

Corporate and Operations Committee

Open Agenda



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

Date: Wednesday 25 October 2017
Time: 9:15am
Venue: Council Chambers
35 Kenrick Street
TE AROHA

Membership

Mayor

Jan Barnes, JP

Councillors

Donna Arnold
Teena Cornes
Paul Cronin
Neil Goodger
Brian Hunter
Peter Jager

James Sainsbury
Ash Tanner
Kevin Tappin
James Thomas, JP
Adrienne Wilcock

Phone: 07-884-0060
Address: PO Box 266, Te Aroha 3342
Email: chubbard@mpdc.govt.nz
Website: www.mpdc.govt.nz



ITEM	TABLE OF CONTENTS	PAGE
PROCEDURAL		
1	Meeting Opening	5
2	Present	5
3	Apologies	5
4	Notification of Urgent Business	5
5	Confirmation of minutes	5
OFFICER REPORTS		
6	Executive	
6.1	Headon Stadium Update	7
6.2	Review of the Regional Emergency Services Fund	13
6.3	Schedule of Documents Executed Under Seal August and September 2017	21
6.4	Health and Safety at Work Act - Officers Due Diligence Plan	23
6.5	Health & Safety report - September 2017	25
6.6	Chief Executive Officers Report for September 2017	59
7	Urgent Additional Business	
PUBLIC EXCLUDED		
8	Procedural motion to exclude the public	103
C1	36 Goodwin Road Wairere Falls Land Acquisition	

1 Meeting Opening

2 Present

3 Apologies

At the close of the agenda an apology had been received from Cr J Sainsbury.

4 Notification of Urgent Business

Pursuant to clause 3.7.5 and 3.7.6 of the Standing Orders NZS 9202:2003 and Section 6A (7) of the Local Government Official Information and Meetings Act 1987, the Chairman to enquire from members whether there are any additional items for consideration which qualify as extraordinary or urgent additional business.

5 Confirmation of minutes

Minutes, as circulated, of the Ordinary Meeting of the Corporate and Operations Committee, held on 27 September 2017

Headon Stadium Update

Trim No.: 1942337

Executive Summary

Headon Stadium in Matamata was discussed at a recent workshop about potential future capital works for the 2018-28 Long Term Plan. Council requested further information on the current condition of the building to facilitate discussion on whether any short-term remedies may be appropriate and practicable until such time as the long-term use of Headon Stadium has been determined.

The report provides a progress update on a number of issues regarding the Headon Stadium building that are being considered before a recommendation is brought back to Council in the near future.

Recommendation

That:

1. The report be received.

Content

Background

Council commissioned a condition assessment report from CoveKinloch, Building Surveyors for Headon Stadium. The report identified a number of deferred maintenance areas and provided some indicative costings to address these areas.

The estimated cost of this work is \$422,950 plus additional project management cost of 15% which will total \$485,000.

Priority Order	Element/Task	Cost \$
	External Items	
1	Asbestos assessment – specialist assessment to identify where asbestos is present and if found how it should be dealt with during renewal works	5,000
1	Replace Roof – replace box gutters with exposed traditional gutters and repair fascia boards	110,000
1	Soffits – underside of roof covering, replace and paint	20,000
1	Prepare and repaint exterior of building	60,000
2	Replace gable end windows – includes louvres	40,000
2	Aluminium joinery – cleaning, easing and maintenance of hardware	500

Item 6.1

	Contingency 10% of estimated cost	23,550
	Sub-total External Items	\$259,050
	Internal Items	
1	Ceilings – replace ceiling linings where appropriate	3,000
1	Kitchen – replace existing kitchens in Lounge and Mezzanine areas	40,000
1	Rose York Lounge – replace mould effected wall lining	5,000
2	Interior repainting – excluding changing/toilet areas. Repaint ceilings doors and interior walls	21,000
2	Changing Rooms – refurbish ground floor changing rooms including replacement of shower linings, updating plumbing and renewal of floor coverings	50,000
2	Carpet and Vinyl – Replace carpet and vinyl floor coverings in toilets, mezzanine and lounge areas	20,000
2	First floor safety/spectator barrier – Replace barrier with modern equivalent of appropriate height which provides adequate visibility from seated areas*	10,000
	Contingency 10% of estimated cost	14,900
	Sub-total Internal Items	\$163,900
	TOTAL	\$422,950 + GST

From further research it seems likely that implementing some of the maintenance items will likely trigger compliance issues through the current building code. The impact of these compliance matters need to be investigated with a view to identifying both the work and costs associated with completing the work.

Issues

Headon Stadium has not been modernised or had significant investment into the building structure for many years. Less abled access, storage and other Health and Safety issues linked to both maintenance and users are now routinely allowed for in modern buildings. There is likely to be a requirement when applying for a building permit to instigate other works to meet modern standards.

A seismic report commissioned in 2016 by the Futues Trust indicates that the building has a current rating of 51% where the minimum requirement is 33% but the desirable assessment would be in excess of 67%.

Analysis

Options considered

Prior to reporting back to Council on the costs and impacts of implementing maintenance officers are seeking clarification of the impacts of maintenance triggering the current requirements of the Building Code as these are expected to be reasonably extensive. In addition officers are exploring the options for phasing the work over two years or more against completing the work as a single project.

The assumption has been made that we are looking at retaining the building for another 20 – 30 years.

Officers are specifically taking expert advice and exploring:

User Issues

- Condensation on sports hall floor
- Coldness in winter for the slower moving sports such as indoor bowls
- Access for less able people
- Lack of storage space

Health and Safety

- Roof maintenance and inspection systems
- Suitability of existing wall mounted heaters on first floor
- Fire sprinkler system
- Switchboard suitability
- First floor spectator barrier

General

- Identify maintenance items that will trigger building consent application and the implications
- Seismic report implications for retention of building both long term and short term (5 to 10years)

Analysis of preferred option

To be considered when further information relating to compliance issues has been assessed

Legal and statutory requirements

To be identified by officers in next report especially around requirements of the Building Code.

Impact on policy and bylaws

None currently aware of.

Consistency with the Long Term Plan / Annual Plan

Funding for the deferred maintenance is budgeted for through the LTP and any expenditure will not occur until a further report to Council is made.

Communication, consultation and decision making processes

Direct consultation with users of Headon Stadium has not been undertaken although regularly users have shared concerns about various limiting aspects of the facility include coldness in winter, condensation issues on the sports hall floor, ventilation and lack of storage space.

Consent issues

A building consent is likely to be required to undertake some of the deferred maintenance.

Timeframes

Officers intend to report back to Council prior to the end of December 2017 on the implications of a building consent being required ahead of maintenance work being instigated.

Financial Impact

i. Cost

To be the subject of a future report.

ii. Funding Source

Some funding through LTP is available however priorities and costs will need review when implications of a building consent being issued are known.

Attachments

A. Project Brief

Signatories

Author(s)	Susanne Kampshof Asset Manager Strategy and Policy	
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Approved by	Manaia Te Wiata Group Manager Business Support	
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Headon Sports Stadium, Western Street, Matamata

Project Brief

Introduction

CoveKinloch (Jeremy Williams) undertook a property inspection and prepared a building condition report following an inspection on 15 November 2016.

Council is looking to activate a number of the maintenance items identified in the report and is aware that the impact of some of these maintenance actions could require Council to apply for a building consent which in turn is likely to trigger various additional enhancements to improve accessibility and compliance with the current building code.

In addition Council wishes to address user issues where possible while considering the most appropriate maintenance solutions.

Project Brief

CoveKinloch are requested to prepare a proposal that will address:

User Issues

- Condensation on sports hall floor – MPDC suspects that this is predominantly caused through a mixture of the existing roof mounted gas heating system and the current ventilation system
- Coldness in winter for the “slow movement sports” such as indoor bowls – if replacing/updating the existing heating system what system would be most effective and efficient to operate
- Access – existing access is not easy for less able people

Health and Safety

- Roof maintenance and inspection – While replacing the existing roof MPDC wishes to improve access for maintenance purposes and seeks comment on the options available. The current favoured option is to provide an access from inside the building through a hatch to the roof where a safety line system would be constructed. Experience to date indicates that access is required for both roof maintenance and also for removing foreign items i.e. sports balls from spouting.
- Electric heaters on first floor – There is an individual heater switch (on/off) located at the side of each heater which could lead to a user standing on a chair next the balcony edge and falling over. These switches are not the main control for the heaters but could be perceived to be by a new facility user.
- Fire Sprinkler System – There is no existing sprinkler system in the building
- Switchboard – Suitability of existing switchboard in a non staffed facility

General

- Identify what the specific maintenance items are in your report of December 2016 that will trigger a building consent application and the implications and estimated costs of compliance i.e. address less able access, lift to first floor, venting of kitchen stove, first floor spectator barrier, ground floor scorers seat/bench, toilet access, external access ramps, appropriate door design (automatic opening doors)
- Seismic Report Implications – review report from GDC Consultants and outline the implications on the building if it were to be retained for the short term (5 to 10 years) and the longer term (10 to 50 years)

Essentially we are wishing to have supporting evidence and cost indications so a report to Council can be made which openly outlines the real costs of investing further in the existing facility.

Your report should be structured to enable Council to understand what the minimum level of investment is to extend the use of the facility for:

1. 5 to 10 years
2. 10 to 50 years

Timeframe and Cost

Council is anxious to make decisions about maintenance as soon as it is able and we ask that you indicate an achievable timeframe for completing the report.

Your estimate of cost should include a site inspection and be an estimate to complete the work outlined above.

Background documents to be referenced

CoveKinloch - Headon Sports Stadium report December 2016

GDC Consultants – Detailed seismic assessment report Headon Stadium October 2016

Review of the Regional Emergency Services Fund

Trim No.: 1942975

Executive Summary

Waikato Regional Council established a fund in 2016 on behalf of local authorities in the region to support surf lifesaving, coastguard and rescue helicopter services in the Waikato. This proposal is to ensure the cost of services available to everyone in the region is spread across Waikato ratepayers through a regional rate.

The intent was to review the fund through the 2018-28 long-term planning process. A letter from Waikato Regional Council has been received seeking Councils feedback on the review. A copy of the letter and brief background paper is attached. Council's feedback is sought on the issue.

Recommendation

That:

1. **The information be received.**
2. **Council provide a formal response to Waikato Regional Council on the review of the Regional Emergency Services Fund.**

Content

Background

Waikato Regional Council previously received requests from the Waikato Mayoral Forum, Surf Life Saving Northern Region and Coastguard Northern Region to streamline the collection and distribution of funds for voluntary emergency services in the Waikato.

In response, Waikato Regional Council established a fund on behalf of local authorities in the region to support surf lifesaving, coastguard and rescue helicopter services in the Waikato. This proposal would ensure the cost of services available to everyone in the region is spread across Waikato ratepayers through a regional rate.

A letter from Waikato Regional Council has been received seeking Councils feedback on the review of the Regional Emergency Services Fund regarding the funding model and quantum of funding. A copy of the letter and brief background paper is attached. Council's response is sought on the issue.

Council previously considered this matter at its meeting on 9 March 2016 and resolved that it does not support the establishment of this fund.

Council also submitted on this issue to Waikato Regional Council as part of their Annual Plan 2016/17. A copy of this submission is attached.

As per the attached letter, the deadline for response was 13 October however Waikato Regional Council have been advised Council will be considering this issue at this meeting.

Attachments

- A. MPDC Submission to WRC 16/17 Annual Plan
- B. Review of the Regional Emergency Services Fund

Signatories

Author(s)	Niall Baker Acting Senior Policy Planner	
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Approved by	Don McLeod Chief Executive Officer	
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Our ref: 15/3404
Enquiries to: Ann-Jorun Bronstad

30 March 2016



Chairperson and Councillors
Waikato Regional Council
Private Bag 3038
Waikato Mail Centre
Hamilton 3240

Matamata-Piako District Council - Submission to the 2016/17 Annual Plan and 2015-2025 Long Term Plan amendment

To the Chair and Councillors of the Waikato Regional Council

We would like to thank Waikato Regional Council (WRC) for presenting to the Matamata-Piako District Council's Corporate and Operations Committee meeting on Wednesday 23 March 2016 and for allowing us to make a submission to your 2016/17 Annual Plan Consultation Document.

Overall we feel that the Consultation Document provides insufficient information and context for us to make an informed submission on the issues discussed. The following submission is made based on the information available from your Consultation Document and your presentation to Council on 23 March.

The WRC 2016/17 Annual Plan Consultation Document asks for submissions on three issues to which we would like to provide the following feedback:

Regional Services Fund

We believe that volunteer based emergency services provide a valuable service to New Zealand, and we support the principle of taking a coordinated approach to funding of such services. We do not believe that funding of emergency services is a WRC core service but should be considered at a national level.

The Regional Services Fund as proposed through the WRC Consultation Document is lacking in clear scope and parameters. The proposal as it stands does not provide a rationale for why some organisations are included while others are excluded as beneficiaries to the fund. We are concerned that the current lack of scope may 'open the floodgate' to ever-increasing funding requirements for other equally deserving organisations not included in the fund.

The current proposal is based on existing funding levels by local authorities only, without considering what service is delivered for that funding. We would suggest that a robust business case is prepared and consulted on prior to making a decision on the Regional Services Fund. The business case would consider existing service levels, existing funding levels and mechanisms, and operational requirements, as well as establishing who the beneficiaries of these services are. For a proposal like this to work, service delivery monitoring and control mechanisms should be considered.

Based on the information available regarding the Regional Services Fund, we do not support this proposal.

Tauhei Flood Protection

We acknowledge the Regional Council's work to date on this project which will provide benefits to local residents. However, we have concerns about the cost of the project and encourage you to consider alternative, more cost effective options for addressing the flooding problem experienced by local Tauhei residents. This should include an assessment of viability and costs, and benefits of on-site retention and damming compared to your proposed project.

Irrespective of which option is chosen we encourage you to consider appropriate timing of the project to avoid unnecessary cost increases.

We acknowledge that the impact of the increased rate to fund the Tauhei Flood Protection project will be felt differently by directly affected landowners to those from the wider region. We commend you on your efforts to undertake targeted consultation with those landowners directly affected and encourage you to consider their feedback on this matter before making a decision.

Water Take Consent Fee Changes

WRC undertakes a significant amount of work in the environmental monitoring and reporting on water quality and allocable resources. We agree that the current system of charging for water take consents (monitoring fee) may be seen as unfair to some consent holders. There will always be differing views on what is fair and equitable in terms of cost allocation back to users and ratepayers. We recognise the WRC's efforts to address some of the anomalies of the current system through your review of the way you charge for water take consents.

We would like further information on how you arrived at your calculation for the revised fee structure, including how you ended up with the minimum amounts of \$65 and \$100 for Option 2 and 3 respectively. How much does the monitoring work cost WRC, and how much of this cost is directly attributed to the water take consents? Who benefits from the work?

Based on the information available, we cannot support any of the options presented in your Consultation Document.

Council hearing

We would like to present this submission to the hearing scheduled to take place from 10-11 May. Please contact Ann-Jorun Bronstad on 07 884 0060 to organise this time.

Yours sincerely



Jan Barnes JP
Mayor on behalf of the Matamata-Piako District Council

Doc No: 11037546

File No. SUP361202

Document No.

21 September 2017

Don McLeod
Email: dmcleod@mpdc.govt.nz



Private Bag 3038
Waikato Mail Centre
Hamilton 3240, NZ

waikatoregion.govt.nz
0800 800 401

Tena koe Don

Review of the Regional Emergency Services Fund

With support from the Waikato Mayoral Forum, Waikato Regional Council established the Regional Services Fund in 2016 with the intent to review the fund through the 2018-2028 long term planning process.

The current model is focused on supporting the coastguard services, surf lifesaving and rescue helicopter services in the Waikato region. A total grant of \$630,000 (GST excluded) is distributed amongst these emergency services.

- Surf lifesaving services - \$354,600
- Coastguard services - \$175,400
- Philips Search and Rescue Trust - \$50,000
- Coromandel Rescue Helicopter Trust - \$50,000.

You will recall that this amount was informed by existing grants. Prior to the establishment of the fund, the total grants by Waikato local authorities to these four groups was \$384,522.

Internally, through the initial LTP discussion, Waikato Regional Council has identified the way forward to review this fund by exploring the following two options:

- **Funding model** - retain the current non-contestable funding model and review the list of current recipients within the scope of emergency service providers, and
- **Quantum of funding** - retain the current level of funding adjusted for inflation.

Feedback from the Waikato Mayoral Forum is that we need to ensure that funds go to local versus national organisations. Otherwise the Forum is generally supportive of the above two options.

It should also be noted that Land Search and Rescue requested inclusion in the RSF during its establishment.

At this stage we are seeking a formal view from your council on the above mentioned options to inform the review of this fund.

A brief background paper has been attached for your information with specific questions for feedback. If you require information to assist with your council's decision-making, please feel free to contact Ihsana Ageel (Ihsana.ageel@waikatoregion.govt.nz).

HE TAIAO MAURIORA HEALTHY ENVIRONMENT
HE ŌHANGA PAKARI STRONG ECONOMY
HE HAPORI HIRI VIBRANT COMMUNITIES



Item 6.2

We look forward to working with you through this process. It would be appreciated if you could communicate your council's response to us before or by 13 October 2017.

Yours faithfully



Vaughan Payne
Chief Executive

Attachment B

WAIKATO REGIONAL SERVICES FUND

Background

Some regional emergency services receive little and in some cases no central government funding and rely on other sources of funding, such as public funding, corporate sponsorship and charities. Each year emergency services providers seek funding from multiple councils and other funders. This approach provided little certainty of continuity in funding and has emergency services providers competing against each other. This approach also meant that these emergency services providers had to spend scarce resources applying for funding, making multiple submissions and lobbying each individual territorial authority.

Funding from territorial authorities to these organisations were limited by each council's position on affordability of rates and the fairness of funding these organisations. Ratepayers and visitors across the region receive benefit, but local funding did not reflect this.

Establishing a sustainable funding source for the delivery of emergency services that are valued by our communities was supported in principle by most of the Waikato councils. The economy of scale gained from utilising a regional rate for services providing regional benefits was immense. For example, funding \$135,000 by uniform rate by the Thames-Coromandel District Council, required a per property charge of \$4.77 whereas funding \$345,000 regionally incurs a charge of only \$1.78.

The Waikato Mayoral Forum supported Waikato Regional Council's proposal to establish a Waikato Regional Services Fund (the fund) in 2016. Waikato Regional Council established the fund and collect rates across the Waikato region, replacing the funding granted towards these services from individual territorial authorities.

Once established, it was proposed that the fund agreement be reviewed on a three yearly basis, with the option of reviewing the fund and potential services at the 2018-2028 Long Term Plan. This means the first funding round is for two years.

Current funding

The current model is focused on supporting the coastguard services, surf life saving and rescue helicopter services in the Waikato region. A total grant of \$630,000 (GST excluded) is distributed amongst these emergency services.

Surf life saving services receive \$354,600 and provide support in the following areas;

- Raglan Surf Life Saving Club.
- Sunset Beach Lifeguard Service.
- Whangamata.
- Onemana.
- Pauanui.
- Tairua.
- Hot Water Beach.

- Whiritoa.

Coastguard services receive \$175,400. The funding is distributed to support the following units in the Waikato region;

- Raglan Volunteer Coastguard Incorporated.
- Thames Volunteer Coastguard Incorporated.
- Whitianga Volunteer Coastguard Incorporated.
- Tairua / Pauanui Volunteer Coastguard Incorporated.
- Whangamata Volunteer Coastguard Incorporated.
- Waihi Beach Volunteer Coastguard Incorporated.
- Rotorua Lakes Volunteer Coastguard Incorporated.
- Coastguard Lake Taupo Association Incorporated.
- Coastguard Turangi Incorporated.

Philips Search and Rescue Trust receive \$50,000 and the grant is distributed to the following bases in the Waikato region;

- Waikato Westpac Rescue Helicopter-Waikato King Country.
- BayTrust Rescue Helicopter, Rotorua - Bay of Plenty.
- Greenlea Rescue Helicopter, Taupo - Central Plateau.

Phillips Search and Rescue Trust has requested increased funding because their contracted arrangements cover the entire Waikato region.

Coromandel Rescue Helicopter Trust receives \$50,000.

Fund criteria

1) The beneficiary organisations must

- a. Provide emergency services to residents of and visitors to the Waikato region; and
- b. Be a charitable organisation performing emergency services in the Waikato region; and
- c. Have had a form of existing funding arrangement with territorial authorities within the Waikato region; and
- d. Be a registered charity under the Charities Act 2005.

2) What is funded?

- a. Contracts for services with individual units/clubs/ areas (inclusive of purchase of life saving equipment, training costs, volunteer costs etc)*.
- b. Operational costs of individual units/clubs/areas.
- c. Operational costs incurred by the umbrella organisation in supporting individual units/clubs/areas.
- d. Costs associated with coordination of regional emergency services across the region (such as rescue emergency/lifesaving operations).

3) What will not be funded?

- a. Capital and maintenance expenditure (including the purchase of vehicles but excludes such costs as the purchase of life saving equipment)*; and
- b. The cost of overhead of the umbrella organisation (excluding costs incurred in supporting the individual units/clubs/areas)**; and
- c. Any part of facilities or services that the organisation provides outside of the Waikato region; and
- d. The cost of any completed project cost or retrospective costs; and
- e. The cost of any loan repayments or the use of the grant monies for investment of any kind.

* 3(a) does not prohibit grant monies being spent towards the purchase of life saving equipment as permitted under 2(a)

** 3(b) Umbrella organisations are organisations that formally coordinate activities or pool resources. In this instance they are the Helicopter trusts (Coromandel, Waikato), the Coastguard Northern Region, and Surf Life Saving New Zealand. For the purposes of this fund, these four umbrella organisations have agreed to coordinate funding applications on behalf of the individual units/clubs/areas and disseminate the funds to these smaller groups. The costs that are being excluded as per 3(b) are the normal overhead costs of the umbrella organisation and costs not incurred as a result of acting as the umbrella organisation. 2(c) aims to address any cost incurred while acting as the umbrella organisation.

The following table shows the money contributed from each council area through the current targeted rate of \$3.74 (\$3.25 GST excluded) per property.

Council	Contribution from each council area
Hamilton City Council	\$179,302
Hauraki District Council	\$31,967
Matamata-Piako District Council	\$44,470
Ōtorohanga District Council	\$14,384
Rotorua District Council	\$4,513
South Waikato District Council	\$30,537
Taupō District Council	\$69,951
Thames-Coromandel District Council	\$85,744
Waikato District Council	\$87,874
Walpa District Council	\$65,331
Wairarapa District Council	\$15,927

Contribution from each council

What next?

We have started planning for our 2018-2028 Long Term Plan (LTP) and we had indicated that we would be reviewing the fund through our LTP process.

We are interested in hearing your thoughts on the way forward. In particular

1 The beneficiary list. Funding is limited to pre-identified emergency services.

- (a) Should the funding scope be expanded to include other emergency services? If so who and why?
- (b) Should Land Search and Rescue be included in the RSF?
- (c) Should any of the exiting beneficiary be removed? If so who and why?

2 Current funding levels

- (a) Current funding does not cover the shortfall for any of the emergency services that currently receive funding. This fund makes a contribution to each service and is not intended to fully fund or address the entire shortfall. The regional council is currently looking at retaining the same level of funding. Do you think this needs to change?
- (b) Should Philips Search and Rescue be given an increased level of funding?

• **Any other feedback?**

We will be considering your input and feedback into our proposal. Thank you for your feedback.

Schedule of Documents Executed Under Seal August and September 2017

Trim No.: 1941862

Item 6.3

Executive Summary

The schedule of documents executed under Council Seal is attached.

Recommendation

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

Attachments

- A. Schedule of Executed Documents - August to September 2017

Signatories

Author(s)	Vicky Oosthoek Corporate Strategy Administration Officer	
Approved by	Michelle Staines-Hawthorne Corporate Strategy Manager	
	Don McLeod Chief Executive Officer	

MATAMATA-PIAKO DISTRICT COUNCIL

Schedule of Executed Documents – August September 2017

Item 6.3

Attachment A

NO	DATE EXECUTED	DOCUMENT DESCRIPTION	EXECUTE D BY	RM #
1	3 / 8 / 17	Warrant of appointment – Jodie Hansen	Don Mcleod	1914009
2	16 / 8 / 17	Warrant of appointment – Rhiannon Campbell	Don Mcleod	1914048
3	28 / 8 / 17	Fencing covenant – Parkwood Morrinsville Ltd	Don Mcleod	1926156
4	29 / 8 / 17	Storm water Management Bylaw	Don Mcleod Jan Barnes	1883594
	13 / 9 / 17	Hamilton Airport proxy	Jan Barnes	1932303
	15 / 9 / 17	Section 348 Certificate – Te Tuhi Road	Don Mcleod	1933328

Health and Safety at Work Act - Officers Due Diligence Plan

Trim No.: 1897391

Executive Summary

Council is committed to doing everything possible to prevent injuries and health issues and to maintain a safe and healthy work environment. The purpose of the due diligence plan is to provide a framework for Officers of Matamata-Piako District Council to assist them in complying with their health and safety obligations under the Health and Safety at Work Act (HSWA) 2015, by actively practicing and modelling health and safety leadership.

Recommendation

That:

1. the Officers Due Diligence plan be adopted.

Content

Background

Under HSWA the elected members and chief executive are officers of the Council as well as any individual who has the ability to significantly influence the management of a PCBU. For the purposes of reinforcing safety leadership across Council, Group Managers will carry out due diligence obligations for their respective groups to ensure health, safety and wellbeing of employees, and/or other people affected by the work Council undertakes.

Under HSWA officers of a PCBU have a duty to exercise due diligence to ensure the Council (PCBU) complies with its health and safety duties and obligations.

The Institute of Directors & WorkSafe document "Health and Safety Guide: Good Governance for Directors, p.0" states:

"It is the role of directors [officers] to provide leadership by driving policy, setting the direction of health and safety management and performance. Directors create expectations and exercise due diligence by holding management to account for meeting them."

Analysis

Legal and statutory requirements

Due diligence is defined in section 44(4) of the HSWA as taking reasonable steps to:

- Know: acquire and keep up to date knowledge of health and safety matters;
- Understand: gain an understanding of the operations carried out by Council and the hazards and risks generally associated with those operations;
- Resource: ensure the Council has, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from the work carried out by the Council;
- Monitor: ensure the PCBU has appropriate processes for receiving and considering information about incidents, hazards and risks, and for responding to that information in a timely way;

- Comply: ensure there are processes for complying with any duty, and that these are implemented; and
- Verify: verify that these resources and processes are in place and being used.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Sandy Barnes Health & Safety/Quality Manager	
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Approved by	Dennis Bellamy Group Manager Community Development	
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Health & Safety report - September 2017

Trim No.: 1941721

Item 6.5

Executive Summary

The Health and Safety report for September 2017 is attached.

The Health & Safety/Quality Manager will be in attendance at the meeting to discuss the report with members.

Recommendation

That the report be received.

Attachments

A. Health & Safety Report September 2017

Signatories

Author(s)	Sandy Barnes Health & Safety/Quality Manager	
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Approved by	Dennis Bellamy Group Manager Community Development	
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Health & Safety Report – September 2017

Introduction

Incidents of note this month are included on page 3 under their “Top 10 critical risks/significant hazards” categories.

The Health and Safety Culture Survey has closed and results are being analysed. We’ve made some great improvements in some areas but there’s certainly still room to improve in others. A brief outline of some of the result comparisons with previous years is included at the back of this report.

Drug & Alcohol education training was conducted for all staff by the TDDA (The Drug Detection Agency). The training explained our reviewed Drug & Alcohol Policy and focussed on random testing which is due to commence in November.

The KVS Water team and the Morrinsville Fire Brigade tested the ERP (emergency response plan) at the Morrinsville Water Treatment Plant. The scenario was a chlorine leak. Both organisations performed really well and a debrief back at the fire station identified some minor amendments to be made to the plan and some minor changes to process and areas of the plant.

Natalie Curtis, one of our long standing H&S Reps has resigned and is moving onto a new career. Natalie has been an immense help to the H&S team in ensuring great health & safety at our aquatic facilities and also during a three month full-time stint with the team. We wish Nat all the very best for her new career.

Annual Key Objectives

Our key objectives for 2017 are:

- Improving contractor H&S management
- Improving safety collaboration
- Improving accessibility to H&S information
- Improving health and wellbeing (improve general health, stress and bullying reduction)

Information on how these objectives will be achieved, measured and our progress are included at the back of this report as Appendix A.

An explanation of the outcomes for objectives that relate to the H&S Survey are included on pages 16 & 17.

Monitoring risk

Risk Management

Hazard/Risk tracking

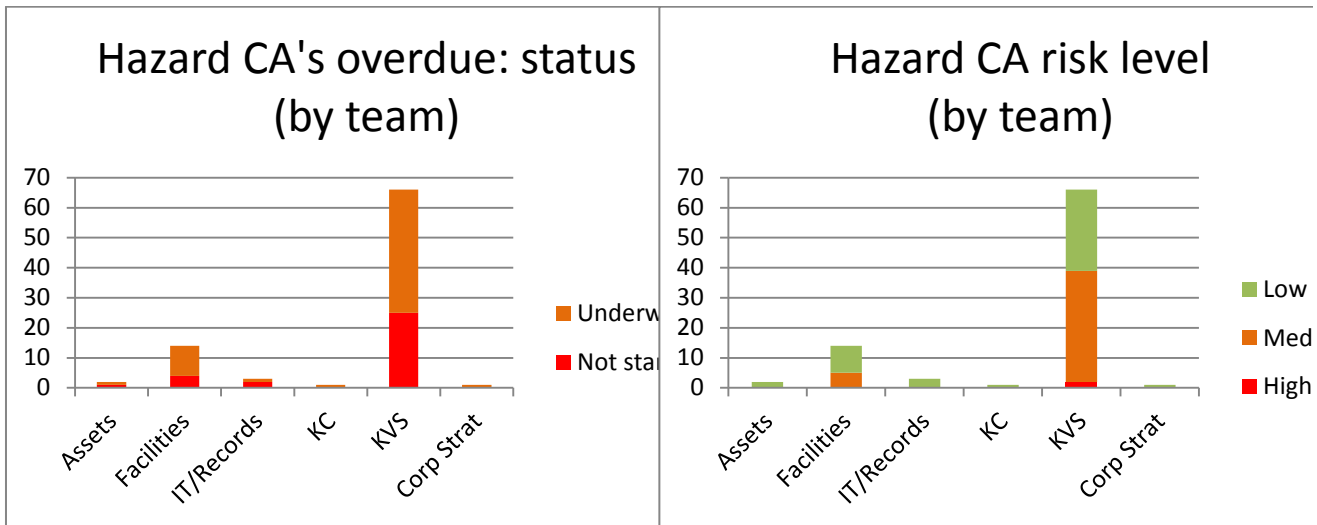
# new hazards identified	10	Headon stadium (7 risks), Asbestos Storage Container (KVS), Mat Roller Machine (Facilities), Concrete Scarifier (KVS)
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# existing hazards reviewed	93
# hazard control (CA's) completed	49

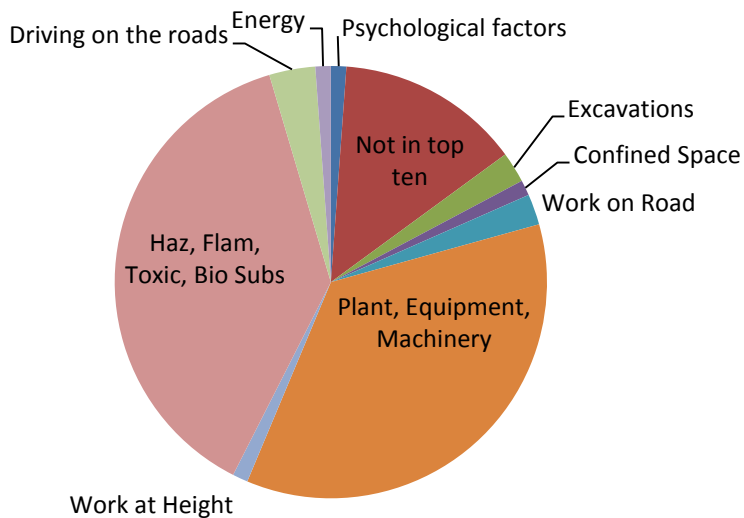
# existing hazards overdue for review	0
# hazard control (CA's) overdue 15+ days	87

The three graphs below explain

1. the number of corrective actions (CA's) overdue by team and whether they are "Underway" or "Not Started".
2. the outstanding CA's are risk rated (by the H&S team) as High, Medium or Low; and
3. which of our "Top 10" risk categories the CA's fall into



Risk Category for overdue CA's from 'Top 10' Risks



High risk hazards overdue

Morrinsville Waste Water Treatment Plant – Septage Unit

This risk has been a high priority for review: it involves multiple hazards including confined space entry and biological hazards. Scott Collinge facilitated a “Right Track” workshop to discuss strategies for dealing with this risk. He has discussed options with the E-team and they have requested that the machine be replaced. As an interim measure, Scott will monitor use of the machine and work is only to be undertaken with Kevlar gloves and safety glasses/respirator. If blockages can't be cleared wearing suitable PPE then the unit will be closed.



Council’s organisation wide “Top 10 critical risks / significant hazards” categories

RISK / HAZARD	ACTION TAKEN
Hazardous, flammable, toxic, biological substances	<ul style="list-style-type: none"> Biological substances – see Septage unit above.
Driving on the roads	<ul style="list-style-type: none"> KVS truck slid off a farm track. No injury.

Psychological factors	<ul style="list-style-type: none"> Three incidents of abusive/unacceptable behaviour by public towards staff were reported. H&S Facilitator attended Customer Service team meetings to discuss dealing with aggressive behaviour. Fatigue: worker raised concerns about excessive hours; on investigation there was no evidence of excessive hours worked in this case. 	Attachment A Item 6.5
Confined space entry	<ul style="list-style-type: none"> See septage unit above. Review of Morrinsville and Te Aroha Waste Water Pump Stations: 8/22 wet wells did not have confined space signage displayed; hazard information was not displayed at 21/22 pump stations - work on rectifying this is already underway by the waste water team. 	
Working on the road		
Working at heights	<ul style="list-style-type: none"> Two incidents involving ladders. One involved a contractor, the other involved staff. Work at Height permit system is under review. Height hazard identified at Headon Stadium – eliminated. 	
Energy	<ul style="list-style-type: none"> Waterblast unit nozzle storage was located over electronic control box – risk of leak identified. Relocated away from control box. 	
Excavations	<ul style="list-style-type: none"> Incident involving damage to underground services (contractor). 	
Working over / near water	<ul style="list-style-type: none"> Pool rescue x 1. 	
Plant, equipment, machinery	<ul style="list-style-type: none"> Near miss involving ramset (contractor) – review of onsite procedures. Learning Team was held to discuss issues with new Herries Park play equipment. 	

Staff inductions

# staff inductions completed	1	# staff inductions outstanding	1*
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*1 x Parks and Reserves Refresher induction overdue - to be completed early October.

Procurement

# procurement assessments completed	1	Pre-purchase checklist: Carpet cleaner
# procurement assessments outstanding	3	H&S team are awaiting pre-use checklists for electric concrete saw, scarifier and vacuum (all from KVS).

Plant, equipment & machinery

# incidents / near misses where plant/equipment is a contributing factor	2	Incident involving damage to underground services sewer laterals and telecom cable damaged (contractor - excavator and drill); ramset nail near miss on construction site (contractor).
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Review & Audits

# internal audits conducted	2	KVS Chlorine Gas Leak ERP, Quarterly audit of contractor auditing.
# internal audits outstanding*	3	Refer below. This matter has been discussed with the auditors involved.
# external audits conducted	0	

* Schedule of audits to be conducted by H&S Reps

Process / Risk / Hazard	Top 10 Risk Category	Auditor	Due date
Handling Firearms at KVS and MPDC Facilities*	Plant / equipment	Natalie Curtis	December 2016
Flymos – Safe Use*	Plant / equipment	Diane Farac	November 2016
Excavator SOP*	Plant / equipment	Tony Watts	January 2017
Aquatics Emergency Response Plans	Emergency Readiness	Sandy Barnes	October 2017
Chlorine Gas Leak Emergency Response Plan	Emergency Readiness	Sandy Barnes	Completed
Changing Acetic Acid Drum Tahuna WWTP	Substances		December 2017
Annual Ladder inspections	Plant, equip, machinery	Lorraine Chandler	December 2017
Hot Work Permit System	Energy	Tony Watts	December 2017
Digging and Backfilling Graves	Excavations	Hayley Coetzer	December 2017
KVS Escalation - Working Alone Service	Miscellaneous	Diane Farac	December 2017
Sodium Hypochlorite Liquid Delivery for Treatment Plants	Substances	Vicki Black	December 2017
Bomb or Arson Threat	Emergency Readiness	Tara Deane	December 2017
Kerb and Channel Maintenance Safe Work Procedure	Working on the Road	Daniel Wright	December 2017
Safe Work with a Harness	Working at Heights	Gordon Grant	December 2017
Working Alone - Using Welfare Service	Miscellaneous	Diane Farac	December 2017
Pressure DE filter washdown	Substances	Amy Martin	February 2018
Investigate and repair a Catchpit Tomo	Working over /near water	Lorraine Chandler	February 2018
Mowing Waharoa Aerodrome	Plant, equip, machinery	Gordon Grant	February 2018
Safe Work Procedure - Hiab Crane on Truck PI 695	Plant, equip, machinery		February 2018
Self Contained Breathing Apparatus	Plant, equip, machinery	Sandy Barnes	February 2018
MMWWTP - Entering Influent Chamber for Routine Washdown	Confined Space	Tony Watts	February 2018
Safe work with Asbestos Cement Pipes (AC Pipes)	Substances	Daniel Wright	February 2018
Manual Traffic Control Safe Work Procedure	Working on the Road	Hayley Coetzer	March 2018
Fitting Extensions to Fork Hoist	Plant, equip, machinery	Tara Deane	May 2018

Safe work around an excavator	Excavations	Sandy Barnes	May 2018
Confined Space Entry Procedures	Confined Space	Vicki Black	May 2018
Lightning Emergency Procedure	Energy	Lorraine Chandler	June 2018
Cleaning Septage Unit	Substances	Vicki Black	July 2018

* The three audits indicated are well overdue and we are currently discussing getting these sorted with the staff involved.

Emergency Management

% Emergency Response Plans (ERP) completed	80%	Outstanding ERP's are: <ul style="list-style-type: none"> Minor water treatment plants – 90% complete. Waste water treatment plants – 90% complete.
% Emergency Response Plans (ERP) tested by due date	50%	<ul style="list-style-type: none"> The SwimZone ERP was due for testing last month and has been scheduled for 9 October. To be conducted at Swim Zone Matamata.
% Trial evacuations completed on time	50%	1 was overdue (Te Aroha Mineral Spas) & 1 was on time
% Trial evacuations/training programmes completed on time for Council halls	0%	7 due but we are struggling to contact some of the hall committees

Staff health / monitoring

Drug testing

# post incident drug tests conducted	0	
# reasonable cause drug tests	0	
# random drug tests conducted	0	

Return to work (RTW) programmes

# work related RTW programmes	0	1 pending in October
# non-work related	0	1 pending in October

Health monitoring

# pre-employment medical checks conducted (includes drug testing)	6	No issues.
# inoculations conducted	2	1 vaccination & 1 post vaccination blood sample
# workstation assessments conducted	0	
# fit for work assessments	0	
# respirator fit tests conducted	0	

# respirator fit tests outstanding	2	Full face testing to be done – scheduled for November.
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Site safety audits (non-Contractor sites)

# audits conducted	4	Te Aroha Water Treatment Plant; KVS Retic Team; Waste Water Pump Stations: Morrinsville and Te Aroha
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Accident / Incidents

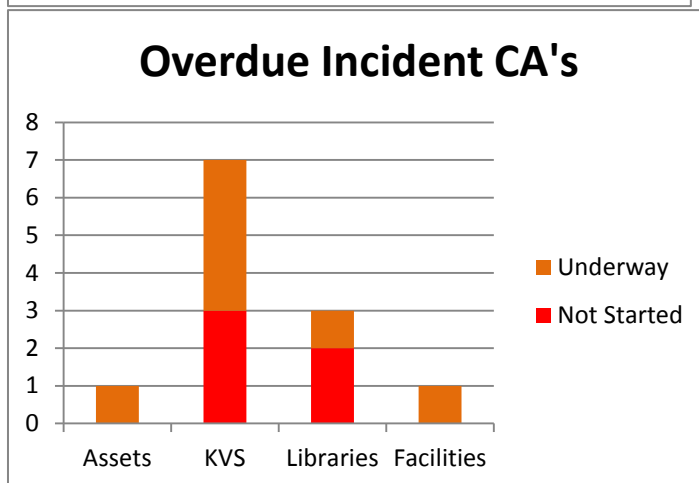
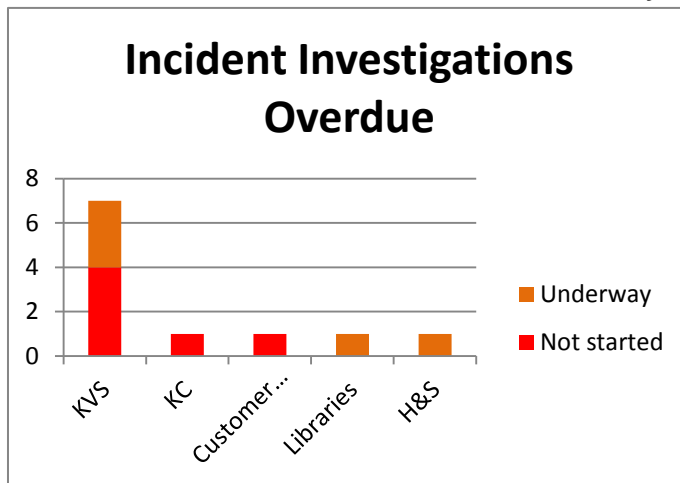
# incidents for period	25
# of LTI's	3

# incidents notifiable to WorkSafe	1
# ACC claims	3

- Reported to WorkSafe – Uncontrolled misfire of ramset gun (contractor)
- LTI's and ACC claims – twisted knee, inflamed elbow, prolapsed disc in back

Investigations not completed by due date*	11	Underway: 5 Not started: 6
Incident Corrective actions not completed by due date^	12	Underway: 7 Not started: 5

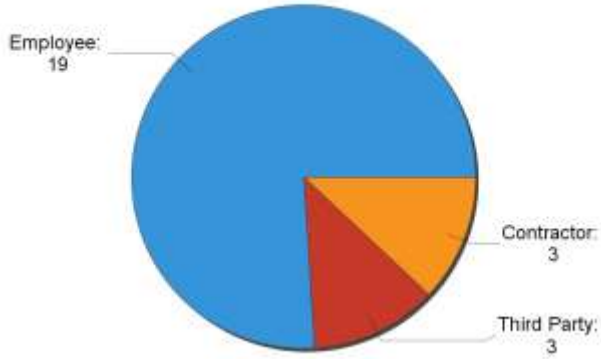
^ Accident / incident corrective actions overdue by more than 15 days



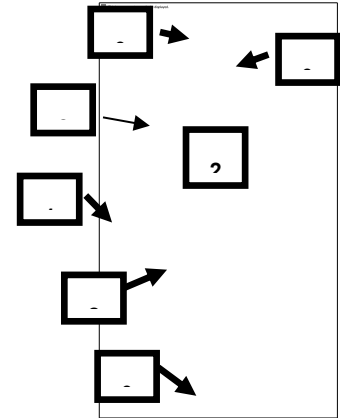
Incidents by site for September 2017

Animal Control	1	SZ TA	2	TA Office	2	KVS Parks	5	KVS Water	1
TA Spas	1	KVS Retic	1	MM Lib	1	KVS Works	4	MV Office	1
SZ MM	1	MV Lib	1	Firth Tower	1	Aerodrome	1	New MM Office Site	1
Headon Stadium	1								

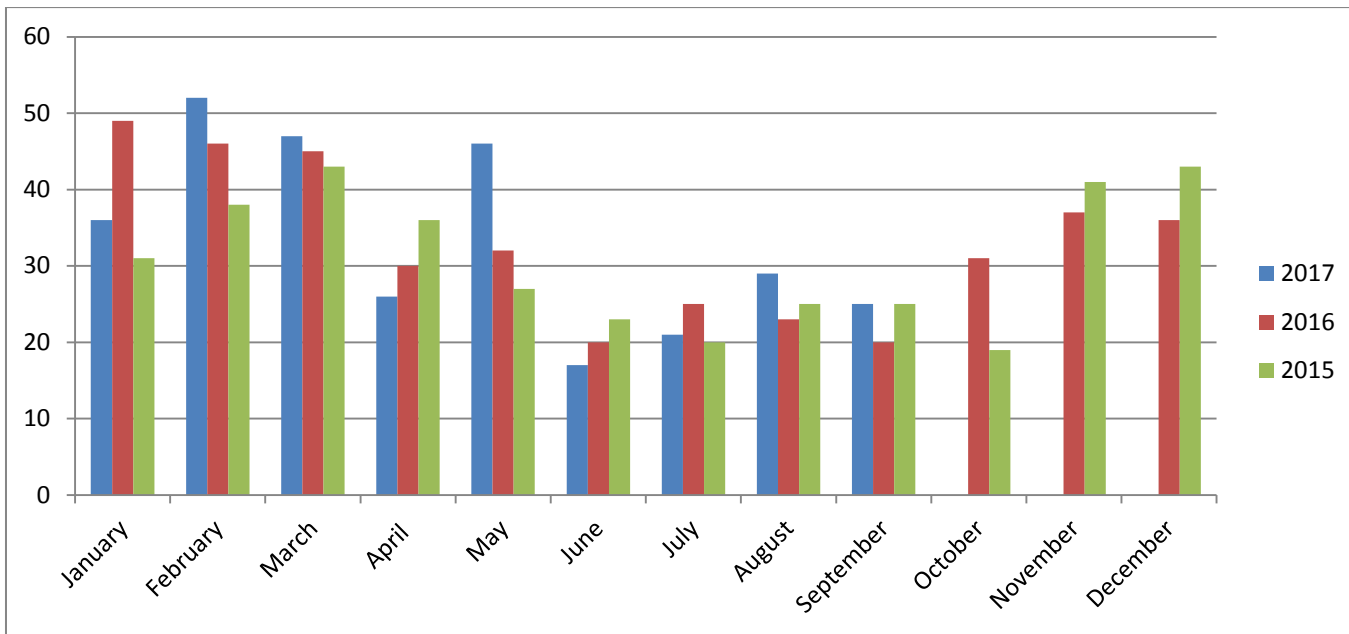
Incident by person



Staff injury by body location



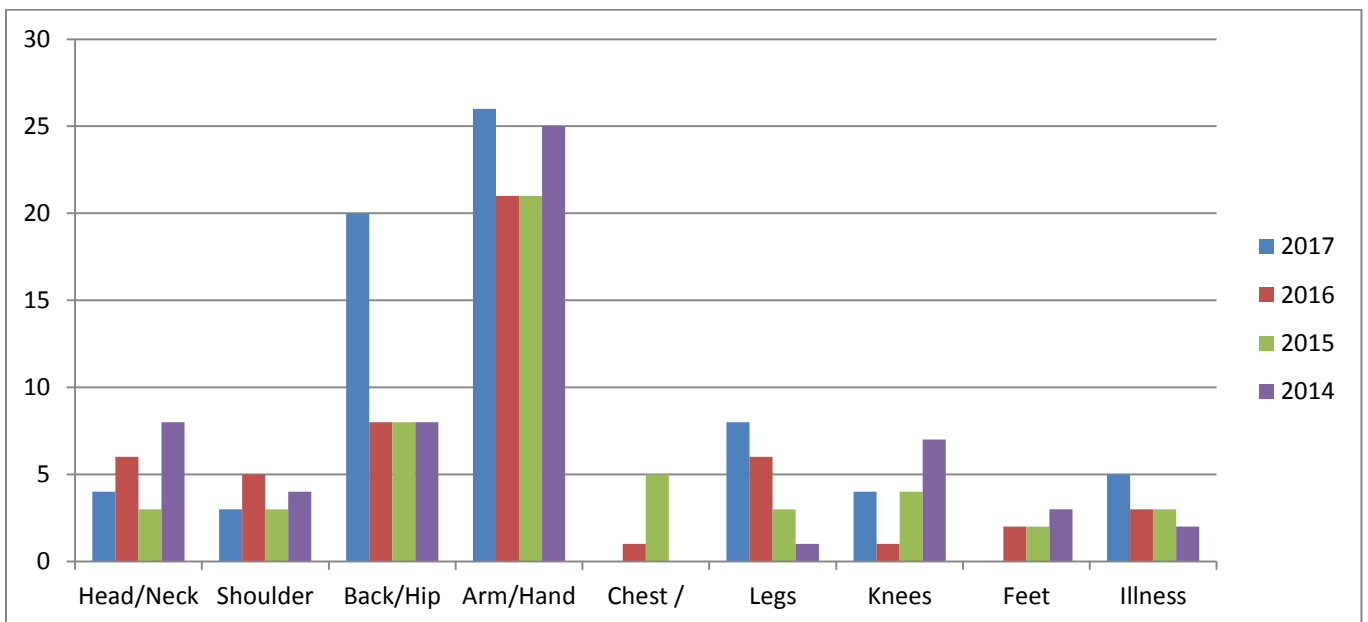
Total Incidents by month



Breakdown of body location - staff injuries/illness

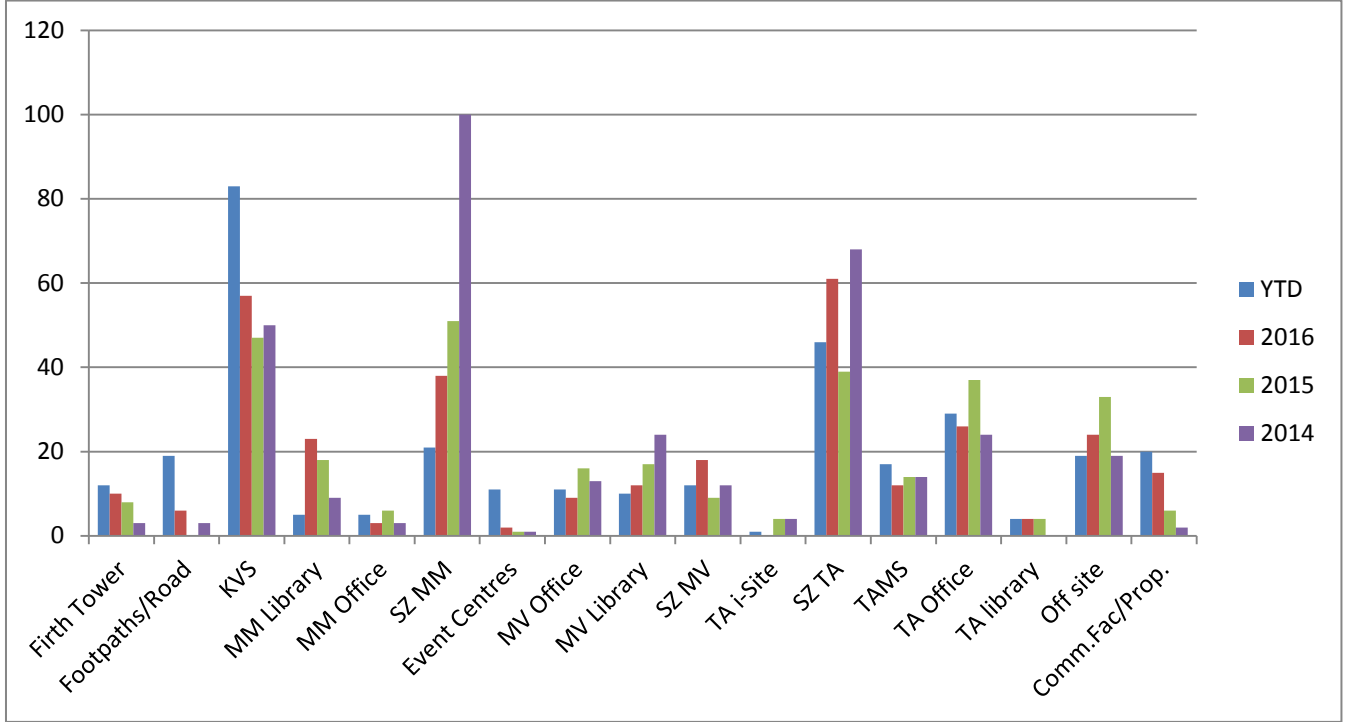
The following graph shows a significant increase of back injuries on the previous three years. There is also an increase in leg, hand and arm injuries. Manual handling training has been scheduled for November 2017.

It should be noted that the 2014-16 figures are for the full calendar year, the 2017 figure is YTD.

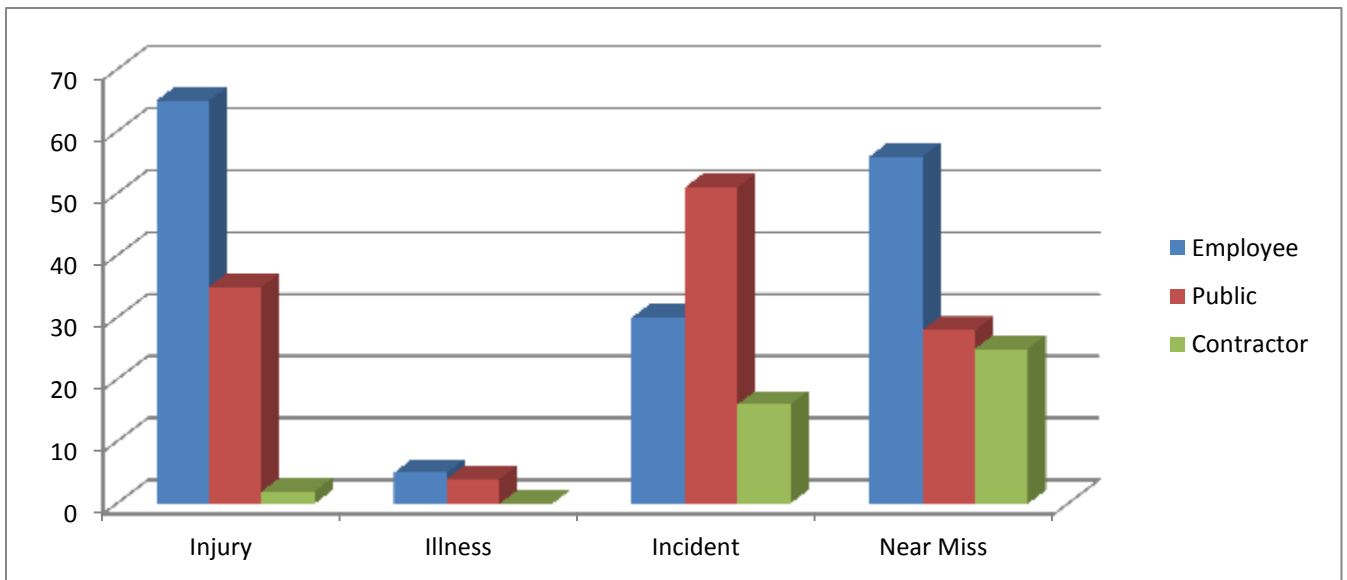


Breakdown of incidents by site

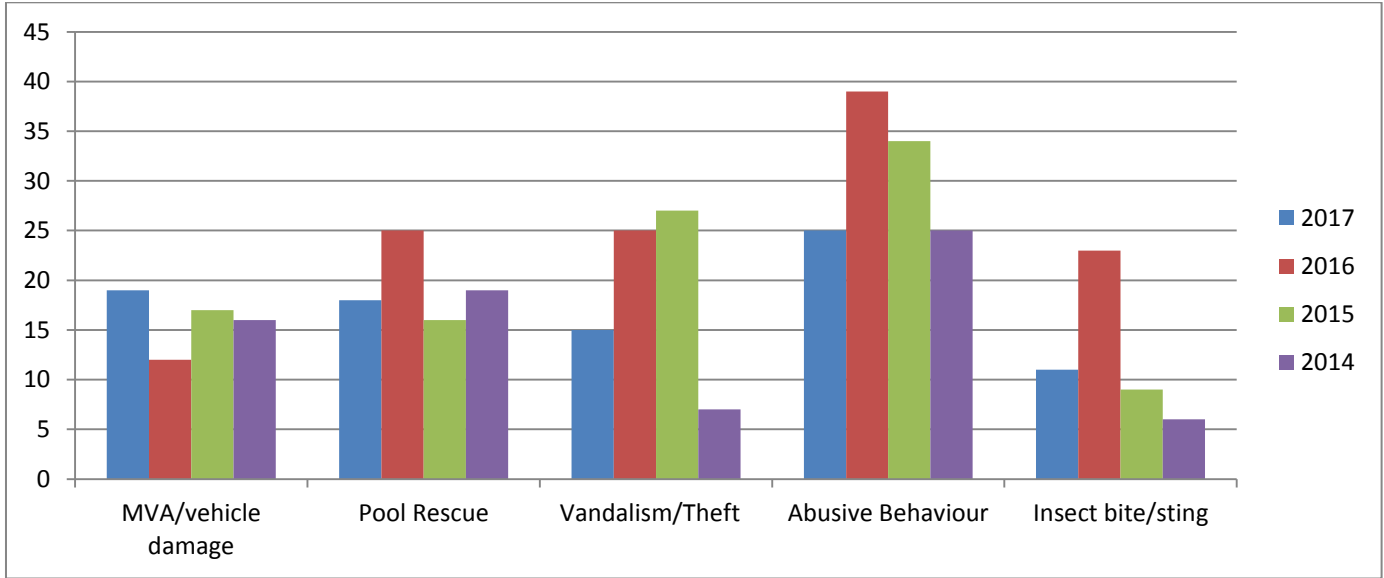
The increase in incidents at KVS is a combination of increased reporting, particularly near misses, but also an increase in staff injuries (backs, arms and legs mainly).



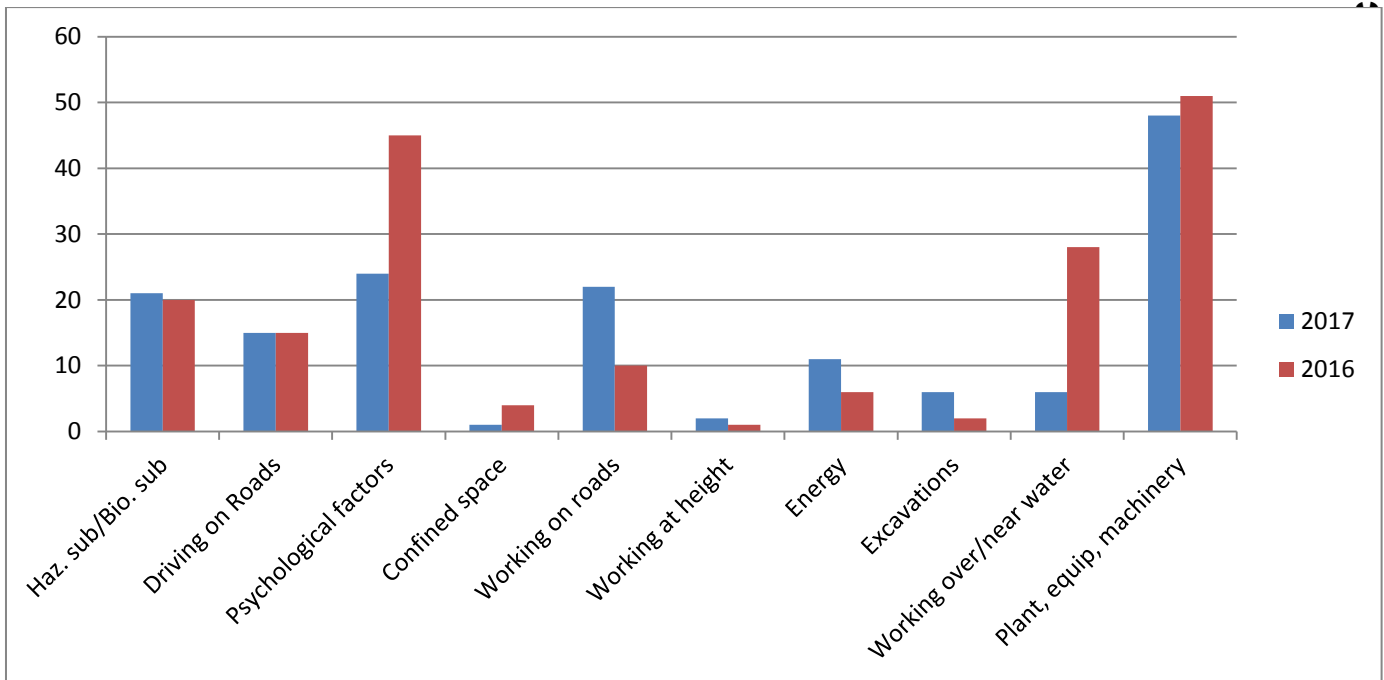
Breakdown of incidents YTD (incl. public)



Frequently recurring issues



Incidents related to "Top 10 Hazards/Risks"



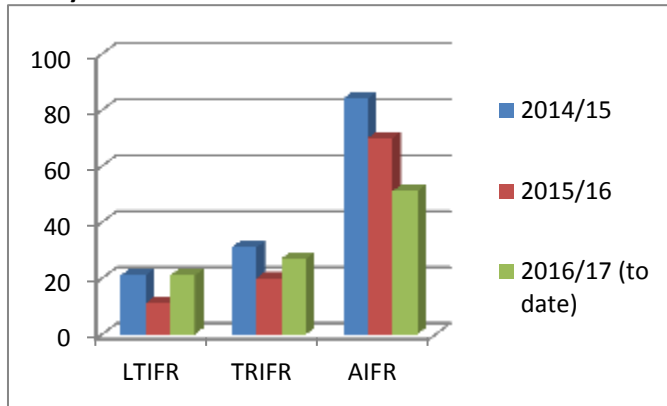
LTI statistics

The next update to this schedule is due early October 2017 for the 2017/18 year.

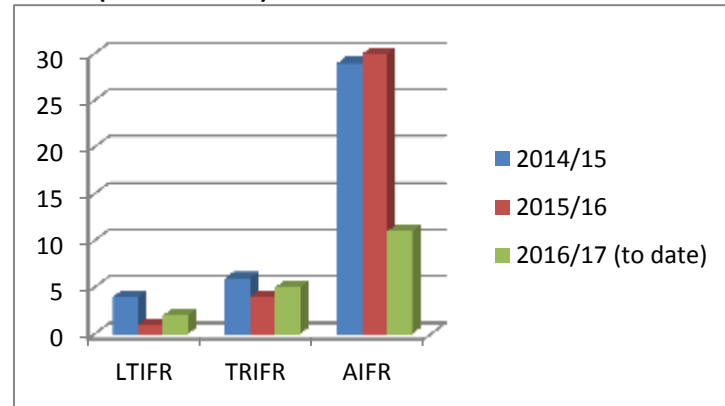
LTIFR	Lost Time Injury Frequency Rate	Number of injuries that resulted in a day or more off, divided by number of hours worked over the same period x 200,000
TRIFR	Total Recordable Incident Frequency Rate	All injuries that required greater treatment than first aid (e.g. doctor, hospital, death). Calculated using same of injuries (as LTIFR) divided by the number of hours worked over the same period.
AIFR	All Injury Frequency Rate	This is the TRIFR with first aid treatment injuries added.

As can be seen in the KVS totals below, there has been an increase in lost time injuries in the 2016/17 year which ended on 30 June 2017. This correlates with previous tables showing increases.

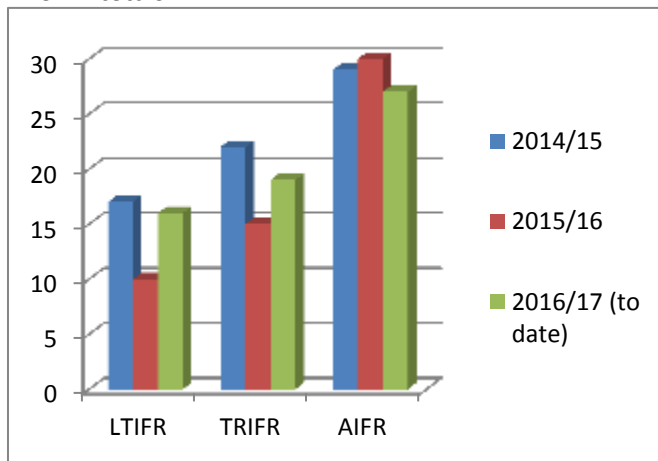
Yearly LTI totals



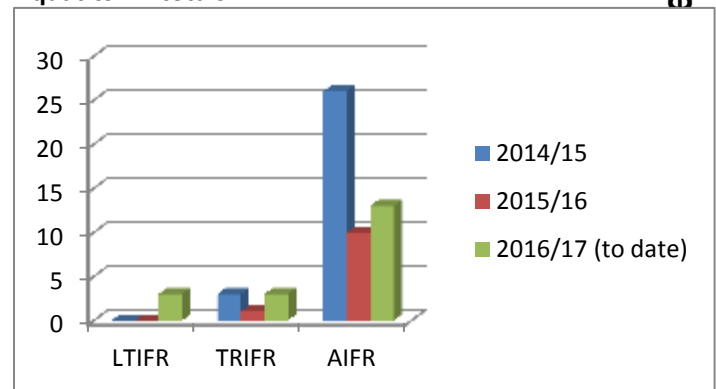
Admin (incl. Libraries) LTI totals



KVS LTI totals



Aquatics LTI totals



Monitoring relationships

Wellbeing initiatives

Lunchtime walks and family netball challenges are currently being arranged for October.

Volunteers

Nothing to report.

WorkSafe New Zealand

Various WorkSafe media releases etc sent to staff as applicable.

The recent High Hazards information about working near water has been reviewed by our Water & Waste Water Manager and he has indicated that given our staff (and to a lesser degree contractors) drive around bodies of water daily, and at night, some work will potentially need to be undertaken on barrier protection, signage and lighting.

Internal worker engagement

Meeting attendance

# E-Team meetings where H&S was discussed	4	Key outcomes:	Recorded in minutes.
# H&S Committee meetings	0	Key outcomes:	Recorded in minutes.
# other H&S meetings conducted	1	Key outcomes:	H&S meeting with Comms Team to discuss Event safety management – development of event safety checklist.
# HR / H&S Manager meetings	2	Key outcomes:	Recorded in Trello.
# KVS H&S Rep meetings	1	Key outcomes:	Recorded in minutes
# REACH Rep meetings	0	Key outcomes:	
# REACH Rep discussions with staff	3	Key outcomes:	

Refusal to undertake work

# incidences of “push-backs” (staff refusing to undertake unsafe work or stopping unsafe work)	0	Key outcomes:	
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External engagement

Forum	# attended	Key actions
Waikato LASS (6 weekly)	1	
Waikato/BOP Local Government H&S Forum (quarterly)	0	
Waikato LG H&S Managers & WorkSafe NZ (6 weekly)	0	
Meetings with ACC	0	
NZISM meetings	0	

Waikato LASS H&S Working Party projects

Project	Status	Comments
Development of KPI's and PPI's	Underway	MPDC H&S Facilitator is on this working party. Looking at provision of benchmarking performance indicators across councils.
Volunteer management	Underway	Being considered by BOP LASS.
Lone worker health and safety	Underway	HCC have shared their draft Current Best Practice Guide.
Shared H&S management system framework	Underway	Recently approved by LASS Board.

Contractor Management

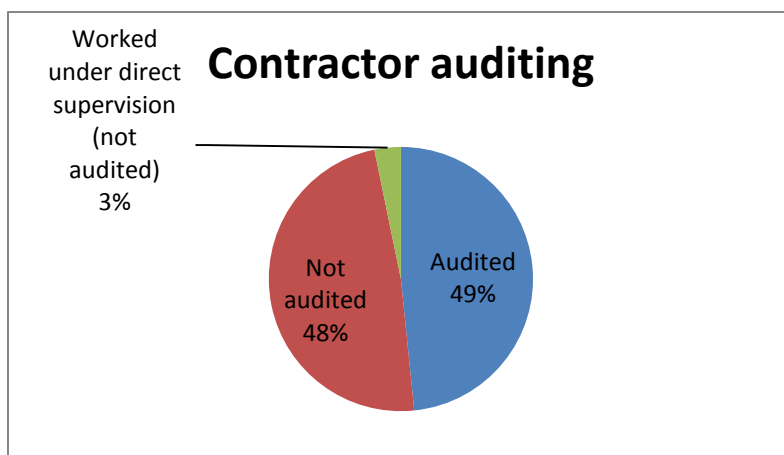
A review of Contractor H&S management is currently underway. Interviews with contract managers, document audits and review of incidents have been reviewed to assess current practice and identify gaps. Over the next three months the H&S Facilitator will be working with contract managers to create a workable system for contractor H&S management. Areas of focus will include: scoping the work and risk assessment, contractor inductions, monitoring and relationships, and post-contract review.

# unapproved contractors used	2	Select Chemicals, IXOM
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Contractor auditing

# Site safety audits conducted	5	Programmed Property Services, Select Chemicals, IXOM, Terry Gray Builders, Fulton Hogan.
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Quarterly internal audit of Contractor auditing:



Contractor inductions

# on-site contractor inductions completed and provided to H&S team	0		
# Council (2 yearly) Contractor inductions conducted by H&S team	0	# attendees	Next due in 2018

Celebrating success

# staff celebrated for their actions to support good H&S	0	
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Monitoring resourcing

Process management

# processes created in Promapp	2
# processes in Promapp overdue for review <small>(primarily by the H&S team)</small>	10
# corrective actions in Promapp Improvement Module not closed	3

# procedures in Promapp reviewed	15
# feedback in Promapp with no responses	9

Policy management

Staff Occupational Health Monitoring Policy

Staff submissions have closed however the PSA (Union) have asked for an extension of time. They have referred the Policy to the Human Rights Commission and Privacy Commissioner for feedback. The H&S/Quality Manager has met with the PSA staff rep to get a better understanding of some of their concerns. Some slight changes to the policy are being proposed.

Training

Training course	# identified	# completed	Key outcomes/commentary	Completed Outstanding
Learning team facilitator training	7	6		Completed
Risk management training	44	44		Completed
Drug & Alcohol education session	88	88		Completed
First-aid Training	80	50	October & November x2 training scheduled	Underway
Fire Warden & Extinguisher	42	18	October training scheduled	Underway
Traffic Controller	15	13		Underway
Confined Space	15	11		Underway
Breathing Apparatus	8	7		Underway
STMS – Level 1	8	3	More training to be scheduled	Underway
Customer Conflict Awareness	45	37	More training to be scheduled	Underway
Growsafe Advanced Certificate	1	0	To be scheduled	Underway
Civil Defence – Introduction	20	20		Underway
Civil Defence – EOC IMT Message Management	18	13		Underway
Civil Defence – EOC IMT Status Board Preparation	14	12		Underway
NZTA H&S training (ConstructSafe)	32	30		Underway
Respirator Fit Testing	72	70	2 full face to be completed	Underway
Chemical Handling	52	44	November training scheduled	Underway
Approved Handler (Chlorine only)	3	2		Underway
Forklift Operators Certificate	10	10		Completed
Good Hygiene around waste water and faecal matter	17	12		Completed
WorkSafe CEO Video	All	13		Underway
LifeCare Consultants “Cardiovascular Disease Webinar”	All	39		Underway
LifeCare Consultants “Hearing Webinar”	All	36		Underway
LifeCare Consultants “Lung Function Webinar”	All	32		Underway
LifeCare Consultants “Sun Smart & Hydration Webinar”	All	43		Underway
LifeCare Consultants “Poor Health = Risk Webinar”	All	41		Underway

LifeCare Consultants "Fatigue Webinar"	All	6		Underway
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Vault Management System

Our account manager has left Vault GRC and we are still awaiting confirmation of the new person. This has been a long drawn out process and the Waikato LASS have written a letter to Vault GRC expressing concern.

A team meeting is scheduled for October to identify work that needs to be done on the system so a project brief can be submitted to the E-Team for a resource to assist.

Health & Safety Team 2017/18 project plan

Underway

- Priority 1
 - Staff Occupational Health Policy & subsequent health monitoring set-up
 - Asbestos management
 - Solid waste contract issues
- Priority 2 : Contractor management

2017/18 priorities (not started)

- Priority 1 : Risk framework, Vault maintenance,
- Priority 2 : Overlapping PCBU duties, Lone worker
- Priority 3 : Worker engagement & participation

Priorities after those above (not in order)

- Stress management policy / process review
- Event Management
- Volunteer management
- Fatigue management

Not prioritised (not in order)

- Rehab & RTW policy/process review
- Visitor management
- H&S deliverables in JD's and PDT "expected behaviours"
- Business units have their own H&S KPI's & targets
- Permits - issuer, register, timeframe etc
- Audit plan in Top 10 critical risk areas i.e. paper based checks, on-site checks.
- Orphan buildings H&S
- Serious incident debrief process
- Noise monitoring programme

Officer (elected member) due diligence

Policy & Planning

1. **Keep up-to-date with health & safety matters**
 - H&S Culture survey out to staff.
 - Monthly report to Council.
 - Stuff article : Toppling truck crane among Hamilton City Council's health & safety incidents
 - Stuff article : Central Auckland explosion injures workers (Watercare - Auckland Council CCO)
 - WorkSafe media release : Lack of sleep could affect your safety at work
 - Safeguard Update – 11 September 2017
2. **Understand the nature of our business and its hazards and risks**
 - Monthly report to Council

Delivery

3. **Ensure Council has appropriate resources and processes to eliminate or minimise risks to health and safety**
 - Audit information included in monthly report.
 - Staff training information included in monthly report.

Monitor

4. **Ensure there are appropriate reporting and investigation processes in place**
 - Accident/incident information included in monthly report.
 - Accident investigation status included in monthly report.
5. **Ensure we have and implement appropriate processes for complying with the Act – monitor & comply**
 - Audit information included in monthly report.

Review

6. **Verify**
 - H&S Culture survey completed. Results reported to Council.

APPENDIX A – H&S Objectives

2017 Health & Safety Objectives

Objective	How achieved	Measured by	Status
Improving Contractor H&S management	<p><u>Auditing</u></p> <ul style="list-style-type: none"> Contract managers to risk assess their contractors to determine audit frequency based on guidelines. Third tier managers to monitor their teams to ensure audits are being conducted within required timeframes. <p><u>Inductions</u></p> <ul style="list-style-type: none"> Develop an induction system for providing Contractor inductions appropriate to the worksite and level of risk. <p><u>Resource</u></p> <ul style="list-style-type: none"> Launch contractor information booklet. 	<ul style="list-style-type: none"> Conduct quarterly audit of a sample of contractors engaged in high risk work to determine what percentage have been audited at least once in that quarter with a target of 50% by the end of the year. Contractor induction system prepared and ready for launch in 2018. Contractor information booklet provided to all physical work contractors and Contract Managers. 	<p>Review conducted of contractor audits for the period December 2016 – February 2017. Results reported in March 2017 report.</p> <p>Review conducted of contractor audits for the period March – May 2017. Results reported in June 2017 report.</p> <p>Process to determine audit frequency and process for auditing re-submitted to staff via Bulletin.</p> <p>Site specific induction form being trialled.</p> <p>Information booklet complete and rolled out to staff who manage Contractors.</p> <p>Booklet is being provided to Contractors via the contract managers.</p>
Improving safety collaboration	<ul style="list-style-type: none"> Increased H&S rep participation in hazard register reviews and process audits. 	<ul style="list-style-type: none"> H&S reps to complete at least two audits or hazard register reviews in an area outside their area of work per year. 	<p>Audit schedule provided to H&S reps.</p>

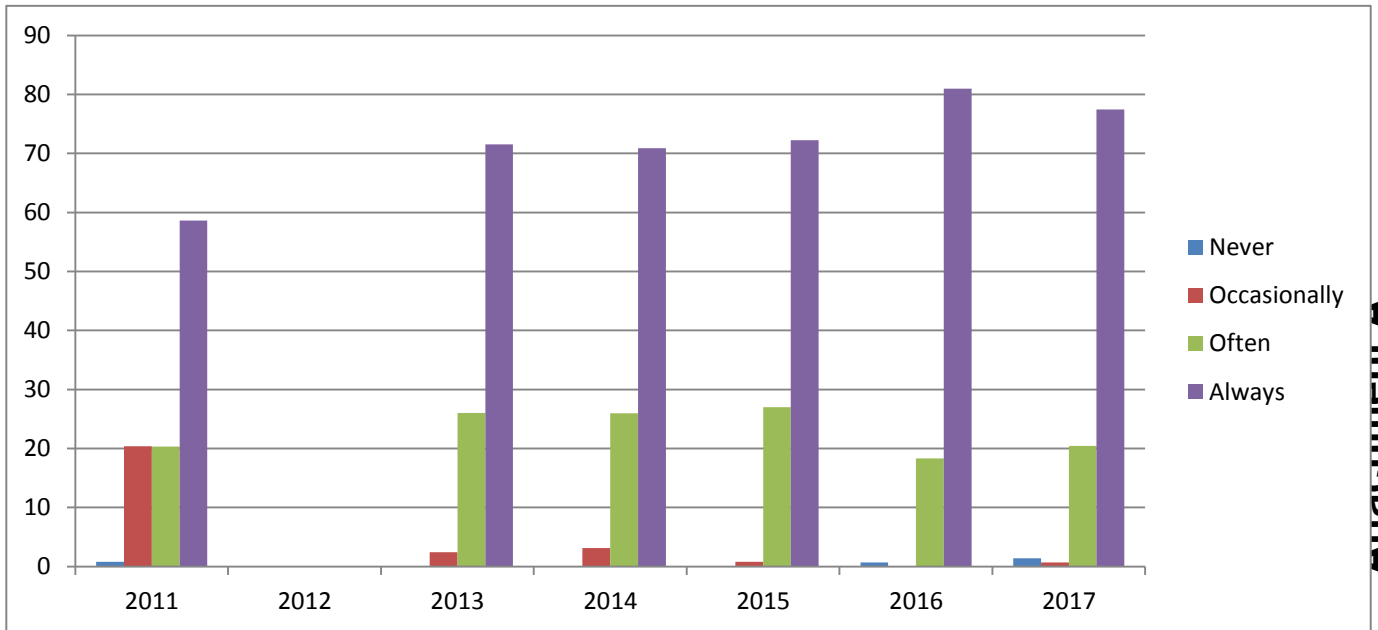
	<ul style="list-style-type: none"> Review of the worker participation (H&S Rep/Committee) system and structure in line with new HSWA. 	<ul style="list-style-type: none"> Worker participation system meets requirements of regulations. H&S Committee meetings to be attended by at least 50% of H&S Reps. 	<p>Review has not commenced – scheduled as Priority 3 on work programme – likely commencement is March 2018.</p> <p>First H&S Committee meeting attended by 7/12 reps.</p> <p>Second H&S Committee meeting attended by 5/11 reps. One on maternity leave.</p> <p>Third H&S Committee meeting attended by 8/11. One on maternity leave.</p>
	<ul style="list-style-type: none"> Develop system for providing sharing of learnings with staff on events, hazards etc. 	<ul style="list-style-type: none"> Improved feedback in staff climate survey on the reporting back of issues raised: Q31 (<i>I believe the outcome of accident investigations is adequately communicated to those involved</i>) improvement in never & occasionally (13%) to less than 10%. 	<p>Results of 2017 survey show “never” = 3.60% and “occasionally” = 9.35%. Combined this equals 12.95% so objective was not met and remained similar to last year.</p>
	<ul style="list-style-type: none"> Promote near miss reporting. 	<ul style="list-style-type: none"> Health and safety section to be added to expected behaviours section of PDT forms. Refer to 1.4.3 WSMP reports. Improved feedback in staff climate survey on Q30 (<i>I report near misses</i>) never/occasionally to go down from 36% to no more than 25%. 	<p>Results of 2017 survey show “never” = 1.43% and “occasionally” = 10.71%. Combined this equals 12.14% so objective was met however we added an additional option this year which stated “I have not had, or witnessed, a near miss in the last 12 months”. This is likely to have slightly affected the result.</p>
<p>Improving accessibility to H&S information</p>	<ul style="list-style-type: none"> Promapp refresher training sessions conducted (relevant to sites). 	<ul style="list-style-type: none"> All staff to have access to Promapp and RM. (Requires consultation with Records/IT). Improved feedback in staff climate survey on accessibility of H&S information. Q4 (<i>H&S information is easy to find, communicated in a</i> 	<p>Quality survey conducted to determine staff access to H&S processes on Promapp.</p> <p>Results of 2017 survey show Q4 - “occasionally” = 17.61% so this</p>

	<ul style="list-style-type: none"> Information on risks specific to each team to be provided to team members. 	<p><i>simple way</i>) 'occasionally' to go down from 21.99% to no more than 10%. Q22 (<i>'Safety processes are appropriate, logical and easy to follow</i>') 'occasionally' to go down from 10.71% to no more than 7%.</p> <ul style="list-style-type: none"> Teams to identify their high risk areas of work/tasks where this has not already been done (i.e. site hazard registers). (Requires consultation with teams and is expected to take some time to complete). 	<p>objective was not met. Q22 - "occasionally" = 11.35% so this objective was not met and in fact was a worse result than 2016.</p>
<p>Improving health and wellbeing (improve general health, stress and bullying reduction)</p>	<ul style="list-style-type: none"> Develop guidelines for fatigue management and provide education to relevant staff. Review stress management policy to provide more user friendly staff guide. Develop mental health awareness programme. Continue REACH Rep programme. Promote health and wellbeing. 	<ul style="list-style-type: none"> New guidance on fatigue published by November 2017 and training provided. New guidance on stress management published by May 2017 to be launched during "Mental Health May". Improved feedback in staff climate survey on Q37 (<i>'Do you feel the demands placed on you at work are generally more than you are able to cope with?</i>) always/often responses to go down from 20% to no more than 15%. Improved feedback in staff climate survey on Q38 (<i>'Have you experienced negative work related stress in the last 12 months?</i>) always/often responses to go down from 25% to no more than 20%. Analysis of reporting forms received from REACH Reps and new question in H&S survey on staff opinion of REACH Rep programme. Run two campaigns during the year on health and wellbeing topics such as healthy eating, exercise, work/life balance etc. 	<p>Draft stress management booklet and policy prepared and to be discussed with HR.</p> <p>Results of 2017 survey show the combined totals of always/often are 18.44% therefore we've had a small reduction but the objective was not met.</p> <p>Results of 2017 survey show the combined totals of always/often are 20.71% therefore we've had a pleasing reduction but the objective was not met.</p> <p>Mental Health May conducted with various initiatives. Good feedback from staff.</p> <p>Small number of approaches but REACH Reps are approaching staff who they feel may need assistance.</p> <p>Eating well and hydration have been covered to date.</p>

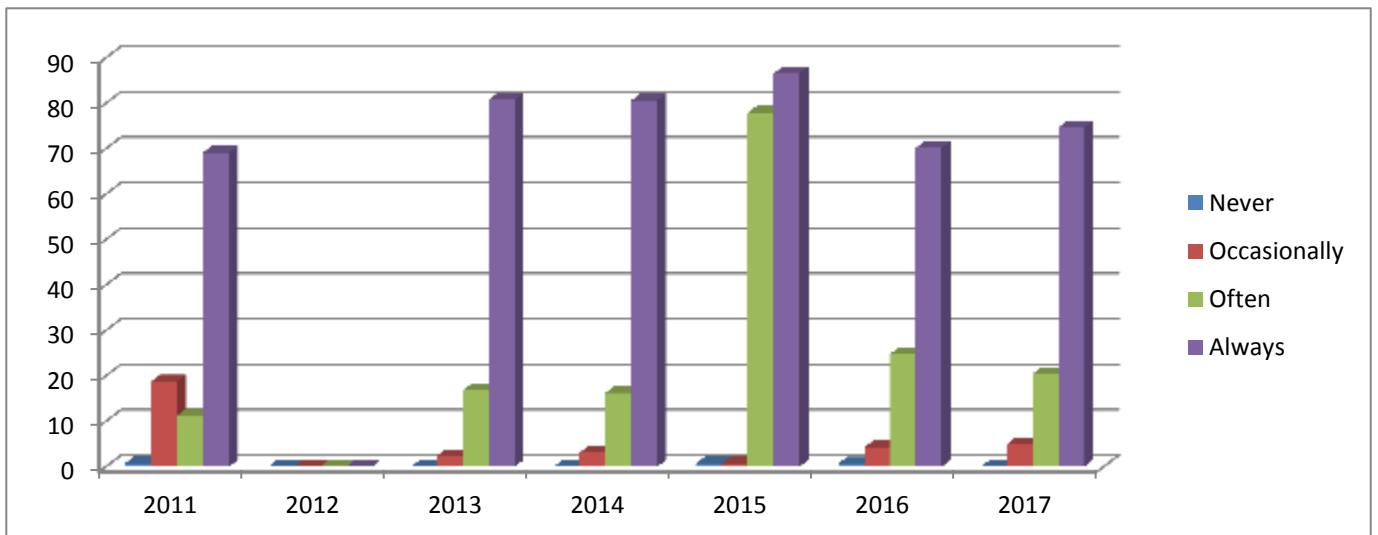
Health & Safety Survey Comparison %'s

These results will be discussed with the Health & Safety Committee to consider measures to improve ratings in 2018.

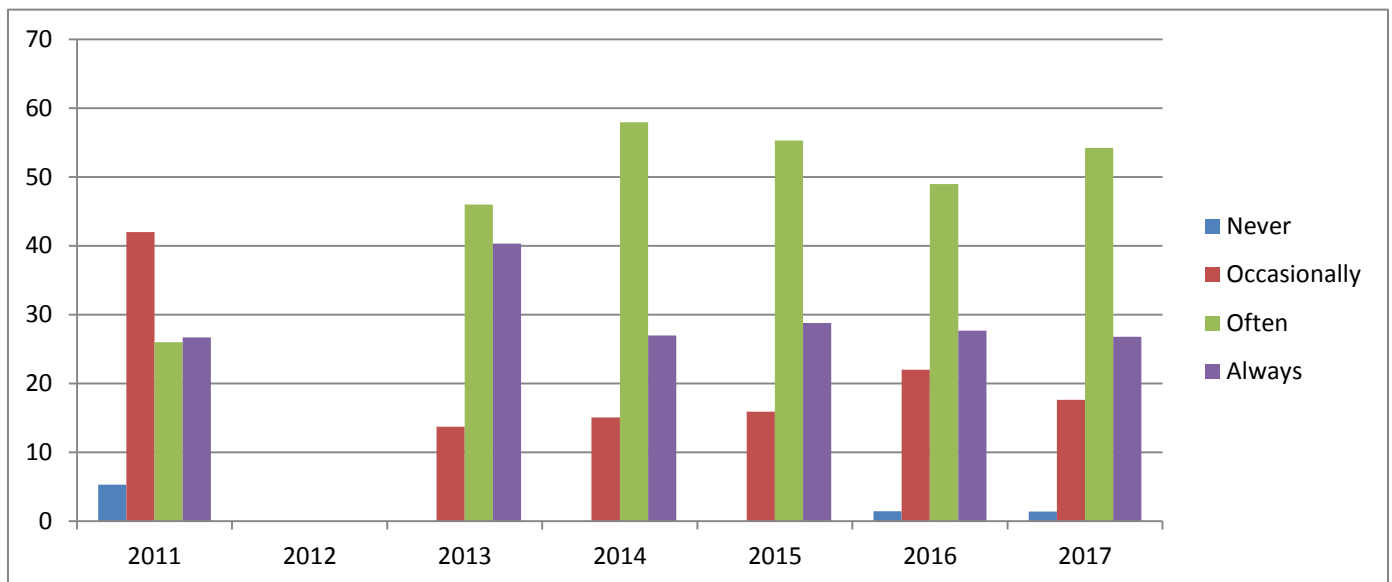
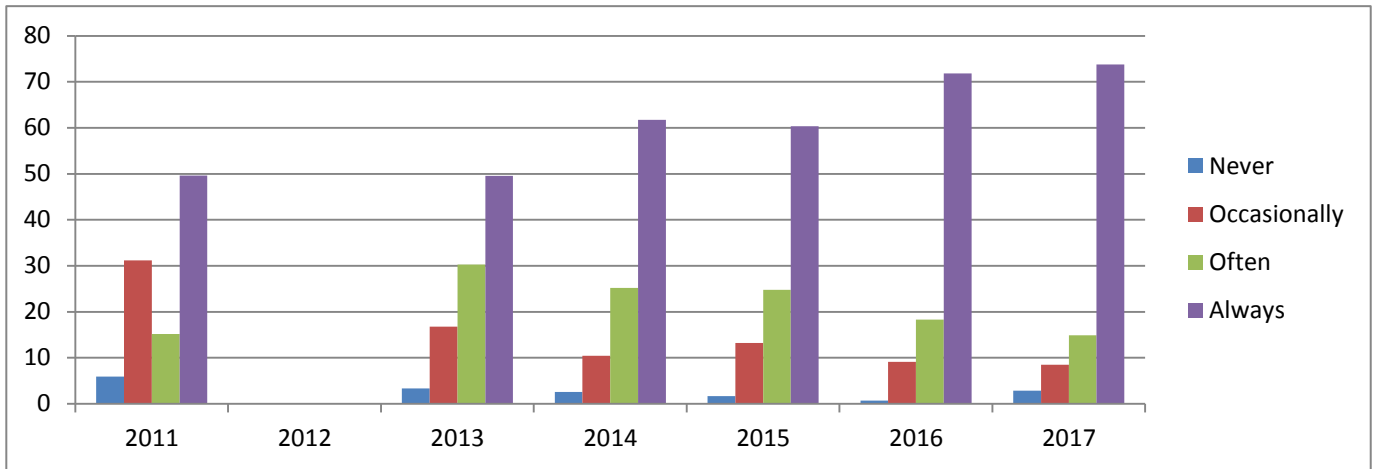
I see safety as a normal part of our business



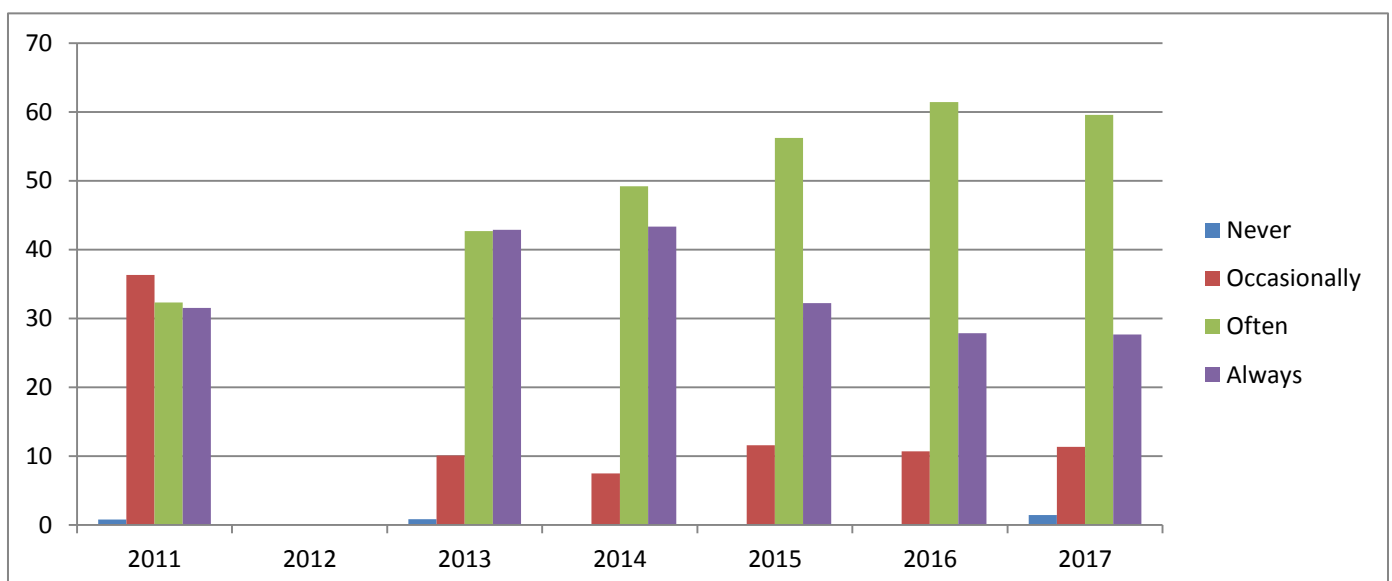
I am encouraged to say something if I see unsafe behaviour



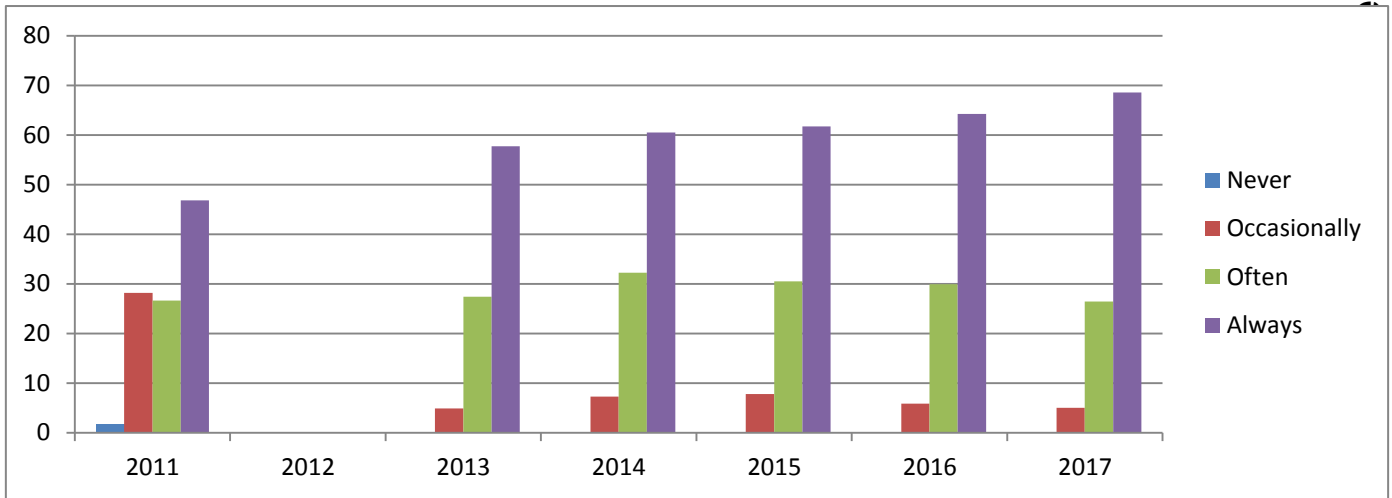
I do (or would) stop work if I felt the job was unsafe



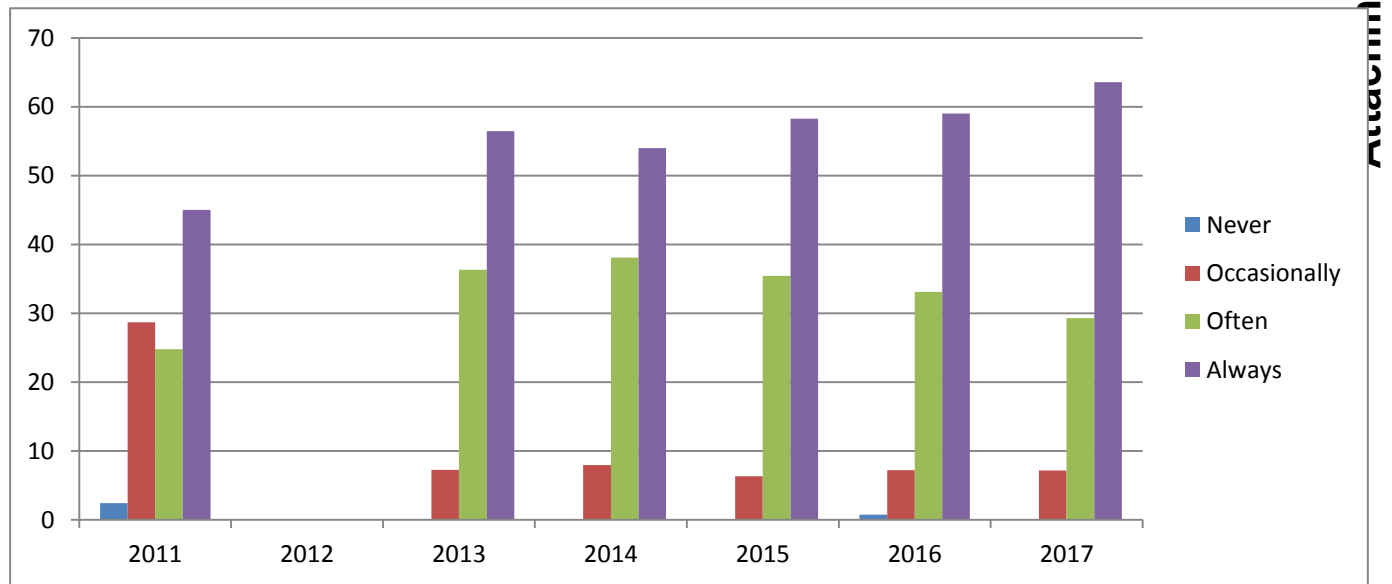
I believe our health & safety processes are appropriate, logical and easy to follow



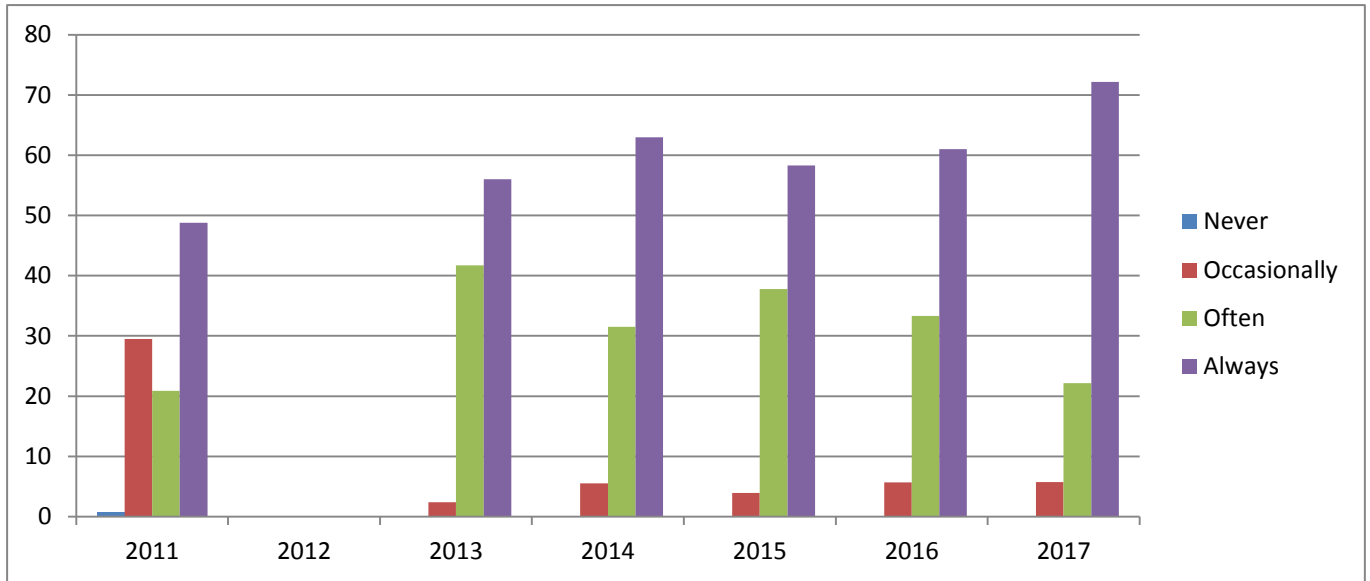
My manager/team leader follows the safety rules



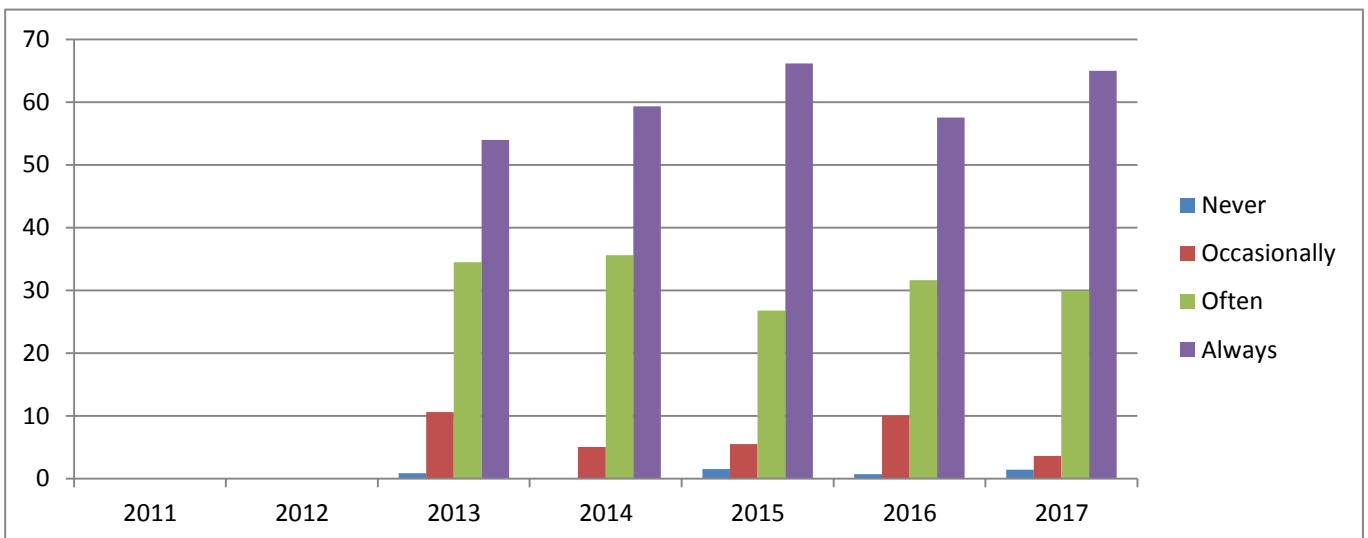
My manager/team leader takes timely action to address health & safety issues



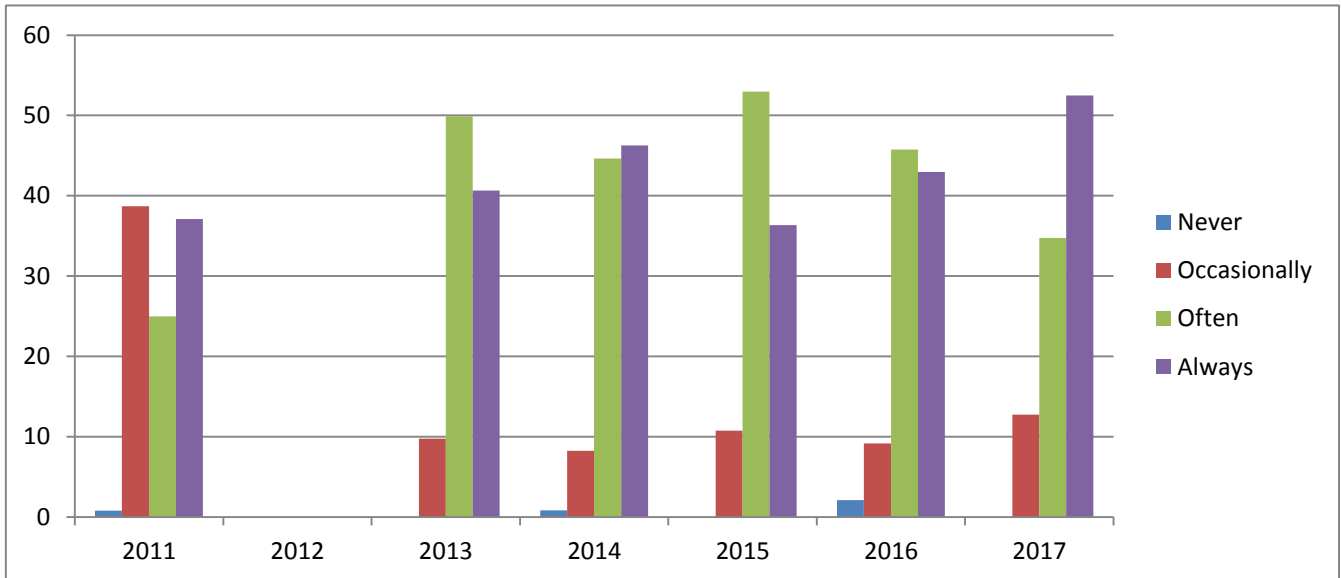
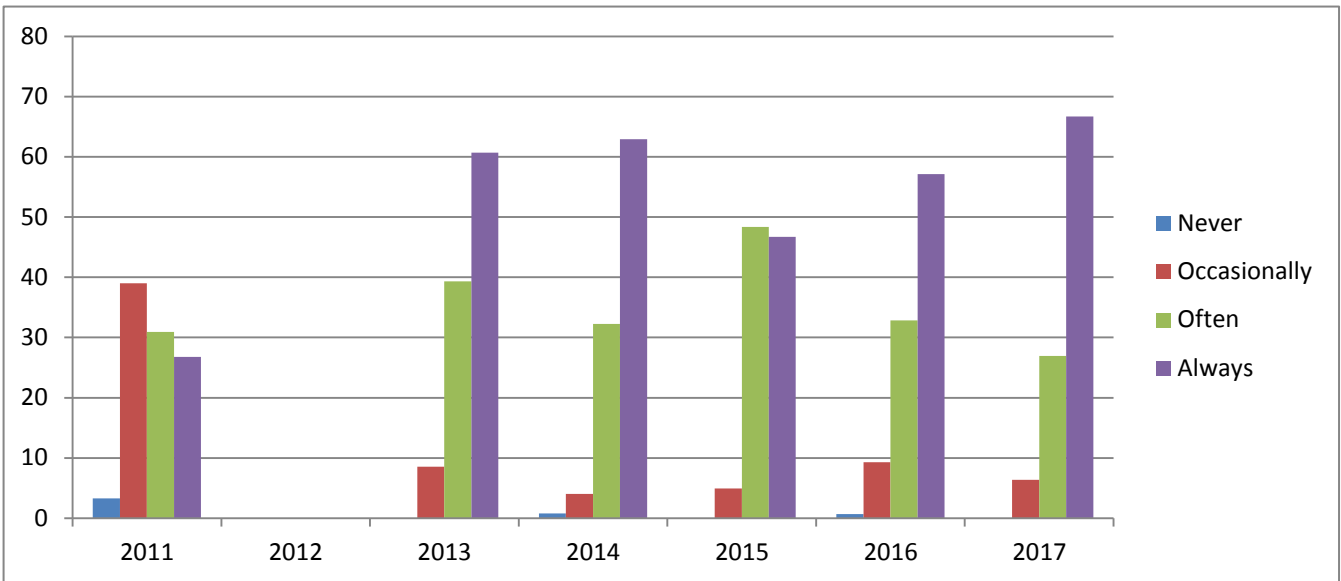
My manager/team leader ensures that I follow the safety rules



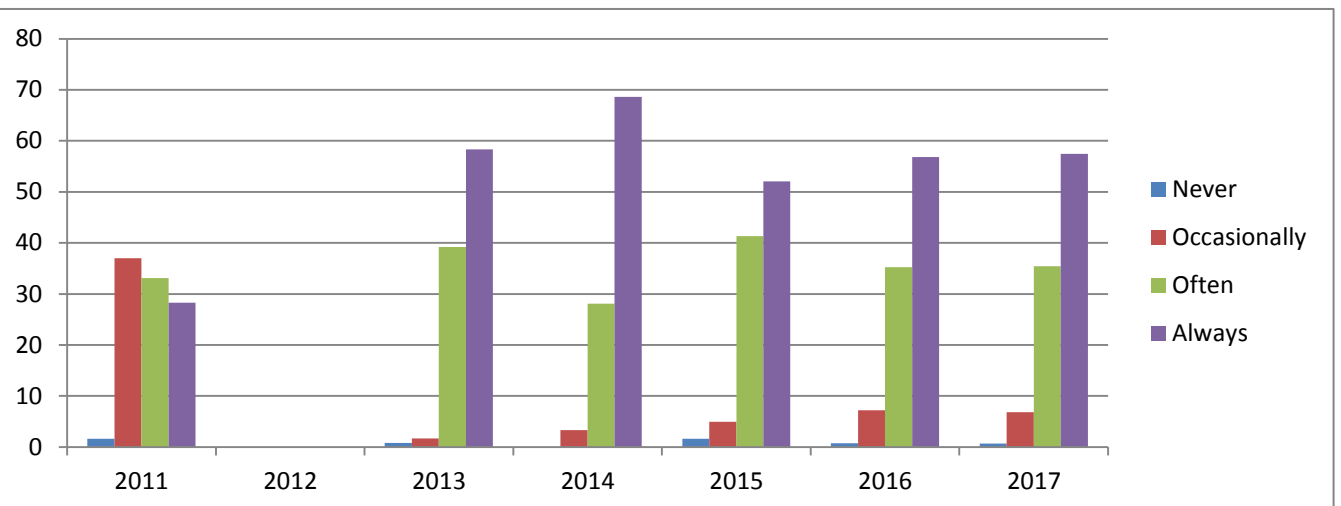
I believe Senior Management (E-Team & 3rd Tier Managers) are committed to participating in and promoting health & safety at MPDC



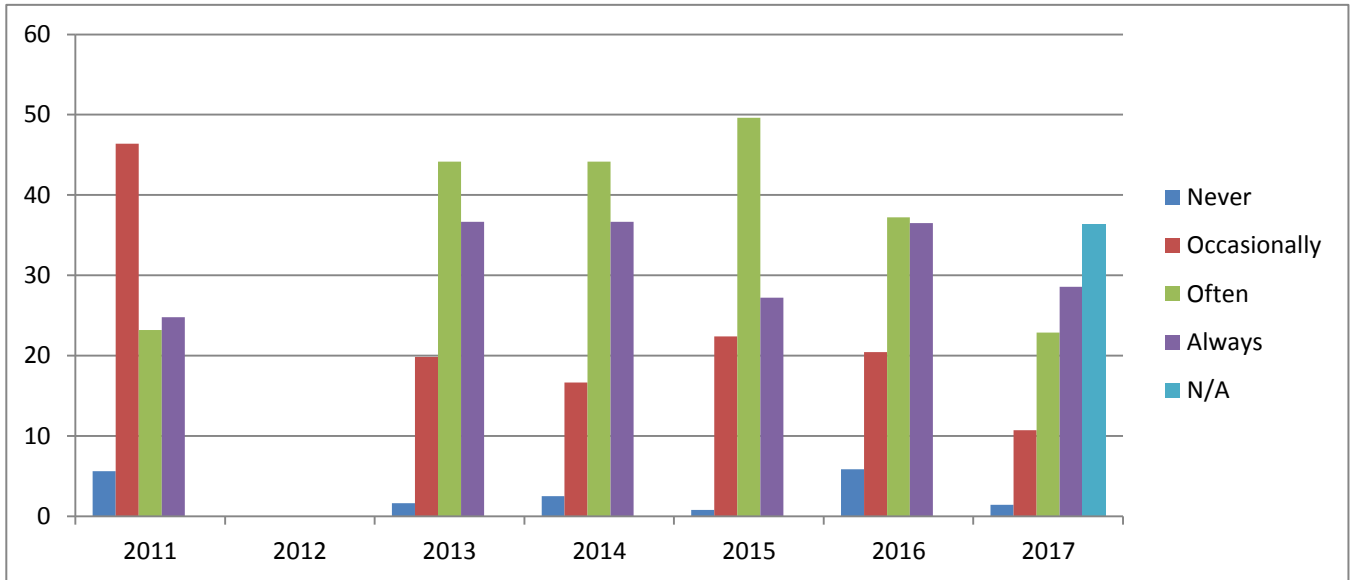
I am provided with appropriate training do do my job safely



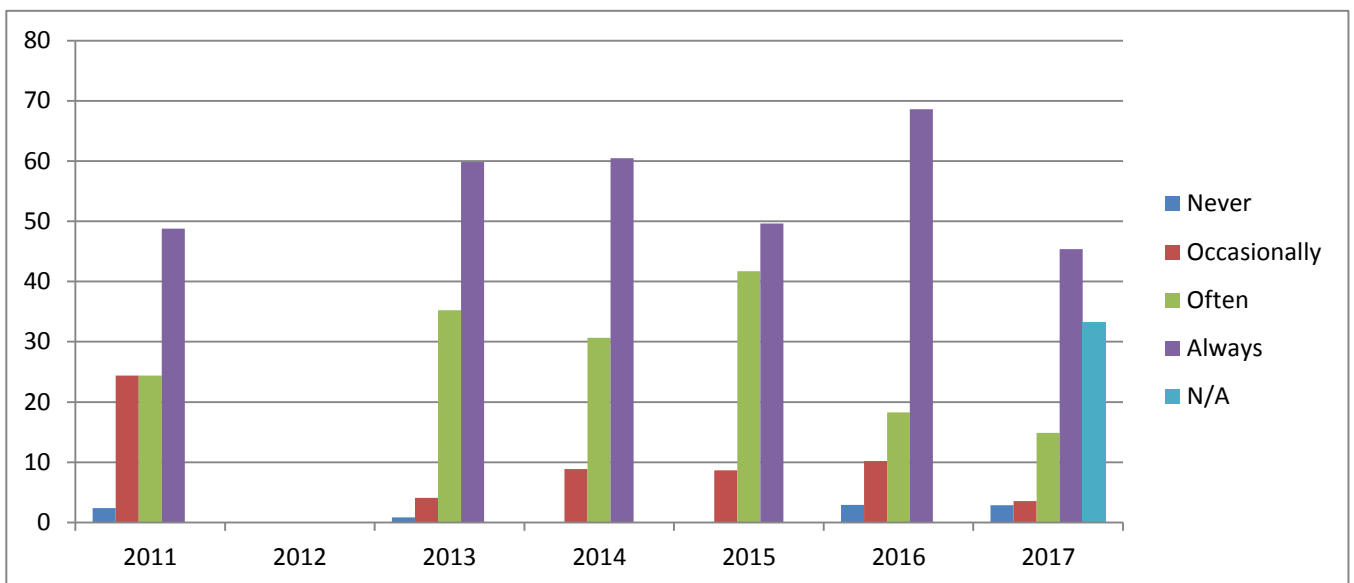
I report incidents and accidents, including injuries that have required first aid only



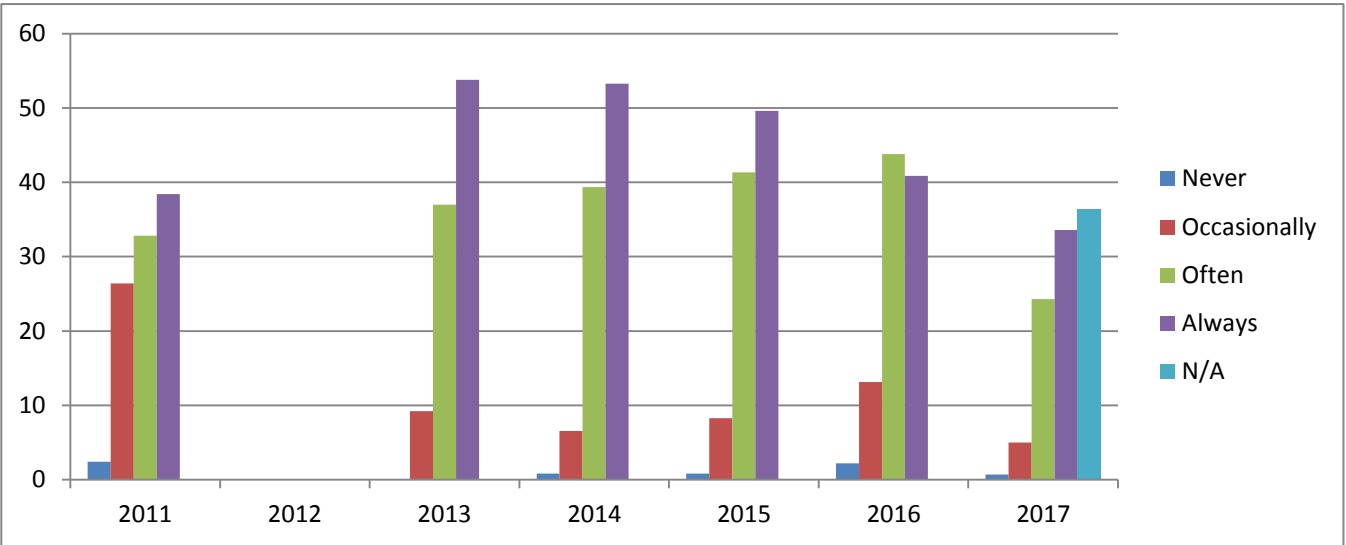
I report near misses



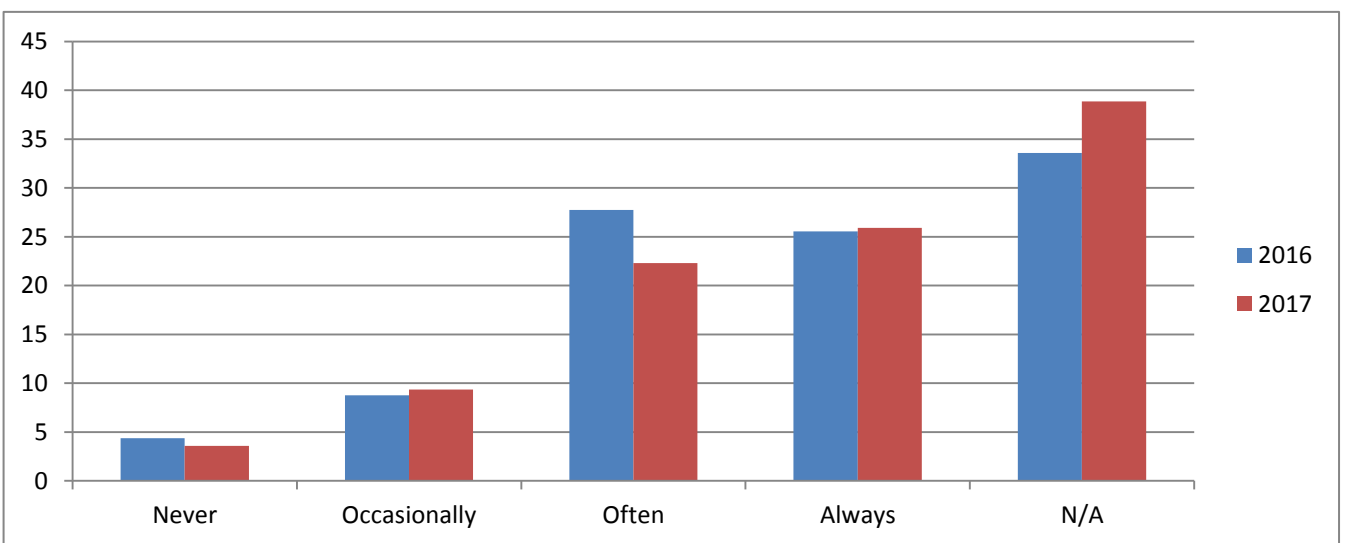
I report incidents and accidents, including injuries that have required first aid only



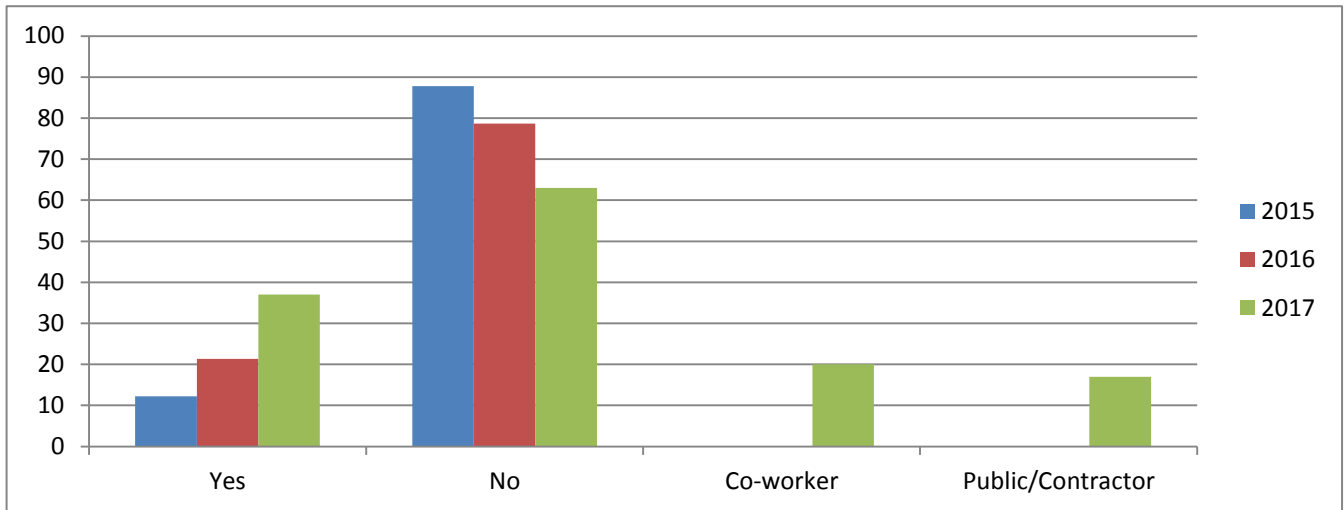
Incidents are used as opportunities for improvement



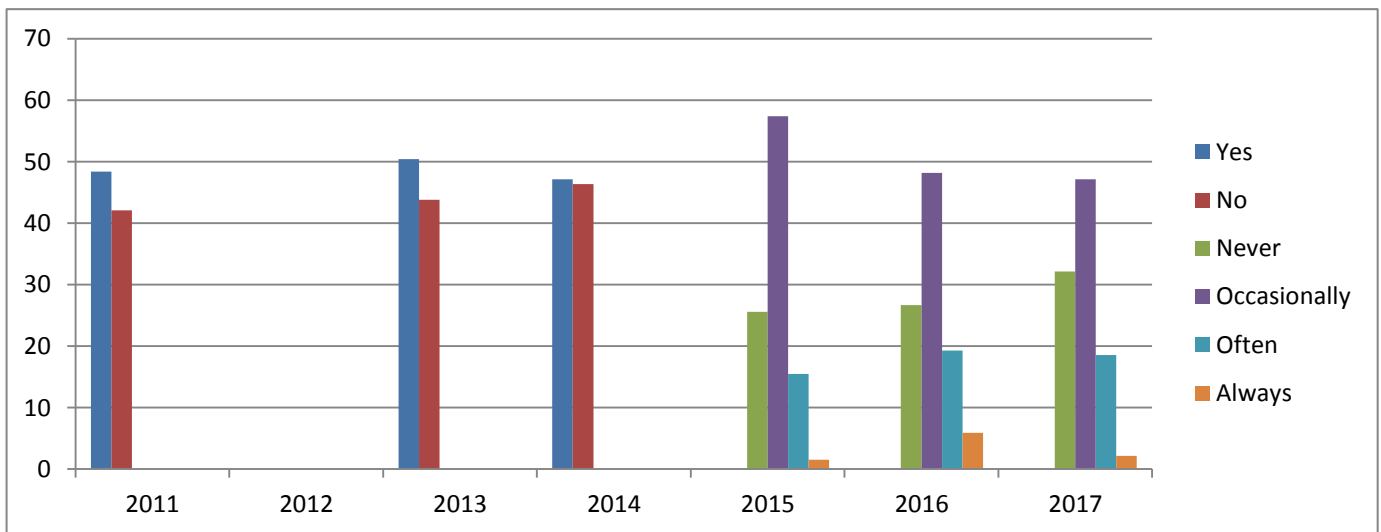
I believe the outcome of accident investigations is adequately communicated to those involved



Based on the definition (i.e. unwanted, repeated, harmful), do you feel YOU were, or are, subject to bullying/harassment at work in the last 12 months? (NOTE: amended in 2017 to separate co-workers from public/contractors etc)



Have you experienced negative work related stress (i.e. the demands placed on you at work are generally more than you are able to cope with) in the last 12 months? (NOTE: amended in 2015)



Chief Executive Officers Report for September 2017

Trim No.: 1943350

Item 6.6

A copy of the Chief Executive Officer's report for September 2017 is attached.

Recommendation

That the report be received.

Attachments

- A. Chief Executive Officers Report for September 2017
- B. Waikato Mayoral Forum summary
- C. Consents received for September 2017

Signatories

Author(s)	Don McLeod Chief Executive Officer	
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Approved by	Don McLeod Chief Executive Officer	
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Chief Executive Report

September 2017

Contents

1. CEO Review	3
1.1 National	3
1.2 Regional	3
2. Finance and Business Services	4
3. Corporate Overview	16
3.1 Communications.....	16
3.2 Corporate and Legal Services	17
3.3 Human Resources.....	21
4. Community Development Overview.....	22
4.1 Libraries	22
4.2 Building	23
4.3 Planning	24
4.4 Animal Control.....	27
4.5 Civil defence.....	28
5. Service Delivery Overview	29
5.1 Customer Services	29
5.2 Kaimai Consultants.....	29
5.2.1 Community Operations and Projects	29
5.2.2 Property & Utilities	31
5.2.3 Roading.....	33
5.3 Kaimai Valley Services	35
5.3.1 Water and Waste Water	35
5.3.2 Parks and Reserves	35
6. Business Support Overview	36
6.1 Community Facilities Operations	36
6.2 Assets Strategy and Policy	38

1. CEO Review

1.1 National

LGNZ are conducting a road show on a Council by Council basis to brief all Councillors on LGNZ's role and priorities. We are scheduled for our briefing on 30 October.

1.2 Regional

Attached is a summary of the discussions at a recent Mayoral Forum, see appendix B.

2. Finance and Business Services

The monthly financial report provides Council with a snapshot of the financial performance of the organisation.

Management identifies budget variances to provide advice to Council on any action that should be taken. For example, management may recommend that works are deferred if it considers that budgets may be exceeded.

Management will make these recommendations after considering the overall financial situation. Budget variances in one activity may be able to be offset against another activity. Management may therefore consider that it is not necessary to take any action.

1. Financial Performance Summary

EXECUTIVE SUMMARY

Council's financial result to 30 September is a surplus of \$992,000 compared to a budgeted Surplus of \$174,000.

Total Income is \$11.701 million which is \$75,000 lower than budget. Total expenses are \$10.709 million which is \$0.892 million lower than budget.

The main contributors to the surplus are:

- Rates income is lower by \$22,000 which includes water meter income lower than budget by \$53,000 due to lower consumption by Industries.

Other Income is lower by net \$56,000 which includes

- NZTA subsidy is lower by \$969,000, Vested Asset budgeted \$50,000 will be recognized at the end of the year.
- Investment income is higher by \$125,000
- Development contribution revenue is higher by \$457,000 due to Morrinsville subdivision and \$20,000 received from T.A. Event Centre not budgeted.
- Annual dog registrations are due at the start of the financial year and higher fine recovery results in \$183,000 over budget to date.
- Health Income is higher by \$24,000 as licence fees received in July and Planning consent and building consent income is higher by \$82,000 and \$50,000 respectively due to higher activity.

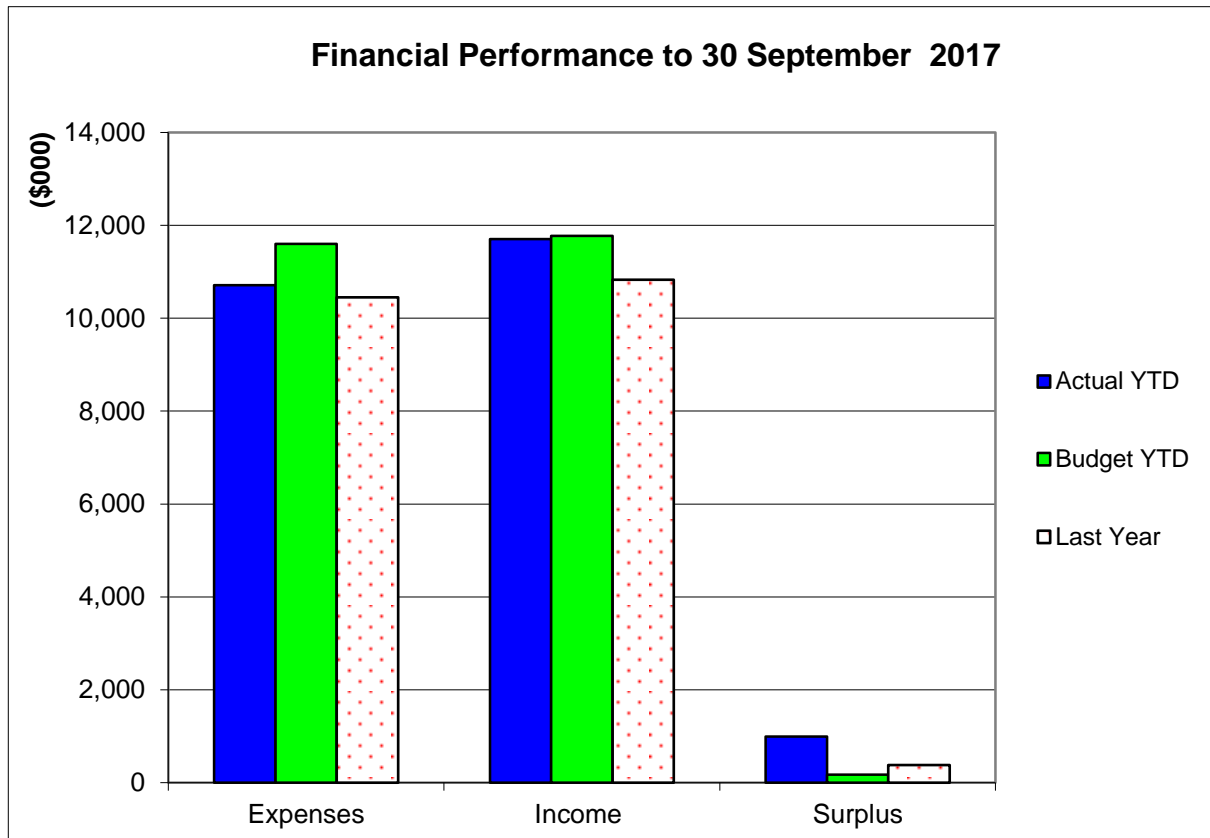
Expenditure is lower by \$0.892 million and the main reasons are listed below:

1. Finance costs are lower by \$101,000 as borrowing budgeted at the beginning of year is less than estimated
2. Salary and Wages cost are lower by \$732,000 due to timing of the payment and some vacant positions which has been budgeted,
3. Payment to suppliers is lower by \$59,000 includes Rooding \$321,000, Economic development, regional policy and district plan Monitoring and Implementation expenditure not incurred during this period which is negated by licenses, Subscription, grants and subscription paid earlier in the year. Rural fire cost is lower than budget as council is not involved from this year.

Metered Water Income

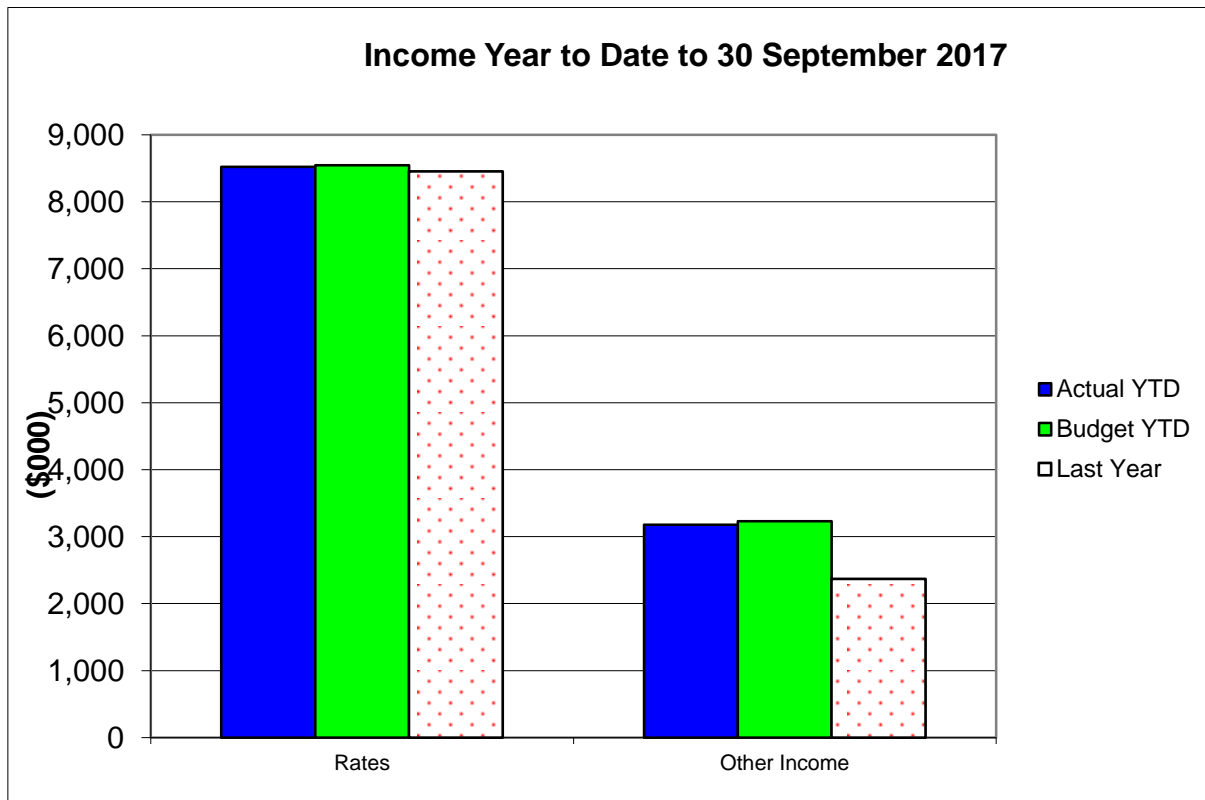
We received advice on 12 October 2017 that the new water bore at Open Cheese Dairy at Waharoa had come on stream. This is a reminder that Metered Water consumption at Open Cheese Dairy is projected to reduce approximately \$400,000 less this financial year.

Overall Financial Performance



Expenses and income are both below budget, resulting in the \$992,000 surplus. The main variances are reported below

Income



Rates income is below budget by \$22,000 which includes metered water income lower by \$53,000 due to lower consumption by Industries. Other income is below budget by \$56,000. There are a number of ups and downs in other income as follows:

Income below the level budgeted includes:

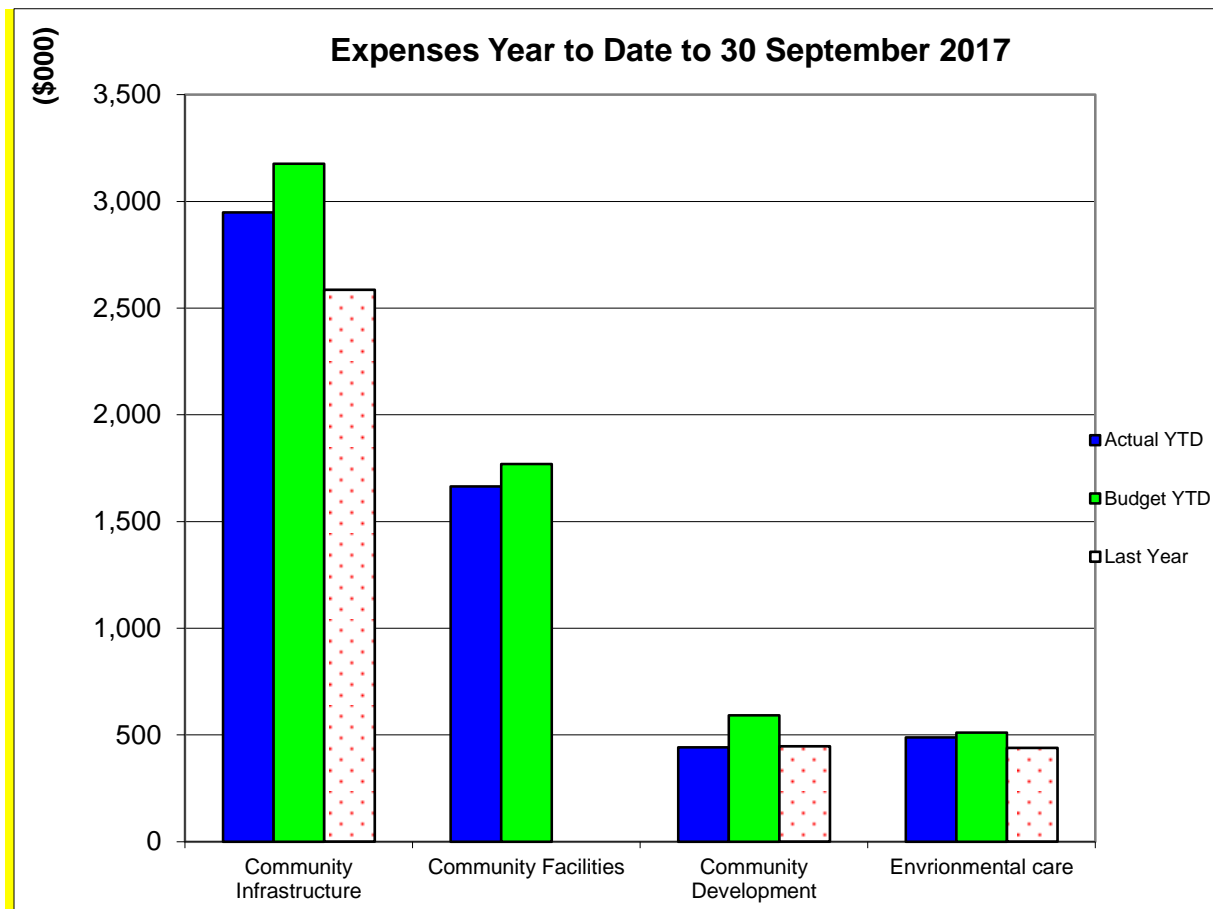
- NZTA subsidy is below budget by \$969,000. This is seasonal income dependent on expenditure and is comparable to the same period last year and Contribution received for T.A Event centre \$20,000 which is not budgeted
- Vested Assets income is currently nil compared to a budget of \$50,000. This income is usually recognised at the end of the year.

Income higher than the level budgeted includes:

- Development contribution is higher by \$457,000 mainly due to Morrinsville subdivision
- Animal Control income is higher by \$183,000 as income is received for registration at start of the year
- Investment income is higher by \$125,000 due to lower capital spent in previous year
- Aerodrome income is higher because some annual leases have been invoiced during this period.
- Health Income is higher by \$24,000 as licence fees received in July and and Planning consent and building consent income is higher by \$82,000 and \$50,000 respectively due to higher activity.

-

Expenses



Overall, expenditure is \$0.892 million lower than budget at this point. The significant reasons for this include:

- Savings in interest costs of \$101,000 due to borrowing is \$10 million lower than budgeted at the start of the year.

Operating expenditure across all activities is \$0.791 million below budget at this point; this includes payment to staff is under by \$732,000 due to timing of salary and wages and some vacant positions. However this variance is expected to reduce by the end of the year.

Community infrastructure - is covered in further detail later in the report. Other comments are noted below:

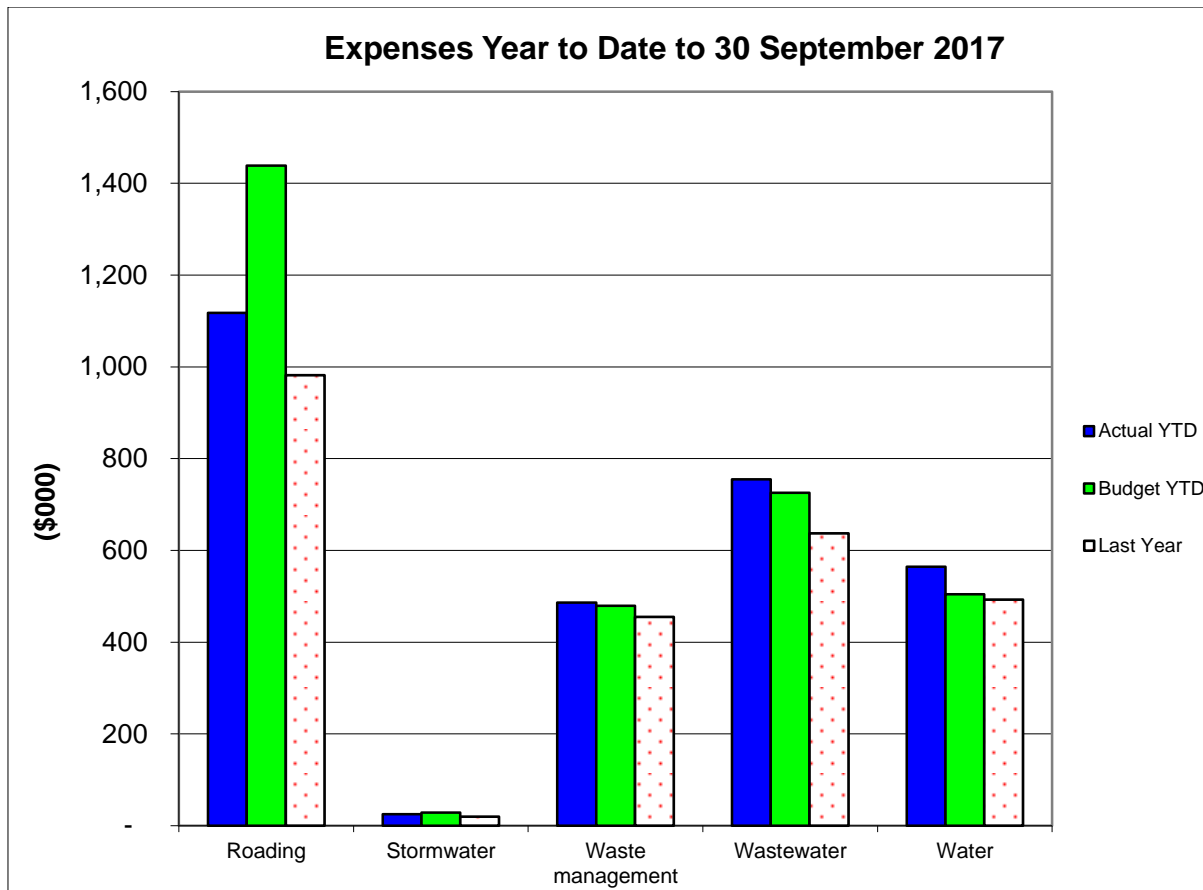
Community Facilities – \$67,000

- Aquatic expenditure is below budget by \$123,000. Morrinsville Pools were not operating earlier this year and MM and TA costs are lower mainly due to lower employee costs due to timing to date.
- Parks and public amenity is overspent by \$50,000 due to more work required during this period

Community Development is below budget by \$142,000 and includes

- Community Development is underspent as council has budgeted for Election to streamline rates which are not going to spend this year.
- For regional policy and district plan Monitoring and Implementation, Economic development expenditure not incurred during this period. Some community grants have been uplifted early in the year. This includes Regional Tourism \$75,000 MM & MV PRA \$25,000 and \$35,000 and Community support service \$22,000

Community Infrastructure



- Roothing is underspent on sealed pavement, Amenity lighting, Traffic services which is expected to be spent later in the year negated by higher spending on network and asset management
- Water expenditure is higher mainly due to spending on reticulation includes main trunk breaking in Morrinsville and Chemical purchased during this period

1. Rates

The total rates levied for the 2017/2018 year were \$37,388,536 (16/17 \$36,927,034). The balance of current rates owing at 30 September 2017 is \$25,862,930 representing a collection rate of 30.83% (16/17 30.42%). The collection rate of arrears for the year is 34.51%. (16/17 39.22%)

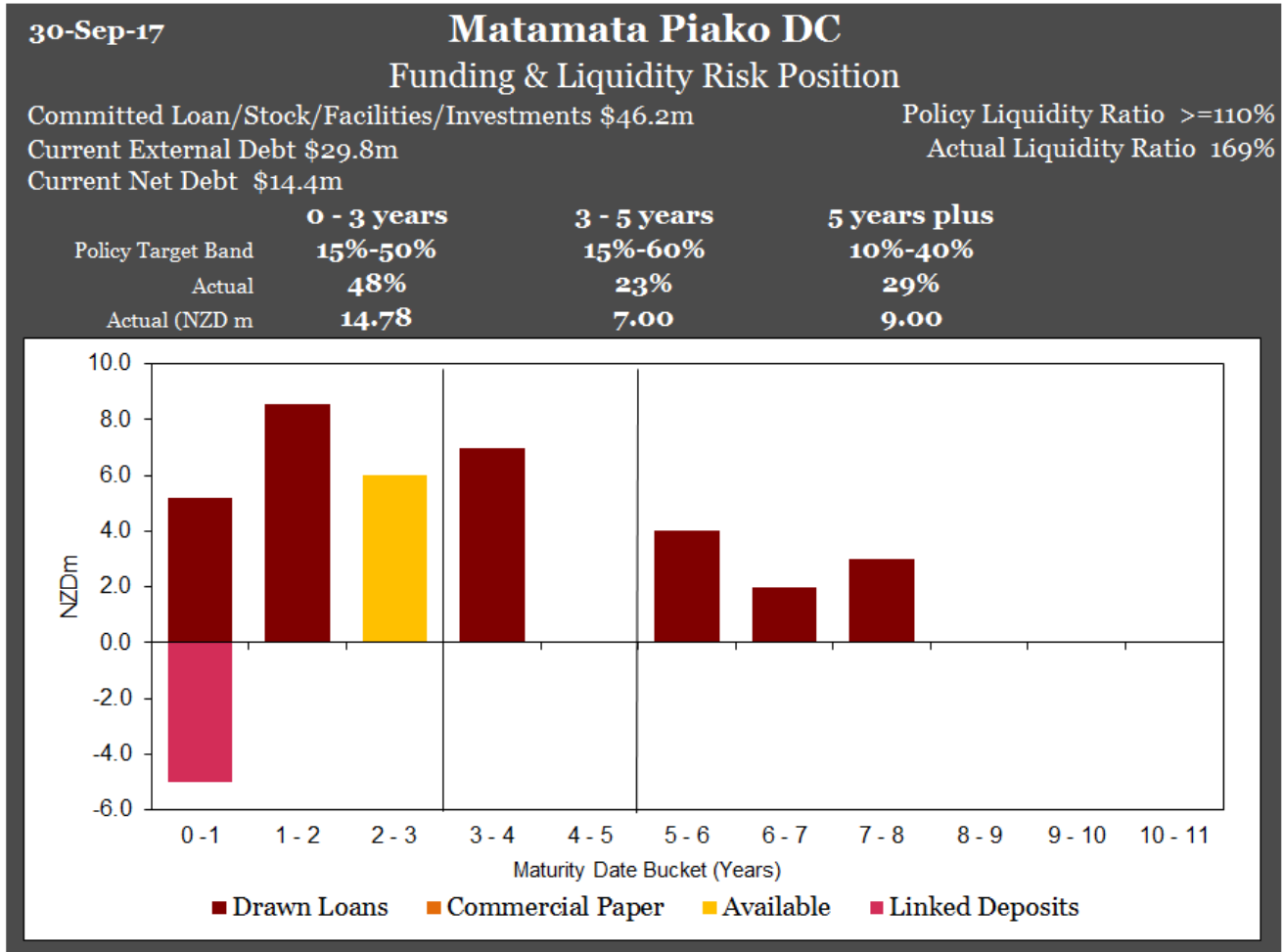
RATES STATUS REPORT		
As at 30 September 2017		
Notes	September 2017 \$000	
Rates for 2017/18		
Total annual rates levied	37,388	
Balance of total current rates owing	25,863	
Current year rates collected YTD	11,526	
Percentage of current rates collected YTD	30.83%	
Arrears from prior years		
Opening balance	930	
Less statute barred arrears written-off	(13.3)	
Less arrears collected this year	(321)	
Total owing from prior years	609	
Percentage of arrears collected YTD	34.51%	
	2018	2017
Penalty applied for 1st installment	39	43
Penalty applied for 2nd installment		43
Penalty applied for 3rd installment		38
Penalty applied for 4th installment		36
Rates collection		
Number of rateable properties	14,521	14,488
Number of assessments paid by direct debit		
Weekly	353	353
Fortnightly	335	335
Monthly	924	924
Quarterly	2,327	2,327
Annually	16	16
TOTAL	3,955	3,955
Staff have processed 176 Change of Ownerships during September 2017 (197 September 2016).		

2. External Borrowing

Council Interest Rate Position as at 30 September 2017

Matamata Piako DC Interest Rate Position			
12 Month Forecast Core Debt:	32.0		30-Sep-17
Policy Limits	55% - 90%		
Overall Fixed:Floating Mix	77%		
Policy Compliance	Y		
Liquidity Ratio:	110%		
Actual	169%		
Policy Compliance	Y		
Fixed Rate Maturity Profile:			
Years	1 - 3 years	3 - 5 years	5 years plus
Policy Limits	15% - 60%	15% - 60%	15% - 60%
Actual Position %	29%	16%	55%
Actual \$m	7.12	3.93	13.51
Policy Compliance	Y	Y	Y
Funding Maturity Profile:			
Years	0 - 3 years	3 - 5 years	5 years plus
Policy Limits	15% - 50%	15% - 60%	10% - 40%
Actual Position %	48%	23%	29%
Actual \$m	14.78	7.00	9.00
Policy Compliance	Y	Y	Y
Weighted Average Duration:			
Funding		3.62 Years	
Fixed Rate Portfolio (swaps and fixed rate loans)		4.76 Years	
Weighted average fixed rate on current borrower swaps*:			
Swap Portfolio	4.14%		* Note: non-active forward starts are not included.
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	Credit Exposure	Compliance
	(Swaps)	(Investments)	
	(\$m)	(\$m)	
WPC	2.51	4.00	Y
ANZ	0.00	5.00	Y
ASB	0.00	3.20	Y
BNZ	0.65	7.20	Y
Kiwibank	0.00	2.00	Y
CBA	0.00	0.00	Y

3. Funding Maturity as at 30 September 2017



4. Treasury Investments as at 30 September 2017

TREASURY INVESTMENTS As at 30 September 2017						
Deal number	Investment type	Counter party	Maturity date	Term (days)	Interest rate	Amount invested
Long-term Investments						
	Capital Notes	Fonterra	10-Jul-18	365	4.15%	24,000
810	Perpetual Bond	Rabobank	08-Oct-17	3674	3.49%	300,000
946	Bonds	ANZ	18-Apr-18	1826	5.28%	110,000
943	Borrower Notes	LGFA	15-Dec-17	1754	2.37%	80,000
944	Borrower Notes	LGFA	15-Mar-19	2209	2.43%	96,000
951	Borrower Notes	LGFA	17-May-21	2639	2.36%	56,000
956	Borrower Notes	LGFA	15-Apr-23	3253	2.42%	64,000
957	Borrower Notes	LGFA	15-Mar-19	1726	2.22%	40,000
958	Borrower Notes	LGFA	17-May-21	2520	2.34%	56,000
959	Borrower Notes	LGFA	15-Apr-24	2527	2.31%	32,000
960	Borrower Notes	LGFA	15-Apr-25	2892	2.35%	48,000
Total Long-term Investments as at					30-Sep-17	906,000
Short-term and call investments						
1019	Term Deposit	BNZ	08-Feb-18	276	3.85%	5,400,000
1022	Term Deposit	ANZ	13-Dec-17	211	3.71%	5,000,000
1027	Term Deposit	ASB	20-Nov-17	104	3.11%	3,200,000
1030	Term Deposit	Westpac	20-Oct-17	53	2.75%	4,000,000
1031	Term Deposit	BNZ	28-Nov-17	92	3.24%	1,800,000
1032	Term Deposit	Kiwibank	28-Mar-18	180	3.45%	2,000,000
Call	23 account	BNZ			1.75%	586,506
Total short-term and call Investments as at					30-Sep-17	21,986,506
Weighted Average Interest Rate						
This month		3.30%				
YTD		3.33%				
Investment Policy Compliance						
Complied						

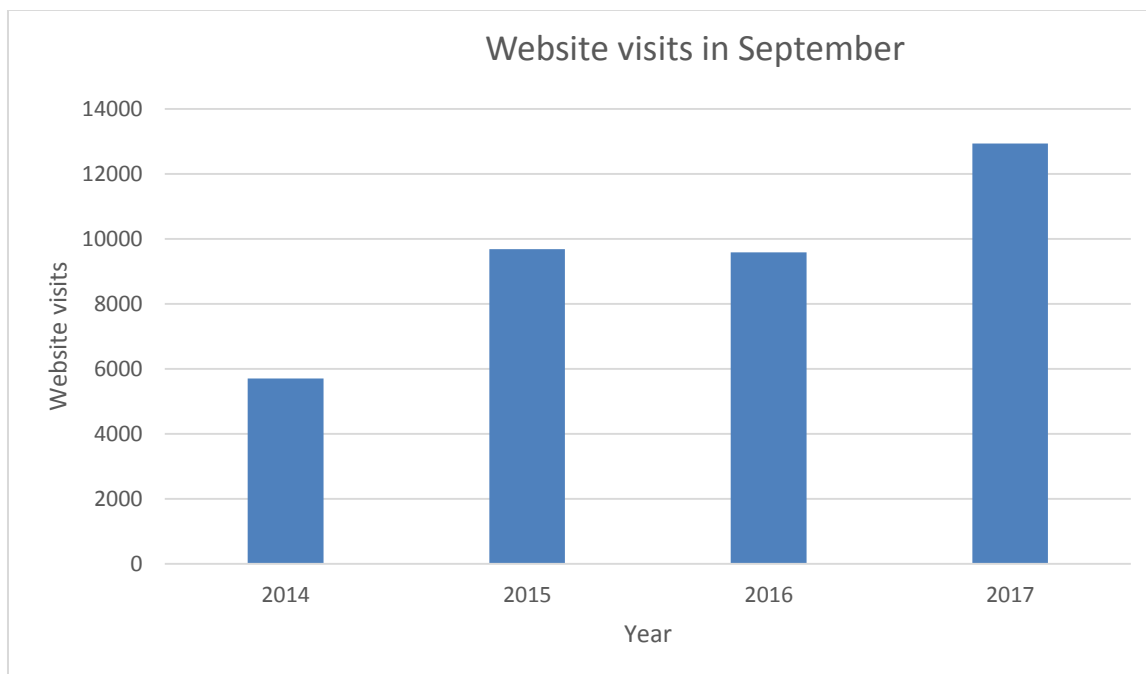
STATEMENT OF FINANCIAL PERFORMANCE TO 30 SEPTEMBER 2017						
		Actual	Budget			
YTD 2016		YTD	YTD	Variance	Fav(unfav)	Note
\$ 000		\$ 000	\$ 000	\$ 000	%	
INCOME						
8,454	Rates	8,522	8,544	-22	0%	1
560	Subsidies and grants	651	1,595	-943	-59%	2
1,741	Fees, charges	1,788	1,535	253	16%	3
113	Investments income	190	64	125	195%	4
30	Development and financial contribution	558	101	457	451%	5
-72	Other	-8	-64	56		
10,826	TOTAL INCOME	11,701	11,776	-75	-1%	
EXPENSES						
3,700	Payments to suppliers	3,922	3,981	59	1%	6
3,060	Payments to staff	2,959	3,691	732	20%	7
318	Finance Costs	340	442	101	23%	8
3,370	Depreciation	3,488	3,488	0		
	Other Expenditure		0	0		
10,447	TOTAL EXPENSES	10,709	11,602	892		
378	PROFIT(LOSS) FROM OPERATIONS	992	174	818		
<p>1 Rates income is lower than due to metered water income is lower by \$53,000.</p> <p>2 Roading subsidy received to date is lower by \$969,000 than budgeted as activity is traditionally low at the start of the year. Contribution of \$20,000 received from T.A. Event centre and Waste minimisation grant for the quarter received slightly higher than budgeted</p> <p>3 Fees and charges are higher due to Dog registration received earlier in year \$183,000 and Health licenses income is higher by \$24,000 and Planning consent income is higher by \$82,000 due to higher activity, negated by \$38,000 lower external income from KVS</p> <p>4 Interest received on investment (Term Deposits) is much higher than budgeted due to lower capital spending in previous year.</p> <p>5 Major Development contribution of \$501,000 received from Trans land Dev. for Morrinsville subdivision</p> <p>6 Payment to suppliers is lower as Roading is \$321,000 underspent to date , Rural fire moved from council resulted underspent, Economic development is underspent to date which is negated by licenses, Subscription, grants and subscription paid in earlier in year (\$99,000) and higher spending on Water, Waste Water and Parks</p> <p>7 Payment to staff is lower than budgeted due to payroll timing.</p> <p>8 Finance cost is lower due to lower opening debt than budgeted</p>						

YTD 2016 \$ 000	Actual \$ 000	Budget \$ 000	Variance \$ 000	Variance %	Note
DIRECT REVENUE ANALYSIS					
0	10	0	10		
Community Development					
Community Facilities and Property					
306	315	297	18	6%	9
24	43	35	8	23%	10
14	17	12	5		
58	54	57	-3	-5%	
316	348	308	39	13%	11
718	776	709	67		
Roading Water and Waste					
567	436	1,568	-1,132	-72%	12
0	0	0	0		
97	149	130	19	15%	13
172	171	160	11	7%	
558	518	573	-55	-10%	14
1,393	1,274	2,431	-1,157		
Consents and Licensing					
232	249	66	183	277%	15
312	240	190	50	26%	16
2	0	2	-2		
74	154	72	82	114%	17
620	643	330	313		
2,731	2,703	3,470	-767		
Notes:					
9	Increased income due to increase in EPH rents but not reflected in the budget. \$148 to \$156 since Feb 2017				
10	Library income is Higher than budgeted by \$8,000 due to Library Manager's salary is invoiced for First Six Months.				
11	Waharoa Aerodrome Annual / Half yearly Lease income is invoiced at the start of the year. \$20,00 Received from T.A. Event centre Committee, Pool income is lower by \$2,000 includes higher income from Spa negated by lower income in Pool, MM sports centre and MV pool still not operating.				
12	Roading subsidy income is lower than budgeted as activity is traditionally low at the start of the year.				
13	Waste Minimisation subsidy received earlier in year for the quarter and higher recovery due to increase in fees.				
14	Lower water income due to lower consumption by Industries				
15	Increase in income due to dog registration received in July for the year.				
16	Health Licence fees received in July for the year and Building consent is higher than budget due to more activity				
17	Higher income due to higher activity for resource consent				

YTD 2016 \$ 000	Actual YTD \$ 000	Budget YTD \$ 000	Variance \$ 000	Variance Fav(unfav) %	Note
DIRECT COST ANALYSIS					
Strategy and Engagement					
147	133	140	7	5%	
300	310	452	142	31%	18
447	442	592	150		
Community Facilities and Property					
268	232	253	20	8%	
242	238	233	-5	-2%	
314	369	356	-14	-4%	
194	264	228	-36	-16%	19
581	415	538	123	23%	20
1,600	145	162	17	10%	
	1,664	1,769	105		
Roading, Water and Waste					
982	1,118	1,439	321	22%	21
20	25	29	4		
455	487	479	-7	-2%	
637	755	726	-29	-4%	
492	564	504	-60	-12%	22
2,586	2,948	3,177	228		
Consents and Licensing					
44	40	56	16	29%	23
171	161	189	28	15%	24
90	52	117	66	56%	25
134	237	148	-89	-60%	26
439	489	510	21		
5,072	5,543	6,048	505		
18	For regional policy and district plan Monitoring and Implementation expenditure not incurred during this period. Audit fees includes last year reversal journal and invoice still to come. This saving is negated by the uplifting of community grants early in the year by \$99,000. This includes Regional Tourism \$75,000, MM & MV PRA \$25,000 and \$35,000 and Community support service \$22,000. Economic Development budget is underspent during this period.				
19	More work has been carried out during this period for Street Furniture and public toilet and higher number of burial increase in cemetery cost.				
20	MV pools are not operating yet resulting in an underspend for the period and MM and TA costs are lower mainly due to lower employee costs due to timing to date.				
21	Roading is underspent on sealed pavement, Amenity lighting, Traffic services which is expected to be spent later in the year negated by higher spending on network and asset management				
22	More Retic work and chemical purchased early in year resulted in higher spending than budgeted.				
23	Animal control and Building control costs are lower mainly due to staff costs related to timing.				
24	Building control lower mainly due to timing of the salary \$16,000 and some expenditure due later in year.				
25	Civil defence quarterly payment still to come and Rural fire we have budgeted for council contribution but not going to spend				
26	Higher cost in Resource consent due to higher volume of activity				

3. Corporate Overview

3.1 Communications



Online services

The team participated in meetings about Online Voting for the 2019 local government elections. Councils Online Services Developer Tim Donaldson was put forward to assist on the national Procurement Working Group for online voting providers. This matter will be further discussed with Council in November to confirm or otherwise our interest in remaining involved.

Events

The majority of preparations for the Business Night Out were completed (confirming bookings, video production, ordering trophies, printed materials etc). The event was held on 12 October at the Silver Fern Farms Event Centre in Te Aroha. Numbers attending this year are slightly lower than previous years (211 rather than 280). The same number of businesses are attending as previous years (but less people per business on average, resulting in the lower ticket sales).

Media and LGOIMA requests

The Communications Team handled responses to enquiries under the Local Government Official Information and Meetings Act regarding usage and operational costs for the Silver Fern Farms Events Centre, water testing results for Te Aroha, resource consents, bore water testing, and our policy on handling deceased animals on roads.

We also dealt with media enquiries around overstaying at the Waharoa campground, and a rating sale for a Waharoa property.

Marketing

The new wedding packages for Firth Tower Museum were printed. The new packages were a result of their marketing plan, and will better promote Firth Tower as a wedding venue.

A number of printed materials have also been updated ready for summer with updated hours, Morrinsville pools opening, Term 4 swimming lessons etc.

3.2 Corporate and Legal Services

Policies and Bylaws

Staff are undertaking a rolling review of the bylaws. The following updates work on these bylaws:

- Fires in open spaces - this work will continue as time allows in 2017/18 staff anticipate revoking the majority if not all of the bylaw, currently staff are waiting for a response from the new fire agency on the revocation of the bylaw.
- Dog control Bylaw – this was discussed with Council on 11 October and the review of the bylaw will not go ahead.

Annual Report

The final audit was undertaken in August/September 2017. Staff presented the final Annual Report and Summary to the Audit and Risk Committee and the Council on 10 and 11 October respectively, where an unmodified Audit opinion was received.

Staff are currently working on the project planning for the 17/18 Annual Report and Q1 reporting on performance measures.

Long Term Plan

Below is a summary of the main work streams for the Long Term Plan.

Description	When	Progress
Demographic/Growth Assumptions	Feb-May 2017	Council has adopted the <i>median</i> growth projections. Major assumptions to be discussed with Audit & Risk Committee in June
Financial Assumptions	Feb-May 2017	Report presented to Committee in June.
Community Outcomes Review	Apr-Jun 2017	Council approved its new vision and outcomes in April. These are being incorporated into the various activity plans, financial strategy and infrastructure strategy.
Rates Structure	Apr 2017- Jun 2018	Council has indicated a preference to maintain the current rating structure for the LTP 2018-28.
Activity Plans (including budgets)	Apr-Sep 2017	Activity managers presented their activity plans to Council workshops in May/June. The Activity Plans will be finalist once budgets have been completed.
Right Debate (pre-consultation) if required	Apr-Aug 2017	Pre-consultation on Waste minimisation initiatives occurred in June/July with 82 responses received. Council has asked staff to undertake further analysis of options relating to rubbish bag distribution and targeted vs general rates on waste management. This will be reported to Council in October. LTP Grants - Refer below
Infrastructure and Financial Strategy	Apr-Oct 2017	Refer below
Asset Management Plans	Feb-Oct 2017	On track
Policy Review	Apr-Oct 2017	Significance and Engagement Policy adopted 9 August Initial discussion with Council on its Policy on Development Contribution indicated only minor

Description	When	Progress
		amendments required, and some clarifications. Staff are currently working through these and a revised Draft Policy along with the DC modelling of cost allocation will be presented to Council in October/November. Revenue and Financing Policy and Policy on Remission and Postponement of Rates will also be presented to Council later this month.
Council controlled organisation section	Jul-Nov 2017	On track.
Maori participation in decision making	Jul-Oct 2017	On track.
Budgets/ Financials/ Notes	Jul-Dec 2017	First Cut Budgets was discussed with Council in July, including capital works spreadsheet. Second draft budgets expected to be discussed with Council in November with a final draft for inclusion in Draft LTP scheduled to be approved in December.
Document development and QA	Jul-Dec 2017	On track.
Communications Strategy	Jul-Dec 2017	On track.
External Audit Process	Jan-Jun 2018	Scheduled for Jan 2018 Refer separate report on audit fees and audit arrangement letter for the LTP.
Special Consultative Procedure	Jan-Jun 2018	Scheduled for 2018

Treaty Settlements

Hauraki Treaty Settlements - Ngāti Rahiri Tumutumu

Council has discussed the Hauraki Treaty Settlements and these discussions with the Crown and Ngāti Rahiri Tumutumu are on-going. Timelines are driven by Crown and Iwi. Draft legislation and easements have been received for review by staff, with feedback being provided to the Crown. We are currently waiting on updated versions of the deed drafting and settlement legislation for review. No further updates are available at this stage.

Hauraki Treaty Settlements - Co-governance

An update was sent to Council in February regarding the co-governance proposals which have largely been settled. No further updates are available at this stage.

Ngāti Hinerangi Treaty Settlements

Staff were approached early 2016 regarding the Ngāti Hinerangi Treaty Settlement process, a report updating Council was sent to its May meeting with arrangements with Ngāti Hinerangi largely settled, Staff are awaiting deed/legislation drafting. No further updates are available at this stage.

LGNZ Excellence Programme – Action Plan

Areas for Improvement	Response
OVERVIEW – pages 4-5	
<p>1 Information on the district's growth outlook currently is from moderate to high in the Council's view. To achieve buy-in for the Council's vision and to address the required pace and extent of change in the Long Term Plan for the district, councillors will need the most objective growth information available</p>	<p>Completed - This has been completed with Council adopting its growth projections in April 2017. A further review of growth will be completed for the 2021 LTP</p>
<p>2 In the new Long Term Plan, Council performance needs to be driven by improved key performance indicators linked to the Chief Executive's performance agreement, which in turn links to management's key performance indicators.</p>	<p>Completed - This has been completed through the CE Performance Review Committee.</p>
<p>3 Opportunities for improved service delivery may be realised through more substantive operational reviews under s.17A of the Local Government Act.</p>	<p>Programmed - S17A reviews were completed August 2017. A new project for the ongoing reviews will be implemented once the Long Term Plan has been completed</p>
<p>4 The Council should further strengthen its financial and asset strategies, and link these more clearly to the Long Term Plan.</p>	<p>Underway - with the development of the Financial Strategy (FS) and the Infrastructure Strategy (IS) as part of the LTP project.</p>
<p>5 Future Council infrastructure expenditure is highly dependent on NZ Transport Agency (NZTA) decisions for the Waikato region. Looking forward, the Council needs to strike a careful balance between investment in transport and the three waters and a significant fixed-income rating base.</p>	<p>Underway - This will be addressed through the FS and IS</p>
<p>6 Council and community would benefit from actively engaging with Māori/Iwi in economic development.</p>	<p>Underway - Council has a manawhenua forum. The Forum has asked to review its Heads of Agreement with Council, and this is currently underway. Individual iwi agreements are also proposed to cover the latest RMA amendments as well as Council's broader engagement with iwi. Much of Council's future engagement with iwi, especially around economic development, will be dependent on the final outcome of treaty settlements and potential new co-governance structures. Council will explore future opportunities for engagement as and when they present themselves.</p> <p>Further engagement with Iwi has been undertaken through Council's Business Awards, the Matamata-Piako Civic Centre Project and Youth Awards.</p>

	<p>Council has also made an approach to Ngatio Haua to develop an engagement agreement, and a review of the heads of agreement with Iwi is underway.</p> <p>Treaty settlement negotiations have been in engaged in in good faith – staff are currently awaiting responses from OTS on their progress.</p>
7 The Council requires an overarching engagement and communications strategy.	Underway - This will be covered as part of the Communications and Events Activity Plan
Governance, leadership and strategy – pages 6-8	
8 There is a need for the Council to fully understand growth outlook for its district, and to translate its aspiration into a simple and clear vision for the Long Term Plan.	Refer 1 under Overview.
9 Not all councillors have undertaken governance training. More needs to be done on developing the knowledge and skills required for governance.	Underway - A training needs assessment will be undertaken, and training plans for the 2016-19 triennium developed.
10 The Annual Report would benefit from improved transparency, particularly of projects that were not completed.	Underway - This will be discussed with the Annual Report project team for consideration as part of the 2016/17 Annual Report. It is recommended that major projects that were not completed be included in the following year's Annual Report for transparency, and also considered when planning the following year's work programme in terms of existing commitment and capacity.
11 The Council should ensure that major project investment decisions are supported by appropriate business cases	Underway - Work is currently underway on reviewing the Project Management framework, which includes improving our Business Case framework
12 The staff satisfaction survey needs to be conducted independently	Underway - HR is reviewing this. It is expected that an independent survey will be conducted in 2018/19.
13 The Council should progress implementation of its health and safety policies to embed a strong culture of health and safety throughout the Council	Underway An external audit of Council's H&S policies and processes has recently been conducted, and the recommendations are currently being pursued and implemented as appropriate.
Financial decision-making and transparency – pages 9-10	
14 The Council should separate its financial strategy ("why") from its financial plans ("how" and "what")	Underway - This will be addressed as part of the development of the new FS.
15 There is a need for greater clarity in evaluating investment activities undertaken by the Council.	Refer 11 above.
16 Budget variances and the carrying forward of uncompleted capital-expenditure projects should	Refer 10 above.

Item 6.6

be more clearly reported	
17 The Council would benefit from zero-based budgeting	Underway - Underway - Senior Management to consider.
Service delivery and asset management – pages 11-12	
18 Asset renewal strategies should explain why each asset is important for the district, and what the options are for its future development	<i>This will be considered as part of the development of the IS and the individual AMPs. Business Cases are being prepared as part of the Capital Works programme development for the LTP.</i>
19 Council should make the cost and benefits of large proposed infrastructure investment (transport, stormwater, drinking water) clear to the district's residents and businesses.	Underway - This will be addressed through the LTP project incl Right Debate and Consultation Document

Attachment A

3.3 Human Resources

Staff turnover figures for year to date from 1 July 2017 to 30 September 2017 are:

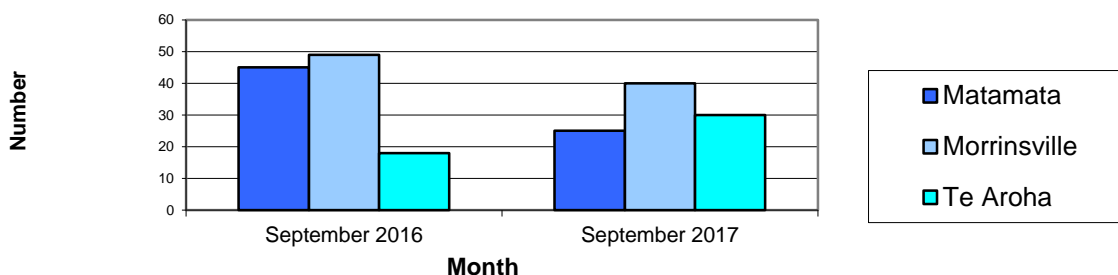
Year to date at	Office	KVS	Libraries	Facilities	Total
	%	%	%	%	%
July 2017	0	1.7	0	0	.45
August 2017	0	3.45	0	5.48	1.83
September	0	3.42	0	5.48	1.825

Total staff resigned in September = 0

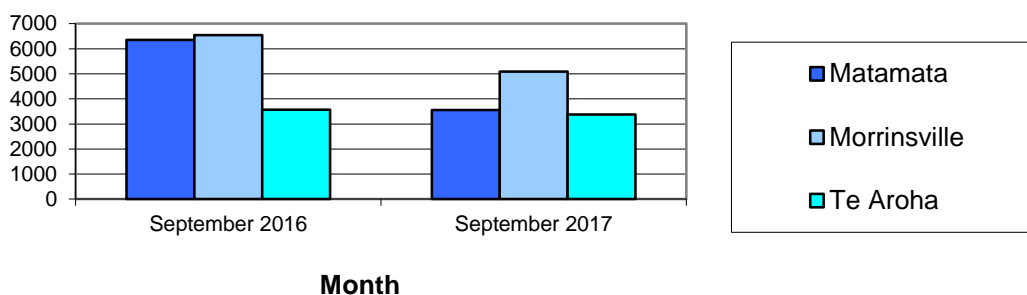
4. Community Development Overview

4.1 Libraries

New members



Library Visitors

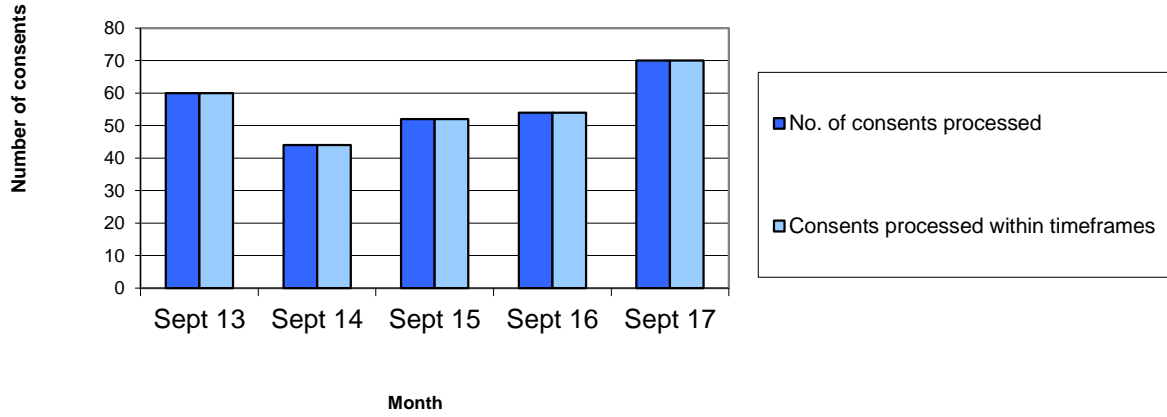


Libraries comments

- The libraries are in the process of adding a new ebook supplier. We have joined a consortium with other Waikato/BOP libraries to purchase the Wheelers ePlatform, and we will have access to a much wider range of ebooks shortly. We are planning a promotion of the new platform when the link to our website is complete. Ultimately this will replace the current Overdrive platform, but there will be a period of overlap.
- The branches continue to report anecdotes from customers who are very happy with the service they are receiving from library staff. These stories include an elderly couple recently moved to Matamata from Auckland who were very happy to find a temporary library up and running, with very obliging staff.
- Another Matamata couple were shown how to log on to our website and choose books from home. This feature is particularly useful for Matamata customers while we are operating in a temporary library with fewer items on the shelves to choose from.
- A Te Aroha customer commented favourably on the alphabetical shelving of the fiction, a contentious area for some customers who were used to the books being shelved by genre. This customer commented that she is finding herself reading a much greater variety of books than previously, and she is seeing more types of books that tempt her. This was the main aim of moving the books from their genre shelving.

4.2 Building

Building consents processed



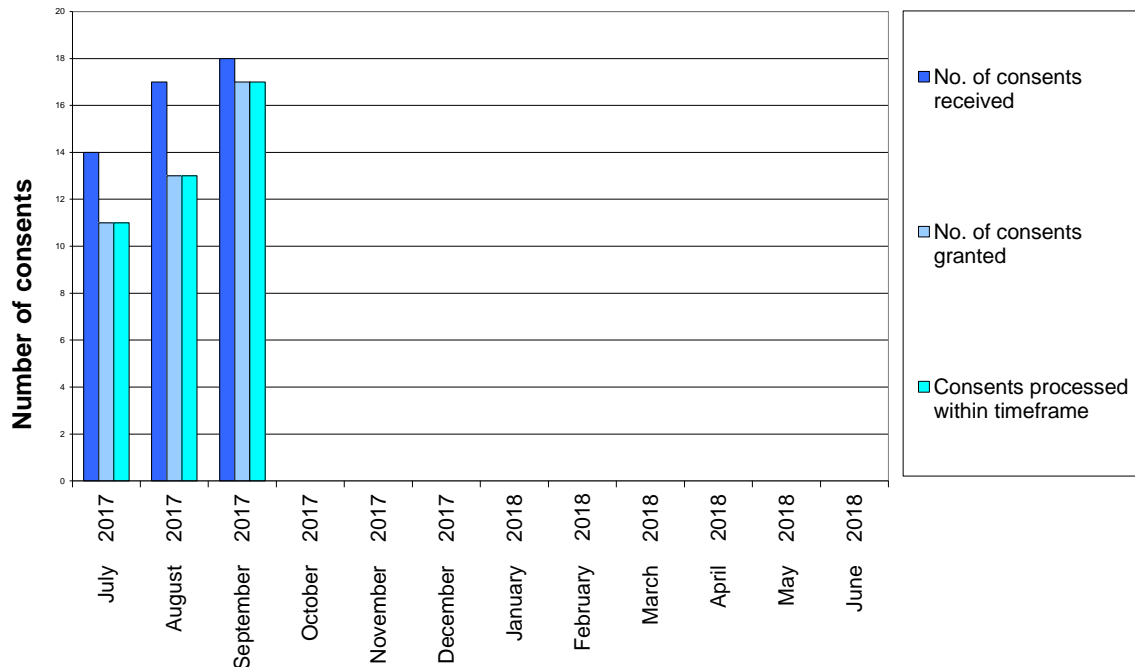
Building highlights:

- All building consents were processed within legislative 20 day timeframe

4.3 Planning

Resource Consents – September 2017

Resource consents processed



A report on resource consents received for September 2017 is included as Appendix C to this report.

In September, Council received 18 resource consents and granted 17 consents, all of which were processed within the statutory timeframe.

Limited or Publicly Notified Resource Consents:

Rc Reference	Applicant	Property	Limited/ Public	Date Notified	Close of Submission
102.2015.10950	Greenlea Premier Meats	38 Pickett Place, Morrinsville	Limited	10 May	31 August
102.2017.11378	Starfish Social Services	15 Gordon Terrace, Matamata	Limited	7 June	5 July
102.2017.11383	Longland Land Holdings Limited	106 Burwood Road, Matamata	Public	29 May	2 August
101.2016.11310	Waione Ventures	87 Harbottle Road, Morrinsville	Limited	24 May	12 July
102.2017.11353	Kingswood	175 Firth Street, Matamata	Limited	22 August	21 Sept

Greenlea Premier Meats

- A prehearing meeting was held on the 31 August 2017 and a hearing is scheduled for 6 and 7 November 2017.

Starfish Social Services

- A prehearing was held on the 26 July and a hearing was held on the 11 September 2017.
- The decision to grant the application was issued on the 27 September and the appeal period closes on the 18 October. To date no appeals have been received.

Longland Land Holdings Limited

- A prehearing meeting was held on the 2 August 2017 and a hearing was held on the 20 and 21 September 2017.
- The decision to grant the application was issued on the 11 October and the appeal period closes on the 3 November 2017. To date no appeals have been received.

Waione Ventures

- A prehearing meeting was held on the 12 July 2017 and a hearing was held on the 12 October 2017.
- This hearing has been adjourned seeking further information.

Kingswood

- Council received confirmation from all submitters stating that they no longer object to this application and therefore a hearing is not required and subsequently the consent has been issued.

Policy

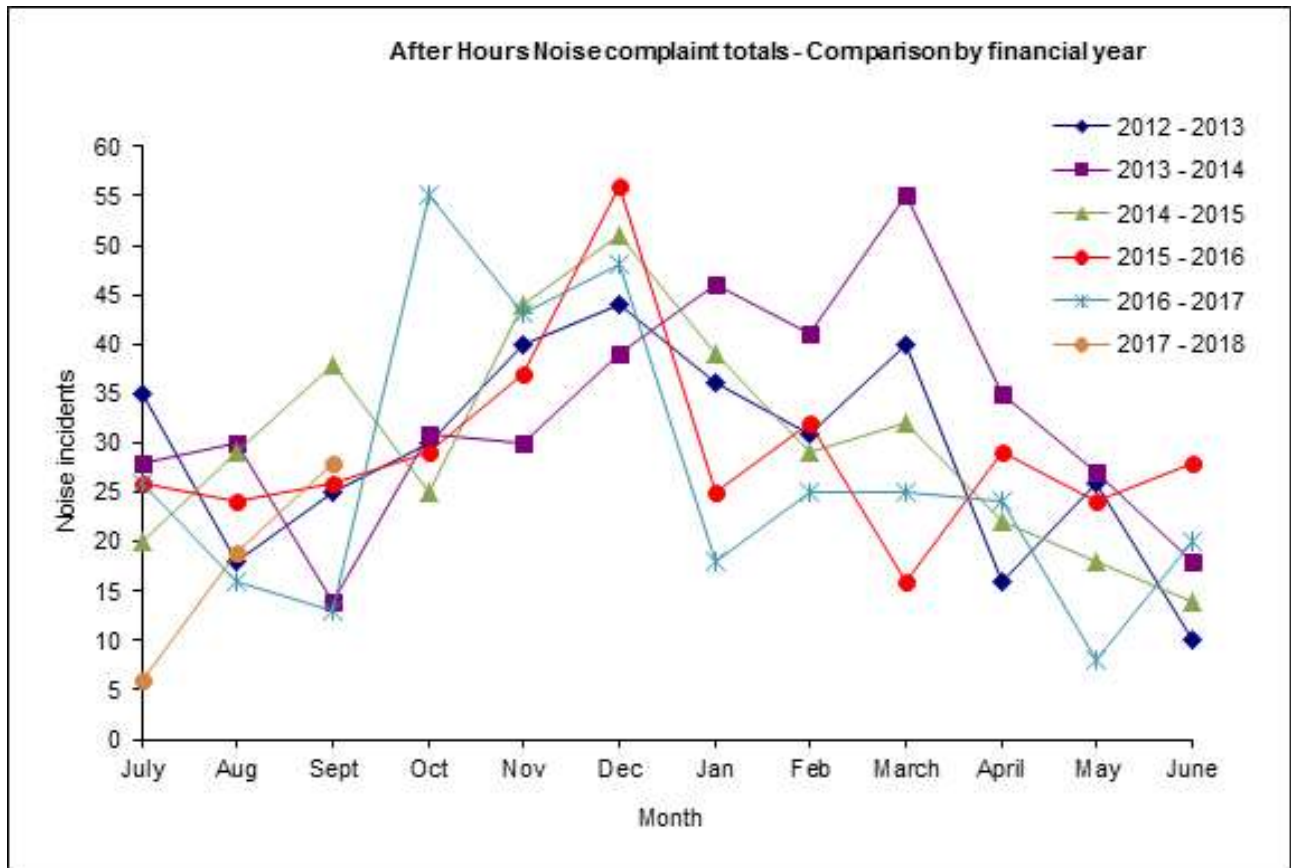
- We are currently compiling the annual State of the Environment Report which will be before Council in November.
- The project plans for both Waharoa Zoning and Development (PC 49) and Settlements (PC53) have been approved.

Health

- We are assisting the second year of food businesses transition under the Food Act 2014 by holding free workshops on the 24 November and the 5 and 8 of December 2017.

Noise Stats – September 2017

Ward	Sep-13	Sep-14	Sep-15	Sep-16	Sep-17
Matamata	13	13	12	6	6
Morrinsville	1	10	10	3	17
Te Aroha	0	15	4	4	5
All wards	14	38	26	13	28



Item 6.6

Attachment A

Alcohol



Item 6.6

New/ Renewal Licences

Agency Application Number	Applicant Name	Type of Licence
162.2013.857.3	Route 26 Off Licence	Off Renewal
162.2013.856.3	Route 26 Bar & Gill	On Renewal
162.2013.804.3	Thirsty Liquor Te Aroha	Off Renewal
162.2002.46.6	Workmans Café	On Renewal
162.2017.1278.1	Village Kitchen	On New

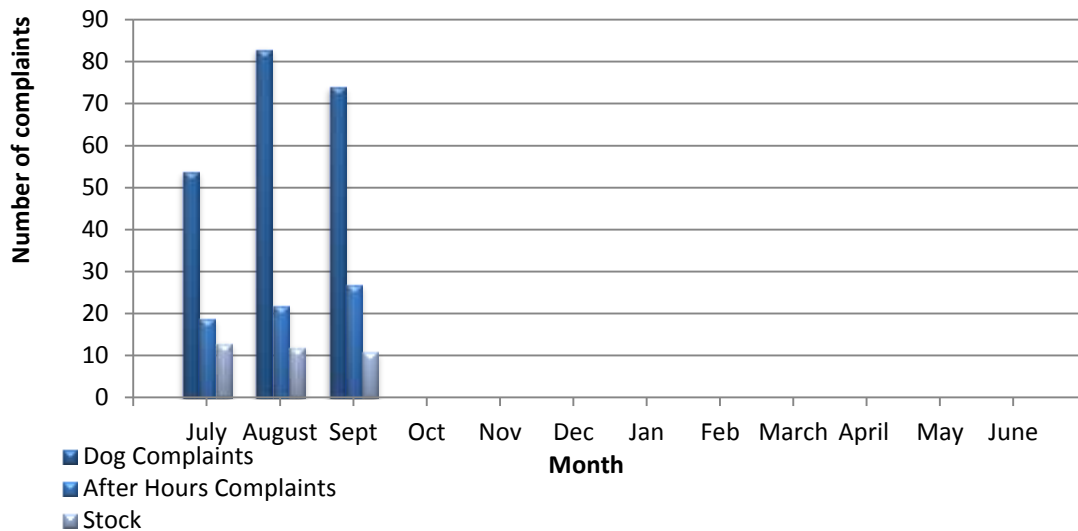
Special Licences

Agency Application Number	Applicant Name	Event
162.2017.1272	Matamata Association Football Club	50 th Birthday & Wedding Reception
162.2017.1273	COBRAS	Pink Walk, 21 st & Business Night Awards
162.2017.1274	Te Aroha Memorial RSA	Armistice Day & New Year's Eve
162.2017.1275	Kereone Rugby Club	30 th & 21 st Birthday's
162.2017.1276	Matamata Club	Referee Awards Night & Melbourne Cup Calcutta
162.2017.1277	David Street Home & School Committee	Quiz Night
162.2017.1279	Te Aroha Primary School PTA	Bingo Night
162.2017.1280	Hinuera Bowling Club	90 th Birthday
162.2017.1283	Future Te Aroha	Film Festival
162.2017.1284	Te Aroha Angling Club	Fishing Tournament
162.2017.1285	Morrinsville Rugby & Sports Club	21 st Birthday
162.2017.1286	Matamata Musical Theatre	Rome Sweet Rome

Attachment A

4.4 Animal Control

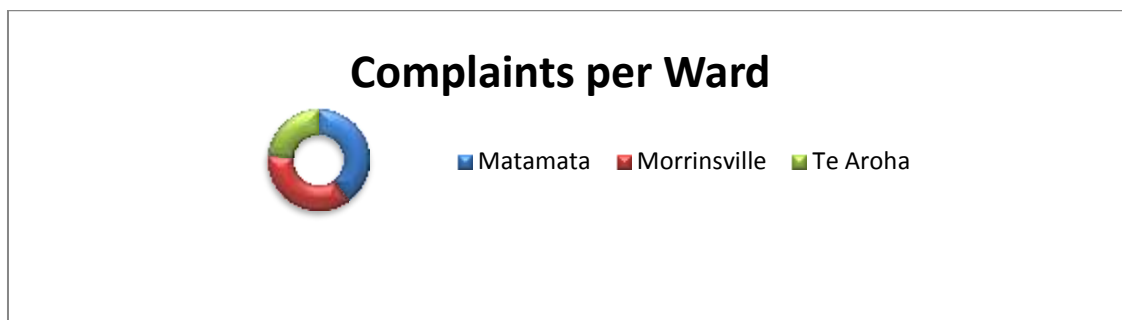
Animal Control Complaints 2017-2018



September Statistics

95 calls in total were received 32 Matamata, 39 Morrinsville 24 Te Aroha

- 74 of these calls received were regarding dog complaints
- 11 of these calls were wandering stock calls
- 27 calls were received after hours
- 15 dogs were impounded during the month



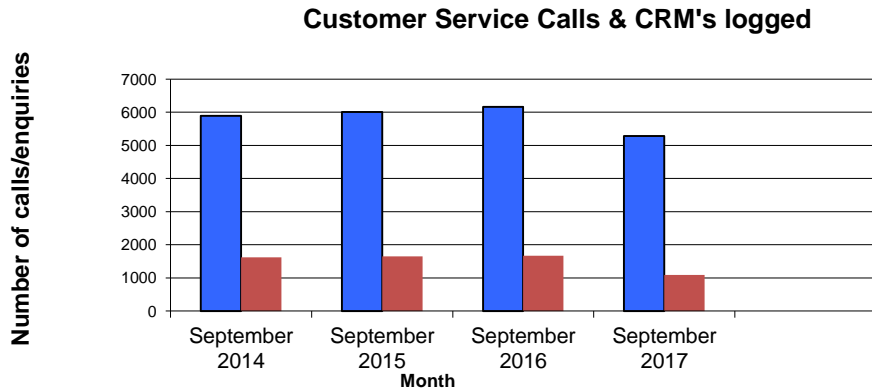
4.5 Civil defence

Civil defence

- An EOC foundational course was held and included attendees from Council, FENZ and the Rural Support Trust. Workshops have also been conducted with key incident management team staff on message management and preparation of status boards.

5. Service Delivery Overview

5.1 Customer Services



Rate Rebates – appointments have been steady since opening on 16 September.

There are a number of applicants that are either receiving a much lower rebate amount or nothing at all this year. This is due to our rates decreasing and the superannuation figures increasing.

The superannuation figure for a married couple is \$34,916.96, the average total rates (MPDC and Waikato Regional) is around \$2840.00. The rebate amount for this scenario would be \$281.67, of a possible \$620.

For a married couple with a total income of \$34916.96 to receive the full rebate amount of \$620 the total rates would need to be \$3000 or more.

LIM (Land Information Memorandum) – 51 applications were received in September, 19 of these were urgent requests.

5.2 Kaimai Consultants

5.2.1 Community Operations and Projects

Piako River Forum

- Under the banner of Keep Morrinsville Beautiful the Piako River Forum took part in the Keep New Zealand Beautiful clean up week on 16 September at 10am. The area targeted was the Avenue Road South river walkway through to Studholme Street.
- The event started off with a Karakia and a heavy down pour but the sun soon came out and the volunteers begun their rubbish pick finishing off with a very much appreciated sausage sizzle provided by Morrinsville Rotary
- The Piako River Forum members were put through the Council Volunteers Health and Safety induction course. Council assisted with the removal of rubbish bags after the event, help with set up on the day and Health and Safety including first aid kits and providing hi-viz safety vests.
- This was a very successful Piako River Forum community run day



Keep Matamata Beautiful

- Keep Matamata Beautiful Committee is working with local contractors to complete the clean-up of stumps on Waharoa East Road, and hanging baskets for the CBD. The baskets will go up at the end of October.
- Matamata Intermediate took part in the Keep NZ Beautiful clean up week.

Matamata Pool tiling

- Water proofing of the outdoor pool is well underway and getting ready for water leak testing mid-October. Tiling is expected to be completed by the end of November.



Morrinsville recreation grounds

- Shelters intalled over the seating in the playground to give protection from sun & showers



5.2.2 Property & Utilities

Utilities

Water

- The reservoir structure is 100% complete but has experienced some seeping from infill joints and along base/wall joints. Contractors have repaired the combi flex joints awaiting inspection by Sika, commissioning to follow soon after. Work on building the access road has begun with re-establishment on site. Fencing to be complete when scheduling allows.

Watermain Renewals

- Two external reticulation renewal contracts are to be let for the 2017/18 year. These are being written and tendered, work started. First tender is due to go out at the end of October.
- The Thorpe street cut in to 300mm main is to be completed once traffic management plan approval is processed. This work is being carried out by Civtec and supervised by KVS.

Borehead Security

- Tawari Street bores have been reclassified as non-secure which requires additional barriers to be installed. UV reactor is to be installed as soon as possible, work on the project has already started.
- The Waihou depot water supply risk assessment is being reviewed.

Morrinsville Water Supply Resource Consent

- Waikato Regional Council have advised a review of draft conditions was carried out in August 2017. Once we receive the draft conditions we will assess the impact of the changes prior to discussing or agreeing to a hearing timeframe. Our lawyers Brookfields will advise on the hearing strategy. We understand the report is being written in the second week of October.

Water

- The Topahaehae Stream health assessment undertaken by Babbage Consultants has been received.
- UV treatment is to be installed at the plant. Project Briefs and Plans are in progress.
- Te Aroha West water supply plans are being drawn and contract drafted for tender.
- Te Aroha Reservoir: The structural engineer was on site in September to look at seismic strengthening and we are waiting to receive the report.
- Morrinsville Water Treatment Plant: It is planned to return supernatant (residue from filtration process) from de-sludging process to lake. Investigating what impact this would have in relation to NZ Drinking Water Standards 2008.
- Morrinsville trunk main early warning system for pressure drop is being designed, this has been discussed with potential supplier to develop options and estimates.
- Leak Detection contract work progressing in Te Aroha.

Wastewater

- External resource being discussed to progress this work.
- The Te Aroha trunk main capacity is being investigated as it has caused back pressure on connecting mains resulting in overflows. Access to the trunk main manholes requires clearing prior to any jetting and CCTV assessment.
- Issues with sewer levels during large storm events at the Aroha View Pump station continue to be investigated.

Stormwater

- Drawings finalised and estimates are completed. Contract documents are being developed for Morrinsville stormwater project and they should be advertised in the near future.

Solid Waste

- Smart Environmental has new shareholders with Maui Capital purchasing 75% of company. No impacts on ability of contractor to deliver service. Contractor has improved performance at transfer stations but have concerns over staff retention with new operators on all transfer stations in the last month need to ensure training of new operators. Contractor stated no issues experienced for first two months on Paper for Trees collection.
- A consultant was engaged to conduct review of roles and responsibilities in terms of how contract health & safety is managed. A report on this should be available shortly.
- There has been an initial meeting Smart Environmental Limited, and council Health and Safety representatives. Awaiting new waste manager at TCDC before progressing. Positive feedback on approach has been received

Waste Minimisation

- A project plan to manage the transition to the new refuse bag distribution is being prepared for action in the new year.
- Closed landfill- Morrinsville slope remediation brief being written and funding is already in place

Property

EPH

- All flats occupied apart from the one being refurbished. Increased level of enquiry for social housing with 60 people now on waiting list.
- EPH renewals. Work on target apart from unit 11 Mangawhero Matamata, which had a delayed start. Roof renewal on Koromiko complex completed. Aroha complex 50% complete.

OYO

- Most are owner occupied with 3 buybacks in Wrightman Place Morrinsville currently underway.

Corporate buildings

- Pest control being reviewed as current contractor not fulfilling brief. Procurement will proceed under new procurement framework discussing with Genus.
- Carpet replaced in main office executive suite and stairwell.
- Commercial leases rent reviews and renewals all update to date or still in progress. Work on new land adjacent to recreation ground in Morrinsville being undertaken. New lease on Airfield in place with new hangar being constructed.
- Working on subdivision of 46 Rockford Street for a potential sale.
- Community leases; good progress being made with Morrinsville Tennis Club and Te Aroha Athletics, rent reviews on some underway.

Community Halls

- Meeting with Te Poi community to discuss way to progress as costs outweigh the use of a new facility. School option was deemed too difficult to progress so eliminated as option. Valuations and Section 40 PWA underway with report to follow and then to Council for deliberation.
- Meeting (NZTA) staff attended on future of Piarere hall, will need further discussion as in path of proposed roading improvements.
- Waitoa hall valuation and Section 40 PWA underway.
- Assisting with roof renewal at Tahuna and kitchen upgrade at Okauia
- A report to remove local reserve status on hall location's that have been sold is being prepared for Council. Working to develop workflow for asset update to streamline current process.

5.2.3 Roothing

Overview Report

- The cyclic crews have been busy with pothole repairs due to all the wet weather this month. A round of EMP (edge marker post) cleaning is almost complete and general cyclic maintenance is ongoing.
- The hotmix crew began their pre-reseal repairs towards the end of the month as the weather allowed.
- The stabilising crew also commenced their pre-reseal program as the weather permitted.
- A number of metal roads have had maintenance repairs carried out on them.
- The drainage crew have undertaken some high shoulder removal work amidst the slip repairs that have taken priority across the network. (high shoulder removal prevents water ponding on the road and allows the water to drain off the road across the berm)

Other Contracts and Activities

- Supply and Installation of LED Streetlights – Contract 2178 was awarded to McKay Ltd. This contract entails the replacement of existing lights (scheduled) with LED lights in Morrinsville, Matamata and Te Aroha.
- Reseals – Contract 2098 – Fulton Hogan. This is a 2+1+1 Contract. Designs now completed and approved. Resealing programmed to start late October 2017
- Road Marking – Contract 2177 awarded to Roadmarkers New Zealand. Remarking to start when weather permits.
- Signs – Contract 2119. Contractor – Directions (3+1+1 contract). Works ongoing
- Corridor Access Requests – Twenty four (24) CAR's were processed in September.
- High Productivity Motor Vehicle (HPMV) Permits – No (0) HPMV permits were processed in September.
- Overweight Permits – Four (4) overweight permit applications was processed in September.

Works Programme 2017/18

- Contract 2163 is a contract that was deferred in 2016/17 until 2017/18. J Swap Contractors were awarded this contract and will commence this project during the Spring of 2017/18. The site is a section of Matuku Road between Hangawera Road and Reay and Watson Rd. Work on this peat road required a road closure. We received a lot of feedback/objections from Greenline Buses who have three buses in the morning and three in the afternoon during school terms on this section of road and also farmers who have crops to plant or harvest. Work is currently under way. This section of Matuku Road will be reopened for traffic at 5.00pm on Sunday 15 October. We anticipate the works to be completed by Labour weekend.

Package 1 - Contract 2176 – Contract awarded to J Swap Contractors.

- Okauia Springs Rd (RAMM 50-1100)
- Peria Rd (RAMM 928-1935)
- Works due to start mid-October on Okauia Springs Rd

Package 2. Contract 2180 - Currently out to tender with tender closing on 26 October 2017. With prolonged wet weather it has been difficult to complete surveys so in order to keep up with the programme we have dropped Rawhiti Rd from this package and will put it into another package or put it out to tender as a stand-alone job later

- Landsdowne Rd (RAMM 20-1000)
- Old Te Aroha Rd (RAMM – 5770) Slip repairs. Gabion wall construction

Package 3. Surveys are yet to be completed for this package. We have engaged an external surveyor to conduct one of the surveys in an attempt to get this contract out to tender late October for November start.

- Studholme St (RAMM 100-660)
- Piako Road (RAMM 1880-3270)
- Morrinsville-Tahuna Rd (RAMM 8375-8625)

We will either combine Rawhiti Rd with Package 3 jobs or put it out as a stand-alone job.

- Rawhiti Rd Matamata (RAMM 600-1100)

Events and Road Closures

- Club Targa Inc has applied for various road closures for 25 October 2017. We have received several submissions for the proposed closures. These submissions have been sent back to Club Targa to work through. Club Targa has assured us that they have worked through all concerns. They have altered some of the road closures as a result of the submission / consultation process. The main concerns were with school bus operators and access to farms for Livestock Improvement Corporation (LIC) and a few property owners. We have also requested a debrief meeting with Targa to discuss the timing of this year's event. Historically the Targa has been held over a weekend in May when there has been minimal disruption/submissions. This year's event is during the working/school week in October that also coincides with the LIC breeding programme.
- Morrinsville College Fun Run / Walk will be held on 29 October 2017. This is an annual event held on various roads in Morrinsville. Full traffic management will be set up on the day. This is non-road closure event.
- The Diprose Miller Fireworks Extravaganza will be held on 4 November 2017 (5.00pm – 10.00pm). Full traffic management will be in place at the entrance to the Morrinsville Recreation Grounds.
- Christmas Parades Summary for the three towns;
 - Matamata – 2 December 10.30am – 12.30pm. Various roads closed (including Broadway)
 - Morrinsville – 12.00noon – 3.30pm. Thames St
 - Te Aroha – 16 December 2017 7.30am – 2.30pm. Various road closed including Kenrick St and Whitaker St (SH 26)
 - All road closures are currently going through the advertising / submission process.

5.3 Kaimai Valley Services

5.3.1 Water and Waste Water

There are no major operational issues at the water and wastewater plants. The first stage of the water and wastewater restructure has been completed with the appointment of the Water and Waste Water Manager. The initial focus will be developing a structure that supports a professionally managed team which meets the demands of the current and future operating landscapes, and the appointment of consents compliance officer.

5.3.2 Parks and Reserves

Gardens

- Winter annuals have been removed and beds are being prepared for the summer annuals to be planted.

- Spraying round has been started and Te Aroha and Morrinsville have been completed. Matamata is to be completed.
- Hedges at the Cemeteries have been cut.
- Spray program has begun on the roses.

Mowing

- Winter weather has made mowing very difficult. Ground conditions very soft and slippery on slopes. The mowing teams are currently trying to catch up on levels of service.
- Warmer weather has led to increased grass growth and this has caused excessive grass clippings to be left after mowing.
- Mowing heights have been reduced on the cricket fields and these are now ready for the start of the season.
- Spring turf renovations have been completed and only the spraying of the broadleaf left to carry out.

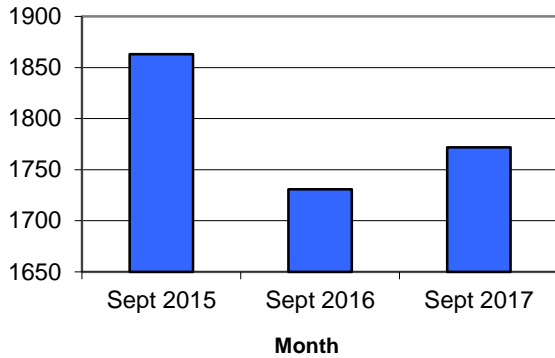
Tree Contract

- Arborcare have completed all outstanding CRM's and are starting their line clearance program for trees that are interfering with overhead wires.
- There has been extra tree work with the wet winter leaving more than usual work to be completed year to date.

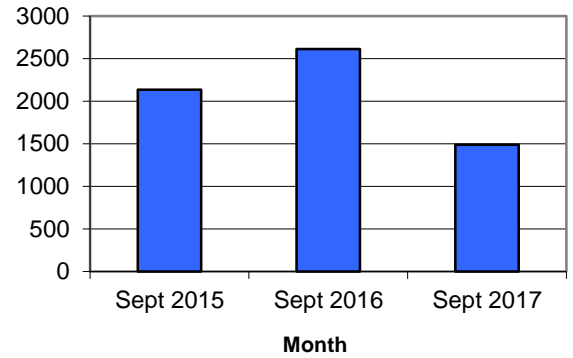
6. Business Support Overview

6.1 Community Facilities Operations

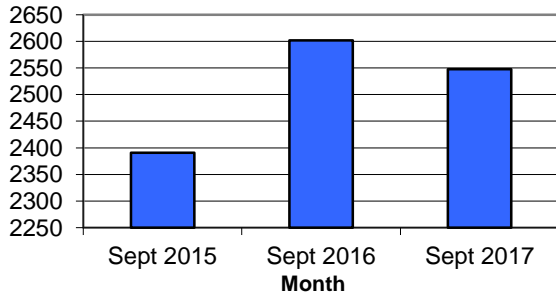
Te Aroha i-SITE
Number of visitors
Door counter



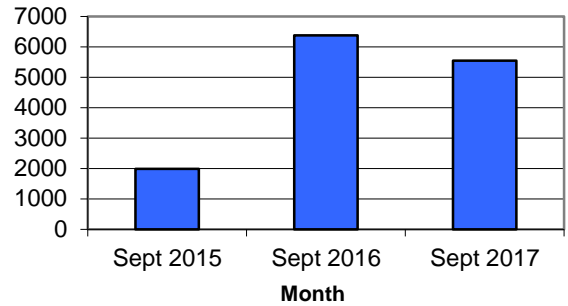
Swim Zone Te Aroha
Cash Register Reports
Number of visitors



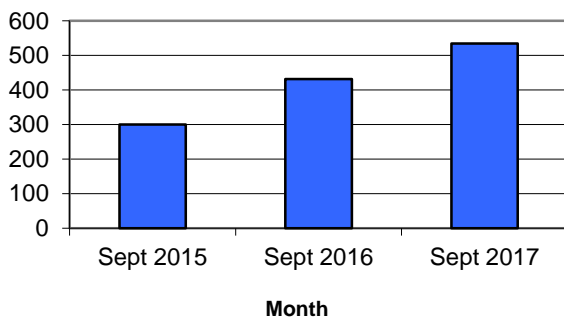
Te Aroha Mineral Spas
Cash Register Reports
Number of visitors



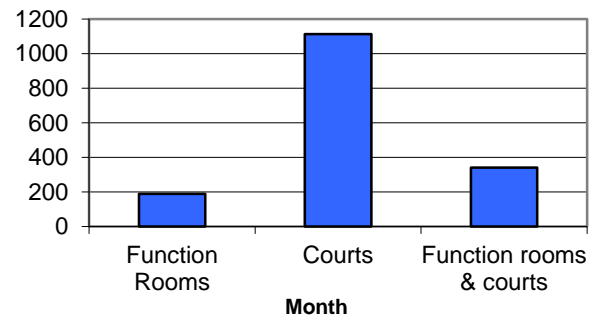
Matamata Sport Centre
Cash Register reports
Number of visitors



Firth Tower Visitor Numbers (manual count)



Silver Fern Farms Events Centre
Users & Spectators
July 2017



Te Aroha Mineral Spas.

- Visitor numbers have been good this winter for the spas. Aroha Spa bookings have increased over the same period last year.

Firth Tower Museum

- School groups and retirement home groups have visited this month and participated in activities. Historical society have made good progress with the Firth shed lean to building project.

Swim Zone Matamata

- Outdoor pool has been waterproofed and tested for leaks. Tiling will commence in October. The swimming club will be able to operate with the indoor pool and the dive pool at the start of term 4.

Swim Zone Te Aroha

- Maintenance has been carried out on the filters and pump for the Spa pool.

Matamata Aerodrome.

- Minor damage on the runway due to wet weather has been repaired.

Morrinsville Events Centre

Te Aroha i-SITE

- Visitor mix 77% Domestic; 23% International
- Passed annual Qualmark assessment. Qualmark does not use percentage marks for i-SITES any more. Very happy with level of staff training, well documented procedures, health and safety culture, customer feedback on Customer Radar, Facebook, Trip Advisor and Google
- Recommendations made by Qualmark assessor –
 - Improve signage from approaches to town,
 - Hand drying facilities be installed in the mens' public toilet behind i-SITE
 - LED screen in front window to promote offerings and web link after hours
 - Work closely with DOC and Hamilton Waikato tourism to obtain digital maps to use in the visitor centre.
 - Point of sale system to assist with vouchering bookings and stock control

Domain Pavilion

- Pilates twice weekly; Keas and cubs weekly, Family reunion – 50 people

Domain House

- Available for general hire - long term lessee has not renewed.
-

6.2 Assets Strategy and Policy

Development contributions and LIMS

- Development Contributions processed - (32) Building Consents, (6) Subdivision Consents
- (53) Lim Enquiries

Roading

- Staff including Kaimai Consultants went on a RATA Forward Works Tour of our district. This tour also had a member from NZTA to contribute with our planning for NZTA funded works. There was a general consensus that our planned works were appropriate.
- The Initial Bid of the Roothing Activity Management Plan was submitted to NZTA and the Regional Transport Programme is being developed.
- Contract documentation for the the Morrinsville Pedestrian crossing is developing.
- The Memorandum of Understanding for the Hobbiton works has been drafted and working with applicant's Consultant to get this finalised so that the works can be completed.

Utilities

- Have substantially completed the Water, Wastewater and Stormwater AMPs just waiting to complete the financial sections. Currently working on the Solid Waste AMP.
- The Assessment of Water Services report has been substantially completed also and is being reviewed by the District Health Board before being brought to Council.



WAIKATO MAYORAL FORUM

Summary of Waikato Mayoral Forum meeting 11 September 2017:

New economic development agency

Creating a Waikato-wide regional economic development agency was endorsed by the forum.

The new Waikato Regional Development Agency – outlined by Waikato Means Business under chair Dallas Fisher – is due to become operational mid-2018.

To be based at the Innovation Park in Hamilton – with a proposed budget of \$2 million – the agency will also have service centres around the Waikato to ensure it is delivering value to businesses in the region and is not just big city focused.

Such an agency – in line with the direction set by the Waikato Plan - will help the region better access a share of the Government's \$60 million-plus regional growth programme funding, and attract national and international investment.

Due in part to a lack of co-ordinated effort, the Waikato is underinvesting in economic development. We're currently the only region without such a co-ordinated development agency.

We're not getting a fair share of that Government regional growth funding and not doing enough to attract investment. We're also not doing enough to develop skills and work readiness of our people and ensure they are in education, employment or training.

So the agency, as proposed, will help bring the Waikato Story to life and will be a much needed 'front door' for local Waikato businesses to get development help and for investors from outside the region to find their feet here to mutual advantage. And it's definitely designed to be a "doing it" entity.

Waikato Means Business may have been initiated by councils but is now very much led and driven by business. So it was great to see the forum unanimously swinging in behind the significant effort put in by Dallas and his team to get things cracking.

A proposed funding model for the agency will see councils, business and other sources all contribute to its budget. Individual councils are due to decide on their level of contribution.

Facilities funding framework

There was also unanimous forum support at the meeting for a new community facilities funding framework which outlines the way councils will work together to identify how regional and sub-regional facilities should be collectively and equitably funded.

Just as importantly, it helps local government work with others to take a collaborative, strategic approach to investing in community sports, leisure, cultural and arts facilities.

It is neither efficient nor effective for each council, school, and community group to develop and maintain their own sports, leisure, arts and cultural assets.

The framework is an opportunity for a paradigm shift in the way that we plan for and fund community facilities so that communities benefit from these investments now and into the future, and we avoid unnecessary duplication of resources.

Sport Waikato, Creative Waikato, Trust Waikato and the WEL Energy Trust are all supportive of the concept.

It will now be up to all councils to consider formally whether they accept the forum's recommendations.

Under the framework, individual councils remain the decision makers over how much they are prepared to contribute to individual projects.

Community-led engagement

Sport Waikato CEO Matthew Cooper, recently returned from a study of neighbourhood-led development in Canada, told the forum meeting that practices there could well have relevance to our region and that he'd be keen to work with councils on this.

Taking a neighbourhood-led or community-led approach could get greater public engagement than having central agencies develop ideas and seeking comment, Matthew suggested.

He looked at how Canadian "neighbourhoods" (as opposed to "communities") got together and worked on various initiatives.

"Partnership with funders and other stakeholders was critical to success," he said. There was also a need to strike a balance between taking a long-term view and getting runs on the board.

Matthew noted that many community development "players" in the Waikato could be confusing for the public and questioned whether various agencies knew enough about what each other are doing. So a more collaborative and common approach to community-led development could be useful.

National waterscape

The forum received the first in a new series of comprehensive reports on local, regional and national water issues from the regional council's science and strategy director Tracey May.

The reports will from now be at not less than six monthly intervals, reflecting the forum's desire to be kept up with developments in this fast-changing and increasingly important space.

Tracey noted how new Government direction places pressure on the region to improve the swimmability of rivers and lakes in coming years, measured by e.coli standards.

The regional council's chief executive Vaughan Payne noted there were concerns with the development of government direction in regard to swimmability targets without a comprehensive assessment of the potential cost implications for regional communities. Vaughan also said it was frustrating to see the new standards focusing only on e.coli when local science says the other three significant contaminants (nitrogen, phosphorous and sediment) should also be looked at.

A report to the forum said: "While the direction in regard to water management is being set at a national level, implementation is more and more being passed on to regional and local levels to deliver, with costs of implementation and compliance being borne by our ratepayers."

Tracey noted the council's new freshwater strategy was putting a long term focus on how to manage water in the region generally through advocacy, smarter methods and better information.

She also outlined progress being made in the Healthy Rivers Wai Ora Proposed Plan Change 1 for the Waikato and Waipa rivers, noting hearings involving independent commissioners were due to start in May/June of next year.

Havelock North

An update on the inquiry into the Havelock North water supply contamination inquiry noted criticisms of the local regional and district councils after stage 1 of the inquiry.

Stage 2, currently underway, will provide recommendations about managing water supply across New Zealand. It is not due to report till December.

Implications for Waikato are therefore not currently clear but a report to the forum said a different approach could be expected in the approach taken by drinking water assessors given a finding they had been too "hands off" in the past. It was also likely greater scrutiny of bores will be expected, the report said.

One good sign for Waikato is that a meeting of agencies in our region felt that many of the issues raised regarding communication and liaison between agencies around Havelock North weren't present in our region.

But the meeting also agreed a range of measures related to liaison and data to further ensure safety of drinking water supplies in the Waikato.

Waikato Regional Services Funding

The regional council advised it will be seeking formal feedback from local councils on how the Waikato Regional Services Fund might operate in future.
Under an agreement with local councils, the regional council collects rates on behalf of the region and uses the funds to support a number of rescue services.
The regional council proposes a more specific name of the Emergency Regional Services Fund.
The forum agreed with the general idea of maintaining the status quo when it came to funding and levels of service.

Alan Livingston, chair
Waikato Mayoral Forum

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

The following motion is submitted for consideration:

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

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

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

C1 36 Goodwin Road Wairere Falls Land Acquisition

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