

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



Mēneti Wātea | Open Minutes



Minutes of a meeting of the Corporate and Operations Committee held in the Council Chambers, 35 Kenrick Street, TE AROHA on Wednesday 28 July 2021 at 9.00am.

Ngā Mema | Membership

Koromatua | Mayor

Ash Tanner

Koromatua Tautoko | Deputy Mayor

Neil Goodger

Kaunihera ā-Rohe | District Councillors

Donna Arnold

Caitlin Casey

Teena Cornes

Bruce Dewhurst

James Sainsbury

Russell Smith

Kevin Tappin (Chair)

James Thomas

Adrienne Wilcock

Sue Whiting

Ngā whakapāha | Apologies

Mayor Ash Tanner

Kaimahi i reira | Staff Present

Name	Title	Item No.
Don McLeod	Chief Executive Officer	
Stephanie Hutchins	Committee Secretary and Corporate Administration Officer	
Mark Naudé	Parks and Facilities Planner	7.1, 8.1
Bryan Turner	Coordinator Operations and Projects	7.1
Larnia Rushbrooke	Finance and Business Services Manager	7.2
Sandra Harris	Placemaking and Governance Team Leader	7.3
Kathryn Johnston	Communications Officer	8.1
Kate Stevens	Safety and Wellness Team Leader	8.2

I reira | In Attendance

	Time In	Time Out
Bronwyn Chick – <i>Te Aroha & Morrinsville Dressage and Te Aroha Riding for the Disabled</i>	9.04am	9.19am
Georgina Lloyd – <i>Hack & Hunters and Te Aroha Riding for the Disabled</i>	9.04am	9.19am

1 Whakatūwheratanga o te hui | Meeting Opening

Chair K Tappin welcomed everyone present and declared the meeting open at 9.01am.

**2 Ngā whakapāha/Tono whakawātea | Apologies/Leave of Absence
Apology**

COMMITTEE RESOLUTION

That the apology from Mayor A Tanner be accepted and leave of absence from the meeting be granted.

Moved by: Cr D Arnold

Seconded by: Cr R Smith

KUA MANA | CARRIED

3 Pānui tāpiritanga take | 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
 - (iii) 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

Members were reminded to advise of any declarations of interest that they may have.

5 Whakaaetanga mēneti | Confirmation of minutes

COMMITTEE RESOLUTION

That the minutes of the meeting of the ordinary meeting of the Corporate and Operations Committee held on Wednesday, 23 June 2021, be confirmed as a true and correct record of the meeting.

Moved by: Cr S Whiting
Seconded by: Cr T Cornes

KUA MANA | CARRIED

6 Papa ā-iwi whānui | Public Forum

There was no presenters for the public forum.

NGĀ PŪRONGO A NGĀ ĀPIHA | OFFICER REPORTS

7 Decision Reports

7.1	Waihou Recreation Ground Outdoor Equestrian Arena	5
7.2	Review of Treasury Policies	10
7.3	Council Controlled Organisations Monitoring - Waikato Regional Airport Ltd and Waikato Local Authorities Shared Services Ltd Final Statements of Intent	12

8 Information Reports

8.1	Morrinsville Recreation Ground Masterplan Working Party	14
8.2	Safety and Wellness Report	18
8.3	Chief Executive Officer's Report	19

7 Decision Reports

Waihou Recreation Ground Outdoor Equestrian Arena

CM No.: 2459940

Rāpopotonga Matua | Executive Summary

Three equestrian groups active at Waihou Recreation Ground wish to develop an all weather, outdoor arena for equestrian training and events. The groups are seeking Council's approval in principle to lease and develop the arena. Approval from Council will assist with fundraising efforts.

The groups do not expect Council to maintain the arena. It may therefore be appropriate to lease the land the arena would occupy to a group in order to record duties and responsibilities. A memorandum of understanding could be entered into to record arrangements around the management and shared use of the arena.

COMMITTEE RESOLUTION

That:

1. The report be received;
2. Council provides landowner approval to Riding for the Disabled Te Aroha to develop an outdoor equestrian arena at Waihou Recreation Ground subject to regulatory requirements being met.
3. Council resolves to grant a ground lease under Section 54(1)(B) of the Reserves Act 1977 to Riding for the Disabled Te Aroha to occupy a portion of the Waihou Recreation Ground as indicated in Attachment B for the purpose of an outdoor equestrian arena.
4. The initial term of the lease shall be ten years with a right of renewal of another ten years.
5. Prior to giving effect to the lease, the proposed users of the arena shall enter into a Memorandum of Understanding with Council, recording their respective rights and duties and outlining arrangements for use of the arena.

Moved by: Deputy Mayor N Goodger

Seconded by: Cr D Arnold

KUA MANA | CARRIED

Horopaki | Background

Three equestrian groups active at Waihou Recreation Ground wish to develop an all weather, outdoor arena for equestrian training and events.

The proposed arena would consist of a fenced area of 70x 55 m (3,850 m²). The surface would be sand surrounded by a 1.2 m tall timber post-and-rail fence.

The table below outlines the equestrian groups that would use and benefit from the arena.

Group	Nature of activity	Current level	Benefits of an outdoor arena
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		of use	
Te Aroha & Morrinsville Dressage	Dressage	51 members	Level, stable, footing is essential for horse welfare and safe riding. An all-weather sand arena would also attract a greater range of participants in competition i.e. more users.
Hack and hunters	Jumping	31 members	An all-weather outdoor arena would provide good footing for jumping in all weather conditions creating a safer environment for all riders. A fenced arena with a good footing would encourage younger riders to participate and build their confidence
Riding for the disabled	Educational, recreational and therapeutic riding sessions for people facing physical, intellectual and emotional challenges	3 sessions a week 60 riders 30 volunteers	A fenced outdoor arena with good footing would greatly benefit RDA riders. The indoor facilities for RDA riders are limiting as they have 30 poles interrupting the riding space where possible the RDA riders benefit from riding outdoors. The current outdoor riding space does not meet RDA safety specifications and has a gravelled accessway through the centre.

The Recreation Ground is primarily used by equestrian groups but a portion fronting Ngutumanga Road is also used for training by the Waihou Rugby Football Club which operates its clubrooms on adjacent land owned by the Club. An all-weather equestrian arena would benefit the rugby club as the equestrian groups would not use the grass surface in wet weather thus reducing the risk of damage to the rugby training area.

The arena proposal has been discussed at two Waihou User Group meetings, held in 2020 and 2021, at which representatives of the various user groups expressed their organisations' support for the proposal.

The equestrian users made a joint submission on the Draft Long Term Plan 2021-31 requesting support and funding for the arena project (Attachment A). No funding was allocated towards the proposal. The equestrian groups accept that no funding has been allocated in the LTP but would still like Council's approval to develop the arena. This would enable them to seek funding from other funding sources to supplement fundraising efforts.

Ngā Take/Kōrerorero | Issues/Discussion

Land Status

The Waihou Recreation Ground is administered by Matamata-Piako District Council.

The Ground is comprised of several land parcels. Some of the parcels have been gazetted as Recreation Reserve under the Reserves Act 1977, whilst other have not. Those parcels that have not been gazetted as a 'Reserve' under the Reserves Act are deemed to have the status of a 'Park' under the Local Government Act 2002.

Council's General Policies Reserve Management Plan 2019 applies a consistent approach to parkland whether gazetted as Reserve under the Reserves Act or held as a Park under the Local Government Act.

Park management and delegations

The arena would essentially be a surfaced area surrounded by a timber fence. It is not a building under the Building Act 2004. It could be considered as 'landscaping' and/or a 'structure' in terms

of the General Policies Reserve Management Plan 2019, which delegates the authority to approve new structures and landscaping to the Asset Manager (or their delegated representative).

The site-specific reserve management plan for Waihou Recreation Ground anticipates the park being used for equestrian activities and anticipates appropriate leases with users. The proposal is deemed to be in accordance with the reserve management plans. The site is already used for equestrian activities. The addition of a fenced arena will simply complement existing uses and reduce dependency on fine weather.

The groups do not expect Council to maintain the arena. It may therefore be appropriate to lease the land the arena would occupy to a group in order to record duties and responsibilities. At a user group meeting in 2021, Riding for the Disabled indicated that they would be willing to lease the arena from Council. A memorandum of understanding could be entered into by the three equestrian groups in terms of management and shared use of the arena.

In terms of the reserve management plan, approval for the landscaping and fence structure need not be sought from Council however staff do not have the delegation to approve new leases. The matter is therefore being brought to Council for consideration.

Funding

The groups are not seeking funding from Council at this point.

Mōrearea | Risk

Abandonment

There is always a degree of risk that community groups may not be sustainable in the long-term and that ownership of the arena may revert to Council in the future. This risk is considered to be relatively low. Club membership numbers are reasonable and the cost of maintaining the asset is relatively low. The proposal only involves a surfaced area and fencing. The consequences of abandonment would be lower than that of a building for example. Risks can be minimised to some extent by a lease agreement.

Disagreement over use and maintenance

There is a risk that the various user groups may disagree about use and maintenance of the arena. This can be minimised by a Memorandum of Understanding (MoU) to clearly record the various group's rights, duties and responsibilities. An MoU can also be amended relatively easily e.g. if another user group wishes to join.

Privatisation of public space

When leasing parts of a park to a specific user group there is always a risk that it could be seen as providing for private or exclusive use of a public space. In this case, the use would be by not-for-profit community groups that are existing park users. The risk is therefore seen as low. Council could however impose lease conditions requiring a degree of public access, if Council deems it necessary.

Ngā Whiringa | Options

1. Council can approve the proposal in principle, and agree to lease the land under the arena footprint to Riding for the Disabled.
2. Council can decline to approve the proposal.

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

Reserves Act 1977

Council has the authority to lease under Section 54(1)(B) Reserves Act 1977 to lease to any voluntary organisation part of the reserve for the erection of stands, pavilions, gymnasiums, other buildings and structures associated with and necessary for the use of the reserve for outdoor sports, games, or other recreational activities.

There is no requirement to give public notice of a proposed lease under Section 119 if the lease is in conformity with and anticipated by the reserve management plan.

Parks and Open Spaces Strategy 2021

Waihou Recreation Ground falls under the 'Sport & Recreation' park management category. The arena proposal is considered to be in alignment with the park management category.

District Sports Facilities and Development Plan 2018

The Plan highlighted interest from equestrian groups to build an all-weather arena at Waihou Recreation Reserve and the need to bring together user groups and understand the scope and implications. This led to the user group meeting in 2020.

Ngā take ā-lhinga | Consent issues

The proposal is deemed to be in accordance with the reserve management plans.

Provided the earthworks are less than 1000 cubic metres, there is no requirement for resource consent for the hardstand area and the fence.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes and consistency with Council Vision

Theme: Connected Infrastructure

Community Outcome: Infrastructure and services are fit for purpose and affordable, now and in the future. Quality infrastructure is provided to support community wellbeing. We have positive partnerships with external providers of infrastructure to our communities.

Theme: Healthy Communities

Community Outcome: We encourage the use and development of our facilities. We encourage community engagement and provide sound and visionary decision making.

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

The only costs to Council would be the preparation of documents and staff time associated with community group liaison.

Ngā Tāpiritanga | Attachments

- A. Copy of LTP submission by equestrian users
- B. Proposed arena location

Ngā waitohu | Signatories

Author(s)	Mark Naudé Parks and Facilities Planner	
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Approved by	Susanne Kampshof Asset Manager Strategy and Policy	
	Manaia Te Wiata Group Manager Business Support	

Item taken out of order and considered after Item 7.2 – Review of Treasury Policies.

Review of Treasury Policies

CM No.: 2463741

Rāpopotonga Matua | Executive Summary

Council's Liability Management policy and Investment policy are reviewed annually to ensure the policies remain effective in meeting Council's treasury objectives, and to consider if any amendments to the policies are required. Council's independent external advisors, PWC have reviewed the existing policies and have recommended some minor amendments to tidy up wording and flow of the policy. Other than this, staff are not proposing any further changes to the existing policies. The draft policies have been reviewed by the Audit and Risk Committee and recommended to Council for adoption.

COMMITTEE RESOLUTION

That:

1. **Council adopt the draft Liability Management Policy and draft Investment Policy attached as recommended by the Audit and Risk Committee.**

Moved by: Cr J Sainsbury

Seconded by: Cr C Casey

KUA MANA | CARRIED

Horopaki | Background

At the Audit and Risk Committee meeting of 29 June, the effectiveness of Council's current Liability Management and Investment (Treasury) policies was reviewed. Following a review, PWC have recommended a few minor changes to the policy that are largely housekeeping in nature. The updated policies are attached to this report, showing these minor proposed changes.

Mōrearea | Risk

Risks relating to Council's Treasury policies could include; adopting provisions in the policies that do not comply with the covenants of the LFGA or other lenders, or that may jeopardise Council's statutory requirement to operate in a financially prudent manner. To mitigate these risks, Council have sought independent professional advice in the review of these policies.

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

Sections 102 (2) (b) & (c) of the Local Government Act 2002 require Council to adopt a liability management policy and an investment policy.

Section 104 requires that the liability management policy adopted must state the local authority's policies in respect of the management of both borrowing and other liabilities, including—

- (a) Interest rate exposure; and
- (b) Liquidity; and
- (c) Credit exposure; and
- (d) Debt repayment.

Section 105 requires that the investment policy adopted must state the local authority's policies in respect of investments, including—

- (a) [Repealed]
- (b) The mix of investments; and
- (c) The acquisition of new investments; and
- (d) An outline of the procedures by which investments are managed and reported on to the local authority; and
- (e) An outline of how risks associated with investments are assessed and managed.

Proposed amendments to policies as outlined above are considered minor
Section 102(5) allows for the adoption of the investment and liability management policies without the requirement to use a special consultative procedure.

Ngā Tāpiritanga | Attachments

- A. Review of Current Liability Management Policy - June 2021
- B. Review of Current Investment Policy - June 2021

Ngā waitohu | Signatories

Author(s)	Larnia Rushbrooke Finance and Business Services Manager	
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Approved by	Manaia Te Wiata Group Manager Business Support	
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Item taken out of order and considered before Item 7.1 – Waihou Recreation Ground Outdoor Equestrian Arena.

Council Controlled Organisations Monitoring - Waikato Regional Airport Ltd and Waikato Local Authorities Shared Services Ltd Final Statements of Intent

CM No.: 2464691

Rāpopotonga Matua | Executive Summary

The purpose of this report is to receive the Waikato Regional Airport Ltd and Waikato Local Authority Shared Services final Statement of Intents.

COMMITTEE RESOLUTION

That:

1. **The Waikato Regional Airport Ltd and Waikato Local Authority Shared Services final Statement of Intents be received.**

Moved by: Cr A Wilcock

Seconded by: Cr R Smith

KUA MANA | CARRIED

Horopaki | Background

Waikato Regional Airport Ltd (WRAL) is a Council Controlled Organisation (CCO) owned by five Waikato Councils, with Matamata-Piako's shareholding at 15.6%. The core purpose of WRAL is to enable air services to the region, operating a first class, safe and compliant regional airport, and strategic positioning of the business to enhance capital value.

Waikato Local Authorities Shared Services Ltd (WLASS) is a CCO jointly owned by the 12 Waikato Region Councils. WLASS' key purpose is to drive collaboration between councils, to improve customer service and performance, and to reduce costs.

Council controlled organisations are required (subject to certain exemptions) by the Local Government Act 2002 to prepare and publish an annual statement of intent, and produce a biannual report for shareholders on the entity's operations during the year.

Council received the WRAL draft Statement of Intent on 24 March 2021 and the WLASS draft Statement of Intent on 14 April 2021. We have now been provided with the final Statements of Intent for information.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

Council received the draft Statements of Intent in March/April 2021 and were provided with the opportunity to provide feedback. Council have now received the final Statements of Intent for receiving. Six month and Annual Reports will be provided to Council when available.

Ngā Tāpiritanga | Attachments

- A. Final Statement of Intent WRAL 2021

B. Final Statement of Intent WLASS 2021

Ngā waitohu | Signatories

Author(s)	Sandra Harris Corporate Strategy Team Leader	
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Approved by	Erin Bates Strategic Partnerships and Governance Manager	
	Don McLeod Chief Executive Officer	

8 Information Reports

Morrinsville Recreation Ground Masterplan Working Party

CM No.: 2435958

Rāpopotonga Matua | Executive Summary

A Working Party has been formed to oversee the development of a masterplan for the Morrinsville Recreation Ground.

The purpose of the masterplan is to inform and guide the long-term integrated development and functioning of the overall site. The initial masterplan document will be a tool for further consultation with the community, potentially to be refined as a result of consultation.

The masterplan may inform other Council processes such as Long Term Plans / Annual Plans and Reserve Management Plans

The Working Party includes Morrinsville Ward Councillors as well as representatives from Ngāti Hauā and the wider community.

The report provides an update on the membership, terms of reference and progress made by the Working Party to date.

An engagement and consultation plan is under development.

COMMITTEE RESOLUTION

That:

1. The report be received;

Moved by: Cr D Arnold

Seconded by: Cr J Thomas

KUA MANA | CARRIED

Horopaki | Background

A Working Party has been formed to oversee the development of a masterplan for the Morrinsville Recreation Ground.

The purpose of the masterplan is to inform and guide the long-term integrated development and functioning of the overall site. The initial masterplan document will be a tool for further consultation with the community, potentially to be refined as a result of consultation.

The masterplan may inform other Council processes such as Long Term Plans / Annual Plans and Reserve Management Plans

The Working Party includes Morrinsville Ward Councillors as well as representatives from Ngāti Hauā and the wider community.

The first meeting of the Working Party was held in Morrinsville on 15 March 2021. At this meeting:

- Cr James Thomas was appointed Chair of the Working Party
- Pare Holder and Lisa Gardiner were confirmed as Ngāti Hauā representatives

- Terms of Reference were adopted
- The draft project brief was discussed.

At the second meeting, on 1 April 2021, David Sing and Dean Nicholson were co-opted on to the Committee. Dean is a local businessman with links to various sports. David is involved in community groups with interests in the environment and heritage.

On 11 May 2021, proposals from two potential suppliers were heard. After deliberation, the Working Party agreed to engage Resilio Studio to manage the project.

An engagement and communication plan is currently being developed. Meaningful community engagement in the development of the masterplan is a key success factor.

Analysis of site conditions and context is currently underway. Resilio has mapped the site with drone imagery in order to develop three dimensional computer models of the site. They are also generating maps at the regional, town and site scale and reviewing background material including the Morrinsville Recreation Grounds Investigation Report by Xyst, the LTP, Parks & Open Spaces Strategy, Waikato Regional Active Spaces Plan, and Waikato Regional Aquatic Facilities Plan.

A hui with Ngāti Hauā occurred on 12 July to explore opportunities for Ngāti Hauā within the masterplan (using Te Aranga Design Principles as a framework) and to start developing a cultural map of the area, including regional and local sites of significance.

Ngā Take/Kōrerorero | Issues/Discussion

Purpose of Working Party

See Attachment 1 for Terms of Reference

Membership

The current membership of the Working Party includes:

- Cr James Thomas (Chair)
- Cr Donna Arnold
- Cr Bruce Dewhurst
- Cr Neil Goodger
- Lisa Gardiner
- Pare Holder
- Dean Nicholson
- David Sing

Project management

Due to current staff capacity there is a need to engage an external project lead to manage the masterplan project. Proposals were sought from suppliers on the Waikato Local Authority Shared Services Professional Services Panel list (WaiLASS PSP).

On 11 May 2021, the Working Party considered the proposals and selected a preferred supplier - Resilio Studio.

Resilio will lead the community engagement, consultation and design process for the masterplan and their nominated project lead will report to the Working Party. Bernie Ranum is the nominated project lead for Resilio.

Mōrearea | Risk

The following broad risks apply to this type of project:

Scope creep

Any changes to the scope of the project need to be carefully considered including impacts on budget, timelines and community expectations. Any variations to the contract should be clearly documented and the impact on the budget taken into account.

Lack of community interest

Meaningful community engagement and 'buy-in' to the masterplan are key to success.

Community expectations

A masterplan has a long-term vision but can sometimes create community expectations that may not be able to be met or may not be able to be met in the short-term. An engagement and communication plan should consider how the risk of creating unrealistic expectations can be minimised.

Capacity

Council may not have the capacity to drive the masterplan project or deliver on projects due to other priorities and resourcing.

Opposition

There is likely to be opposition from some individuals and groups to the process and/or specific outcomes of the process. Appropriate engagement and consultation is key to ensuring that potential issues or conflicts can be identified early and can be addressed where practicable. Council needs to manage the park for the benefit of the whole community. Wide engagement aids informed decision-making. Council may need to accept that it may not be possible to please everybody.

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

The General Policies Reserve Management Plan 2019 allows Council to develop 'landscape concept development plans' which essentially serve the same purpose as the proposed 'master plan'. The term 'master plan' is increasingly being used in New Zealand for a long-term, landscape development concept and capital improvement plan.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

There is strong community interest in developing a masterplan for the Recreation Grounds.

Community engagement and communication will be key to success. An engagement and communication plan is under development and will be discussed in the Working Party in due course.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes and consistency with Council Vision

Theme: Connected Infrastructure

Community Outcome: Infrastructure and services are fit for purpose and affordable, now and in the future. Quality infrastructure is provided to support community wellbeing. We have positive partnerships with external providers of infrastructure to our communities.

Community Outcome: Quality infrastructure is provided to support community wellbeing.

Community Outcome: We have positive partnerships with external providers of infrastructure to our communities.

Theme: Healthy Communities

Community Outcome: We encourage the use and development of our facilities. We encourage community engagement and provide sound and visionary decision making.

Community Outcome: We encourage the use and development of our facilities.

Theme: Environmental sustainability

Community Outcome: We support environmentally friendly practices and technologies.

Community Outcome: Development occurs in a sustainable and respectful manner considering kawa/protocol and tikanga/customs.

Theme: Vibrant cultural values

Community Outcome: We promote and protect our arts, culture, historic, and natural resources.

Community Outcome: We promote and protect our arts, culture, historic, and natural resources.

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

Community Outcome: Tangata Whenua with Manawhenua status (those with authority over the land under Maaori lore) have meaningful involvement in decision making

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

The development of a master plan is funded from existing budgets. The implementation of capital improvements as a result of the master plan would be funded via the Long Term Plan. The current LTP has included provisional capital improvement budgets that will be reviewed in subsequent Annual Plans/LTPs once the masterplan is complete.

Ngā Tāpiritanga | Attachments

A. Terms of Reference

Ngā waitohu | Signatories

Author(s)	Mark Naudé Parks and Facilities Planner	
Approved by	Susanne Kampshof Asset Manager Strategy and Policy	
	Manaia Te Wiata Group Manager Business Support	

Safety and Wellness Report

CM No.: 2465371

Rāpopotonga Matua | Executive Summary

The Quarterly Safety & Wellness Report for April-June 2021 is attached to the agenda. Kate Stevens, Safety & Wellness Team Leader will be in attendance to discuss the reports with the committee.

COMMITTEE RESOLUTION

That:

1. The information be received.

Moved by: Cr A Wilcock

Seconded by: Cr D Arnold

KUA MANA | CARRIED

Ngā Tāpiritanga | Attachments

- A. Quarterly Safety and Wellness Report April-June 2021

Ngā waitohu | Signatories

Author(s)	Kate Stevens Safety and Wellness Team Leader	
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Approved by	Kelly Reith People, Safety and Wellness Manager	
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Chief Executive Officer's Report

CM No.: 2465762

Rāpopotonga Matua | Executive Summary

The Chief Executive Officer's report for the period ending June 2021 is circulated separately to the agenda.

COMMITTEE RESOLUTION

That:

1. The information be received.

Moved by: Cr D Arnold
Seconded by: Cr A Wilcock

KUA MANA | CARRIED

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Debbie Burge Executive Assistant to the Mayor & CEO	
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Approved by	Don McLeod Chief Executive Officer	
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10.35am

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
OF THE MEETING OF KOMITI O TE KAPOREIHANA
ME NGĀ WHAKAHAERE | CORPORATE AND
OPERATIONS COMMITTEE HELD ON 28 JULY
2021.

KO TE RĀ | DATE:

TIAMANA | CHAIRPERSON:

Cr Kevin Tappin



te kaunihera ā-rohe o
matamata-piako
district council

Attachments tabled on the day

Item	Attachment	pg
7.1	Image of proposed Arena	22
8.3	Chief Executive Officer's Report	23





Chief Executive Report

For the period ending

June 2021

Contents

1.1	Finance.....	3
2.	Corporate Overview.....	7
2.1	Communications.....	7
2.2	Human Resources.....	8
2.1	Placemaking and Engagement.....	8
2.2	Corporate and Legal Services	9
3.	Community Development overview	10
3.1	Planning	10
3.2	Building.....	13
3.3	Animal Control.....	13
3.4	Libraries.....	15
4.	Service Delivery.....	18
4.1	Customer Services	18
4.2	Kaimai Valley Services	20
4.2.1	Parks and Reserves	20
4.2.2	Retic and Works	21
4.2.3	Admin	21
4.3	Roading.....	22
5.	Business Support.....	26
5.1	Community Facilities Operations	26
5.1	Property and Community Projects	29
5.2	Assets Strategy and Policy	32

Note

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

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

1.1 Finance

Financial Performance Summary

Draft financial results for June are not yet available, as the Finance team are busy collating the end of year financial data. Draft results will be available to Council in the agenda for the 25 August COC meeting.

As reported previously, we expect to post a significant accounting surplus for the 2020/21 year, largely resulting from income in the form of Government grants and development contributions that will (or have been) used to fund capital work. Accounting adjustments to recognise the value of assets vested in Council during the subdivision process, and an increase in the book value of our portfolio of interest rate swaps are also expected to be significant for the year.

1. Rates

The total rates levied for the 2020/2021 year were \$41.6 million (19/20 \$40.4 million). The balance of current rates owing at 30 June 2021 is \$489,000 representing a collection rate of 98.8% (19/20: 98.7%). The collection rate of arrears for the year is 65.2%. (19/20: 62.2%).

RATES STATUS REPORT		
As at 30 June 2021		
	June 2021 \$000	
Rates for 2020/21		
Total annual rates levied	41,621	
Balance of total current rates owing	489	
Current year rates collected YTD	41,132	
Percentage of current rates collected YTD	98.8%	
Arrears from prior years		
Opening balance	824	
Less statute barred arrears written-off	(21)	
Less arrears collected this year	(266)	
Total owing from prior years	537	
Percentage of arrears collected YTD	65.2%	
	2021	2020
Penalty applied for 1st instalment	49	48
Penalty applied for 2nd instalment	42	50
Penalty applied for 3rd instalment	38	44
Penalty applied for 4th instalment	43	44
Rates collection		
Number of rateable properties	14,887	14,584
Number of assessments paid by direct debit		
Weekly	591	543
Fortnightly	707	669
Monthly	1,013	1,004
Quarterly	3,020	2,757
Annually	27	20
TOTAL	5,358	4,993
Staff have processed 196 Change of Ownerships during June 2021 (141 June 2020).		

2. External Borrowing – Policy compliance at 30 June 2021

Matamata Piako DC Funding, Liquidity and Interest Rate Position					
12 Month Forecast Core Debt:	32.1	30-Jun-21			
Liquidity Ratio	110%				
Actual	143%				
Policy Compliance	Y				
Fixed Rate Maturity Profile:					
Debt Period Ending	Debt Amount	Minimum %	Maximum %	Actual	Compliance
Current	26.50	40%	90%	74%	Yes
Year 1	32.12	40%	90%	61%	Yes
Year 2	42.12	35%	85%	46%	Yes
Year 3	58.93	30%	80%	42%	Yes
Year 4	70.37	25%	75%	29%	Yes
Year 5	77.53	20%	70%	21%	Yes
Year 6	82.39	0%	65%	12%	Yes
Year 7	87.26	0%	60%	1%	Yes
Year 8	89.29	0%	50%	0%	Yes
Year 9	88.06	0%	50%	0%	Yes
Year 10	87.69	0%	50%	0%	Yes
Year 11	81.74	0%	25%	0%	Yes
Year 12	81.74	0%	25%	0%	Yes
Year 13	81.74	0%	25%	0%	Yes
Year 14	81.74	0%	25%	0%	Yes
Year 15	81.74	0%	25%	0%	Yes
Funding Maturity Profile:					
Years	0 – 3 years	3 – 7 years	7 years plus		
Policy Limits	15%-60%	25%-85%	0%-60%		
Actual Hedging	52%	48%	0%		
Policy Compliance	Y	Y	Y		
Weighted Average Duration:					
Funding	3.14 Years				
Fixed Rate Portfolio (swaps and fixed rate loans)	4.21 Years				
Weighted average margin	0.70%				
Weighted average Commitment/Line Fee	0.06%				
Weighted average fixed rate (swaps & term loans/bonds)	3.82%				
All up cost of borrowing (on drawn debt)	4.08%				
Counterparty Credit Risk (Interest Rate Risk Mgmt Instruments and investments)					
Policy Credit Limit (NZ\$) per NZ Registered Bank (Interest rate risk management)			\$	10,000,000	
Policy Credit Limit (NZ\$) per NZ Registered Bank (Investments)			\$	20,000,000	
Policy Credit Limit (NZ\$) per NZ Registered Bank (Total maximum per counterparty)			\$	30,000,000	
	Credit Exposure (Swaps) (\$m)	Credit Exposure (Investments) (\$m)	Compliance		
WPC	4.02	0.00	Y		
ANZ	0.00	0.00	Y		
ASB	0.00	0.00	Y		
BNZ	0.69	5.40	Y		
Kiwibank	0.00	0.00	Y		
CBA	0.00	0.00	Y		

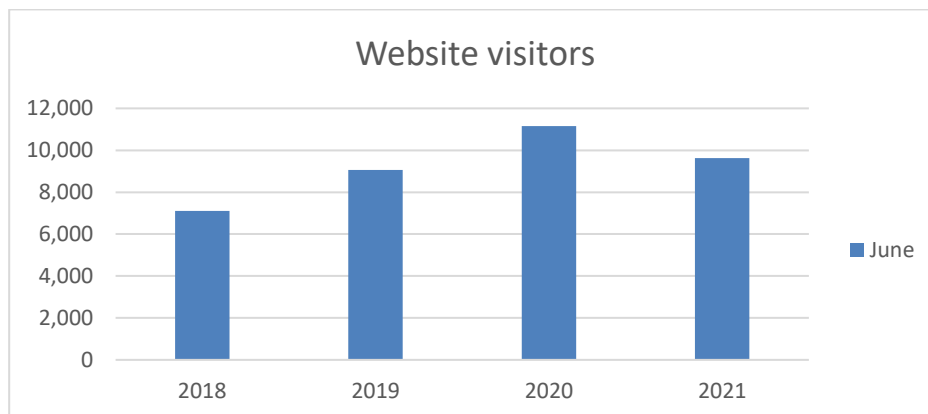
3. Treasury Investments at 30 June 2021

TREASURY INVESTMENTS						
As at 30 June 2021						
Deal number	Investment type	Counter party	Maturity date	Term (days)	Interest rate	Amount invested
Long-term Investments						
956	Borrower Notes	LGFA	15-Apr-23	3253	2.36%	64,000
1024	Borrower Notes	LGFA	15-Apr-24	2527	2.26%	32,000
1025	Borrower Notes	LGFA	15-Apr-25	2892	2.29%	48,000
1048	Borrower Notes	LGFA	15-Apr-26	2893	2.40%	48,000
1067	Borrower Notes	LGFA	15-Apr-27	2897	2.28%	40,000
1081	Borrower Notes	LGFA	15-Apr-24	1459	0.97%	80,000
1082	Borrower Notes	LGFA	15-Apr-25	1737	0.78%	87,500
1083	Borrower Notes	LGFA	15-Apr-26	2102	0.83%	87,500
Total Long-term Investments as at					30-Jun-21	487,000
Short-term and call investments						
1090	Term Deposit	Westpac	09-Nov-21	273	0.89%	5,400,000
Call	23 account	BNZ			0.25%	2,940,415
Total short-term and call Investments as at					30-Jun-21	8,340,415
Weighted Average Interest Rate						
This month		0.59%				
YTD		1.25%				
Investment Policy Compliance						
Complied						

Funds held in the BNZ call account are higher than usual again this month. Usually we would have invested funds following the 4th rates instalment in May, however the available rates for term deposits of less than 30 days were lower than the call account rates, and the cash is required to meet short term cashflow requirements.

2. Corporate Overview

2.1 Communications



Quick stats

- Web traffic this month: 9,625 visitors (6.7%↓ on previous month)
- Total newsletter subscribers: 4,167 (0.2%↓ on previous month)
- Total Antenno subscribers: 2,980 (0.07%↓ on previous month)
- Total Facebook followers: 7,235 (0.4%↑ on previous month)
- Events organised by Council: 2
- Events at Matamata Civic Centre: 36
- Events at Te Aroha Events Centre: 26

Events and Economic Development

- To coincide with national Volunteer Week, Mayor Ash and councillors hosted 80 people from local community and volunteer groups for morning tea to thank them for all they do within the community.
- 13 New Citizens were welcomed into the Matamata-Piako District at Silver Fern Farms Event Centre.
- We continue to see steady growth in the use of the Event Centres for meetings and community functions (birthdays, funerals etc)

Communications and Marketing

- Work continued on rolling out the new logo (incorporating Te Reo) on Council templates and documents.
- A new logo was also developed for Matamata-Piako Libraries, also incorporating Te Reo and creating a stronger brand link to MPDC. This was a result of the new marketing plan that has also been developed for Matamata-Piako Libraries, which will result in better planned and targeted communication from the libraries, and a more consistent and professional look in their promotional materials
- The team continued to provide regular updates on key projects, with a particular focus on Swim Zone Matamata, Headon Stadium and Hetana Street
- The community was informed of the Long Term Plan adoption and final rates increase. There was little reaction/engagement with this.

Online and Digital Services

- A new system was developed and implemented on the MPDC website to centrally manage fees and charges. The new system meant all fees and charges were updated in one place for 1 July, and automatically updated throughout the whole website.

2.2 Human Resources

Staff turnover figures for year to date from 1 July 2020 to 30 June 2021 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
February	10.08	8.89	18.75	7.41	22.78	12.47
March	9.96	16.09	18.75	7.41	24.39	14.07
April	12.5	18.6	18.75	14.81	24.39	16.27
May	13.06	23.53	18.18	14.81	24.39	17.37
June	13.06	25.58	17.65	14.81	28.92	18.53

Total permanent staff resigned up to 30 June 2021 = 43

2.1 Placemaking and Engagement

Hetana Street, Matamata Innovating Streets Project

On 8 June 2021 an “open day” was held onsite at Hetana Street – an opportunity for the public to provide feedback to elected members and staff.

The Monitoring and Evaluation report is currently being drafted by MRCagney with a first draft due on 18 June. A workshop will be held with elected members on 28 July with a formal report in August.

Matamata, Morrinsville and Te Aroha Revitalisation Programme – Co-Design Process Plan

Following Council’s sign off on the revitalisation programme an initial meeting has been held with Place Creative and a ‘kick off’ workshop scheduled with staff on 29 July.

2.2 Corporate and Legal Services

Te Aroha Spa Development

Capital of \$18.9m has been included in the final Long Term Plan (LTP) budgets between 2022/23-2023/24 towards the project. Submissions on these options have been called for as part of the LTP consultation. Of those who submitted on this topic, most (41%) have preferred the \$18.9 million option ('If you're going to do it, do it properly') as set out in the Consultation Document. Council considered the submissions at a hearing on 12/13 May 2021 and made a decision to include the \$18.9 million in the LTP. Council noted further due diligence is required before the project can proceed.

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 preparing a detailed project plan and working out how this will be delivered on.

Formation of a Project Governance Group has been completed. Council has appointed Mayor Ash as Council's representative on the Governance Group and has confirmed the independent Chair and Co-Chairperson (Barry Harris and Norm Hill) and an iwi representative (Jill Taylor). The Co-Chairs have appointed an additional independent member with expertise in tourism (Kiri Goulter), which makes-up the full Governance Group.

A strategic planning session for the Project Governance Group was held in May and on 15th June the Governance Group visited spa facilities in the Rotorua area. Planning is also underway for a visit to other spa facilities in the South Island. A further Governance Group meeting is scheduled for 2 July.

Annual Plan / Annual Report

Annual Report – The 2019/20 Annual Report was adopted by Council on 9 December 2020. 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. The six month report (July – Dec 2020) was presented to Council in February and ARC in March along with the project brief for the 2020/21 Annual Report. The final management report for 2019/20 from Audit NZ was presented to ARC and Council in June. Project coordination for the 2020/21 Annual Report is well underway.

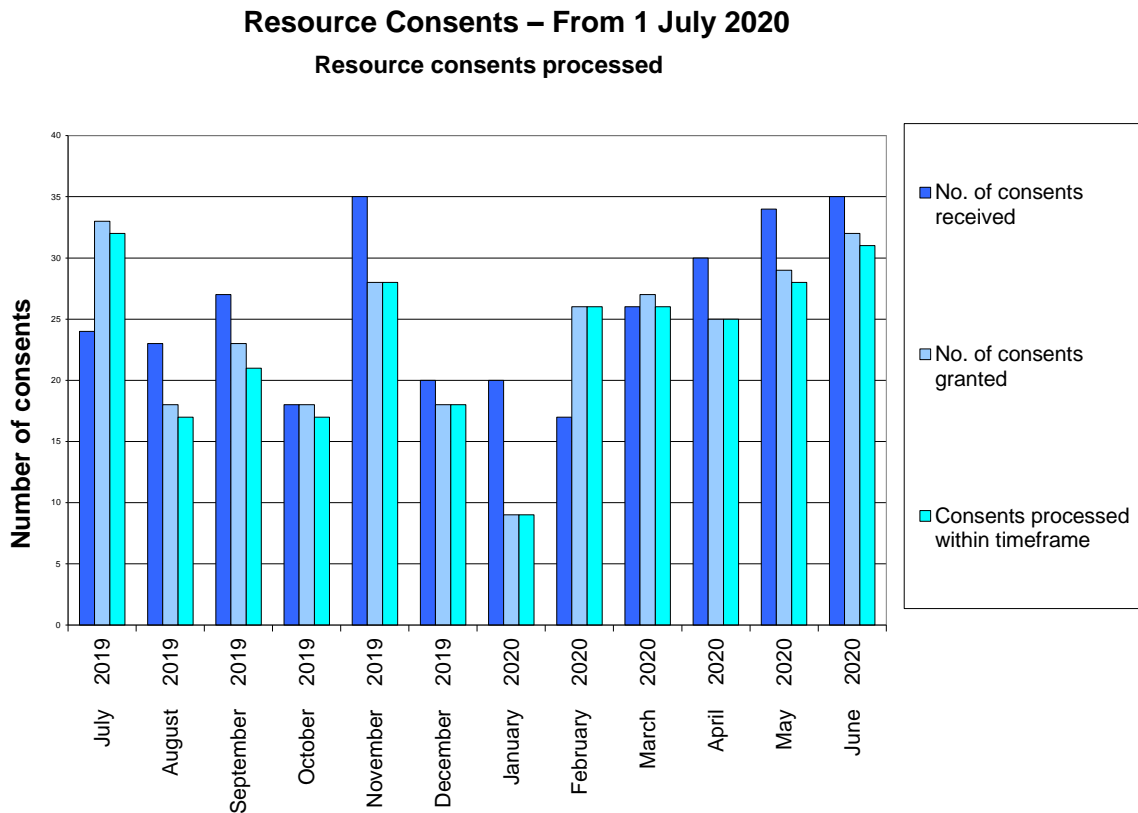
Long Term Plan (LTP)

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 audited all of these documents and provided an Audit Opinion on the Consultation Document. All draft documents were presented to Council on 10 March for approval for consultation. Consultation was open from 16 March to 19 April. A range of consultation/engagement activities took place over the consultation period. We received over 500 submissions with approximately 60 of these presenting at the Hearing held on 21/13 May. Deliberations were held on 13 May with decisions being made. All submitters have received formal decision letters. The LTP was adopted on 30 June. Staff will be circulating a survey to Councillors shortly about what worked well and what could be improved.

3. Community Development overview

3.1 Planning

Resource Consents



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

Council received 35 resource consents and granted 32 consents of which 31 were processed within the timeframe for the month of June 2021.

One consent, 101.2021.12246 went to 25 working days. The reason being planners were waiting on engineering comments.

Limited or Publically Notified Resource Consents:

There was one Limited Notified Resource Consents in June 2021.

RC Reference	Applicant	Property	Limited/Public	Date Notified	Close of submissions
101.2021.12274	Dennis & Christine Rogers	174 Dodd Road RD 2, Morrinsville	Limited	05/06/2021	08/07/2021

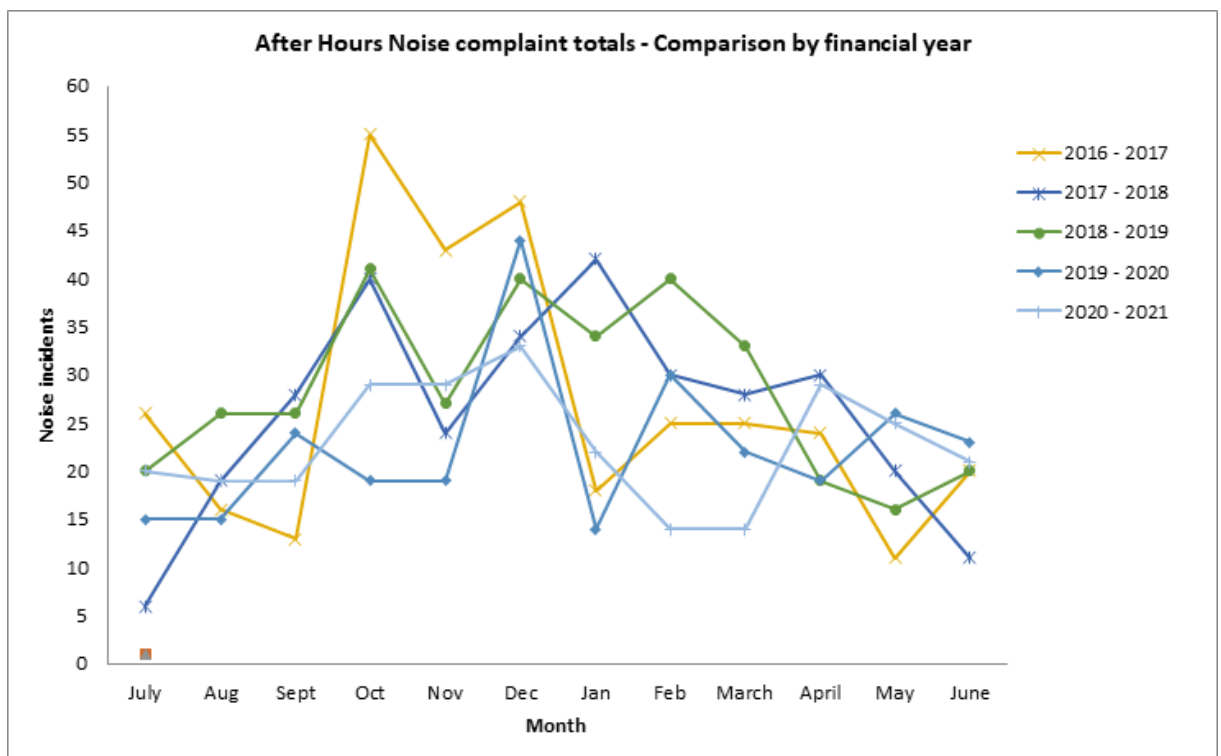
Policy

- Waharoa Plan Change (PC 49) – a visioning workshop was held in partnership with Ngaati Haua at the Raungaiti Marae on Thursday 8 July. Staff have received positive feedback and are currently compiling all the comments.
- Settlements Plan Change (PC 53) – Council’s decision has been publically notified with the appeal period closing on 18 August 2021.

- Papakainga (PC 54) – We have reached a stage where the Iwi Working Group have given general support for the draft provisions and therefore we are proposing to go out for informal consultation with the community in August.
- National Planning Standards – We are currently working through the medium density provisions as well as we held our first hui with iwi on the Tangata / Mana Whenua Chapter.
- RMA Reform – Late June, the Government released the exposure draft of the Natural and Built Environment Act seeking feedback. Through a presentation to Council we will be highlighting the key points of the draft in July and seeking input on whether Council should make a submission.

Noise – June 2021

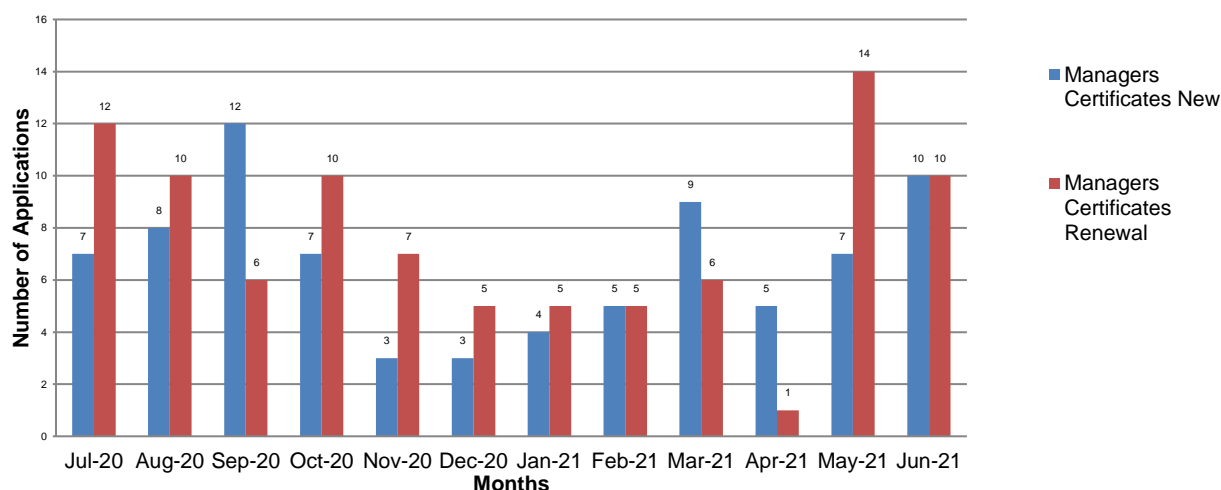
	Jun-17	Jun-18	Jun-19	Jun-20	Jun-21
Matamata	8	3	11	14	13
Morrinsville	11	4	9	7	6
Te Aroha	1	4	0	2	11
All wards	20	11	20	23	30



Alcohol

- Hearing – An alcohol hearing is being held on 20 and 21 (if required) July in respect of an application by Special Spirits Limited for a new off licence on Thames Street, Morrinsville. This application is opposed by the Police and Ministry of Health.

Manager Certificate Applications



On, Off and Club Licences June 2021

Agency Application Number	Applicant Name	Type of Licence
162.2021.1665.1	Matamata Liquorland	New Off Licence
162.2000.97.8	Tui Park Bowling Club	Renewal Club
162.2012.716.9	Matamata RSA & Citizens Bowling Club	Renewal Club
162.1992.19.11	Matamata Golf Club Inc	Renewal Club
162.1997.96.9	Te Aroha Tennis & Squash Club Inc	Renewal Club
162.1991.17.11	Matamata Club Inc	Renewal Club
162.2003.58.7	Morrinsville District	
162.2013.811.4	New World Matamata	Renewal Off
162.2000.18.8	Matamata Club Inc	Renewal Off
162.2017.1241.3	Te Aroha Supermarket	Renewal Off
162.2019.1536.2	Food Trip Limited	Renewal On
162.2020.1556.2	Morrinsville Thai Restaurant Ltd	Renewal On
162.2020.1564.2	Te Aroha Jockey Club	Renewal On

Special Licences June 2021

Agency Application Number	Applicant Name	Event
162.2021.1666.1	Te Aroha Memorial RSA	Various Events
162.2021.1663.1	Matamata College	Op Shop Ball Fundraiser
162.2021.1661.1	Morrinsville Golf Club Inc	MBS Mid Year Christmas Dinner and Casino Night
162.2021.1660.1	Te Aroha Club	Helen Reily
162.2021.1659.1	Morrinsville RSA	Various Events
162.2021.1658.1	Matamata Club Inc	21 st and 60 th Birthdays
162.2021.1657.1	Morrinsville College	Various Fundraising Events

Health

- Health Licences – we are working through all the camping grounds and hairdressers to ensure that they are licenced prior to 1 July 2021.

3.2 Building

Building consents granted:

For the month of June the Building team granted and issued 114 Residential building consents, 7 Commercial building consents. Total issued and granted in June is 121. 98 Building consents were lodged in the month of June.

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

Building Consents that required Resource Consent for June was 54.
Building Consent applications with RFI's for June is 48%

Code Compliance Certificate (CCC) granted:

Authority CCC's = 69

Alpha One CCC's= 53

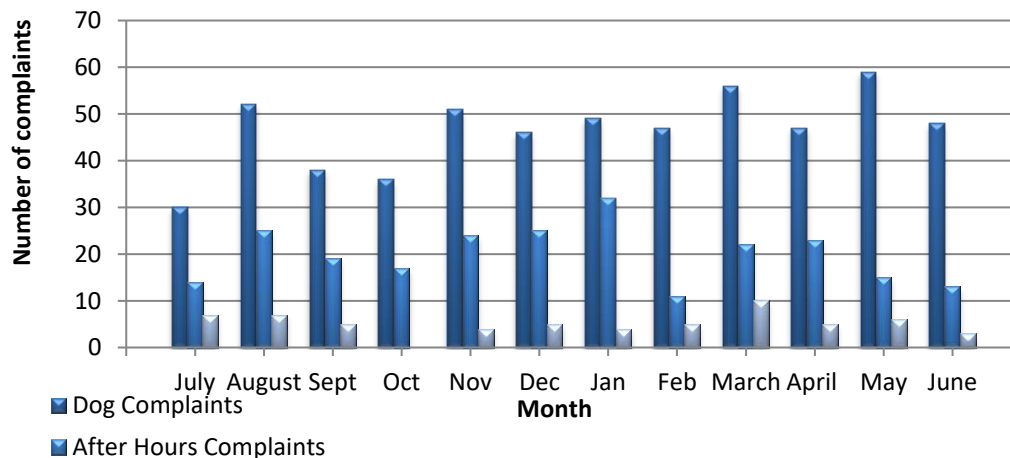
Total 122 CCCs for the month of June, 59.02% within 20 working days. (The CCC's issued in Alpha One system within 20 days are 100%)

Inspections

Inspections are currently being booked 1.5 weeks in advance.

3.3 Animal Control

Animal Control Complaints 2020-2021



51 calls in total were received 23 Matamata, 15 Morrinsville, 13 Te Aroha

- 48 of these calls received were regarding dog complaints
- 3 of these calls were wandering stock calls
- 13 calls were received after hours
- 10 dogs were impounded during the month

Complaints per Ward



■ Matamata ■ Morrinsville ■ Te Aroha

Dog Complaints responded to

Performance measure: 95% of complaints responded to within the timeframes

Town	June Day Time	June After Hours	Total YTD	YTD ERT
Matamata	16	7	180	97.78%
Morrinsville	13	1	232	99.14%
Te Aroha	9	2	147	97.96%
District	38	10	559	98.39%

The figures above may contain breach of the bylaw and dog fouling CRMs that do not have performance measures on them – however they are included in the Authority report generated. At the end of the financial year this YTD figure may change slightly due to completion dates or CRMs held over before being entered at a later date.

Street Patrols undertaken

Performance measure: 10 per month per town

Town	June	YTD
Matamata	12	320
Morrinsville	7	424
Te Aroha	6	238
District	25	982

Properties visited regarding dogs

Performance measure: 600 properties visited per year

Town	June	YTD
Matamata	41	164
Morrinsville	43	302
Te Aroha	8	155
District	92	621

Stock Control

Performance measure: 95% of complaints responded to within the timeframes

Town	June	YTD	Responded in timeframe
Matamata	0	9	88.89%
Morrinsville	1	27	85.19%
Te Aroha	2	25	76.00%
District	3	61	81.97%

Dogs Impounded June 2021

	June Imp	June Claim	June Dest	Imp YTD	Dest YTD	Claimed YTD
Matamata	6	4	2	36	15	16
Morrinsville	1	1	0	36	11	22
Te Aroha	3	0	2	27	8	16
District	10	5	4	99	34	54

Stock Impounded June 2021

	May Imp	May Claim	May Dest	Imp YTD	Dest YTD	Claimed YTD
Matamata	0	0	0	0	0	0
Morrinsville	0	0	0	1	0	0
Te Aroha	0	0	0	0	0	0
District	0	0	0	0	0	0

The above table includes 1 goat impounded and rehomed

Re-homed Animals YTD

Matamata 4, Morrinsville 5, Te Aroha 1, District 10

3.4 Libraries

Capital works/renewals at Morrinsville Library

Morrinsville library refurbishment is under way. Some of this is using capital from the Future Proofing Libraries funding and some is renewals that is due.

- The staff workroom will have a new layout which is designed to be more user-focused, encouraging staff to not have their backs to customers. Ergonomic furniture has been included in this upgrade.
- In August we are adding new display shelving, including shelving in the children's area, which will have wheels to allow us to move things around for events and programmes.
- Portable acoustic room dividers are expected to arrive in July – again to allow us to provide adaptable spaces given there are no separate rooms/meeting spaces. In the first instance we will use these when running our digital training sessions.
- New service counter and furniture will be installed in July/August.

When the old desk is removed and new carpet laid, the library is expected to need to close for a week, probably in late August. A communications plan for this is under way, as well as investigations into a possible pop-up alternative for a few hours each day.

Programmes and Outreach

- Morrinsville Library had a visit from 16 extension students from St Joseph's School Morrinsville to explore the library and trial our Escape Game team activity. This went well and as a result saw more students coming down to the library after school.
- Morrinsville Library hosted a visit from the local SPACE group (parenting education group aimed at the first year) to talk about reading and literacy for young children and what the library can offer them.
- Matamata hosted local author Selina McIntyre's book launch ("Big dog, small dog") on 17 June. This book has been receiving both national and international press. The event was well-attended, with 40 adults and 15 children. Walton School PTA catered the event.
- Matamata had a collaborative Toy Library Toddler Time on 18 June. 15 children and 8 adults attended. Matamata Toy Library lent us toys and provided vouchers for each family who attended (This gave them a \$10 discount if they borrowed from the Matamata Toy Library).
- Te Aroha Library Poetry evening was held on 24 June and was a big hit with the local poets. We had 15 people attend and read their poetry.
- Outreach at Manawaru: Our outreach staff member and a library team leader were present at the Manawaru cafe one morning to promote library services. While there were not as many people as they had hoped, they connected with a few Matamata residents who will join up and drew attention to e-Audio books for others. Recipe books and kids' books got the most attention. This was the first pop-up of this kind and we aim to do more as staffing permits so that awareness of services increase and connections grow. We have ordered library banners to help us with this type of event.
- A winter reading promotion "Rug Up and Read" begins mid-July encouraging people of all ages to challenge themselves with different types of reading, both print and electronic. It has been great to get sponsorship from local businesses and so we can give prizes to participants. Matamata and Morrinsville Kiwanis and Te Aroha Mountain Lions are also providing sponsorship which will enable us to host three children's author visits in August.

- Morrinsville Team Leader met with her counterparts from Thames-Coromandel and Hauraki Libraries to look at ways the 3 districts can share and collaborate on events and programmes, as well as sharing resources for our services.

Matariki: Te Matatahi o Te Tau

The libraries hosted Maori Astronomer and Maramataka Practitioner Piripi Lambert for evening sessions which had excellent attendance: Te Aroha (32), Morrinsville (47) and Matamata (26).

These sessions were organised by the Library Intern (Maori Services) who has now left us for another position. We are working on ways to keep up some of the connections and learning she has shared with us in her time here. This fixed term position was funded by central government via the New Zealand Libraries Partnership Programme, and in future consideration could be given to including a similar position into our libraries permanently.

Local History

Our Technical Services Librarian and Te Aroha Team Leader met with a staff member from Hauraki Libraries to talk about our local history collections, compare notes, and see if there were items in either collection that would be better suited at the other libraries. With New Zealand history being taught in schools next year, we need to ensure our collections are readily accessible to children and teachers.

New fees and charges

Library members were advised of the changes via an electronic mail-out, notices in the libraries, a news item on our website and Facebook posts.

The Technical Services Team put in a huge effort to get the existing rental books changed to being free, the subscription membership for out of district members set up, and the new Hot Picks collection prepared, the library management system and receipting set up to match these things. This involved much liaison with our Kotui library management partners and our book vendors to push through all the changes in the narrow gap between having the fees confirmed and the 1 July start date. However, we believe we are unlikely to make such big changes again. We will be monitoring these charges closely.

Staffing

Several staff resignations have been received, mostly from people finding work closer to home, so we will be doing a round of recruitment again, as we also have a staff member going on parental leave soon. Some staff who have left will not need to be replaced necessarily as they were extra positions supplied via the New Zealand Libraries Partnership Programme and were fixed term.

Statistics

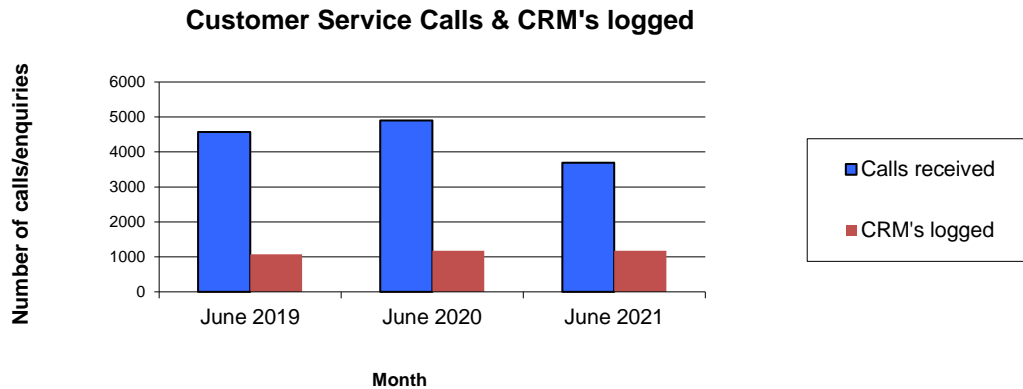
Pleasing results across the board. Memberships figure is only down compared to last June and is not out of step with other months across the years. Last June was a bumper month for memberships due to encouraging our APNK computer users to join up and we also had new sign-ups after the lockdowns, so nothing to be concerned about with this figure.

Activity	Comparison months	Current month	Inc/dec compared to same month last year	% change
VISITS	Jun-20	Jun-21		
Door counts				% change
Matamata	2243	3949	1706	76%
Morrinsville	3220	4626	1406	44%
Te Aroha	2009	2118	109	5%
DOOR COUNT TOTALS	7472	10693	3221	43%
Online visitors	Jun-20	Jun-21		
Library website/catalogue sessions	6466	5432	-1034	-16%

Library app sessions	354	934	580	164%
ONLINE VISITOR TOTALS	6820	6366	-454	-7%
<i>APNK/WIFI/COMPUTER</i>	Jun-20	June-21		% change
Wifi using own devices				
Matamata	1299	1907	608	47%
Morrinsville	1540	1487	-53	-3%
Te Aroha	705		-705	-100%
WIFI TOTALS	3544	0	-3544	-100%
APNK logins using library computers	Jun-20	Jun-21		
Matamata	347	382		11%
Morrinsville	488	596	108	22%
Te Aroha	296	275	-21	-7%
APNK TOTALS	1131	1253	122	11%
NEW MEMBERS	Jun-20	Jun-21		% change
Matamata	79	44	-35	-44%
<i>Matamata Digital</i>		6		
Morrinsville	103	36	-67	-65%
<i>Morrinsville Digital</i>		7		
Te Aroha	52	21	-31	-60%
<i>Te Aroha Digital</i>		8		
NEW MEMBER TOTALS	234	114	-120	-51%
SUBTOTAL DIGITAL MEMBERS		21		
			0	
LIBRARY ITEMS ISSUED	Jun-20	Jun-21		
Matamata	3437	4418	981	29%
Morrinsville	4153	5283	1130	27%
Te Aroha	2381	2543	162	7%
Ebooks	1736	1881	145	8%
BOOKS ISSUED TOTALS	11707	14125	2418	21%

4. Service Delivery

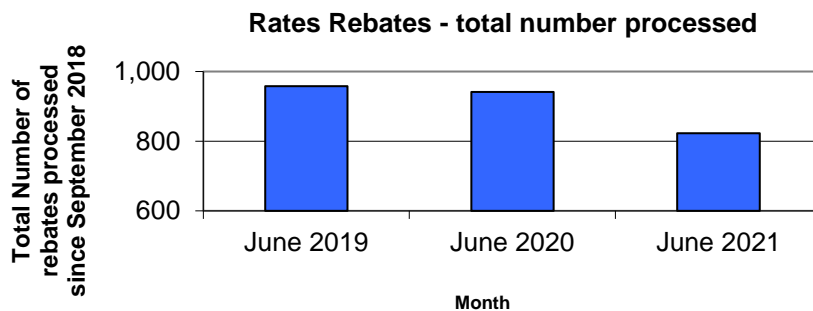
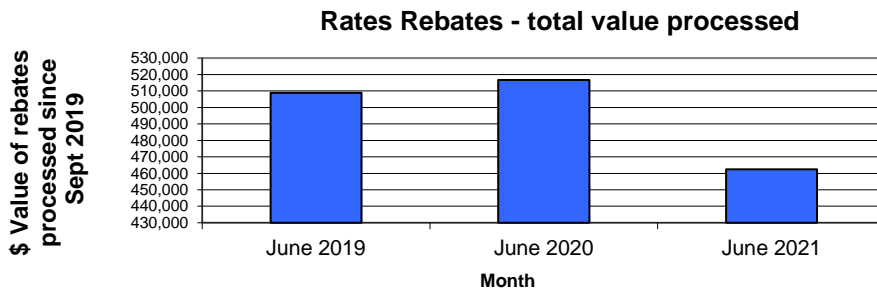
4.1 Customer Services



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.



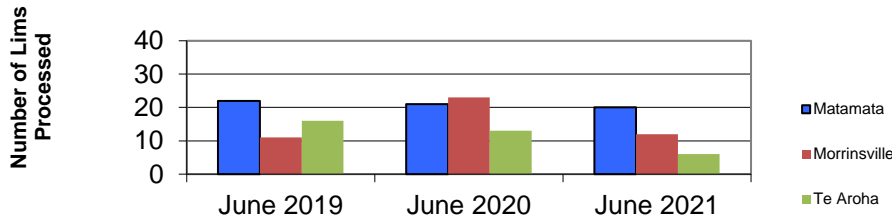
Applications for Rates Rebates has now closed (30 June). The new round for applying for rebates will commence in September 2021.

The number of rebates applied for in the year to June 2021 are less than June 2020 due mainly to superannuation increasing and our MPDC rates not increasing this year.

LIM (Land Information Memorandum)

38 applications received in June, 17 of these were urgent requests.

LIMs - Land Information Memorandum



Antenno

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

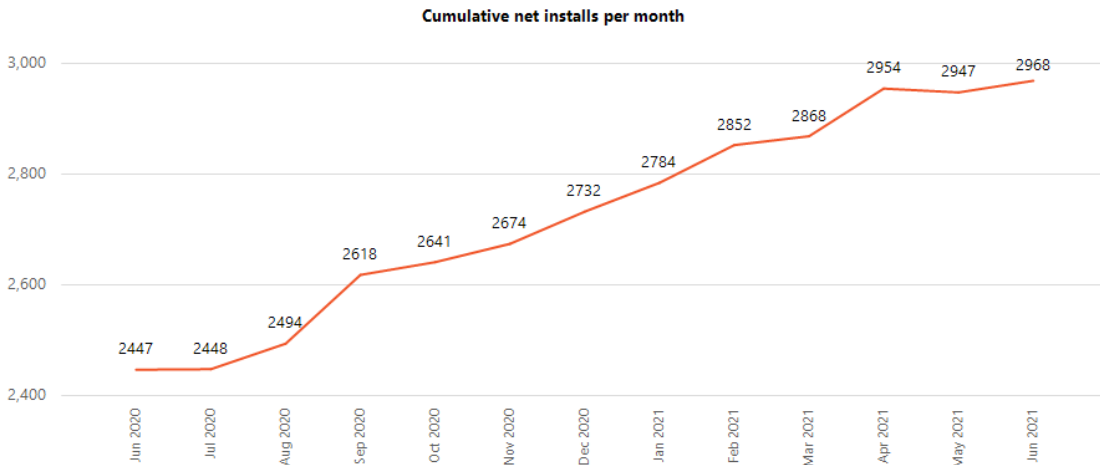
Antenno Installs by Month

From: June 2020 To: June 2021



Please note there are two pages to this report.

2,968 installs overall



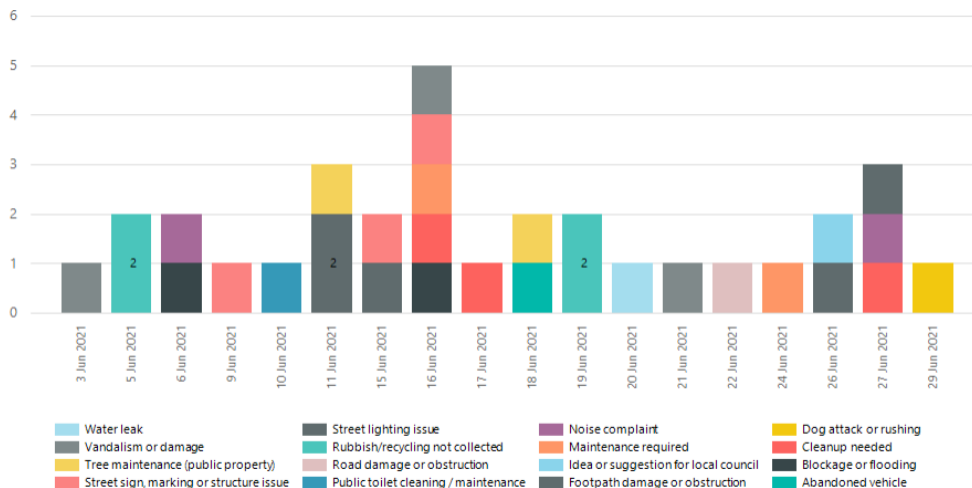
Antenno Reports by Day

From: 1 Jun 2021 To: 30 Jun 2021



Please note there are two pages to this report.

32 reports in 30 days (1.1 per day)



4.2 Kaimai Valley Services

4.2.1 Parks and Reserves

Gardens

- Memorial Rose gardens in Morrinsville were replanted with cherry trees to reduce maintenance requirements;
- Te Aroha Cemetery boundary planting area was sprayed in preparation for planting;
- Discussions were held with Piako Catchment regarding the replanting of the Morrinsville river walk area (where volunteers removed wandering Jew or *tradescantia*). Three thousand plants have been ordered for a planting day in July - plants were sourced by Piako Catchment;
- Completed removal of pest weeds and spraying of the area within Te Aroha Domain initially cleared by Wairere Mahi. Discussions have been held with Keep Te Aroha Beautiful to assist with the replanting of the area between the Cottage Café and the Mineral Spa's building;
- Carpet roses are currently being pruned and this will be followed by all the bush and standard roses.

Mowing

- Grass growth has slowed with the cooler temperatures;

Trees

- New District Tree maintenance contract is out for tender. Tenders close 23 July;
- Survey results of Tamihana Street residents re: street tree replanting options were presented. Communications Team helped with advising the survey participants
- Requested Arborcare survey and report on the Meura Street trees, which will be included in Corporate Strategy's report when finalised;
- Commenced tree maintenance in Arawa Street in preparation for the proposed streetscape;

Cleaning and Rubbish Collection

- The CBD bins and seating in Arawa Street will be installed during July. The Menz shed in Matamata are assisting with the refurbishment of the seats;
- Waharoa new toilet project was completed. The six new toilets will reduce waiting times and provide a cleaner facility for visitor's convenience stops;
- Lawrence Ave toilets were vandalised twice during June. The most recent damage resulted in a \$2,000 repair bill;
- There has been an increase in the amount of graffiti and our contractor is working on removing the graffiti as soon as it is reported;
- OCS have been engaged to carry out the building washing, roof and gutter cleans of the buildings within Te Aroha Domain and Firth Tower;
- Council decided to fund an additional clean per year for the CBD's footpath pavers.

Other

- New signs have been installed on the Te Aroha Domain internal road and carparks by Te Aroha Swim Zone (requested by the Te Aroha Domain Working Committee);
- KVS and Strategy & Policy have started preparing a priority list for Tracks and Walkways renewals;
- Vehicle(s) tore up Waitoa Reserve, damaging the surface with multiple tyre tracks. The Police and communications department have been notified.

4.2.2 Retic and Works

CRM's

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

	Water	Sewer	Stormwater
Total Received	48	9	14
<i>Completed</i>			
Completed (Current)	35	8	10
Completed (>30 Days)	30	3	6
Total Completed	65	11	16
<i>Not Completed</i>			
Current	13	1	4
>30 Days	27	10	12
Total Not Completed	40	11	16

Reticulation

- 2 CRM's were for contractors striking our water services;
- Repaired three water meters and replaced one missing water meter;
- Installed five new 20mm water connections;

Works

- Commenced planning footpath maintenance repairs for the 2021/22 financial year.
Note: The unsubsidised footpath maintenance budget was fully spent, then the expenditure was transferred into subsidised footpath maintenance. This resulted in an additional \$80k budget for footpath maintenance, which KVS was unaware of;
- Assisted mechanical sweeping contractor with leaf pick-up;
- Finished spraying of open drains;
- Started clearing tree roots from piped stormwater drains in Pooles Road, Te Aroha.

4.2.3 Admin

4.3 Roothing

Contracts update

Road Network Maintenance Contract – Fulton Hogan – Contract 2192

Cyclic crews carried out routine maintenance on the network including replacing 179 missing or damaged edge marker posts and culvert markers, rail repairs, 843 sealed pothole repairs, vegetation removal, clearing dumped rubbish along with litter from the roadside, sweeping of migrating metal along and over 700 routine kerb & channels and culverts were cleaned throughout the month.

Stabilising crew carried out 4963m² of repairs on Bell, Campbell, Chepmell, Harper, Landsdowne, Morrinsville Walton, Starkey, Walton and Woodlands Rds.

Drainage crew carried out a round of resheeting on on Wairakau and Waiti Rds along with maintenance grading and pothole repairs of Awa, Hapuakohe, Herbert, Mangawara, Mohring, Piakonui, Old Hill, Thompsons Track and Valintine Rds.

In addition to resheeting and grading, the drainage crew also completed a rip and remake on a section on Woodlands Rd.

The hotmix crew completed 186m² of minor levels over the month.

Vegetation sub-contractor carried out a round of noxious weed control across the network.

Other Contracts and Activities

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

Reseals completed on 21st May 2021. Additional 6 month defects (Total 18 months) agreed for sites completed in May.

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

Rural remarks have been completed.

Current contract period has expired and will be out for tender again this spring

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

Business as usual with maintenance, broken posts etc...

Tender for contract 3/23/2282, 2021-2024 has closed and been awarded to the incumbent Directionz

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.

Matamata. Complete

Morrinsville. Approx. 99% complete. Canada St Re-work for 3 waters completed.

Te Aroha. Started mid-May, few sites added from Councillors concerns.

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). Completed.

Paeroa-Tahuna Rd (RAMM 9170 – 9890). Completed

Package 3. Contract 3/23/2271. Alexandra Rd and Manawaru Rd

Awarded to Schick Construction Ltd.
Alexandra Rd (RAMM 5650 – 6720). Complete.
Manawaru Rd (RAMM 6700 – 8160). Complete.

Package 4. Contract 3/23/2291 - Hinuera Road (RAMM 0 – 250)

Awarded to J Swap Contractors

Road closure to allow for pavement to be dug out 630mm and re-laid + compacted, also new kerb & channel at Firth St end. Complete

Koromiko Street kerb and channel upgrade.

Awarded to J Swap Contractors.

Replacement of 275m of kerb and channel as well as two manholes. Works completed

Rawhiti Ave Pedestrian Crossing.

Awarded to MS Civil.

Install a new concrete pedestrian crossing outside Pohlen hospital. Works completed

Culvert Replacement Contract (Culverts 2, 3 and 4) on Moore Road.

Awarded to Fulton Hogan. Complete

Culvert Replacement Contract Replace Cvt 6 Thompson Track and visibility improvement MV-Walton Rd

Awarded to MS Civil. Complete

20/21 Rehab Programme.

We are now planning for the 21/22 construction season. We plan to have our first rehab contract (Package 1) out to tender by the end of July with planned construction start the beginning of September.

20/21 Reseals

We are also working on the reseal programme and intend to start reseals early September. With an additional resource we are now able to start this work earlier than previous years.

We are also currently considering incorporating our Reseals contract into our Maintenance Contract. The main advantages are;

- that the same contractor will have both functions so will be able to co-ordinate pre-reseal repairs (maintenance function) to align with the Reseal Programme. It can be problematic when a different contractor has the reseal contract than the maintenance contract. There is no incentive to co-ordinate the works.
- administrative advantages ie one progress payment instead of two, one contract supervisor.

Low Cost Low Risk (Safety Improvements)

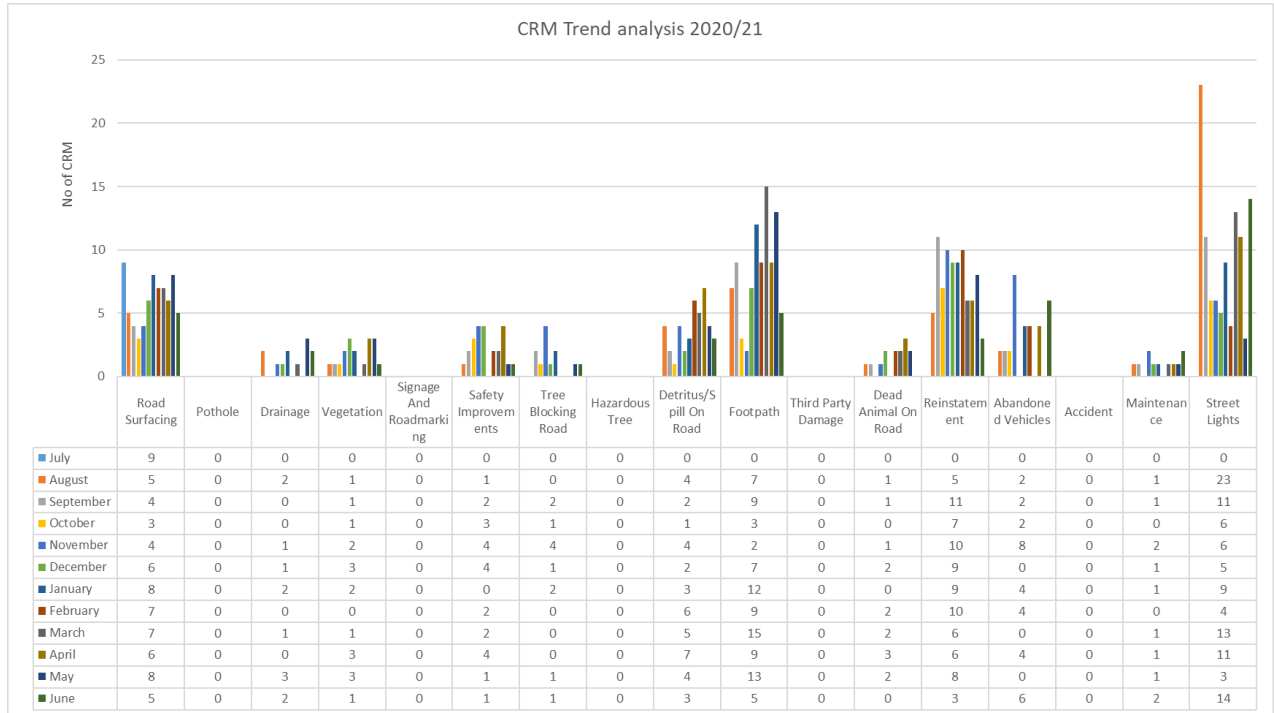
With some input from NZTA we are currently putting together packages for safety improvements across our road network. This includes;

- Rural intersection activated warning signs (RIAWS) at the Bowler Rd / Tautiti Rd intersection. Currently on-hold
- Rural intersection activated warning signs (RIAWS) and some intersection upgrade works at the Paeroa-Tahuna Rd / Tautiti Rd intersection,
- Audio Tactile Road Marking (rumble strips) on Piako Rd from SH 26 to Valentine Rd. Completion due 21/22.
- Audio Tactile Road Marking (rumble strips) on Paeroa-Tahuna Rd from Morrinsville-Tahuna Rd to SH 26, starting June 2021. 70% complete
- Audio Tactile Road Marking (rumble strips) on Hinuera Rd from SH29 to Hopkins Rd. Completion due 21/22
- Audio Tactile Road Marking (rumble strips) on Morrinsville-Tahuna Rd from Cameron Rd to Paeroa-Tahuna Rd. Completion due 21/22
- Bridge guard rail upgrades on three bridges, with additional 4x bridges added
- Improve signage on Stanley Road South by Silver Fern Farms

Network management update

CRMs

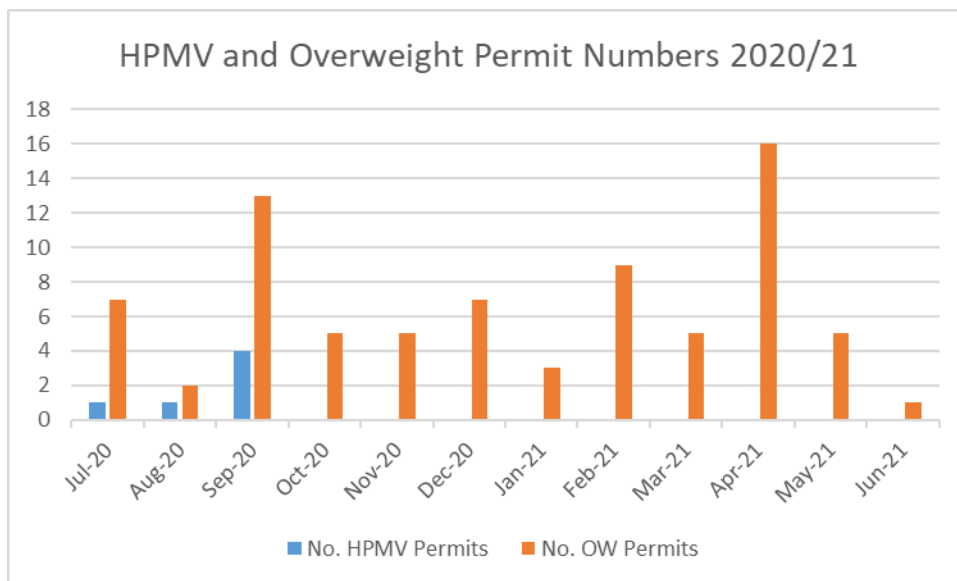
- 43 Roothing CRMs in June



Reference: CM 2347176 CRM Trend Analysis

HPMV and Overweight Permits

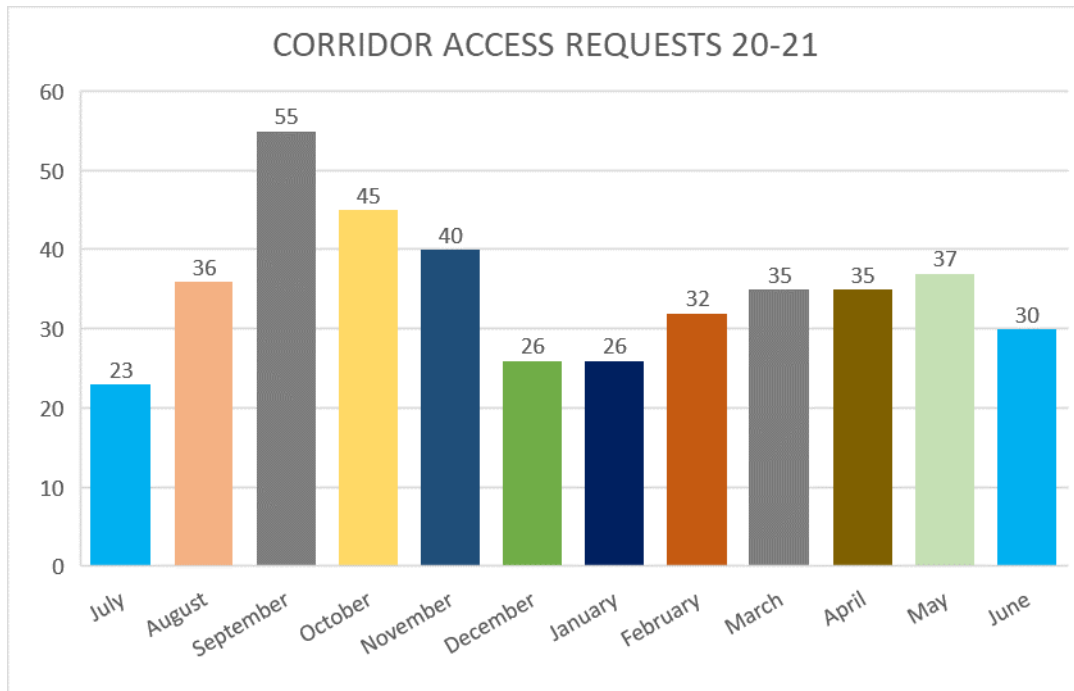
- NZTA now administer HPMV permits on approved roads within our network.
- One (1) Overweight permits were processed in June



Reference: CM 2260061 HPMV and Overweight Trend Analysis

Corridor Access Requests

- 30 CARs were processed in June



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. Waihou – UFB installation complete.
 Waitoa - UFB installation complete.
 Te Aroha – UFB installation complete. Paving reinstatements in CBD now complete. UFB now extended along Tui Pa Road.

Chorus works: There is still plenty of reinstatement work to be completed. We are contacting them regularly to get this completed before winter. The fibre network build is complete and now the connections are taking place with a fairly large number being completed weekly, approx. 20-30

Events and Road Closures

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

Road Closures

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

Waiti Rd (sealed section) rally event by The Thames Valley Car Club was held 11th July. Submissions closed and no submissions were received.

Te Tuhi Rd rally event by The Thames Valley Car Club to be held 15th August. Submissions closed and no submissions were received.

Quine Rd rally event application by The Thames Valley Car Club for 12th September. Not yet advertised.

Events without Road Closure

All the events below have approved traffic management plans.
 Morrinsville A&P Show postponed, no new date yet confirmed.

5. Business Support

5.1 Community Facilities Operations



Swim Zone Matamata

- Numbers are down due to indoor pool closure; some memberships and concession cards have been refunded.
- Temporary scaffolding structure is up over part of the dive pool as weather protection for swimming lessons and paid for by the swim club.
- Work has started on reception – all the lighting and plugs are in place.
- Indoor pool cabling is mostly down and trunking across the front of the indoor pool is in place.
- The Community Facilities restructure is now operational. SZMM now has a new facility manager and two shift supervisors. Currently recruiting for two full time staff members.
- One continual booking – Walton Kayaking Club.

Visitor numbers Year End 30 June 2021 -103709 (YE 30 June 2020 - 94784)

Swim Zone Morrinsville

- Leak detection report has been sent through by In Depth Diving Ltd with recommendations to rectify the issues. Swim Zone management team is meeting the contractor on site this week to determine options and costs involved.

Visitor numbers Year End 30 June 2021 - 15068 (YE 30 June 2020 - 11149)

Swim Zone Te Aroha

- No.2 Bath House prices and hours have changed with a 30 minute public session at the top of every hour. Sessions are \$5 per person and still require a minimum of two and a maximum of 10 people. Private bookings are still available for groups however booking is required.
- A new 800L chlorine tank has been ordered and should arrive in the next couple of weeks. This was a safety in design concept to remove the need for an emergency response plan due to the volume of the tank being under the threshold.
- Te Aroha Plumbing and Drainage have put a new open and close valve on the Wilson St bore to enable closing off of the bore in the case of a hot water leak. This was another safety in design feature necessary. No. 2 bathhouse was closed for three weeks while waiting for a part to arrive from USA due to the minerals blocking the pipes.
- Aqua and Hyrdofit classes have continued to grow with new staff members training to become instructors, which will hopefully create more variety in the classes.
- Two shift supervisor roles have been appointed and start on 01 July.

Visitor numbers Year End 30 June 2021 - 30095 (YE 30 June 2020 - 25852)

Te Aroha Mineral Spas

- June was another busy month for the spas, although there were not many Australian visitors when the travel bubble opened. People are starting to book for weekends a week or two in advance which means the facility is booked out for a weekend about 5-6 days beforehand. Stats are down a little compared to May 2021 due to closing one spa room for a week while one of the timber tanks were re lined. Statistics comparison to June 2019 when the facility was not operating at full capacity due to Covid-19 -
 - Spa admissions up 361 compared to June 19
 - Romance packages are up by 44
 - Beauty Spa visits are up by 24
 - End of year income total of \$959,715 - so close to the manager's goal of 1 Million! \$267,000 more than 19-20 financial year and \$259,266 more then 18-19 financial year

Visitor numbers Year End 30 June 2021 - 35267 (YE 30 June 2020 - 27867)

Firth Tower

- A home schooling group enjoyed their visit in June. A primary school of 50 students visited and participated in a facilitated School Programme; Cambridge East School has booked in classes for July. A 7 year old celebrated their birthday with 15 friends and parents. What Now! TV2 Children's Show came to Firth Tower Museum and filmed Sunday 20 June from 8am-10am live on TV2. It was great national publicity with approximately 100 enthusiastic families on-site during the show.
- Matamata Yoga and a second yoga instructor have both booked the Heritage Room for weekly regular bookings with their clients. The Heritage Room (function/meeting room) is fully booked every month.
- There were five wedding consultations in June with four bookings and deposits made. Staff can look forward to a busy wedding season during summer.
- The User Groups are meeting regularly - Arts Society, Matamata Historical Society, Writers group, Spinners and Weavers and Waikato East Women's Federation Institute. Crop Swap Matamata has moved from Firth Tower to Four Seasons Garden Centre in town to see if they could gain more interest within the community. Matamata Historical Society has almost finished their project in the Firth Shed.
- Leaks in the top and middle floors of the tower have been repaired. New topsoil for the Homestead garden has been kindly donated by Dalton's.

Visitor numbers Year End 30 June 2021 - 6193 (YE 30 June 2020 - 7318)

Te Aroha i-SITE

- Visitor numbers down on this time last year due to a whole year with very few international visitors (Domestic 97%; International 3%).
- Received Qualmark certification under the Sustainable Tourism Business criteria. The team has been working on a comprehensive list of economic, visitor, environmental and community criteria with many of the recommendations already implemented.
- Manager signed up to Keep Te Aroha Beautiful Weedbusters group as part of our Sustainable Tourism commitment to contribute to the community. I-SITE staff initiated this project over Covid Level 3 last year.
- FAQ's in June – Which way to Matamata on the Hauraki Rail Trail? Is there a bike shop in town? Public toilets? Where do the walking tracks start? Which walk is right for me? Can we buy Fieldays tickets?

Visitor numbers Year End 30 June 2021 - 16791 (YE 30 June 2020 - 20367)

Silver Fern Farms Events Centre users for June

Te Aroha and Waikato Secondary Schools Basketball, Social Badminton, Te Aroha and Thames Valley Netball, BEKO National League netball, Ripper Rugby, Te Aroha College Volleyball, Frank Hubbard Memorial Trophy, 40th Birthday, 2nd Birthday, Funeral, Bridge Club Te Aroha Federated Farmers, Tatua, Te Aroha Tractors, MPDC – Citizenship Ceremony, People, Safety & Wellness training sessions, H&S Contractor mtg, KVS Breakfast meeting, WW Consent Hui (Three Waters)

User numbers Year End 30 June 2021 - 31680 (YE 30 June 2020 - 24317)

Matamata Aerodrome

During June 2021, the airport was used by 47 different aircraft for 437 movements** a decrease of 19% from 541 for the same month last year. For the last 12 months, there were 9,331 movements, a decrease of 7% from 10,056 for the same period in the previous year.

Domain Pavilion – Pilates run two sessions per week with about 10 people.

5.1 Property and Community Projects

EPH Flats

Te Aroha

- One to be refurbished – occupation from 27 July

Morrinsville

- One to be refurbished – contractor started
- One to be redecorated

Matamata

- One to be redecorated

General comments

- All units now have Heat pumps installed, extractor fans in progress. Requirement of Tenancy Act.

OYO

Te Aroha

- No changes

Morrinsville

Maber/Wightman

- 2 Maber Sales under negotiation
- 5 Maber S&P being processed by Brookfields
- 109 & 111 re cladding complete
- 1 Wightman by-back being processed by Brookfields

Anderson/Lear

- All owner occupied
- New Deed of Covenant drawn up in plain English by Brookfields and is now in use.

Staff Housing

- Three vacancies

Morrinsville property

Morrinsville Public Toilet

- Work in progress, connections completed, external works required. Expected opening by end of July.

Ngarua Hall

- The Property Group will be managing the sale of Council land adjacent to the ex Ngarua Hall land
- Confirmation that there are no PWA issues to be considered.
- Ngarua Lane to be stopped to maximise potential sale.
- Due to issues around the DOC part. Resolution may not be achieved until 2022.

Waitoa Hall

- Real Estate appointed to market. To commence 1 August 2021. Formal resolution to remove status overlay approved.

Tahuna

- Open drain adjacent to Community Hall is blocking. Two adjacent engineering companies written to as appear to be using Council land to enter their property.

Rushton Road Kindergarten

- Lease renewed for 30 years

Heatherington Street ex Walkway

- Being valued for lease or sale.

Te Aroha property

Te Aroha Cemetery

- Project Underway. Phase one will provide approximately 2150 burial plots and an internal access road. The buffer zone adjacent to 123 Stanley Road South will be planted out with 3000 native plants/shrubs.

Domain House

- Works on deck replacement, chimney strengthening and internal alterations to form treatment rooms in progress.

Te Aroha Waste Water Treatment Plant

- Discussions with three Waters team about expanding the Treatment Plant – will require changes to current lease with adjoining owners.

Matamata property

Waharoa Playcentre

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

Waharoa Bowling Club Building

- Request from Trust to take ownership of building to enable them to seek funding. MPDC to provide ground lease. Assets Strategy & Policy to discuss conditions.

Matamata Cemetery

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

Swimzone Matamata

- Quote for demolition of roof over indoor pool received. Peer review of Beca report underway that will inform extent of demolition into Gym area.
- Roof planned to be removed by end of October to allow for painting of pool prior to opening for summer months.
- Meura Street entrance being refurbished

Headon Hub

- Council approval to replace floor. Suppliers factory based in Malaysia which is currently in lockdown. Unknown completion date.

Arawa Street

- Matamata chamber of Commerce given Licence to Occupy for Christmas tree 5 + 5 + 5

Districtwide

Surplus buildings to be demolished

- Awarded to Waikato Demolition
- Four have been removed
- 100 Walton-Morrinsville Road – Downers to remove power line across road first.
- Te Aroha Domain skate Park building – Resource Consent lodged.

Te Aroha – Matamata cycleway

- Two formal rest area, soft landscaping complete, Hard landscaping to be completed (Shelters – Rotary)
- Te Aroha West rest area toilet – now to remain in current location. Screen to be provided, agreed with The Old Forge owner

Leases

- Programme to review all leases to be developed in 2020 and when resources are available.
- Countdown carpark – alterations to parking and signage confirmed to be paid for by Countdown – meetings held with Mitre 10 lessee and 47 Moorhouse owner (Moorhouse Buildings)
- Roding given order by Countdown to proceed.
- Negotiating with Fulton Hogan to reduce Depot rental to facilitate additional space required by KVS
- 12 Tainui Street has been valued. Property Group looking at any Sec 40 PWA issues. Council has agreed to sell on open market if offer back is not required.
- Reviewing process for Road Reserves

5.2 Assets Strategy and Policy

Development contributions and LIMS

- Development Contributions processed – (44) Building Consents, (3) Landuse Consents, (21) Subdivision Consents (1) Outline, (0) PIMs,
- (1) Special Assessment – Stodge sheds for Factory Road in Waharoa, a 50% reduction for roading was approved as there was upgrades completed to the wider roading network by the applicant.
- (39) Lim Enquiries

Parks & Facilities

- Staff attended Spa Project Management and Governance Group meetings
- Parks & Open Spaces Strategy 2021-51 adopted
- Staff met with Ngati Tumutumu and Keep Te Aroha Beautiful to discuss forest restoration project above Te Aroha Domain
- Staff met with Te Miro Mountain Bike Club and Cr Dewhurst on 25 June to discuss Club's carpark proposal and explain the process to be followed to seek landowner and resource consent. Report to come to Council once Club has put together a more detailed concept plan.
- Renewal schedule developed for playgrounds
- Staff attended Volunteer morning tea
- Renewal schedule developed for track assets
- Renewal schedule developed for public toilets
- Staff attended an electronic 'spaces' booking system demonstration. The system can be used for booking rooms, venues, sportsfields, picnic areas etc. and appeared to be very user-friendly. Digital Team to investigate it further along with another system. The demonstration was held in Morrinsville and was also attended by Sport Waikato and staff from a neighbouring district
- Parks & Facilities Planner provided input into management agreements for community groups receiving LTP grants
- Staff met with Waihou User Group on 3 June to discuss the group's equestrian arena proposal. Report to come to Council
- Parks & Facilities Planner met with regional road safety coordinator to discuss projects/programmes of mutual interest
- Staff met with Sport Waikato regional connectivity coordinator to discuss projects/programmes of mutual interest

Utilities

The progress of the Morrinsville CBD stormwater study is as follows:

- Inspection and cleaning of stormwater pipes in the affected area is complete
 - Survey of invert levels of the manholes, affected floor levels and road cross sections complete
 - Staff are liaising with the consultants and the study is in progress
 - Preliminary options identified for quick win solutions will be explained to the affected business community towards the end of July 2021
- A draft brief has been prepared to engage a consultant to update the stormwater catchment management plans as per requirements in the stormwater discharge consent conditions. The current stormwater discharge consent will expire in June 2024.

Following discussions with the Regional Council staff in June 2021, it was agreed that updating of existing catchment management plans for stormwater is not necessary at this stage. It was also agreed that new catchment management plans will need to be prepared as part of the resource consent renewal process. The work already done will continue aiming to complete the plans before applying for the renewal of resource consent for stormwater discharge. Meantime, a stormwater consenting strategy is being prepared to support the consenting process.

- Updating of water management plans for water supplies have been undertaken by a consultant. An overall water demand management strategy will be prepared for the

District Water Supplies and this work is expected to be completed in March 2022. A workshop with internal stakeholders is planned to be held in July 2021.

- The process of taking over the Waharoa Park Stormwater Ponds and the related Resource Consent (Discharge to Water, No. 119544) is underway. We'll likely engage an Ecologist to assess any liabilities going forward. This is situated on an MPDC Local Purpose Reserve.
- Consultations are ongoing with developers, especially Calcutta Farms.
- Additional Water and Wastewater modelling is required due to ongoing development and possible future plan changes.
- Work is continuing on improving the data in AssetFinda, Asset Criticalities will be completed soon. CCTV data management and preventative maintenance (including pipe bridges) are due to be next.
- Some of the flowmeters for the 3W Reform Meter Renewals have been ordered. More will be ordered very shortly.
- 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 will require further work on how it is presented. Unfortunately in recent months this has stagnated due to staff shortages.
- Work is continuing with W & W to follow up on areas of higher water loss and trying to reduce this. Unfortunately in recent months this has stagnated due to staff shortages.
- Work on the 3 waters AMPS is ongoing, finalising the improvement plans is the main task.

Roading

- The new trial bus service from Matamata via Waharoa to Morrinsville and Hamilton started Monday, 12 July 2021. Waikato Regional Council and our communications team collaborated on material ahead of the opening day.
- Licences to Occupy (LTO) Council-owned footpath spaces will be tested by Records/IT/Assets staff next week prior to making the application process live.
- Staff has for the most part completed its ONF road classification. There are a couple of decisions pending from the REG group & WK/NZTA in terms of whether a new classification will be added or not for industrial streets. Last Friday, the State Highways were classified by staff as Waka Kotahi/NZ Transport Agency allowed Councils' to have first attempt.
- GrayMatter Consulting of Hamilton expect to have a draft *Comprehensive Review of Parking Management* for Matamata available around 20 July for staff to review. They intend to focus first on Matamata and second apply a similar structure to Morrinsville.
- All road naming reports since earlier this 2021 have now been added by LINZ.
- MPDC's traffic counting programme is underway, more investigation into the programme will be undertaken by MPDC's Roothing Asset Engineer next week to determine the breakdown of roads subject to counts.
- Asset capitalisation is nearing completion. MPDC's Roothing Asset Engineer is working alongside RATA RAMM specialist to complete this annual process. It is expected that learnings from it will enable capitalisations to occur in future on a more routine basis, probably monthly or quarterly, so as to avoid another end-of-year deadline.
- MPDC's submission on the proposed rule change: *Setting of Speed Limits 2021* was sent to Waka Kotahi/NZ Transport Agency before the Friday, 26 June 2021 closing date. Our next step is likely to be the migration of previous bylaw decisions around speeds, so that the *interim Regional Speed Management Plan* can commence. The outcome from submissions across New Zealand is awaited as are speed management guidelines – no dates have been provided for either at this stage.

The findings from a report by Luke McCarthy Consultants of Cambridge for safety improvements at the intersection of Gilchrist/Ema Streets, Te Aroha will be communicated shortly. Improvements are intended to address speed-related issues.