Operative	20/01/2021	Louise Feathers Planning Limited	15 Racecourse RD RD 3	Te Aroha Rural	To establish and operate a retail activity in a Rural Zone	Non Complying Activity	Non Notified Application
101-2021-12222-1	Keith Camp Development	20/01/2021	MG Solutions Limited	52 Page ST Morrinsville	Morrinsville Urban	Create six industrial lots and a road and reserve to vest	Controlled Activity	Non Notified Application
101-2021-12223-1	McCarvill Farms Limited	20/01/2021	Barr & Harris Surveyors Limited	73 Tower RD RD 1	Matamata Urban	To undertake a five lot residential subdivision at 73 Tower Road Matamata	Restricted Discretionary Activity	Non Notified Application
101-2021-12224-1	Lockerbie Estate Limited	26/01/2021	Maven BOP Limited	Taukoro RD RD 5	Morrinsville Urban	Subdivision consent for 15 Residential Infill Lots on each of Lots 8008 and 8009	Non Complying Activity	Non Notified Application
102-2021-12224-1	Lockerbie Estate Limited	26/01/2021	Maven BOP Limited	Taukoro RD RD 5	Morrinsville Urban	Land use consent for 15 Residential Infill Lots on each of Lots 8008 and 8009 (15 lots/dwellings in total) that do not meet the District Plan standards	Non Complying Activity	Non Notified Application
101-2021-12225-1	Whakahora Farm Limited	27/01/2021	GeoMetrix Limited	1194 No 1 RD RD 1	Te Aroha Rural	To create a rural lifestyle and rural balance lot via a boundary relocation	Discretionary Activity	Non Notified Application
102-2021-12229-1	Mr Christopher Jackson Ms Louise Jackson	28/01/2021	Civil Engineering Central	Campbell ST RD 3	Te Aroha Rural	To relocate a second hand building with yard dispensation	Discretionary Activity	Non Notified Application

## Council Consents Received Report



Type(s): 100 - Resource Management , 101 - Subdivision , 102 - Landuse , 103 - Certificate of Compliance , 104 - Designations ,  
Start Date: 01/01/2021  
End Date: 31/01/2021

Printed: 03/02/2021

RC NUMBER	APPLICANT	DATE LODGED	CONTACT	ADDRESS	WARD	PROPOSAL	ACTIVITY STATUS	NOTIFICATION
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