

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 26 July 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

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1 Meeting Opening

2 Present

3 Apologies

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

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 28 June 2017

Proposed New Road Names For Parkwood Subdivision In Morrinsville

Trim No.: 1890955

Item 6.1

Executive Summary

The original subdivision for Parkwoods in Morrinsville was granted in 2007. Road Names for all the Stages were approved by Council at this time.

As a result of the detailed subdivision engineering designs for Stages 4 and 6 (101.2016.11161 and 101.2016.11268) and changes to the road layout it is now proposed Council approve some additional roads and formally approve amendments to existing un-developed roads. (Refer to the attachment for the location of the road.)

Recommendation

That:

1. **The report be received;**
2. **Council approve the Road Name of Vercoe Crescent for the Parkwood subdivision in Morrinsville**
3. **Council approve the amendments of Augusta Place, Sawgrass Street for Stage 6 of the Parkwood subdivision in Morrinsville**

Content

Background

A 33 lot subdivision Parkwood is being developed by Transland Developments (Morrinsville) Ltd. It is Stage 5 of the subdivision.

The new road has been constructed as part of the subdivision. The road loops around with either end coming off Turnberry Crescent.

The name proposed is in respect of a past Matamata Piako District Council Mayor. Vercoe Crescent. The applicant has confirmed that he has discussed the name with the former Mayor and that he has given permission for this.

The alternative names are in respect of local Real Estate agents that have contributed to the development. Deane Crescent and Goodger Crescent. Staff are not aware if these have been discussed with the specified real estate agents.

It is also requested to make some changes to some of the road names already approved for Stage 5. These are as following:

Old Name	New Name
Augusta Crescent	Augusta Place
Pinehurst Crescent	Pinehurst Crescent (no change to name)
Sawgrass Place	Sawgrass Street

The reason for these is that the layout has changed from the original proposal and hence the road linkages and functions have as well.

Issues

There are no names with the existing Names in Matamata-Piako District.

The proposal is in-line with Councils Naming of Roads and Private Right of Ways.

The two name changes are proposed for Roads to be vested in Council.

Impact on policy and bylaws

The proposed Road name aligns with Councils policy. It is a single word name and there are no other similar named roads in the district.

Communication, consultation and decision making processes

There is no requirement for consultation. Te Manawhenua Forum will be advised of Councils resolution.

The Surveyor will be notified of Councils decision and relevant agencies will also be advised of the new road name and given a map.

Consent issues

The Naming of vested roads is part of a resource consent condition

Timeframes

The road name needs to be approved by Council prior to 224 of the subdivision is awarded.

Contribution to Community Outcomes

6(a) Council plans will be flexible, to accommodate well planned, sustainable growth

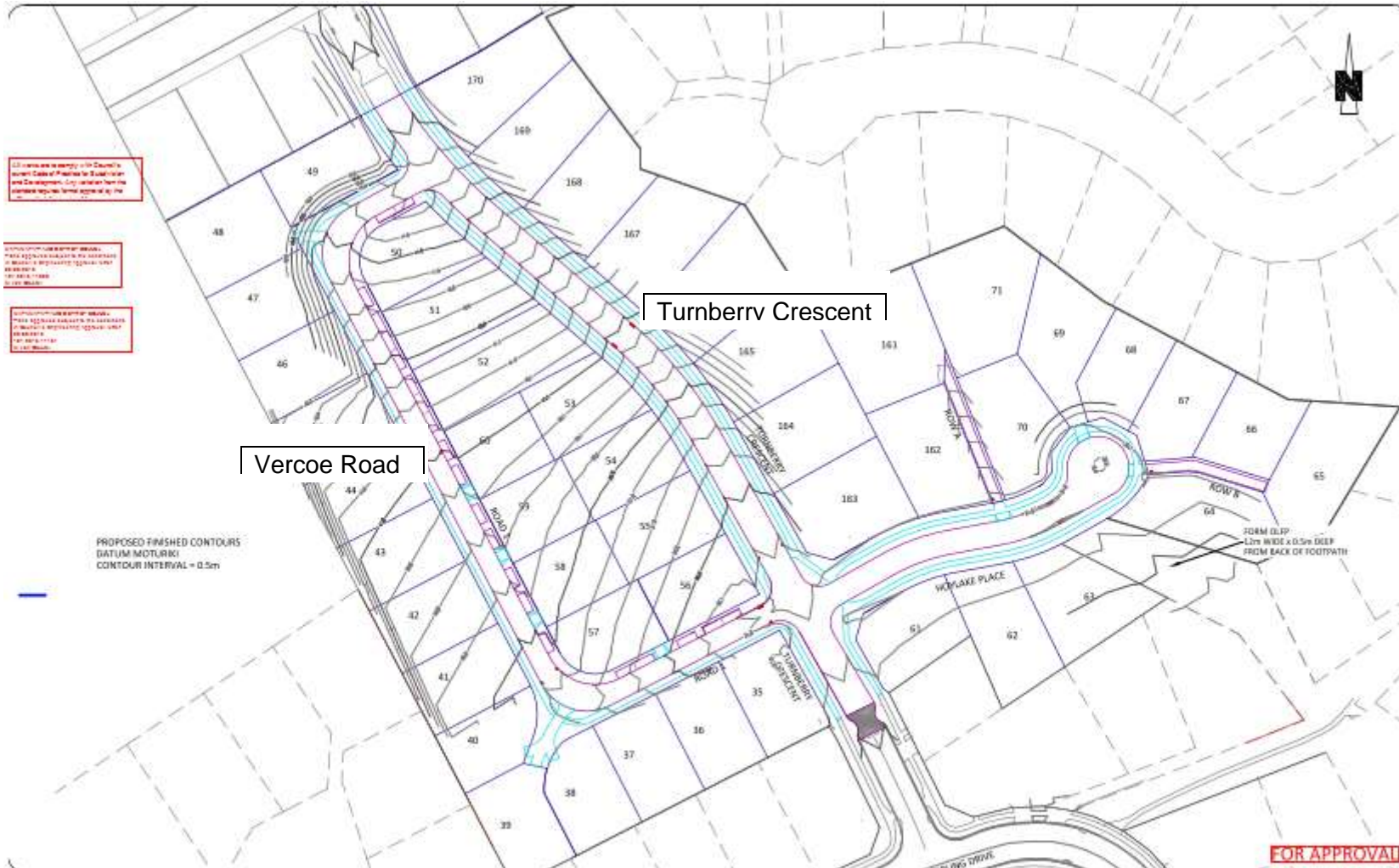
Attachments

- A. Stage 4 - proposed road name
- B. Stage 6 - proposed road names

Signatories

Author(s)	Raymond Short Roading Asset Engineer	
	Susanne Kampshof Asset Manager Strategy and Policy	

Approved by	Manaia Te Wiata Group Manager Business Support	
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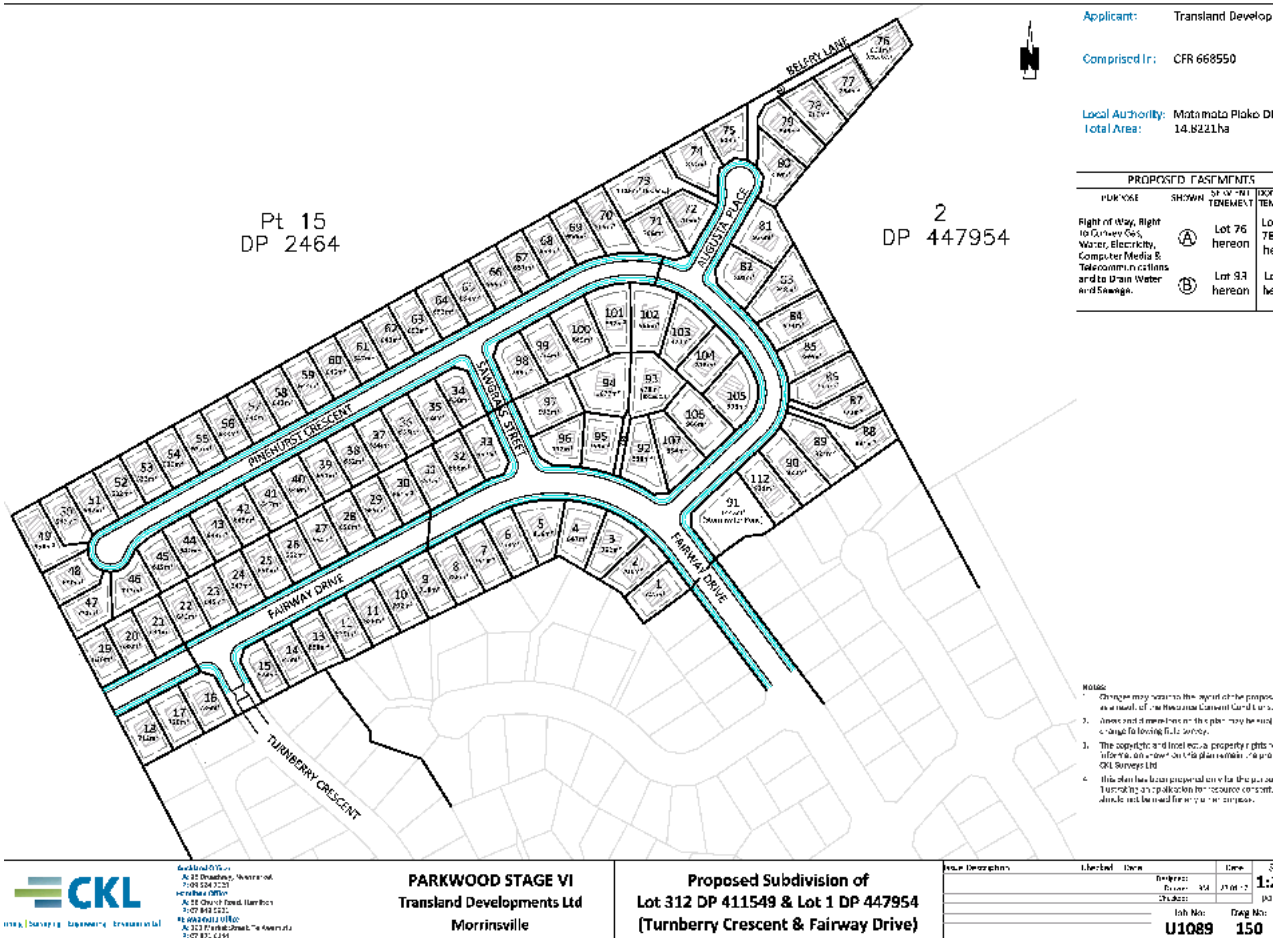
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Proposed Civil Works - Stages 4 & 5
Transland Development Ltd
Turnberrv Crescent, Morrinsville
DESIGN SURFACE CONTOURS

Rev	Description	Checked	Date	Designed	By	Date
1	Design contours amended		26.04.16		AI	20.04.16
2	Contours updated		07.07.16		OCW	20.04.16
3	Stage 5 excluded		22.07.16			

Job No: **K1229** Revision: **3** Scale: **1:500**
(A2 Drawing) 2017/0000
 DWG No: **2100**



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PARKWOOD STAGE VI
 Transland Developments Ltd
 Morrinsville

LTP 2018-28 - Strategy and Engagement Activity Plan

Trim No.: 1902024

Item 6.2

Executive Summary

Strategy and Engagement is about making good decisions for the future of our community. The activities responsible for this are Civil Defence, Communications and Events, Community Leadership, and Strategies and Plans.

The purpose of this report is to seek Council's approval for the strategic direction, levels of service and performance measures and targets for the activities that fall under the Strategy and Engagement activity plan.

Recommendation

That:

1. **The information is received.**
2. **Council approves the strategic direction, levels of service and performance measures set out in this report for the Strategy and Engagement Activity Plan as part of the 2018-28 Long Term Plan.**
3. **Council confirms the inclusion of an annual budget of \$10,000 in the Draft Long Term Plan to provide ongoing support to the Volunteer Youth Ambassadors.**

Content

Background

Council has recently participated in a series of workshop covering each of the activities that make up the Long Term Plan.

The purpose of this report is to seek Council's approval for the strategic direction, levels of service and performance measures and targets for the activities that fall under the Strategy and Engagement activity plan.

Strategy and Engagement is about making good decisions for the future of our community. The activities responsible for this are Civil Defence, Communications and Events, Community Leadership, and Strategies and Plans.

These activities ensure our communities are informed of Council activities and can be involved in open and transparent decision making - this helps us plan for the long term to ensure that our communities grow and develop in an integrated and sustainable way. The Local Government Act 2002 also has a significant impact on these activities, as it sets a number of legislative requirements that we must meet.

Civil Defence

Council is part of the Waikato Civil Defence Emergency Management Group and the Thames Valley Emergency Operating Area. This activity is largely driven by legislation, in particular the Civil Defence and Emergency Management Act 2002. This Act is currently under review.

Assumptions, Challenges and Uncertainties

- Ageing populations with reduced mobility, self-sustainability and resilience for many people thus requiring more support.
- Increased frequency of civil defense emergencies and events such as heavier rain, strong winds and prolonged drought periods.
- Changes to the National Plan, and a move towards national training standards and programmes

Key projects

- Community resilience building through the development and deployment of Community Emergency Response Plans.
- Training selected Council Staff in community building, incident management welfare and recovery.
- Continuing to support Waikato Group initiatives which are becoming more holistic.
- Developing the recovery function with improved plans systems and processes.
- Developing more information around MPDC's natural hazard-scape.

Levels of service

It is proposed that Council maintains its current performance measures and targets for the Civil Defence activity

- We will be prepared to assist the community in the event of an emergency by having sufficiently trained staff within the Thames Valley Emergency Management Operating Area. This will be measured by Council staff training records.

Communications and Events

Assumptions, Challenges and Uncertainties

- Demand for digital services and communication will continue to increase
- Demand for traditional communications (e.g. local papers, public notices) is beginning to decline, and will continue to do so over the next 10 years
- Meaningful engagement with the community in all consultation
- Balancing the need for increased digital communication with continuing use of traditional communication channels.
- Changes in technology

Key projects

- Resource consents online
- Online payments
- Online dog registration
- Ratepayer portal (MyMPDC)
- Staff intranet
- E-petitions

- Live chat
- Online voting
- Matamata-Piako District Council Intranet
- Online contract management
- Interactive calculators
- Online forums and discussion groups
- Electronic LIM Reports
- Citizen's panel

Council also discussed whether or not to pursue development of live streaming of Council meetings, however this was not considered to be a priority.

Levels of Service

It is proposed that Council maintains its current performance measures and targets for the Communications and Events Activity;

- We will hold one function annually to recognise volunteers, ANZAC Day Commemorations, and two functions to contribute to economic development.
- We will add one new transaction or service to our online services platforms each year.
- We will improve residents' satisfaction with ease of access to Council information by at least 1% each year.

Community Leadership

Assumptions, Challenges and Uncertainties

The Community Leadership activity is legislatively driven, and as such is likely to be affected by any changes to Local Government legislation and Treaty of Waitangi Settlement legislations as they come into force. The impact of any new or amended legislation remains an unknown.

Key projects

- Representation Review 2018 and 2024
- Pre-elections report
- Elections 2019
- Iwi engagement (refer report to Council 12 July)

Levels of service

It is proposed that Council maintains its current performance measures and targets for the Community Leadership activity;

- People will have confidence in their local elected members, measured by Resident satisfaction with Mayor and Councillors with a target of 75% or more satisfied.
- Council will involve Tangata Whenua with Mana Whenua status in the decision making process, measured by the percentage of Te Manawhenua Forum members satisfied/very satisfied that tangata whenua with manawhenua status are recognised and involved in decision making (Target: 75% or more satisfied)
- Council and committee meetings are heard in accordance with the provisions of the Local Government Official Information and Meetings Act 1987

Strategies and Plans

The Strategies and Plans activity is made up both the District Plan and the Strategies and Policies.

District Plan

Assumptions, Challenges and Uncertainties

The Strategies and Plans - District Plan activity is legislatively driven, and as such is likely to be affected by any changes to Resource Management legislation, Treaty of Waitangi Settlement legislations and national and regional policy statements and environmental standards. The impact of any new or amended legislation remains an unknown.

Key projects

- District Plan Changes
- Treaty Settlements
- Hauraki Gulf and Marine Park Act 2002
- State of the Environment Monitoring
- Giving effect to National and Regional Policy Statements
- Regional Plan
- Master Plan

Levels of service

It is proposed that Council maintains its current performance measures and targets for the Strategies and Plans activity – District Plan

- State of Environment monitoring report published on Council's website by 20 November each year

Strategies and Policies

Assumptions, Challenges and Uncertainties

The Strategies and Plans – Strategies and Policies activity is largely legislatively driven, and as such is likely to be affected by any changes to Local Government legislation and Treaty of Waitangi Settlement legislations as they come into force. The impact of any new or amended legislation remains an unknown.

Key projects

- Long Term Plan
- Annual Plan
- Annual Report
- Bylaws
- Policies
- Treaty Settlements
- Regional collaboration

- Youth – to support the Volunteer Youth Ambassadors, Council indicated an annual budget of \$10,000 be set aside in the Draft LTP.
- Economic development – to be reported separately at a later date
- Community Funding Assistance – subject to individual report on this agenda

Levels of service

It is proposed that Council maintains its current performance measures and targets for the Strategies and Plans activity – Corporate Planning

- Our community will have the opportunity to participate in Council consultation processes measured by Resident satisfaction with the opportunity to be involved in consultation processes (Target: 52% satisfied)

Issues

Assumptions, Uncertainties and Challenges

The Draft Long Term Plan including the Activity Plans are being prepared based on the best available information at the time of writing. As outlined under each activity section of this report, external factors outside the control of Council, such as changes to legislation or development of new technologies, may impact on the future of the relevant activities.

Resident Satisfaction Survey

At its meeting in May, staff presented to Council the results of the 2017 Resident Satisfaction Survey. During the discussion that followed Councillors indicated that they would like to review the format and process for undertaking the Surveys. This will be considered when the new contract documents are prepared for the 2018/19 financial year.

Analysis

Options considered

Option 1

Council approves the strategic direction, levels of service and performance measures set out in this report for the Strategy and Engagement Activity Plan as part of the 2018-28 Long Term Plan.

Option 2

Council provides feedback and/or recommend changes to the strategic direction, levels of service and performance measures set out in this report for the Strategy and Engagement Activity Plan as part of the 2018-28 Long Term Plan.

Analysis of preferred option

There is no preferred option.

Legal and statutory requirements

Schedule 10 of the Local Government Act 2002 sets out the requirements for what information Council must include in its Long Term Plan, including what information must be included for all groups of activities. The Activity Plans as presented to Council will form part of the Draft LTP.

Impact on policy and bylaws

There are no impact on policy and bylaws.

Consistency with the Long Term Plan / Annual Plan

The Activity Plan review forms part of the development of the 2018-28 Long Term Plan.

Impact on Significance and Engagement Policy

The Strategy and Engagement Activity Plan review is not considered Significant with regards to the Significance and Engagement Policy. There are no significant changes proposed as part of this review.

Communication, consultation and decision making processes

The Activity Plan will form part of the Draft Long Term Plan which is subject to community consultation.

Consent issues

There are no consent issues.

Timeframes

Council must adopt its LTP by 30 June 2018.

Contribution to Community Outcomes

Council has approved a new Vision, "Matamata-Piako – The Place of Choice," and outcomes for the 2018-28 Long Term Plan.

The Strategy and Engagement Activity contributes to the following Community outcomes:

Economic Opportunities

- *We are a business friendly Council*
- *Our future planning enables sustainable growth in our district*
- *We provide leadership and advocacy to enable our communities to grow*

Healthy Communities

- *Our community is safe, healthy and connected*
- *We encourage the use and development of our facilities*
- *We encourage community engagement and provide sound and visionary decision making*

Environmental Sustainability

- *We support environmentally friendly practices and technologies*

Vibrant Cultural Values

- *We promote and protect our arts, culture, historic, and natural resources*
- *We value and encourage strong relationships with iwi and other cultures, recognising waahi tapu and taonga/significant and treasured sites and whakapapa/ ancestral heritage*
- *Tangata Whenua with Manawhenua status (those with authority over the land under Maaori lore) have meaningful involvement in decision making*

Financial Impact

i. Cost

There are no capital projects associated with these activities.

The operational cost of the Strategy and Engagement Activity will be considered as part of Council's overall discussion on the 2018-28 Long Term Plan budgets.

ii. **Funding Source**

The Strategy and Engagement Activity is funded from General Rates.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Ann-Jorun Hunter Policy Planner	
Approved by	Michelle Staines-Hawthorne Corporate Strategy Manager	
	Don McLeod Chief Executive Officer	

LTP 2018-28 - Consents and Licensing Activity Plan

Trim No.: 1903455

Item 6.3

Executive Summary

Consents and Licensing is about carrying out our regulatory functions that we have an obligation to perform under legislation. The activities responsible for this are Animal Control, Building Consents and Monitoring, Licensing and Enforcement and Resource Consents and Monitoring.

The Consents and Licensing activity group ensures we are protecting the natural resources of the district, keeping our communities safe and healthy, and balancing the different needs and interests of people and businesses in our community. Legislation also has a significant impact on these activities, as it sets a number of legislative requirements that we must meet.

The activities responsible for this are Animal Control, Building Consents and Monitoring, Licensing and Enforcement, and Resource Consents and Monitoring.

The purpose of this report is to seek Council's approval for the strategic direction, levels of service and performance measures and targets for the activities that fall under the Consents and Licensing activity plan.

Recommendation

That:

1. **The information is received.**
2. **Council approves the strategic direction, levels of service and performance measures set out in this report for the Consents and Licensing Activity Plan as part of the 2018-28 Long Term Plan.**

Content

Background

Council has recently participated in a series of workshop covering each of the activities that make up the Long Term Plan.

The purpose of this report is to seek Council's approval for the strategic direction, levels of service and performance measures and targets for the activities that fall under the Consents and Licensing activity plan.

As there are no capital projects associated with these activities, the operational budgets will be presented to Council as part of the First Cut budget workshop scheduled for July.

Animal Control

Assumptions, Challenges and Uncertainties

- dog population levels will continue to grow
- legislation and the role of local government won't change significantly

- public awareness and expectations of higher standards (which could increase pressure on staff and resources) will remain the same
- encouraging responsible animal ownership will remain one of our challenges

Key projects

There are no major projects forecast for the next 10 years for Animal Control primarily because we provide a service to the community. The core function of this department is to administer, implement and enforce the Dog Control Act 1996 and Impounding Act 1955.

Levels of service

It is proposed that Council maintains its current performance measures and targets for the Animal Control Activity;

- Complaints will be investigated within set timeframes - 95% within adopted timeframes (see table below)
- Number of property visits per year - 600 property visits per year
- Number of street patrols undertaken in each of the three main towns - Average of 10 per month per town

Animal Control response time				
Complaint type		Notification type	0800-1700 hours	1700-0800 hours weekend/holiday
Dog bite person	Current incident	Phone	1 hour	1 hour
	Reported incident	CRM	4 hours	Next working day
Aggressive dog	Current incident	Phone	1 hour	1 hour
	Reported incident	CRM	4 hours	Next working day
Attacked stock	Current incident	Phone	1 hour	1 hour
	Reported incident	CRM	4 hours	Next working day
Attacked other animal/bird	Current incident	Phone	1 hour	1 hour
	Reported incident	CRM	4 hours	Next working day
Barking dog	Current incident	Phone	1 hour	1 hour
	Reported incident	CRM	4 hours	Next working day
Wandering dog	Current incident	Phone	1 hour	1 hour
	Caught in trap	CRM	1 hour	1 hour
	Reported incident	CRM	Next working day	Next working day
Wandering stock	Current incident (on road)	Phone	1 hour	1 hour
	Reported incident	CRM	Next working day	Next working day
Unregistered		CRM	24 hours	Next working day
Animal welfare		CRM	4 hours	Next working day

Building Consents and Monitoring

Assumptions, Challenges and Uncertainties

The Building Consents and Monitoring activity focuses on the provision of a regulatory function under legislation, recent changes and policy direction from central government have meant a focus on councils providing a good quality service for businesses and households, which we are achieving. Regionally we are focussing on collaboration.

Key challenges are

- meeting statutory timeframes
- adapting to legislative change

Key projects

There are no major projects forecast for the next 10 years for the Building Consents and Monitoring activity primarily because we provide a service to the community. The core function of this department is to administer, implement and enforce the Building Act 2004.

Levels of service

It is proposed that Council maintains its current performance measures and targets for the Building Consents and Monitoring Activity;

- 100% of building consents will be processed within statutory timeframes
- 100% of complaints to be investigated within 10 working days

Licensing and Enforcement

Assumptions, Challenges and Uncertainties

Licensing and Enforcement is a regulatory function driven by legislation; recent changes and policy direction from central government have meant a focus on councils providing a good quality service for businesses and households, which we are achieving. Over the last five years there have been significant legislation changes with the introduction of the Sale and Supply of Alcohol 2012 and Food Act 2014 which has changed the way we licence alcohol and health licences.

Key challenges are:

- meeting statutory timeframes
- adapting to legislative change

Key projects

There are no major projects forecast for the next 10 years for the Licensing and Enforcement activity primarily because we provide a service to the community. The core function of this department is to administer, implement and enforce various pieces of legislation and policies. As part of the improvement of the online services we offer, we plan to increase information, licence applications and payments online.

Levels of service

It is proposed that Council maintains its current performance measures and targets for the Licensing and Enforcement Activity;

- 100% of Food premises, hairdressers and camping grounds will be inspected or audited in accordance with legislation.
- 100% of afterhours (between 5pm and 8am, weekends and public holidays) noise complaints responded to within three hours.
- 100 % of On, Off and Club* alcohol licenced premises will be inspected annually to ensure they comply with alcohol licensing standards

**Club alcohol licenced premises excludes those Clubs which have been assessed as a 'very low' risk rating by Council.*

Resource Consents and Monitoring

Assumptions, Challenges and Uncertainties

The Resource Consents and Monitoring activity focuses on the provision of a regulatory function under legislation, recent changes and policy direction from central government have meant a focus on councils providing a good quality service for businesses and households, which we are achieving. Regionally we are focussing on collaboration where this can be achieved.

Key challenges are:

- meeting statutory timeframes
- adapting to legislative change

Key projects

There are no major projects forecast for the next 10 years for the Resource Consents and Monitoring activity primarily because we provide a service to the community. The core function of this department is to administer, implement and enforce various pieces of legislation and policies. As part of the improvement of the online services we offer, we plan to increase information and resource consent applications and payments online.

Levels of service

It is proposed that Council maintains its current performance measures and targets for the Resource Consents and Monitoring Activity;

- 100% of resource consents processed within statutory timelines.
- 100% of land use consents monitored within four months of being granted.

Issues

The Draft Long Term Plan including the Activity Plans are being prepared based on the best available information at the time of writing. As outlined under each activity section of this report, external factors outside the control of Council, such as changes to legislation or development of new technologies, may impact on the future of the relevant activities.

Analysis

Options considered

Council is asked to consider how the proposed Consents and Licensing Activity Plan reflects Council's vision of 'Matamata-Piako – The Place of Choice' and its new outcomes.

Analysis of preferred option

There is no preferred option.

Legal and statutory requirements

Schedule 10 of the Local Government Act 2002 sets out the requirements for what information Council must include in its Long Term Plan, including what information must be included for all groups of activities. The Activity Plans as presented to Council will form part of the Draft LTP.

Impact on policy and bylaws

There is no impact on policy and bylaws.

Consistency with the Long Term Plan / Annual Plan

The Activity Plan review forms part of the development of the 2018-28 Long Term Plan.

Impact on Significance and Engagement Policy

The Consents and Licensing Activity Plan review is not considered Significant with regards to the Significance and Engagement Policy. There are no significant changes proposed as part of this review.

Communication, consultation and decision making processes

The Activity Plan will form part of the Draft Long Term Plan which is subject to community consultation.

Consent issues

There are no consent issues.

Timeframes

Council must adopt its LTP by 30 June 2018.

Contribution to Community Outcomes

Council has approved a new Vision, “Matamata-Piako – The Place of Choice,” and outcomes for the 2018-28 Long Term Plan.

Healthy Communities

- Our community is safe, healthy and connected
- Development occurs in a sustainable and respectful manner considering kawa/protocol and tikanga/customs.

Economic Opportunities

- We are a business friendly Council.

Financial Impact

i. Cost

The operational cost of the Consents and Licensing Activity will be considered as part of Council’s overall discussion on the 2018-28 Long Term Plan budgets.

ii. Funding Source

Our general approach to funding all our activities is that those who (either directly or indirectly) benefit should pay. For this reason the majority of the costs for this activity group are funded on a ‘user pays’ basis through fees. However, we also recognise that there is a ‘public good’ component to each of the activities, so a portion of the costs is funded from general rates:

- Animal Control – 80% from fees, infringements and other charges, 20% from rates.
- Building Consents and Monitoring – 40 to 60% from fees and charges, and the remaining 40 to 60% from rates.
- Licensing and Enforcement
 - Health and Alcohol Licence processing is 100% user pays.
 - Health and Alcohol Licence enquiries, complaints and enforcement are 100% funded by rates.
 - Noise control is 100% funded by rates.
- Resource Consents and Monitoring
 - Consent processing and monitoring is funded 100% through fees and charges.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Ann-Jorun Hunter Policy Planner	
	Michelle Staines-Hawthorne Corporate Strategy Manager	

Approved by	Ally van Kuijk District Planner	
	Dennis Bellamy Group Manager Community Development	
	Don McLeod Chief Executive Officer	

Community Funding Assistance

Trim No.: 1903466

Executive Summary

The Community Funding Assistance sits within the Strategy and Engagement Activity of the Long Term Plan. Council provides community funding through various grants and funding policies. As part of the Activity Plan reviews for the 2018-28 Long Term Plan (LTP) Council has indicated that they would like to review the Community Ward Grants Policy and the current process for funding allocation of annual operating grants through the LTP. Council has also indicated that they would like to increase the total budget available for Community Funding Assistance, effective from the 2017/18 financial year and each year of the 2018-28 LTP.

The purpose of this report is to confirm Council's position on these matters, and seek Council's direction on a potential review of the LTP grant funding process. Council is also asked to confirm its 2017/18 budget for Community Ward Grants, Mayoral Fund and the LTP grants and determine the appropriate funding source for any potential increase to budgets.

Recommendation

That:

1. The information is received.
2. Council adopts the revised Policy as attached to this report, and approves an increase to the total budget per year to \$30,000, with \$10,000 available for each ward of Matamata, Morrinsville and Te Aroha. The new Policy and budget will be effective immediately (2017/18 financial year).
3. Council approves an increase of \$5,000 (total budget \$10,000) to the Mayoral Fund budget for the 2017/18 financial year.
4. Council gives staff delegation to approach Matamata Community Patrol, Morrinsville Community Patrol and Te Aroha Community Patrol to discuss a formal agreement for funding assistance of up to \$2,000 per patrol for the 2017/18 financial year.
5. Council determines the appropriate funding sources for the funding increase to the 2017/18 financial year;
 - Increase of \$15,000 for Community Ward Grants
 - Increase of \$5,000 for the Mayoral Fund
 - Increase of up to \$6,000 for the three Community Patrols combined.
6. Council includes a total annual budget of \$30,000 to the Community Ward Grants in the Draft 2018-28 LTP.
7. Council includes a total annual budget of \$10,000 to the Mayoral Fund for the Draft 2018-28 LTP.
8. Council confirms its approach to review the annual operating grants provided through the Long Term Plan.

Content

Background

Council currently provides funding assistance to support community groups and funding to support economic development in our district with a total budget of \$538,900 per year. The majority of this funding (\$457,900) is identified through the Long Term Plan. There is also \$15,000 available for rates remissions, \$5,000 in the Mayoral fund and \$61,000 set aside for contestable grants.

	Policy	Funding Source	Annual Plan 2017/18	Contestable?	Meets demand?
Long Term Plan Grants	No	General Rates		Every three years – in line with LTP	Maybe
- Community groups total			\$105,900		
- Morrinsville Chamber of Commerce			\$70,000		
- Matamata Public Relations Association			\$50,000		
- Hamilton & Waikato Tourism			\$150,000		
Enviroschool funding	No	Waste Minimisation Levy	\$10,000	No	Maybe
Sport Waikato	No	General Rates	\$72,000	No	Maybe
Resource Consents Funding Assistance	Yes – 2015	General Rates	\$15,000	Yes	Yes
Significant Natural Features Funding	Yes – 2015	General Rates	\$15,000	Yes	Yes
Heritage Buildings and Protected Trees funding assistance	Yes – 2016	General Rates	\$10,000 and \$6,000	Yes	Too early to say
Community Ward Grants	Yes – 2014	General Rates	\$15,000	Yes	No
Mayoral Fund	No	General Rates	\$5,000	Yes	Maybe
Rates remission incl pan charge remission		General Rates	\$15,000	Yes	Yes
TOTAL			\$538,900		

Council last reviewed its grants and funding framework in 2013/14, which saw a move towards entering formal funding agreements with community groups and organisations relating to what benefit the community and council can expect for the funding allocated. Council has agreements in place for all recipients of LTP/Annual Plan grants. These agreements set out what the expectations of the parties are in terms of community benefit from the funding. Some of the contestable grants have a policy, setting out the criteria and eligibility for that particular grant. There is currently no policy guiding the decision making for the LTP Grants.

As part of the planning for the 2018-28 Long Term Plan, Council held two workshops to discuss the future role of Council in the provision of Community Funding Assistance.

Issues

Community Ward Grants

The Community Ward Grants (previously Community Board Grants) is the most popular of Council's contestable grants and is generally over-subscribed. The two 2016/17 funding rounds attracted applications for funding totalling almost \$80,000 compared to the annual budget of \$15,000.

The Community Ward Grants Policy sets out the eligibility criteria for organisations and projects. Many of the same groups apply each year, receiving funding for the same event each year. The Policy originated from when we used to have Community Boards.

Following feedback from Council workshop, the Policy has been reviewed with a Tracked Changes version attached to this report for consideration. The feedback included;

- Alignment of the policy to the new vision and outcomes
- Stricter criteria
- In-complete applications being declined by staff
- An increased budget to \$10,000 per ward per year

The next funding round opens Wednesday 26 July and closes Friday 2 September. For the revised policy to take effect for this funding round, Council's adoption is required at the Corporate and Operations meeting 26 July.

Council is asked to consider whether to adopt the Policy as attached or approve the Policy subject to changes.

The application form will be updated to reflect any changes made to the Policy.

Community Patrols

During the workshops on Community Funding Assistance it was identified that the Community Patrol in each of the three towns of Matamata, Morrinsville and Te Aroha, regularly apply for funding from the Community Ward Grants. Councillors acknowledged that while this has been the appropriate funding source in the start-up phase for the individual Patrols, the Long Term Plan grant may be more suitable for the ongoing support of the operations of the now well-established Patrols.

It is suggested that staff contact each Community Patrol to discuss how Council can best support the initiatives, as it contributes to the outcome; 'Our community is safe, healthy and connected'.

Long Term Plan Grants

There is currently no policy setting the eligibility criteria or application and assessment process for the Long Term Plan grants. Many of the current grant recipients have received annual funding assistance from Council for more than 10 years, and their agreements with Council have been renewed each Long Term Plan.

During its workshop on 5 July Council indicated a desire to review these grants.

Council could approach this review in several ways –

- Retain the grants budget in the draft Long Term Plan at current levels and target existing grant holders requesting that they reapply for funding. Decisions on the funding levels for the draft budgets for consultation would be made prior to the end of the year.
- Retain the grants budget in the draft Long Term Plan at current levels but take a right debate style approach and ask not just the existing grant holders by the wider community whether there are any grants that should be funded – potentially inviting other community groups to apply. Decisions on the funding levels for the draft budgets for consultation would be made prior to the end of the year.
- Retain the grants budget in the draft Long Term Plan at current levels and target existing grant holders requesting that they reapply for funding through the consultation process in March/April 2018.
- Retain the grants budget in the draft Long Term Plan at current levels but take a right debate style approach and ask not just the existing grant holders by the wider community on the funding decisions/priorities of Council through the consultation process in March/April 2018.
- Set a level of funding in the draft budgets and review as a clean slate – with a set policy and an application round for existing and new recipients either prior to the draft budgets being finalised or as part of the final consultation process.

Consideration would need to be given by Council on its approach and the need for many groups to have certainty regarding funding and application processes.

Grants supporting Economic Development

Council currently provides funding to Hamilton & Waikato Tourism, Morrinsville Chamber of Commerce and Matamata Public Relations Associations. These are all provided under individual Service Level Agreements with each of the organisations. Under the existing framework, these funding agreements sit within the Grants and Funding activity.

It is proposed that Council reviews the level of funding and terms and conditions of these SLAs as part of the Economic Development activity, which is subject to a separate report to Council next month.

Analysis

Options considered

1 Community Ward Grants

Option 1A – Status Quo; Council maintains its existing Policy from 2014 and the current budget of \$15,000 per year.

Option 1B – Council adopts the revised Policy as attached to this report, and approve an increase to the total budget per year to \$30,000, with \$10,000 available for each ward of Matamata, Morrinsville and Te Aroha. The new Policy and budget will be effective immediately (2017/18 financial year).

Option 1C – Council approves the revised Policy subject to amendments, and approves the increased budget of \$30,000 per year effective from 2017/18 financial year.

2 Community Patrols

Option 2A – Status Quo; the three Community Patrol organisations are invited to apply for the Community Ward Grants along with all other previous recipients, and will be considered on the same basis as all other applicants.

Option 2B – Council gives staff delegation to approach each of the three Community Patrols to discuss potential Memorandums of Understanding and funding agreements for Council funding assistance of up to \$2,000 excl GST to each of the Matamata, Morrinsville and Te Aroha Community Patrol for the 2017/18 financial year.

3 Long Term Plan grants

See above under Long Term Plan Grants.

Analysis of preferred option

There is no preferred option.

Legal and statutory requirements

There are no legal requirements.

Impact on policy and bylaws

The impact on the relevant policies is set out within the report.

Consistency with the Long Term Plan / Annual Plan

The Community Funding Assistance review forms part of the review of the Strategy and Engagement Activity Plan and the 2018-28 Long Term Plan.

Impact on Significance and Engagement Policy

Any changes to current funding arrangements may have a significant impact on individual community organisations that rely on ongoing funding assistance from Council to remain operational and deliver their services for the benefit of the community.

Communication, consultation and decision making processes

It is recommended that Community groups are contacted as soon as possible regarding any changes to the funding application process.

Consent issues

There are no consent issues.

Timeframes

The suggested timeframes for each option is set out within this report.

Contribution to Community Outcomes

The Community Funding Assistance provided through the Grants and Funding activity contributes to the following Outcomes;

Economic Opportunities

We are a business friendly Council.

Healthy Communities

Our community is safe, healthy and connected.

We encourage the use and development of our facilities.

Vibrant Cultural Values

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

Financial Impact

i. Cost

The cost of each option is set out above. All costs quoted are GST exclusive.

The total impact, if approved, is an increase to the operating budget for 2017/18 of \$36,000.

ii. Funding Source

Council is asked to consider the most appropriate funding source for any increase to budgets approved as part of this report.

This can be funded from the Community Purposes Reserves.

Attachments

A. Tracked Changes 2017 - Community Ward Grants

Signatories

Author(s)	Ann-Jorun Hunter Policy Planner	
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Approved by	Michelle Staines-Hawthorne Corporate Strategy Manager	
	Don McLeod Chief Executive Officer	

Health & Safety report - June 2017

Trim No.: 1904809

Item 7.1

Executive Summary

The Health & Safety report for the month of June 2017 is attached.

The Health & Safety Manager will be in attendance to discuss the report and answer any questions.

Recommendation

That the report be received.

Attachments

A. Health & Safety report - June 2017

Signatories

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



Health & Safety Report - June 2017

Introduction

The Health & Safety management system audit report was presented to the Audit & Risk Committee and we are now reviewing our work programme for the 2017/18 year.

The Health & Safety team provided assistance with health & safety/first aid for the Volunteer Youth Ambassador function with Mike King. The Youth Committee, particularly Kaleb Reid, should be commended on their organisation of these events for our youth and also the public event.

We will be trialling Learning Teams, a new approach to accident/incident investigations. Learning Teams bring together a group of people who were involved in a safety incident to share information and knowledge with the aim of improving safety.

Preparations are underway for an award application to SOLGM for the contractor pre-qualification project.

Incidents of note this month included:

- Two minor contractor issues at Matamata Memorial Centre.
- Two incidents of staff experiencing work related stress.
- Theft of Council, and personal property from a Council flat occupied by staff. Reported to Police.
- Child locked in wheelchair accessible bathroom at aquatic facility. Locks were due to be replaced and have been removed entirely in the interim.

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.

Monitoring risk

Risk Management

The H&S Facilitator and Administration Officer have provided time to KVS to assist in getting their CA's for both risk and accidents updated.

# new hazards identified	3	Added to the risk register: <ul style="list-style-type: none"> • Cleaning chemicals at the Te Aroha i-Site, • Working alone (as a generic risk), • Underground and Overhead Services.
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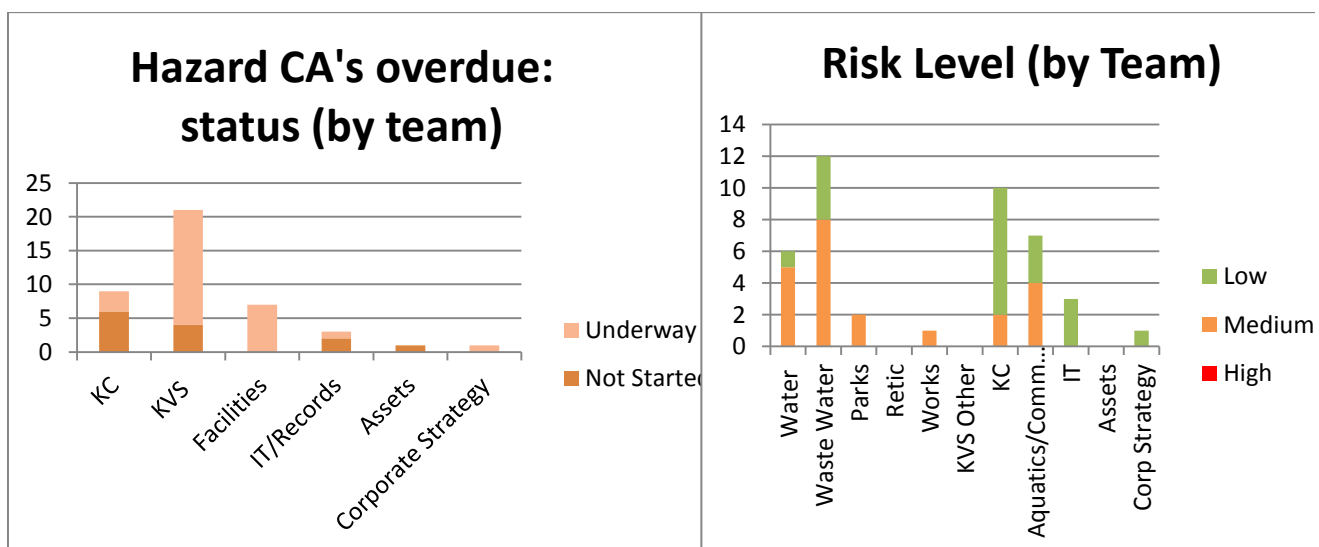
# existing hazards reviewed	65	# existing hazards overdue for review	35*
# hazard control (CA's) completed	48	# hazard control (CA's) overdue 15+ days	42^

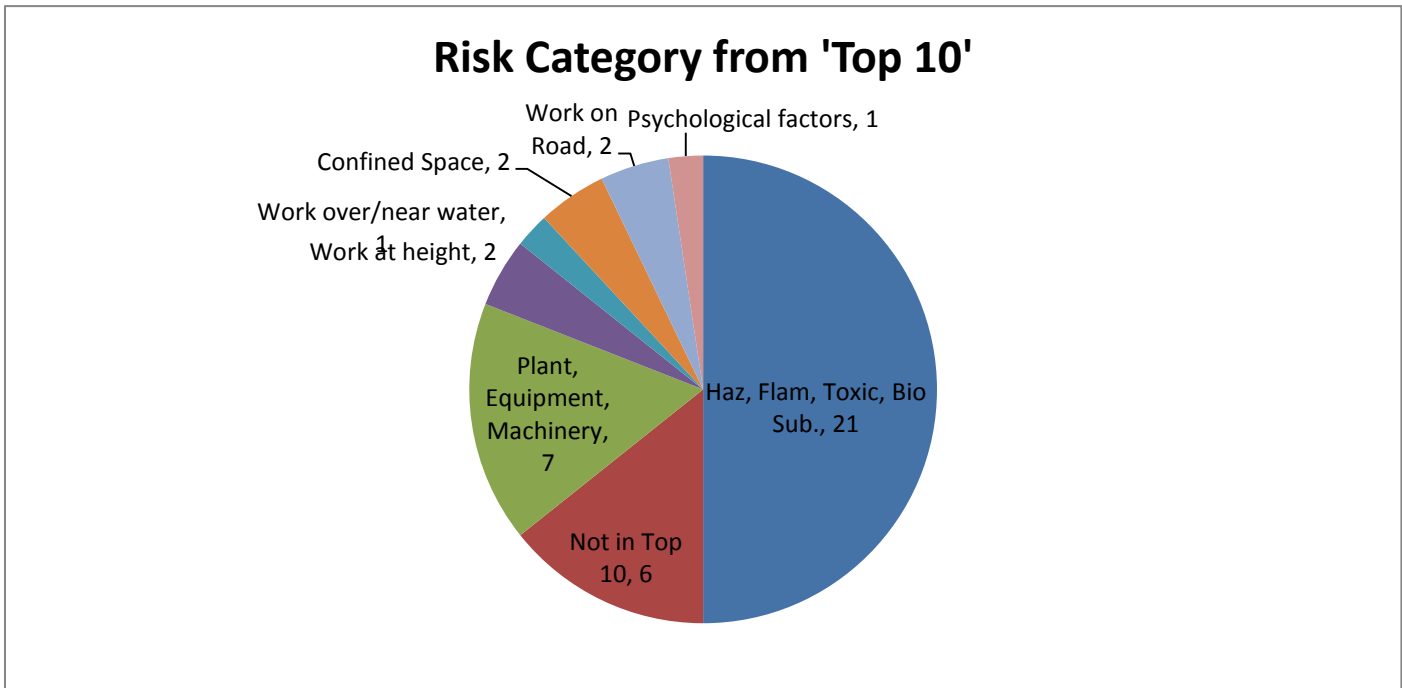
*Tahuna and Waihou Waste Water treatment Plant reviews were not completed in June. They have been scheduled for July.

^ significant improvement has been made on the 114 outstanding in the May 2017 report.

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





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

RISK / HAZARD	ACTION TAKEN
Hazardous, flammable, toxic, biological substances	

RISK / HAZARD	ACTION TAKEN
Driving on the roads	
Psychological factors	<ul style="list-style-type: none"> Abusive customer x1, stress x2
Confined space entry	
Working on the road	
Working at heights	
Energy	
Excavations	<ul style="list-style-type: none"> Contractors at Matamata Memorial Centre site struck a live water feed and on a separate day a telecom cable. Cable location checks had been done prior to digging in both instances.
Working over / near water	
Plant, equipment, machinery	<ul style="list-style-type: none"> Damaged seat belts identified on loader during safety inspection. Seat belts being replaced. Leaf build-up in leaf sucker caused machine to catch fire. Extinguished with fire extinguisher. Modification to equipment is underway to prevent recurrence. Staff member received small cut to hand when cleaning leaves from mower.

Staff inductions

# staff inductions completed	4	# staff inductions outstanding	1*
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*1 Parks and Reserves Refresher induction overdue

Procurement

# procurement assessments completed	0	Commentary:
# procurement assessments outstanding	5	H&S team are awaiting assessments for Waihou Waste Water Inlet Screen, Matamata Waste Water Treatment Plant Sodium Hypo new storage, Electric concrete saw, scarifier and vacuum.

Plant, equipment & machinery

# incidents / near misses where plant/equipment is a contributing factor	5	Leaf sucker, mower, excavator (x2), loader.
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Review & Audits

# internal audits conducted	0	
# internal audits outstanding*	4	
# 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	Dec 2016
Replacing expired or damaged hard hats	PPE	Lorraine Chandler	Dec 2016
Flymos – Safe Use	Plant / equipment	Diane Farac	Nov 2016
Excavator SOP	Plant / equipment	Tony Watts	January 2017

Emergency Management

A programme has been prepared to ensure all Emergency Response Plans (ERP's) are tested annually in accordance with legislative requirements. Testing will involve the local Fire Brigades so the programme allows for one exercise with each District Brigade annually.

% Emergency Response Plans (ERP) completed	80%	Outstanding ERP's are: <ul style="list-style-type: none"> Minor Water Treatment plants, Waste water treatment plants – 90% complete.
% Emergency Response Plans (ERP) tested by due date	100%	<ul style="list-style-type: none"> The Water Treatment Plant ERP is due for testing in September and planning is underway. To be conducted at Morrinsville plant. The SwimZone ERP is due for testing in August and planning is underway. To be conducted at Swim Zone Matamata.
% Trial evacuations completed on time	0	No trial evacuations were due.
% Trial evacuations/training programmes completed on time	100%	1 was completed.

for Council halls	
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Staff health / monitoring

Drug testing

# pre-employment drug tests conducted	0
# 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
# non-work related	0

Health monitoring

Respiratory Protection: A respiratory protection programme has been written, respirator fit testing is underway and storage for respirators has been reviewed. Training requirements for staff with supervisory roles to be reviewed later this year.

# pre-employment medical checks conducted	0	
# inoculations conducted	6	4 received their vaccination & 2 had a blood test to check for immunity
# workstation assessments conducted	0	
# respirator fit tests conducted	23	8 full face tests & 15 half & disposable mask tests
# respirator fit tests outstanding	7	All scheduled to be tested on 10 July

Site safety audits (non-Contractor sites)

# audits conducted	3	<ul style="list-style-type: none"> The H&S Manager visited the Matamata Netball Centre to assess hazards/risks and has provided a summary to the CE on issues. Firth Tower Museum Te Aroha iSite
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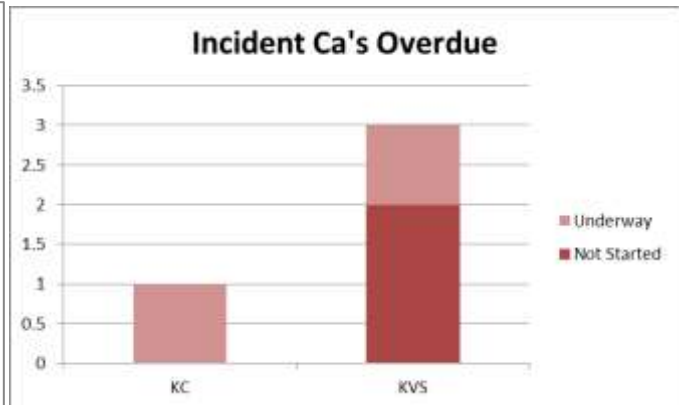
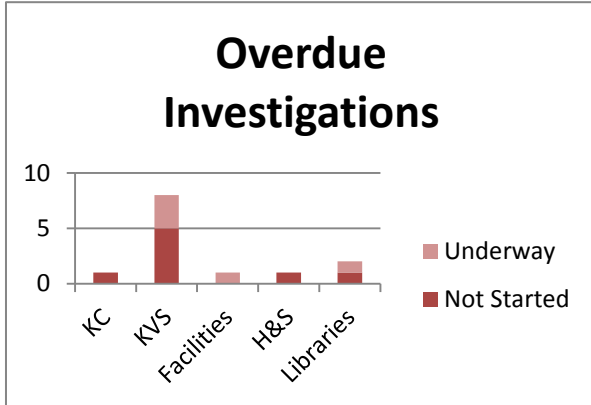
Accident / Incidents

# incidents for period	17	# incidents notifiable to WorkSafe	0
# of LTI's	1	# ACC claims	2

Investigations not completed by due date*	14	Underway: 6 Not started: 8
Incident Corrective actions not	4	Underway: 2 Not started: 2

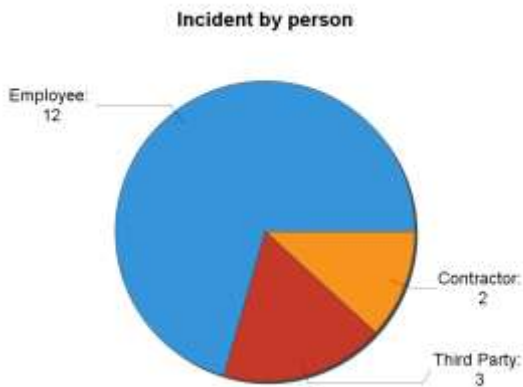
completed by due date^

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

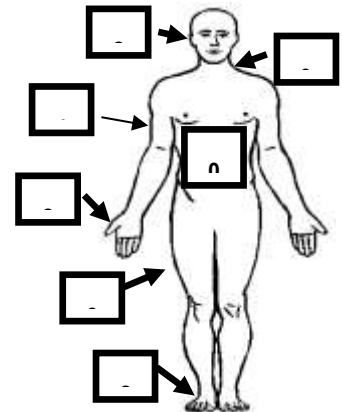


Incidents by site for June 2017

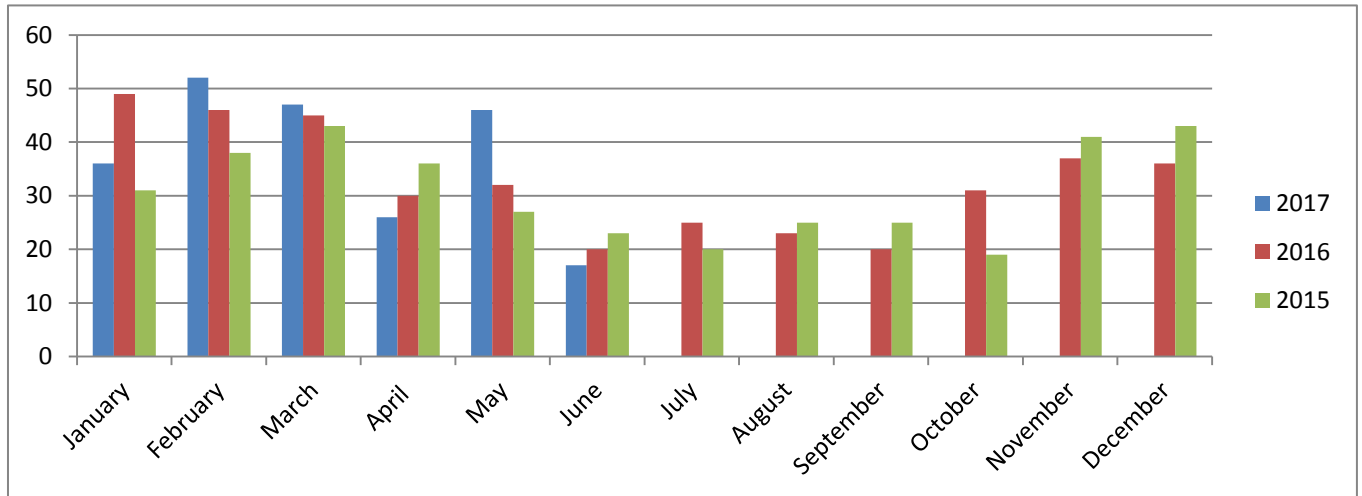
KVS	6	Swim Zone TA	1	Swim Zone MM	1	TA Office	2	TA Event Centre	1
MM Library	1	Offsite	1	Roads, Footpaths	1	MM Memorial Centre Work Site	2	Firth Tower	1



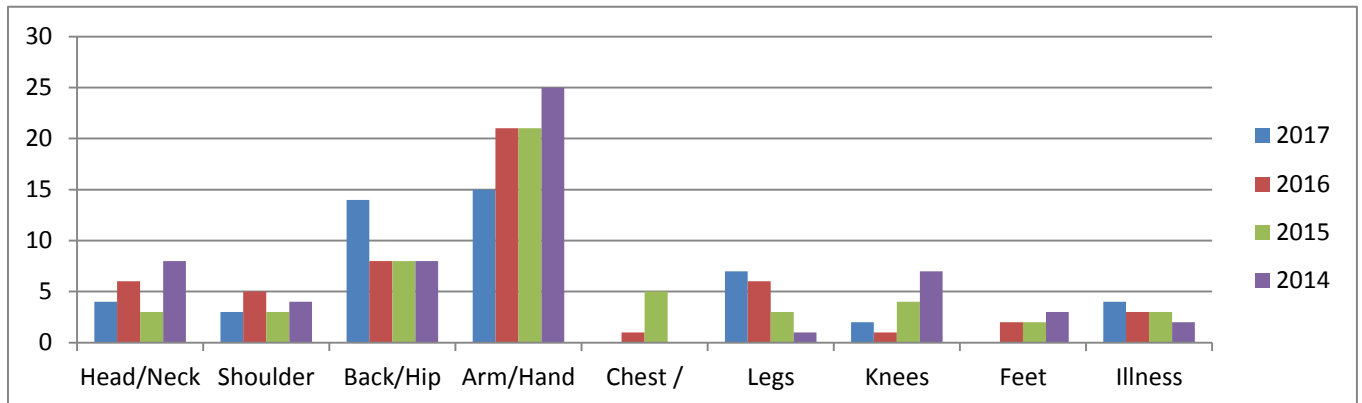
Staff injury by body location



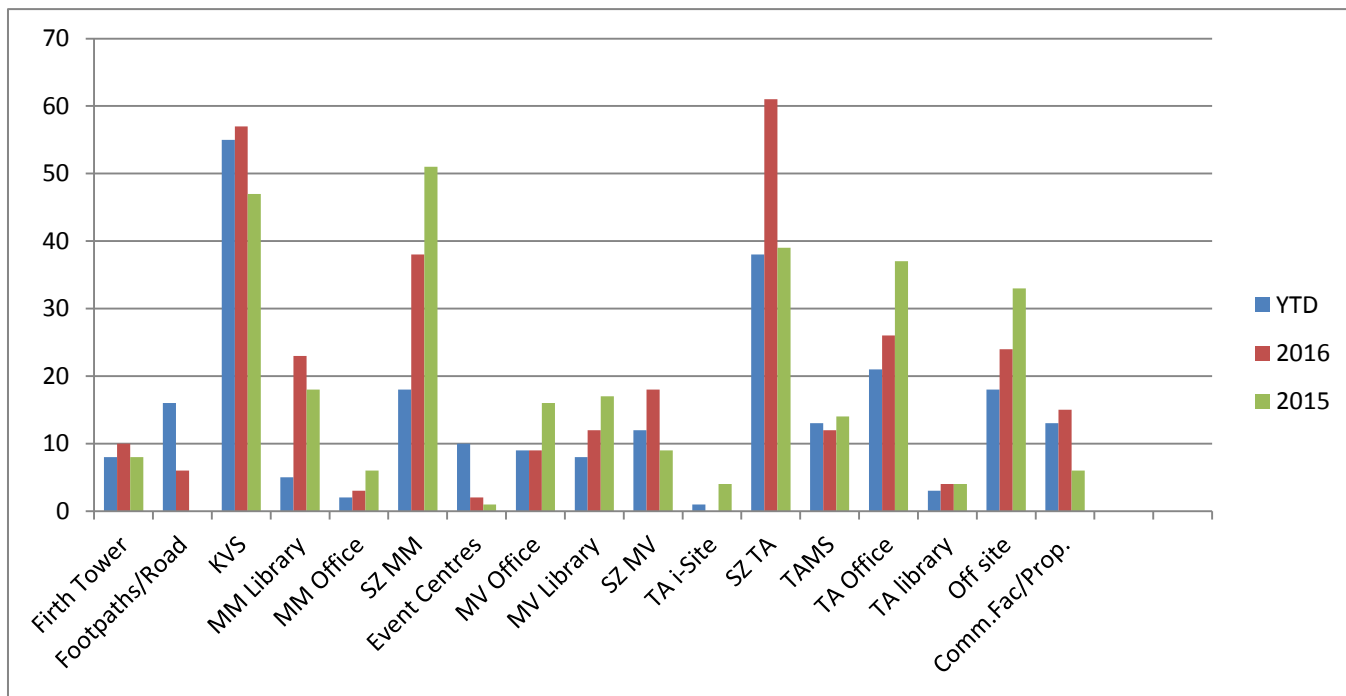
Total Incidents by month



Breakdown of body location - staff injuries/illness

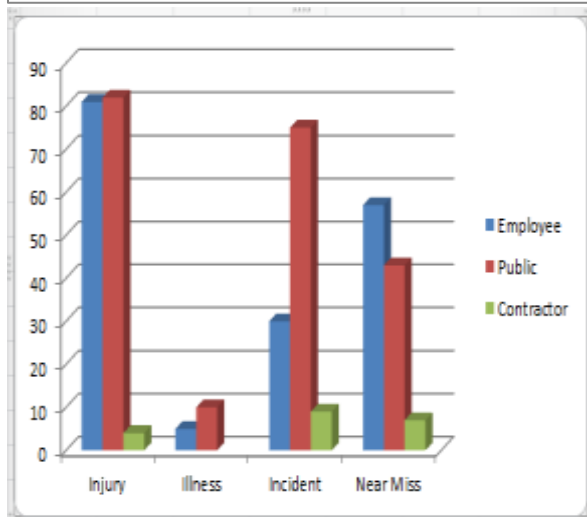
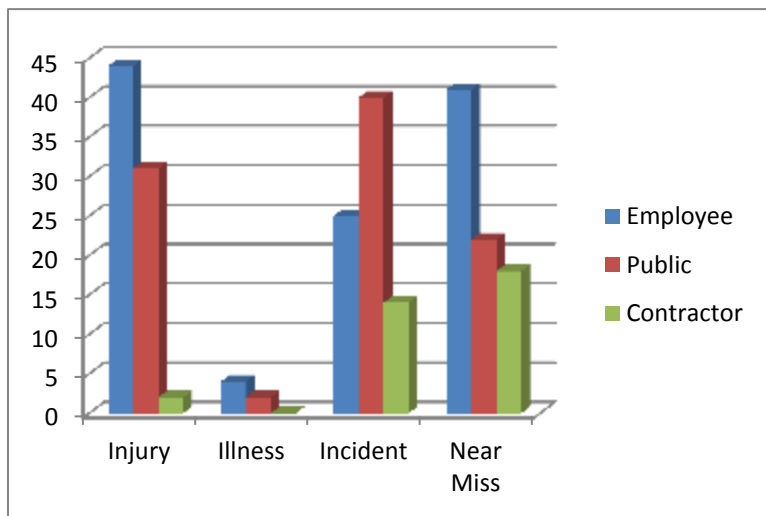


Breakdown of incidents by site



Breakdown of incidents YTD (incl. public year)

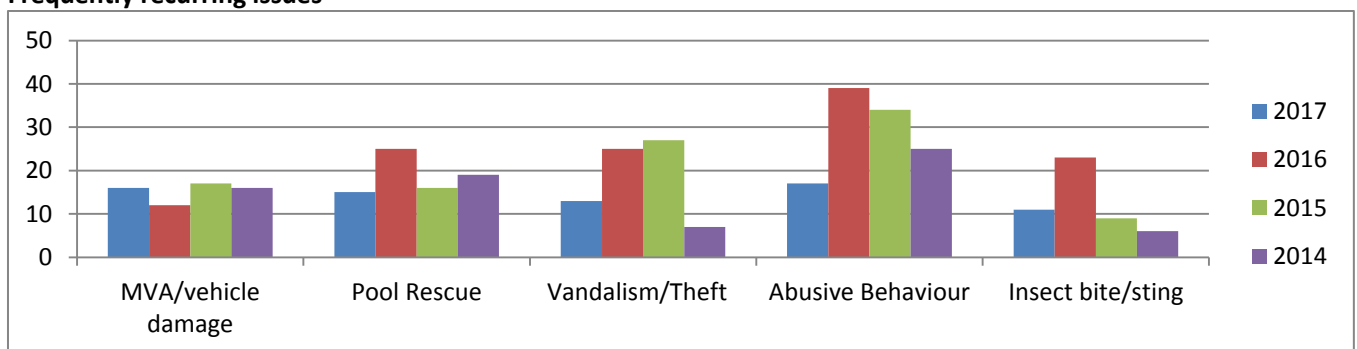
Comparison with 2016 (calendar year)



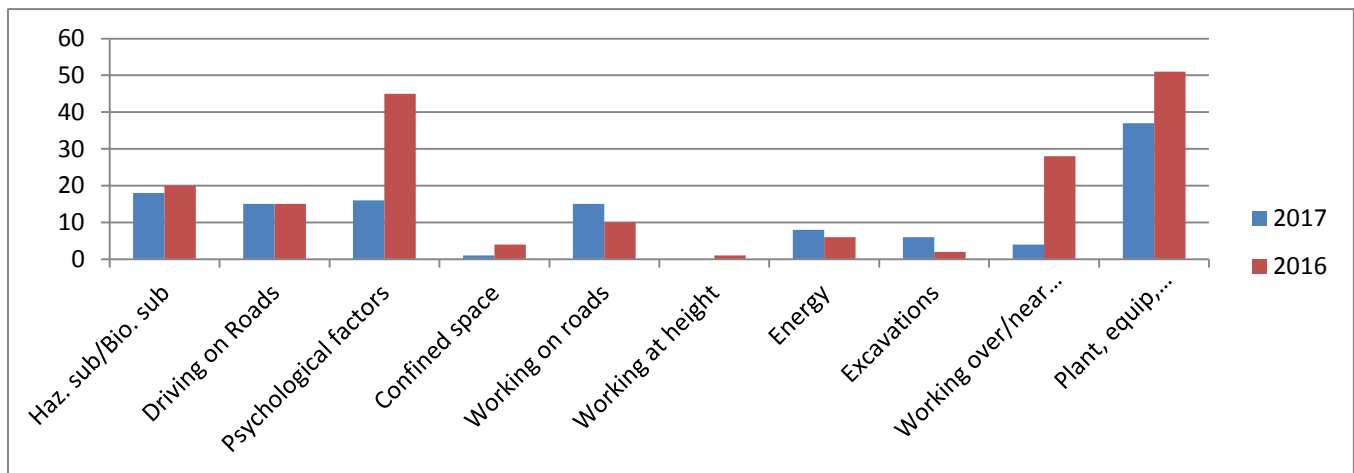
The comparison between the above tables shows the increase in Contractor reporting of accidents/incidents and near misses. This is an issue we will continue to reinforce with our Contractors.

The graph also shows the significant increase in near-miss reporting on last year.

Frequently recurring issues



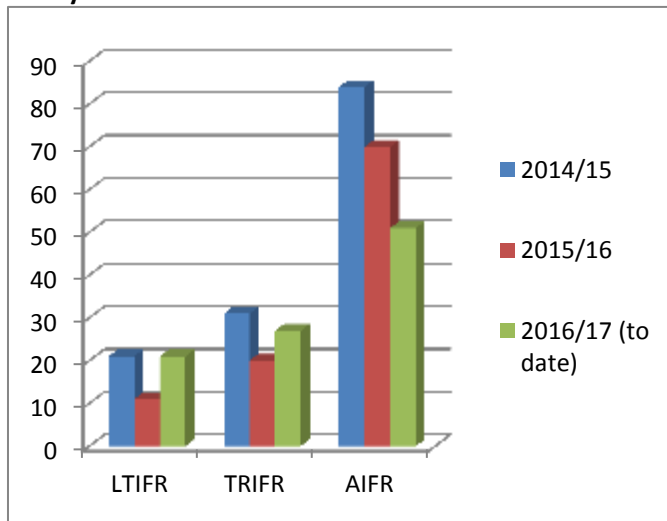
Incidents related to "Top 10 Hazards/Risks"



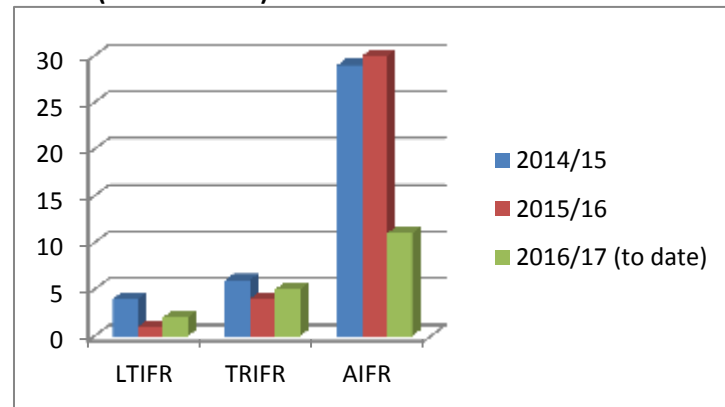
LTI statistics

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.

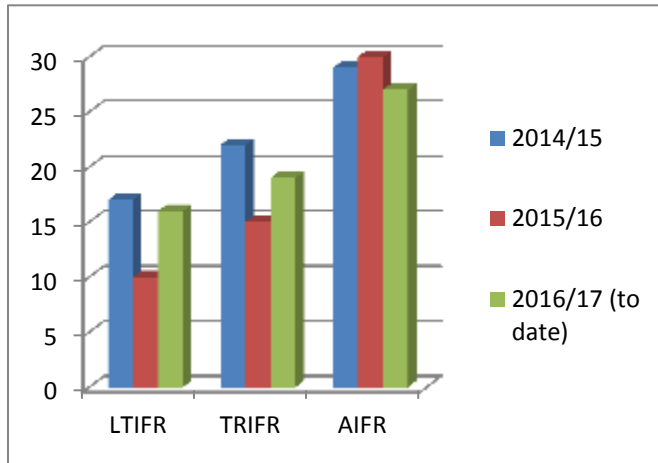
Yearly LTI totals



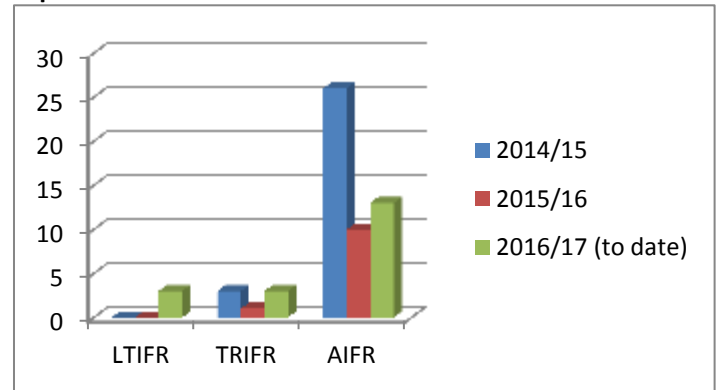
Admin (incl. Libraries) LTI totals



KVS LTI totals



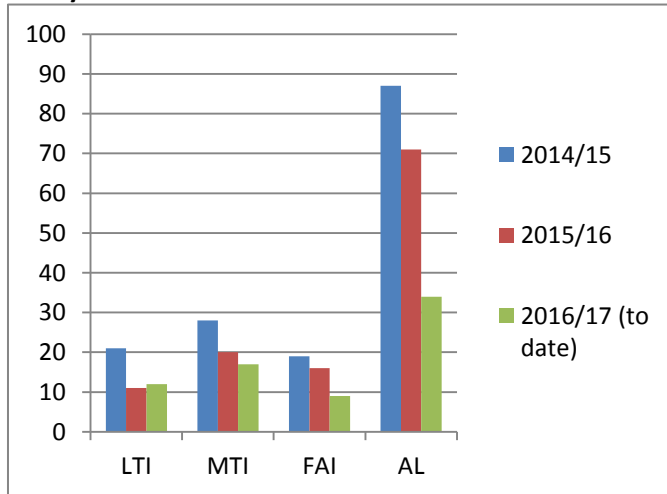
Aquatics LTI totals



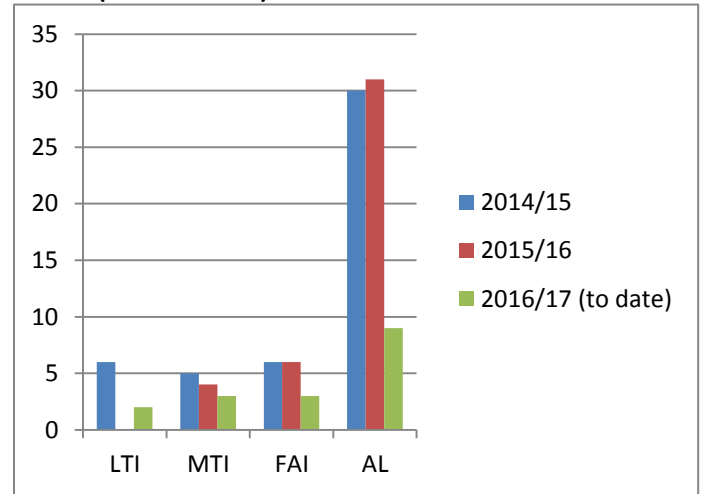
Staff injury by treatment type – yearly rolling

LTI	Lost time injuries	Injury where a staff member has had time off work – from 1 hour +
MTI	Medical treatment injuries	All injuries that required greater treatment than first aid (e.g. doctor, hospital, death).
FAI	First aid injuries	Injuries where first aid treatment was provided.
AL	All injuries	Total of all injuries involving a staff member for the year.

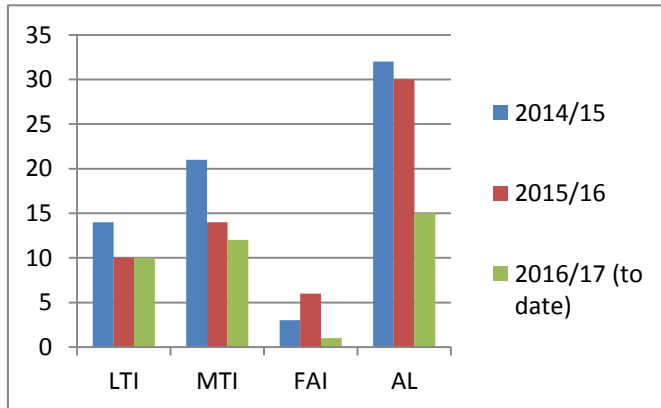
Yearly totals



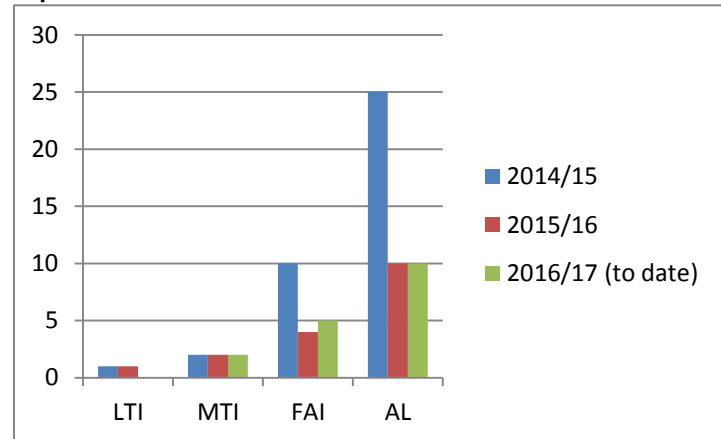
Admin (incl. Libraries) LTI totals



KVS LTI totals



Aquatics LTI totals



Monitoring relationships

Wellbeing initiatives

We are continuing with arranging activities that are in line with the “5 Ways to Wellbeing”. We have held a baby photo competition for “CONNECT” and in July there will be a staff netball competition for “BE ACTIVE”.

Volunteers

Nothing to report.

WorkSafe New Zealand

WorkSafe NZ, Waikato Branch, are organising an Asbestos Liaison Protocol document which each Council’s H&S Manager has been involved in. More information will be provided to Council as the document is progressed.

Internal worker engagement

Meeting attendance

# E-Team meetings where H&S was discussed	4	Key outcomes:	Recorded in E-team minutes.
# H&S Committee meetings	0	Key outcomes:	Next meeting scheduled for 17 August 2017
# other H&S meetings conducted	5	Key outcomes:	
# HR / H&S Manager meetings	1	Key outcomes:	Recorded in Trello.
# KVS H&S Rep meetings	1	Key outcomes:	Discussion around Toolbox Talks and Team meetings and how to document them

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# REACH Rep meetings	0	Key outcomes:	
# REACH Rep discussions with staff	2	Key outcomes:	Discussed with H&S Manager – stress related.

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)	0	
Waikato/BOP Local Government H&S Forum (quarterly)	0	Next meeting scheduled for August 2017.
Waikato LG H&S Managers & WorkSafe NZ (6 weekly)	0	
Meetings with ACC	0	
NZISM meetings	0	

Attachment A

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

- Discussion with Mike Cosman on preparation of KPI's in contracts and related staff training.
- The Health & Safety Manager is now attending regular meetings between Council and Smart Environmental Limited around the shared-service contract.
- Contractor Pre-qualification Governance Group had an on-line meeting. The Governance Group is made up of representatives from the six originating Councils and meets as required to discuss system updates, requests etc.

# unapproved contractors used	6	IXOM, DCM Process Controls Ltd, Surveying Solutions LTd, Parklink Ltd, Quigley's Farm Bridges.
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Contractor auditing

# Site safety audits conducted	6	Select Alarms, Ron Johnstone Drainlayers (KVS Water), TC Property and Gardening, WKJ Mowing (Facilities), Civtec (KVS Reticulation), Barakat Fencing (KVS Works),
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As part of our objective to improve Contractor H&S management, the H&S Facilitator conducted an audit of invoices paid in March, April, May 2017. The method for determining the audit was as follows:

- Selected top 50 (ordered by highest amount paid)
- Refined list to those doing moderate/high risk work
- Determined which of these had been audited by staff during March, April, May 2017.

The outcomes were as follows:

- 25 of the 50 contractors were considered to be moderate/high risk.
- Of that 25, ten were audited at least once during the quarter. Therefore, 15 were not audited.
- Of that 25, five were not on the Contractor pre-qualification scheme.

This reinforces the comments from Mike Cosman that we have systems in place but staff aren't always using them. The next review is due to be undertaken in September 2017.

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	1	Aaron Toone noticed a colleagues car in the car park one evening who he thought should have already left. The staff member had been on site during the afternoon and as it was after 5:00pm Aaron was concerned. He phoned the staff member and got no reply so rung Roger Lamberth who went to investigate. It turns out the staff member was working late and had just arrived back at the office. Great work Aaron for looking after the welfare of your colleagues.
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Monitoring resourcing

Process management

# processes created in Promapp	5
# processes in Promapp overdue for review (primarily by the H&S team)	59
# corrective actions in Promapp Improvement Module not closed	3

# procedures in Promapp reviewed	16
# feedback in Promapp with no responses	3

Policy management

- Work still underway on the Staff Occupational Health Monitoring Policy.

Training

Training course	# identified	# completed	Key outcomes/commentary	Complete / Outstanding
Asbestos Awareness training	36		Scheduled for 24 & 25 July 2017	Underway
First-aid Training	80	32	July training scheduled	Underway
Fire Warden & Extinguisher	42	8		Underway
Traffic Controller	12	5	July training scheduled	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	26	July training scheduled	Underway
Suspicious Mail/Bomb Threat			July training scheduled	Underway

Growsafe Advanced Certificate	1		To be scheduled	Underway
Civil Defence – Introduction	20	10	Dates requested from TVEOA.	Underway
NZTA H&S training (ConstructSafe)				
NZISM CPD day	2		Scheduled for August 2017	Underway
Respirator Fit Testing	63	66	July training scheduled	Underway
Chemical Handling	52	18	July August training scheduled	Underway
Safeguard Conference	1	1	Health & Safety Facilitator attended.	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

Item 7.1

Attachment A

Vault Management System

The H&S Manager and Facilitator visited Tauranga City Council to view their Vault set-up and share idr --

Health & Safety Team 2017/18 project plan

Underway

- Priority 1
 - Staff Occupational Health Policy & subsequent health monitoring set-up
 - Asbestos management
 - Smart environmental 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

APPENDIX A – H&S Objectives

2017 Health & Safety Objectives

Objective	How achieved	Measured by	Status
<p>Improving Contractor H&S management</p>	<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>
<p>Improving safety collaboration</p>	<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. Develop system for providing sharing of learnings with staff on events, hazards etc. Promote near miss reporting. 	<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. 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%. 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>Review has not commenced.</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>Survey due in September 2017.</p>
<p>Improving accessibility to H&S information</p>	<ul style="list-style-type: none"> Promapp refresher training sessions conducted (relevant to sites). Information on risks specific to each team to be provided to team members. 	<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 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%. 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>Quality survey conducted to determine staff access to H&S processes on Promapp.</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. 	<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 	<p>Draft stress management booklet and policy prepared and to be discussed with HR.</p>

	<ul style="list-style-type: none"> • Develop mental health awareness programme. • Continue REACH Rep programme. • Promote health and wellbeing. 	<p>than 15%.</p> <ul style="list-style-type: none"> • 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>Mental Health May conducted with various initiatives. Good feedback from staff.</p> <p>Eating well and hydration have been covered to date.</p>
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Chief Executive Officers Report for June 2017

Trim No.: 1906622

Item 7.2

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

Recommendation

That the report be received.

Attachments

- A. Chief Executive Officers Report for June 2017
- B. LASS regional working parties summary
- C. Consents received for June 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

June 2017

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1. CEO Review

1.1 National

Excellence program

The first tranche of assessments which include Matamata-Piako District have been released. A brief on the program is being held in early August in Wellington.

1.2 Regional

LASS

I have attached as Appendix B, a schedule summary of LASS regional working parties and work streams. We are participating as appropriate in the majority of these.

Mayoral Forum

At the recent Mayoral Forum two papers of interest were discussed:

1. A paper outlining the principles of a functioning framework for regional or sub regional facilities.
2. A paper outlining the policy and functions around a Regional Heritage Forum.
3. A commitment from Regional Council to the concept of catchment trade-offs for point discharge consents.

We will workshop these papers with Council at the next opportunity.

2. Finance and Business Services

1. Financial Performance Summary

Financial Staff have commenced the end of year process. There is no complete data to report to Council at this date. We intend to provide preliminary financial results for the 2017 financial year in next month's report.

The External Borrowing Chart 2 below depicts the Council Interest Rate Position as at 30 June 2017. The chart shows noncompliance in the 1-3 year Funding Maturity Profile category. However, our Liability Management Policy recognized that timing issues may occur due to maturity dates of the Multi-Option Credit Line (MOCL) and Swaps will move categories throughout the term and therefore the Policy includes that *self-correction within 90 days is not a breach of this Policy*.

This is the appropriate extract from the Policy;

Interest rate exposure

Objective

To manage and minimise our costs and risks arising out of interest rate movements associated with our borrowing activities.

A fixed rate maturity profile that is outside the above limits, however self corrects within 90-days is not in breach of this Policy. Maintaining a maturity profile beyond 90-days requires specific approval by Council.

"Fixed Rate" is defined as an interest rate repricing date beyond 12 months forward on a continuous rolling basis

We have negotiated a reduction in the level of the MOCL from \$10 million down to \$6 million early in June 2017 however we considered the cost to extend the maturity date was untenable.

.

1. Rates

The total rates levied for the 2016/2017 year were \$36,927,034 (15/16 \$36,962,000) .The balance of current rates owing at 30 June 2017 is \$537,530 representing a collection rate of 98.54% (15/16 98.29%) The collection rate of arrears for the year is 69.29%. (15/16 68.17%)

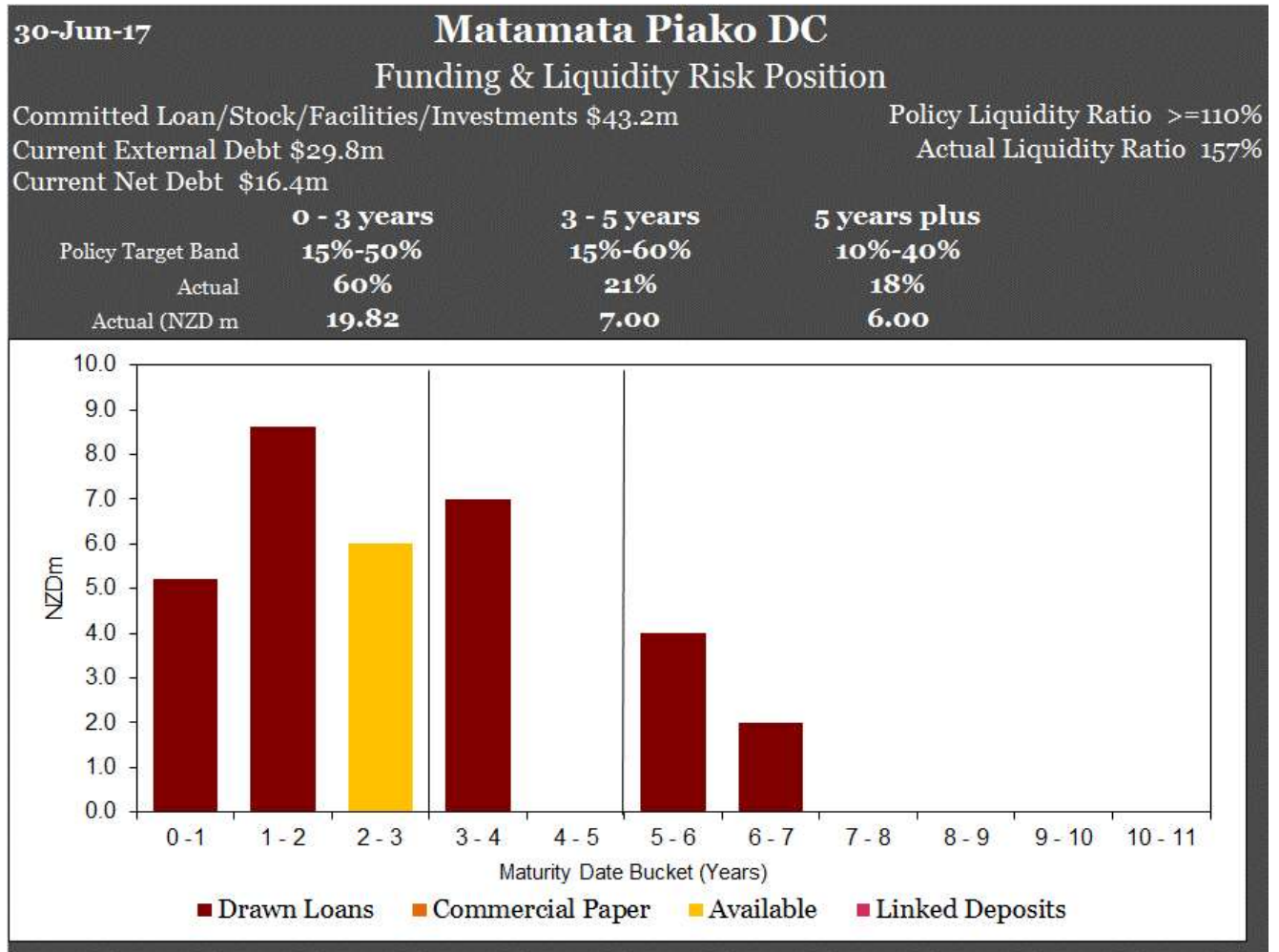
RATES STATUS REPORT		
As at 30 June 2017		
Notes	June 2017 \$000	
Rates for 2016/17		
Total annual rates levied	36,927	
Balance of total current rates owing	538	
Current year rates collected YTD	36,389	
Percentage of current rates collected YTD	98.54%	
Arrears from prior years		
Opening balance	1,054	
Less statute barred arrears written-off	(11.5)	
Less arrears collected this year	(731)	
Total owing from prior years	324	
Percentage of arrears collected YTD	69.29%	
	2017	2016
Penalty applied for 1st installment	43	46
Penalty applied for 2nd installment	43	49
Penalty applied for 3rd installment	38	45
Penalty applied for 4th installment	36	44
Rates collection		
Number of rateable properties	14,488	14,367
Number of assessments paid by direct debit		
Weekly	383	288
Fortnightly	360	292
Monthly	942	906
Quarterly	2,351	2,260
Annually	15	17
TOTAL	4,051	3,763
Staff have processed 184 Change of Ownerships during June 2017 (230 June 2016).		

2. External Borrowing

Council Interest Rate Position as at 30 June 2017

Matamata Piako DC Interest Rate Position			
12 Month Forecast Core Debt:	32.0	30-Jun-17	
Policy Limits	55% - 90%		
Overall Fixed: Floating Mix	80%		
Policy Compliance	Y		
Liquidity Ratio:	110%		
Actual	157%		
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 %	16%	31%	53%
Actual \$m	4.10	7.94	13.58
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 %	60%	21%	18%
Actual \$m	19.82	7.00	6.00
Policy Compliance	N	Y	Y
Weighted Average Duration:			
Funding	2.99 Years		
Fixed Rate Portfolio (swaps and fixed rate loans)	5.01 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	2.71	0.00	Y
ANZ	0.00	8.20	Y
ASB	0.00	0.00	Y
BNZ	0.68	8.10	Y
Kiwibank	0.00	3.50	Y
CBA	0.00	0.00	Y

3. Funding Maturity as at 30 June 2017



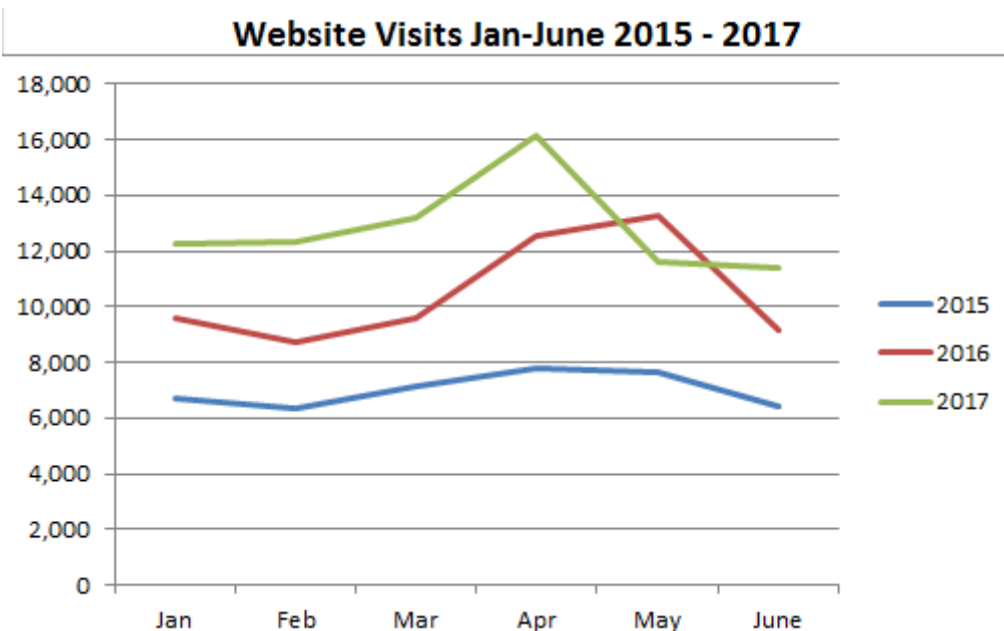
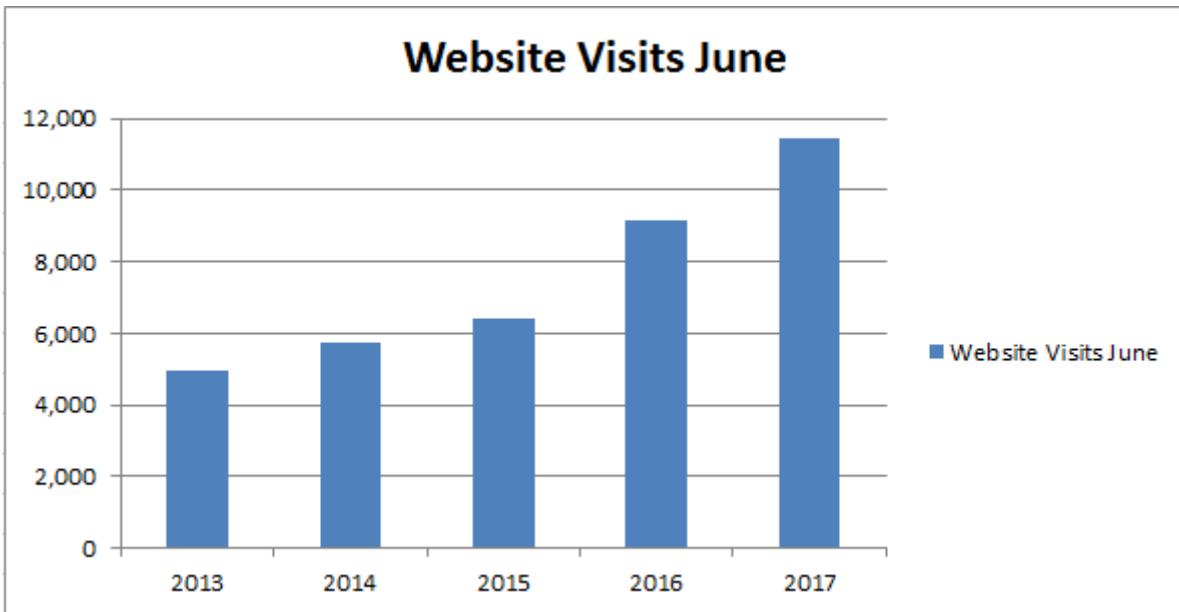
4. Treasury Investments

TREASURY INVESTMENTS						
As at 30 June 2017						
Deal number	Investment type	Counter party	Maturity date	Term (days)	Interest rate	Amount invested
Long-term Investments						
	Capital Notes	Fonterra	10-Jul-16	365	4.38%	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	2.36%	80,000
944	Borrower Notes	LGFA	15-Mar-19	2209	2.42%	96,000
951	Borrower Notes	LGFA	17-May-21	2639	2.39%	56,000
956	Borrower Notes	LGFA	15-Apr-23	3253	2.61%	64,000
957	Borrower Notes	LGFA	15-Mar-19	1726	2.21%	40,000
958	Borrower Notes	LGFA	17-May-21	2520	2.37%	56,000
959	Borrower Notes	LGFA	15-Apr-24	2527	2.60%	32,000
960	Borrower Notes	LGFA	15-Apr-25	2892	2.64%	48,000
Total Long-term Investments as at					30-Jun-17	906,000
Short-term and call investments						
1011	Term Deposit	BNZ	07-Aug-17	272	3.60%	2,700,000
1017	Term Deposit	Kiwibank	23-Aug-17	180	3.75%	3,500,000
1019	Term Deposit	BNZ	08-Feb-18	276	3.85%	5,400,000
1021	Term Deposit	ANZ	05-Sep-17	120	3.35%	1,700,000
1022	Term Deposit	ANZ	13-Dec-17	211	3.71%	5,000,000
1026	Term Deposit	ANZ	20-Jul-17	22	2.25%	1,500,000
Call	23 account	BNZ			1.75%	1,053,796
Total short-term and call Investments as at					30-Jun-17	20,853,796
Weighted Average Interest Rate						
This month		3.34%				
YTD		3.17%				
Investment Policy Compliance						
Complied						

3. Corporate Overview

3.1 Communications

Website - The stats for June show our typical decline in website visits over the winter period. We are still seeing Hamilton Waikato Tourism as a top referrer, and that making use of our online services (online database searches) is a primary reason for people to visit. People visiting our site are typically interested in Recycling and Waste Transfer Stations, Maps/GIS systems, the online District Plan and career opportunities. This has been a consistent theme since late 2015 when the online Cemetery database search was launched.



Social Media - It's been a busy month on Facebook. We gained 89 new likes bringing us to 3,213 total page likes. We reached an average 16,229 people per week with the post on Morrinsville's unveiling of the Mega Cow reaching over 40,000.

	Total likes	Average Weekly Reach
June 16	2,403	6,078
May 17	3,124	6,604
June 17	3,213	16,229

Volunteers Morning Tea – Communications organised the Volunteers Morning Tea in Morrinsville in early June. The Wallace Art Gallery was packed with more than 100 volunteers enjoying being recognised for their efforts in the community by Mayor Jan.

Publications – a busy month for our graphic designer with dog registration, LTP and facilities all needing publication work. A design for bus livery jointly depicting Hauraki and Matamata-Piako districts has been produced for the new bus service.

Facilities – Te Aroha Mineral Spas new video was completed, including drone and land-based footage of Mt Te Aroha and the Domain. The video is now up on our TV “digislides” at the facilities and customer services, and will be screened in advertising segments during school holiday programming.

Media and Communications – LGOIMA responses to enquiries on methamphetamine testing for houses and the Mayor's expense reimbursements. Media enquiries on Headon Stadium and Morrinsville traffic lights. Media releases sent on Matamata speed limits and the passing of the Waste Management and Minimisation Plan (as well as Councillor opinion pieces on the LTP waste reduction consultation).

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
- Dog control Bylaw – are view of the Morrinsville exercise areas is underway.

Annual Report

Work on the 2016/17 Annual Report is underway. The interim audit was undertaken in May 2017. The interim management report was sent to the ARC and COC in June. Staff are currently working on end of financial year processes and will present the draft Annual Report to Council in August in preparation for the final audit in August/September 2017.

Long Term Plan

The LTP update is the subject of a separate monthly report to Council.

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.

Hauraki Treaty Settlements - Co-governance

An update was sent to Council in February regarding the co-governance proposals which have largely been settled.

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.

3.3 Human Resources

Staff turnover figures for year to date from 1 July 2016 to 31 May 2017 are:

Year to date at	Office	KVS	Libraries	Facilities	Total
	%	%	%	%	%
July 2016	0	0	0	2.5	.04
August	1.9	5.1	0	2.5	2.7
September	1.9	7	0	2.5	3.1
October	1.9	7	0	4.2	3.6
November	1.9	13	0	4.2	4.9
December	4.7	13	0	4.2	6.3
January 2017	6.7	13	6	11	9
February	6.7	13	6	11	9
March	6.5	12.1	6	17.1	9.9
April	8.4	13.8	12.5	22.5	12.7
May	9.3	13.8	12.5	22.5	13.2
June	9.3	13.7	12.5	27.8	14

Department	Turnover	Total number of employees resigned	Total average number of employees in each department
Office	9.3%	10	107
KVS	13.7%	8	58
Libraries	12.5%	2	16
Facilities	27.8%	11	40

Total	14%	31	221 (FTE 186)
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The total turnover for employees for the period 1 July 2016 to 30 June 2017 was 14%. This is based on 31 employees resigning (17 fulltime and 14 part time employees) from a total average number of staff of 221.

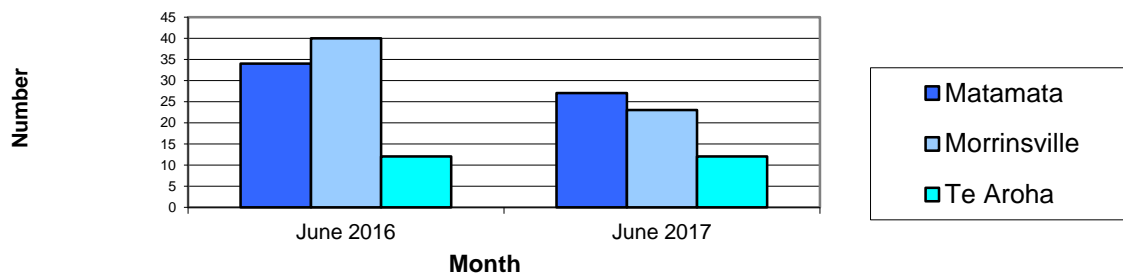
Previous turnover

Year	Turnover
1 July 2015 – 30 June 2016	11%
1 July 2014 - 30 June 2015	13%
1 July 2013 – 30 June 2014	17%

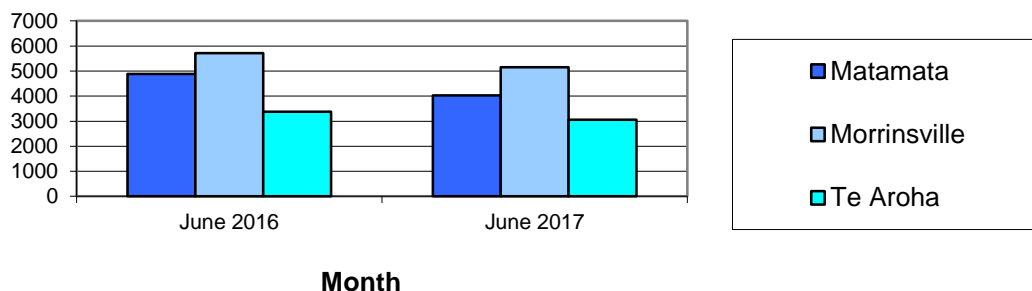
4. Community Development Overview

4.1 Libraries

New members



Library Visitors



Libraries comments

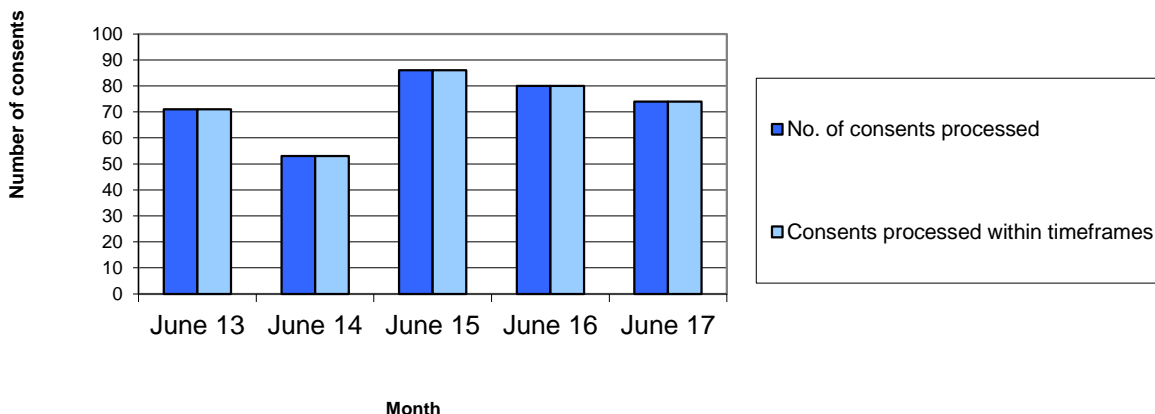
- Electronic tagging is continuing, with Morrinsville Library nearing completion. We will move the unit across to Te Aroha and then to Matamata.
- We are in the early planning stages for moving the collection at Morrinsville Library. This would involve relocating the non-fiction collection upstairs and taking the largely more browsed fiction collection downstairs for ease of access. This change is partly in response to issues with the

elevator at Morrinsville Library, and customers in mobility scooters being prohibited to accessing the upper floor. It is also partly in response to changing trends in library layouts and use in more recent times, as collections and spaces are used more fluidly, with more of a bookstore feel to the space. This allows customers to access the more browsable fiction collection easily and quickly, and the books will be displayed attractively with lots of face out displays.

- In general, people who use the non-fiction have a reasonable idea of what they are wanting. So for those who are currently unable to access the upper level at Morrinsville Library, staff will be able to help by bringing down a selection of material based on customer specifications. For example, a patron may want biographies of famous women, or books on cake decorating, gardening in small spaces etc. For these borrowers, this will be a temporary situation, while more permanent repairs are made to the elevator.
- We have surveyed patrons about this proposal for the past few weeks, both online and within the library. Those surveyed within the library were in favour of this plan at a ratio of 3:1, with a number indicating no preference. Online respondents indicated support at a ratio of 5:1. Approximately 150 customers completed the survey, and a number indicated that they appreciated being consulted. Of course, as with any library change, major or minor (and this would be more on the major side), this will polarize those people who were quite insistent about wanting the library layout to remain as it is. There will doubtless be complaints, but staff will ensure that the changes are well communicated and positive, and that customers get the additional assistance that they may need in order to get used to the new layout.
- We do not yet have a timeline for this change, as we will need external assistance by way of professional movers and equipment. This is because the lift will not stand up to moving heavy loads of books, and we have tested it as only accommodating loads of just over 200kg, and not the 400kg that it is rated for. As noted above, a full overhaul on this is planned, but major work will put it out of action completely for quite a period of time. Ideally we would time a move with this or other major work being done, such as preparation for the installation of RFID hardware. We would like to have the move completed by the end of September.

4.2 Building

Building consents processed

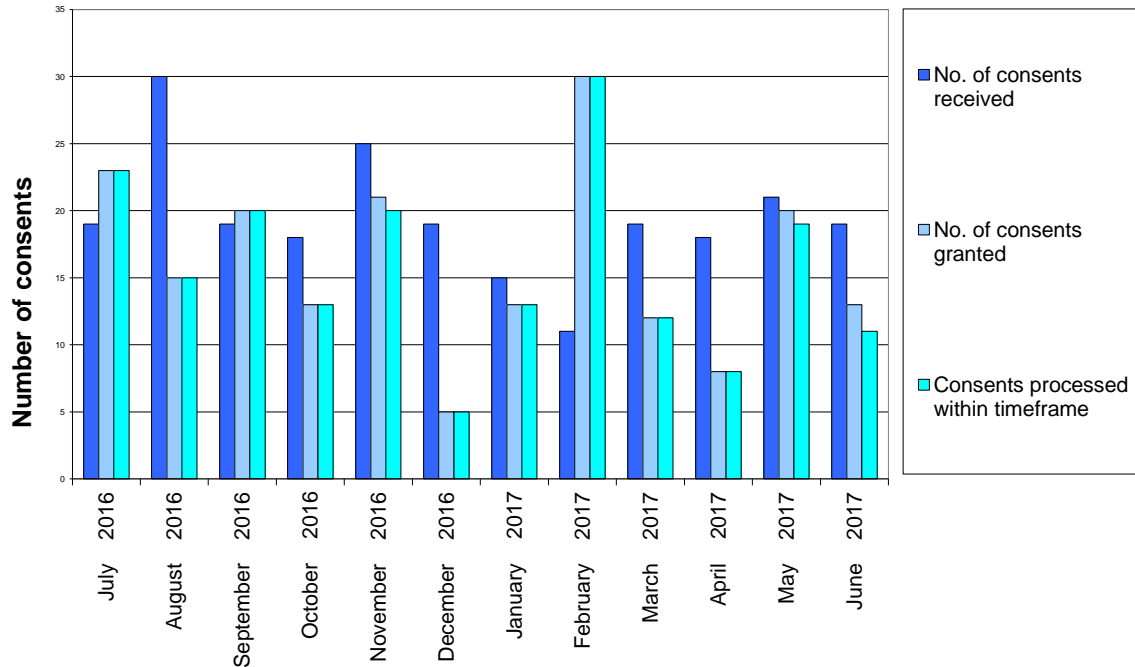


Building highlights:

- All building consents were processed within legislative 20 day timeframe

4.3 Planning

Resource Consents – June 2017
Resource consents processed



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

In June, Council received 22 resource consents and granted 13 consents, 11 of which were processed within the statutory timeframe.

Limited or Publicly Notified Resource Consents:

There were 3 limited notified resource consents in June 2017.

RC Reference	Applicant	Property	Date Notified	Close of Submissions
101.2016.11310	Waione Ventures Limited	87 Harbottle Road, Rd2, Morrinsville	29/05/2017	29/06/2017
102.2017.11378	Starfish Social Services Trust	15 Gordon Terrace, Matamata	07/06/2017	05/07/2017
101.2017.11391	Marie Stewart	446A Thames Street, Morrinsville	19/06/2017	18/07/2017

4.3.1 Policy

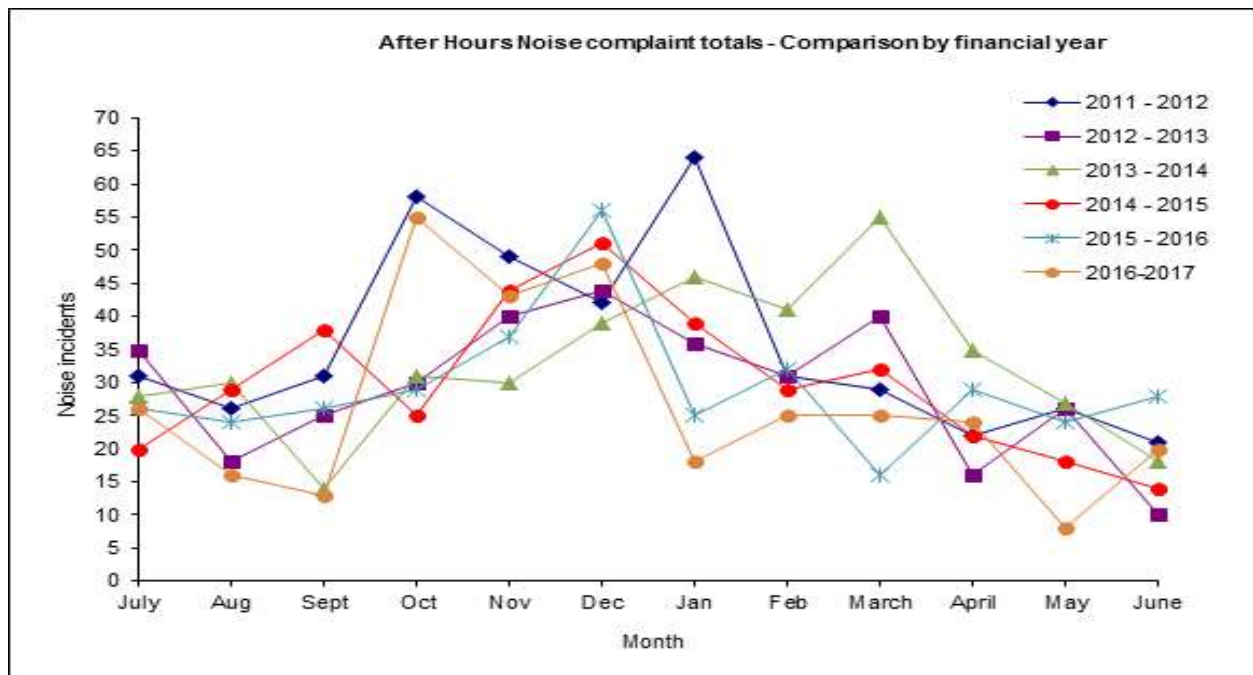
- Plan Your Town (PC 47) – In June a hearing was held to consider Plan Change 47. Council are still in deliberations. Staff are also working with NZTA in regards to Horrell and Kuranui Roads.
- Waharoa Zoning and Development (PC 49) – Council made a decision not to pursue providing Waharoa with additional water and wastewater capacity and as a result we will just proceed with the plan change focusing on zoning and development.
- RMA changes – Staff are currently working through the changes to be prepared when the majority of provisions come into effect on 17 October 2017.
- Aligned Planning – Ally is part of the project team looking at aligning the resource consent forms / templates with other Council's in our region.

4.3.2 Health

- All Health Licences under the old provisions were inspected prior to the 30 June. Staff are now focusing on the audits under the Food Act 2014 and the next group of premises that need to transition under this Act.

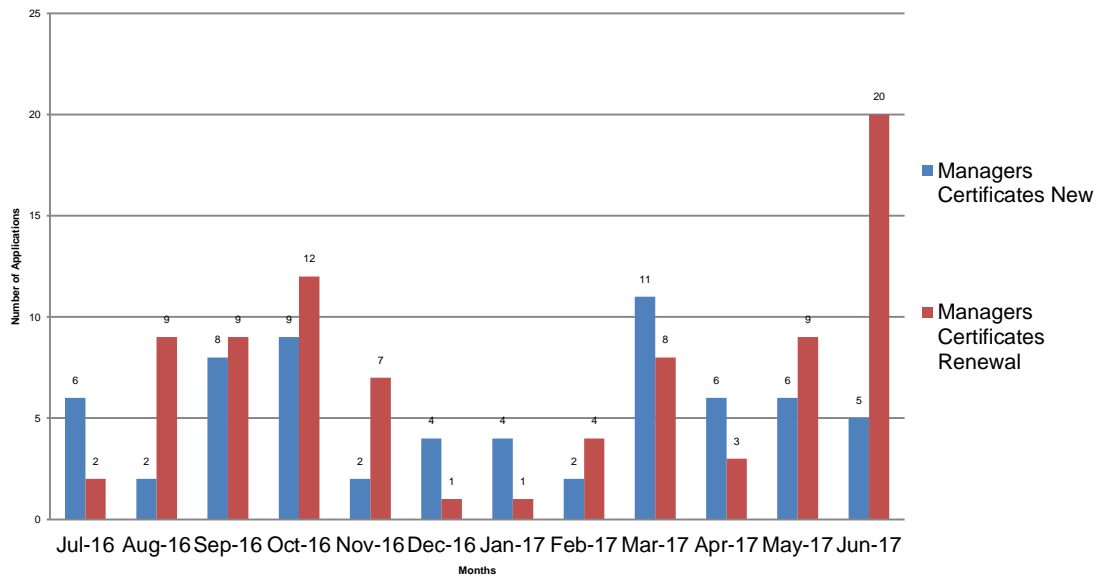
Noise Stats - June 2017

Ward	Jun-13	Jun-14	Jun-15	Jun-16	Jun-17
Matamata	3	5	10	7	8
Morrinsville	6	4	1	16	11
Te Aroha	1	9	3	5	1
All wards	10	18	14	28	8



4.3.3 Alcohol

Manager Certificate Applications



New/ Renewal Licences – June 2017

Agency Application Number	Applicant Name	Type of Licence
162.2013.811.3	Matamata New World	Renewal Off Licence
162.2013.820.3	Brews Morrinsville	Renewal Off Licence
162.2016.1136.2	Valinor Buffet Restaurant	Renewal On Licence
162.2013.772.3	TRAC Sports Bar	Renewal On Licence
162.2017.1248.1	Loxy & Co	New On Licence

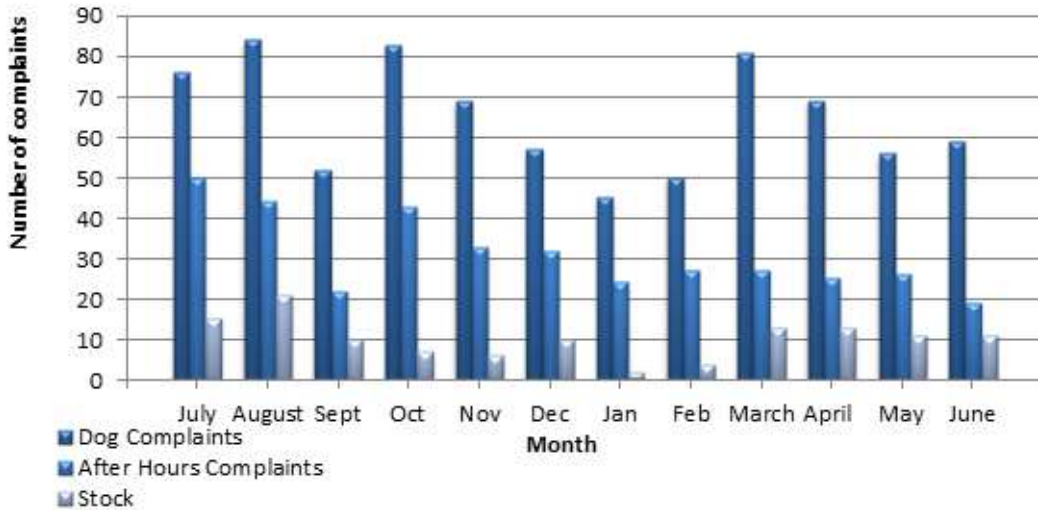
Special Licences – June 2017

Agency Application Number	Applicant Name	Event
162.2017.1249	United Sports Matamata	Lions Event
162.2017.1250	Te Aroha Jockey Club	Breeders Day
162.2017.1251	Te Aroha Jockey Club	Various Events Feb 18 –July 18
162.2017.1252	Te Aroha Jockey Club	Various Events Aug – Nov
162.2017.1253	Thames Valley Rugby Union	Finals day & back up Heartland dates
162.2017.1254	Matamata Club	Gwynne Shield Dinner
162.2017.1255	College Old Boys Rugby & Sports	Hypnotist & Comedy Night

162.2017.1256	Matamata Club	Piako Gliding Club & All Saints Church Jubilee Lunch
No number issued as yet, meeting required	Matamata Racing Club	Various Events

4.4 Animal Control

Animal Control Complaints 2016-2017



June Statistics

70 calls in total were received 14 Matamata, 32 Morrinsville 24 Te Aroha

- 59 of these calls received were regarding dog complaints
- 11 of these calls were wandering stock calls
- 19 calls were received after hours
- 16 dogs were impounded during the month

Complaints per Ward

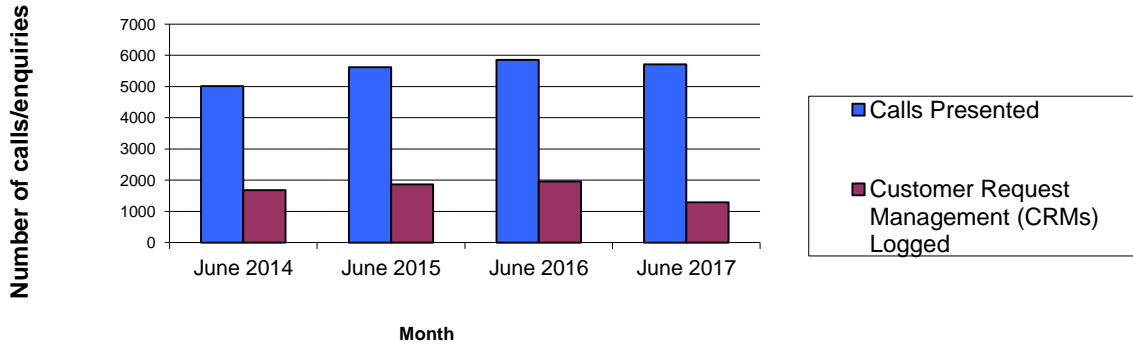


■ Matamata ■ Morrinsville ■ Te Aroha

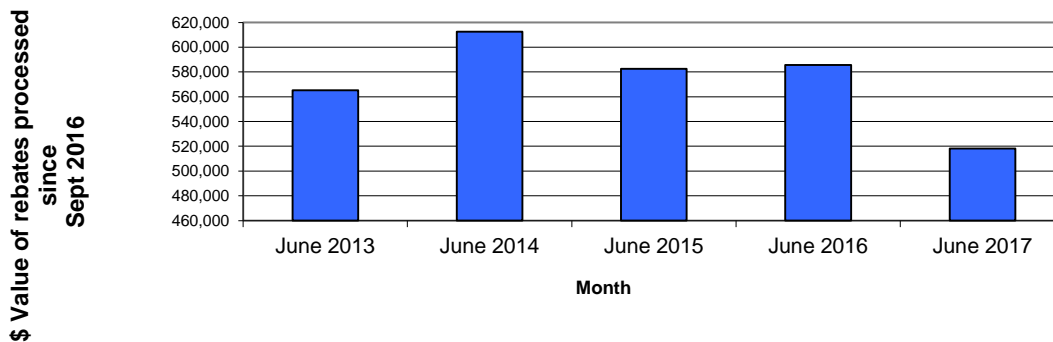
5. Service Delivery Overview

5.1 Customer Services

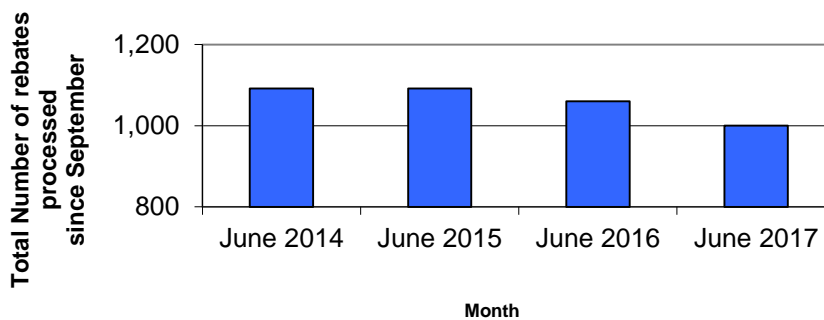
Customer Service Calls



Rates Rebates - total value processed



Rates Rebates - total number processed



Rate Rebates – we have processed 1000 applications since applications opened on 12 September 2016. Ratepayers had until 30 June 2017 to apply for a rates rebate for the 2016/17 year.

LIM (Land Information Memorandum) – 50 applications were received in June, 23 of these were urgent requests.

Rubbish Vouchers – have been sent out to just over 9,000 residents. Vouchers are printed on orange card and can be collected at any of our Council offices during normal office hours or during our extra opening hours on Saturday 10 and 17 of June 2017.

5.2 Kaimai Consultants

5.2.1 Community Operations and Projects

Keep Te Aroha Beautiful

- This group is working with the Regional Council and MPDC on the replanting of Kahikatea on the Herries Park Reserve leased land. The aim is to get the planting done this planting season with a community day.

Keep Morrinsville Beautiful

- The Piako River Forum has approached council to undertake a clean-up along the Morrinsville river walkway. It has been suggested that they work under the Keep Morrinsville Beautiful banner and do this clean up during the Keep New Zealand Beautiful clean up week (11 to 17 September). This way resources can be utilized which are available through Keep New Zealand Beautiful.

Kiwanis Matamata

- Work is continuing with Matamata Kiwanis on the restoration of the Old Waharoa cemetery. The fence has been cleaned and painted and in places repaired. Headstones and graves have also been cleaned.
- Fencing and a pedestrian gate is to go in, seating and tree planting will be undertaken along with new signage.



Te Miro - no change from last month

- Possum control has been undertaken in the Te Miro block with the work undertaken by Waikato Regional Council.
- Over 200 possums have been eradicated in the three to four week period and approximately 90 or so rats have also been caught in the traps.
- The contractor has recommended that we look at major rat eradication in the area as this is an unusual high number of rats to be caught up in possum traps.

- Council staff will liaise with the Te Miro Bike club on a joint partnership approach to the rat control.

5.2.2 Property & Utilities

The utilities activity is busy with reservoir and watermain contracts (Fibre Networks) coming to a close, and the second watermain contract (Civtec) continuing over in to the next financial year as weather permitted. Forward planning and work in progress up to date with busy 2017-18 planned.

Water

Reservoir Contract

- The project cost is sitting at \$3.3 million with the contract cost at \$2.5 million.
- The reservoir structure is 100% complete but have experienced some minor seeping from infill joints and along base/wall joints. Spartan have been in touch with Sika and approved applicators to inspect, the reservoir has to be emptied before inspection and repair undertaken at no cost to council. Full commissioning will be done after the repair.
- A meeting was held with land owners to appraise them of the contractor being off site until drier weather in the spring and discuss appropriate fencing measures to be put into place will discuss fencing requirement with lease when we engage the contractor.

Morrinsville Water Supply Resource Consent

- Preparations are underway for a consent hearing for the Morrinsville Water Supply Resource Consent and Brookfields has been engaged for the hearing which is yet to be scheduled.
- A Topahaehae Stream health assessment has been undertaken and a report circulated to E team and water personnel.

Other

- UV treatment is to be installed at all water treatment plants - project brief and plan is being developed.
- Report on Te Aroha West water supply options in progress and to be presented to council in August.
- Te Aroha Reservoir Structural Assessment;- Beca undertaking a desktop review report will be circulated when received.
- Morrinsville trunk main pressure monitoring, no progress on this to date but recent breakage highlights the usefulness of having a system in place.

Wastewater

- Investigation is to be undertaken as result in several overflows from gully traps in Morrinsville due to heavy rain from cyclones Debbie and Cook. Jetting and CCTV is being programmed which may result in pipe size upgrade, this work will be given priority in renewals budgets.
- The Te Aroha trunk main capacity is being investigated as it causes back pressure on connecting mains that result in overflows. Access to trunk main manholes requires work before any jetting and CCTV assessment carried out.
- Kiwirail - an old raising main is to be removed from rail bridge over Piako River in the next few weeks.

Stormwater

- Drawings and contract documents are being developed for Morrinsville stormwater project for summer work program.

Solid Waste

- Smart Environmental has been approached by Maui Capital to purchase 75% of company and all councils have approved this step as no impacts on ability of contractor to deliver service.
- Contractor has improved performance at all transfer stations sites as issues with appearance resulting in complaints from public, Staff retention and training is ongoing concern. Greenwaste variation on trial for new methodology ends July.
- Good performance from Kerbside collection this month, improvement from previous month.
- Have agreed start date (18 August) with contractor who will take over collection of paper for trees from schools within the district. Letter to all schools to be sent early in July.
- A company has been engaged to conduct review of roles and responsibilities in terms of how contract health and safety is managed within Smart Environmental. Positive feedback on approach received from contractors. Timeframe for completion in mid-July.
- A visit to Kopu (contracts facility) to meet new personnel engaged to improve logistic and compliance performance.

Property

EPH

- Busy month with three people vacating and new tenants signed, all flats occupied apart from the ones being refurbished. Increased level of enquiry for social housing with over 50 people now on waiting list.
- EPH renewals. Work on target apart from unit 11 Mangawhero, work not started, KVS property maintenance to undertake work. Roof renewal on Koromiko complex completed, Aroha complex 50% complete.

OYO

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

Other

- Commercial leases rent reviews and renewals are in progress with most completed. Work on new land adjacent to recreation ground in Morrinsville being undertaken.
- Community leases - good progress being made with Morrinsville tennis club and Te Aroha Athletics, rent reviews are 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.
- Further discussion to be held with Red Cross Waitoa as to determine relocation of their building from Waitoa hall reserve to other suitable land. As hall committee has agreed due to no patronage and cost of repairs required that the hall should be decommission and site sold.
- Assets team going to council with report to remove local reserve status on hall location that have been sold.

5.2.3 Roothing

Maintenance Contract – Fulton Hogan June 2017 activities – Contract 1985

- The cyclic crews have completed general maintenance throughout the month. Culvert cleaning is ongoing.
- A number of stabilised patches have been completed as weather has permitted.
- A grading round is underway on metal roads and resheeting (unsealed road metalling) has taken place on selected unsealed roads across the network.
- Crews were kept busy this month with dayworks to repair slips, flood damage etc.
- With the persistent rainfall and the saturated ground conditions we have had slips on Buckland Rd, Waiti Rd, Landsdowne Rd, Morrinsville-Walton Rd, Tahuroa Rd, Paratu Rd, Paratu West Rd, Piakonui Rd, Quine Rd, Rangitanuku Rd and Henry Watson Rd.

Other Contracts and Activities

- Reseals – Contract 2098 – Fulton Hogan. This is a 2+1+1 Contract. We have now completed the two years of this contract and are currently considering the first 1 year extension. Works have now started preparing the 2017-18 sealing programme and we anticipate the resealing works to start October 2017.
- Road Marking – New contract document to go out to tender with anticipated start Sept – Oct 2017.
- Signs – Contract 2119. Contractor – Directions (3+1+1 contract). Works ongoing
- Corridor Access Requests – Twenty three (23) CAR's were processed in June.
- High Productivity Motor Vehicle (HPMV) Permits – No (0) HPMV permits were processed in June.
- Overweight Permits – Three (3) overweight permit applications was processed in June.

Works Programme 2016/2017

- Contract 2143 is the first package for 2016/17. Contract awarded to Schick Civil Construction. The work sites are;
 - Buckland Rd – (RAMM 1900-2950). Completed.
 - Buckland Rd – (RAMM 8518-9038). Completed.
 - Old Te Aroha Rd Culvert Replacement - (RAMM 1651). Completed.
- Contract 2154 is the second package for 2016/17. Contract awarded to Schick Civil Construction. The work sites are;
 - Matai Rd – (RAMM 1800-2800). Complete
 - Alexandra Rd – (RAMM 10600-11600). Complete
- Fulton Hogan has completed a 1.2km rehabilitation (stabilisation) job on Wardville Rd between Waghorn Rd and Tower/Manawaru Rd.
- Contract 2167. Awarded to J Swap Contractors. A 660m length of Morrinsville-Walton Rd rehab (RAMM 11015-11635) is complete.
- Contract 2170 – Puketutu Rd / Hinuera Rd intersection upgrade. Awarded to J Swap Contractors. This is a relatively small minor safety improvement job to improve the Puketutu Rd / Hinuera Rd intersection. Complete.
- Waterworks Rd – Waterworks Rd is a popular cycling route and also the access road to the Te Miro Mountain Bike track but had a narrow seal width and many bends with little or no visibility.

A safety assessment and report was undertaken by a Consultant traffic engineer on Waterworks Rd to identify safety issues and possible solutions. After liaising with affected landowners we engaged a contractor and we supervised the works required to improve visibility by removing banks, vegetation, trees etc. We also had to relocate two power poles along Waterworks Rd in order to remove the banks and do some additional work at the south end after a customer complaint about visibility (Bodles corner). Now all the machine (digger) work to remove banks etc to increase sight visibility has been completed. We also engaged Councils arborist to remove some trees and large limbs from trees to further improve visibility / safety. We will now programme some localised seal widening to be done during 2017-18. This localised seal widening will be done on some of the crests and bends where widening has occurred.

- Gilchrist Street Te Aroha – We have received many complaints about cars travelling at excessive speeds along this urban street. A safety assessment and report was undertaken on Gilchrist Street by a consultant traffic engineer. The conclusion of the report was to implement some traffic calming measures. Fulton Hogan has now installed the kerbs and islands, the thermoplastic threshold surfacing and road marking. We are now waiting for some signs to be installed and KVS will plant out the islands.
- Arawa Street Matamata – Informal pedestrian crossing. To enable better traffic flow along Broadway by increasing the stacking area on the northern end of Arawa St and to improve sight visibility / reaction time for pedestrians on the “informal” (pedestrians give way to vehicles) crossing it was decided to move the “informal” pedestrian road crossing approximately 5.0m south. The existing crossing was removed at our request when NZTA undertook the pavement works on Broadway last year. Fulton Hogan has now installed the raised asphalt crossing. We will now refurbish the existing pedestrian barriers and remove existing trees as necessary to complete the crossing. We will then liaise with our parks people to relocate existing seats etc on the eastern side. To ensure that there is no confusion for pedestrians it is important to provide clear demarcation between footpaths and pedestrian platforms so we will not put any coloured surfacing on the new crossing across Arawa Street.

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 Summer of 2017/18. The site is a section of Matuku Road between Hangawera Rd and Reay and Watson Rd. This work requires 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 and also farmers who have crops to plant or harvest. We will do our best to time the works to coincide with the school holidays to minimise disruption.
- Survey and design works are underway for the 2017/18 Works Programme. We propose to have the first Contract out to tender late August for September start. Their status is as follows;
- Okauia Springs Rd (RAMM 50-1100) Survey complete. Design 60% complete.
- Peria Rd (RAMM 928-1935) Survey 50% complete.
- We will also be going out on a field trip mid-July to check and prioritise the remaining candidates for the remainder of the 2017/18 works programme.

Events and Road Closures

- Thames Valley Car Club has applied for the following road closures for rally events;
 - Waiti Rd 30/07/2017
 - Te Tuhi Rd 13/08/2017

-
- Quine Rd 10/09/2017
 - These proposed closures will go through the road closure process with advertising etc.

5.3 Kaimai Valley Services

5.3.1 Parks and Reserves Team

Mowing

- The mowing teams are working at full capacity to keep up with the start of the autumn growth. The 'Walker Mowers' team have fallen behind in some of their mowing, specifically the council flats in Matamata. This is being worked through with current staff as we are still looking for a new appointment to this team.
- Options to maintain the bank below Domain house and above the Bowling Green are being assessed. Previously this bank was mowed with a fly mow.
- The six monthly turf report was recently completed and a list of autumn renovations has been programmed.

Gardening

- Some areas were below standard because of winter wet weather. An estimated 75% of the high profile areas are back to standard with the remaining 25% expected to be back to standard in the next two to three weeks.
- The autumn spray round is under way.
- The gardens at the Silver Fern Farms Events Centre, Te Aroha Domain and Boyd Park all received tidy ups in preparation for public events and commencement of winter sports. The Silver Fern Farms Events Centre gardens have now been added to the gardening schedule.
- A schedule of works is underway for the Te Aroha Domain specifically to include any new requirements for the area around Domain House.

5.3.2 Waste Water

Waihou Waste Water Plant

- Currently non-compliant in three of the eight of the resource consent parameters. A meeting has been arranged with the Waikato Regional Council at the end of July to discuss solutions around improving performance. Mott MacDonald consultants have provided a high-level report for options on extending the irrigation of the discharge. The Wastewater Operations Manager considers this the most favourable way forward in addressing the long-term non-compliances.

Morrinsville Waste Water Plant

- Currently in compliance with all discharge limits.
- The plant has experienced another major failure in the mixers, and divers recovered the detached blades from the activated sludge tank. A formal notice is being prepared to send the suppliers activating a warranty claim.

Te Aroha Waste Water Plant

- Currently in compliance with all except Coliforms in the discharge limits. Coliforms are over the RC limits for 90 percentile. WRC were notified, and the cause was related to ruptured membranes. This is common in membranes and maintenance clean is currently being planned to rectify this issue.
- Experiencing no other major issues.

Matamata Waste Water Plant

- Currently in compliance with all discharge limits.
- The new membranes have been installed, and the performance testing has been completed. The plant is now capable of achieving its design discharge flows for the first time in 7 years: the result is a plant that is more equipped to handle heavy rain and infiltration.

Tahuna Waste Water Plant

- Currently in compliance with all discharge limits.
- Currently experiencing no major issues.

5.3.3 Water Team

With respect to the comments below referring to pass or fail for various aspects of the water supplies, when assessed alongside the New Zealand Drinking Water Standards this does not indicate the presence of harmful organisms.

The New Zealand standards use a risk based approach. The references are for conditions when the organisms could survive if they were present. In a month these conditions will occur for a variety of reasons and as long as the time is less than a certain period every month the system overall is acceptable. What we do have to do is report these “transgressions” to the Health Department as a matter of record to qualify for their grading system.

The time periods involved in a month are a matter of minutes rather than hours and simply noting that there is a fail for several minutes because chlorine was too low for the ph of the water for example is simply a matter of record and accountability.

If the out of specification lasts for long periods then there are operational problems. If they are below the tolerances permitted in the grading system there are no issues in reality

Morrinsville Water Treatment Plant

Online DWS compliance

Morrinsville WTP Protozoa – **Passed**

Morrinsville WTP Bacterial – **Passed**

Tahuna Water Treatment Plant (WTP)

- No issues at Tahuna Water treatment Plant.
- Have meet Filtec on site to look at options on installing UV units on the bore water before it goes to storage.

Te Aroha Water Treatment Plant (WTP)

On Line DWS compliance

Te Aroha WTP Protozoa - **Passed**

Te Aroha West Water Treatment Plant

- There was issues with the turbidity while we had heavy rain events that caused the Pohomihi dam turbidity to increase. Operation staff carried out extra cleaning of the filters and added chlorine tablets to assist in killing Bacteria.

Matamata (Tills Rd) Water Treatment Plant (WTP)

On Line DWS compliance

- Matamata WTP Protozoa – **Passed with Evidence** – on two occasions we had issues with the UVT being low. Filter 2 had a blown UV lamp on 1 June and Filter 1 had blown lamp on 27 June, the operator isolated the filter and replaced.
- Matamata WTP Bacterial – **Passed**

Matamata (Tawari Street) Water Treatment Plant

- A site visit was had with a group of staff that were involved with the Flooding incident on the 12th April were the pumping station was flooded causing the motors on pumps to fail. The actions located below from the meeting.

Waharoa Water supply.

- No issues with Waharoa water supply. Open Country Dairy have started to take water again from this supply

Matamata (Burwood Road) Water Treatment Plant.

- There appears to be a rip in the raw water storage that needs further investigation once flows drop off to town.

Te Poi Water Treatment Plant.

- No issues on this site

Hinuera Water Treatment Plant.

- No issues on this site

Raungaiti Water Supply.

- No issues on this site.

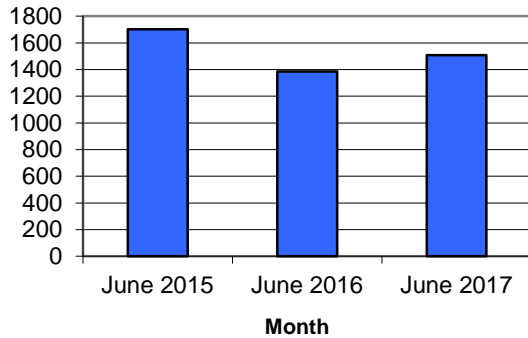
Waihou Depot Water Supply.

- Both water supplies have had two separate Cartage filters with UV reactors installed on the supply. The bore heads have had concrete aprons and manholes installed. Lids are getting manufactured for the manhole. The water supply registration form has been sent to the DHB to register the supply and sampling has commenced.

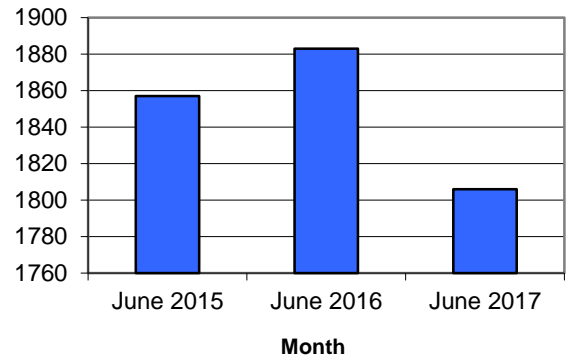
6. Business Support Overview

6.1 Community Facilities Operations

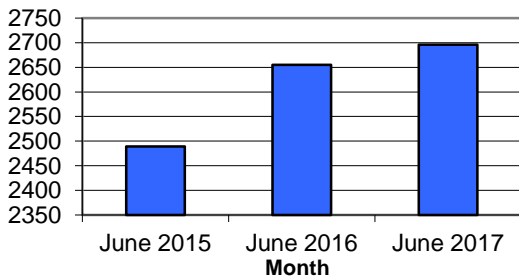
Te Aroha i-SITE
Number of visitors
Door counter



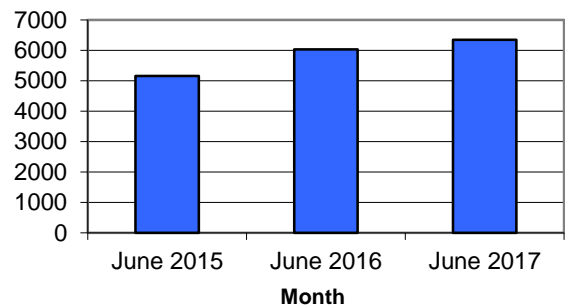
Swim Zone Te Aroha
Cash Register Reports
Number of visitors



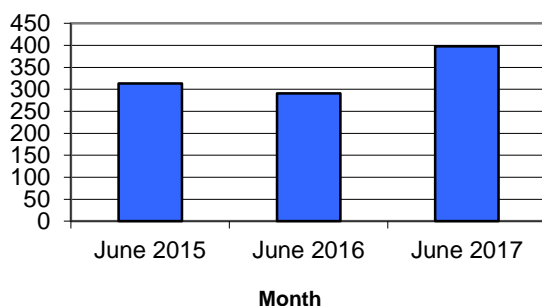
Te Aroha Mineral Spas
Cash Register Reports
Number of visitors



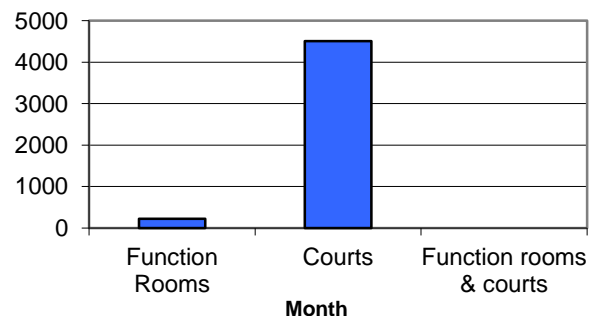
Matamata Sport Centre
Cash Register reports
Number of visitors



Firth Tower Visitor Numbers (manual count)



Silver Fern Farms Events Centre
Users & Spectators
June 2017



Te Aroha Mineral Spas.

- Increased visitor numbers for Spa baths and Spa treatments over same period last year.
- Promotional video has been filmed using drones and cameras. The video will be used for social media, movie advertising and website promotion

Firth Tower Museum

- Repairs carried out to paths and steps. 150 students and teachers' from Te Aroha Primary School, took part in full day of historical activities recently.

Swim Zone Matamata

- Good progress with outdoor pool tiling project. Existing tiles removed and concrete surface prepared. Leak testing will be carried out in July. Tile delivery due in late July/ August

Swim Zone Te Aroha

- Learn to swim lessons were carried out for the first 5 weeks of term two.

Matamata Aerodrome.

- Lease prepared for new hangar.

Morrinsville Events Centre

- Boxing tournament held in June with good numbers attending

Te Aroha i-SITE

- Visitor mix - 56% domestic; 44% international. This is not usual for winter – usually mostly domestic. More UK visitors this year for DHL Lions series.

Silver Fern Farms Event Centre

- Busiest month in the Ingham's Sports Hall since opening

Domain Pavilion

- Keas and Cubs weekly; pilates twice weekly; no other bookings

Domain House

- Long term lessee
-

6.2 Strategy and Policy

Roading

- Staff attended a dTIMs (Deighton Total Infrastructure Management System) update of MPDC's status. We (MPDC) are currently looking like our roads are and have been managed well. We will need to continue completing Falling Weight Deflectometer testing on our Roads to establish a more accurate baseline and to complete further optimisation.
- Staff attended the Regional Efficiency Group and NZ Transport Agency workshop for the strategic Case and Business Case Approach active learning session to ensure the Activity Management Plan is structured in the appropriate format.
- Prepare for 2016/17 Capitalization.

Parks and Facilities

- Turanga-O-Moana Hall Committee confirmed plaque design. Plaque has been ordered.
- Sport Waikato have been engaged to assist with the development of the district Sport and Recreation Strategy. They are currently also assisting some neighbouring local authorities with their strategies. There are likely to be several benefits to MPDC in terms of cost savings, alignment with regional strategies and awareness of cross-boundary issues.
- Staff attended Regional Aquatics Strategy Forum meeting in Cambridge.
- Report received with recommendations to improve wayfinding at Te Aroha mountain bike tracks.
- Scoping of potential LTP and Bulk Fund projects continued.
- Completed Kaimai Catchment Forum survey.

Utilities

- Working is progressing on the new AMP's and the Water Assessment update. The draft Water AMP has been reviewed by Beca with comments provided and key areas for improvement noted. The review found there to be good coverage of the requirements of a Core AMP. The improvements to the Water Amp will flow onto the Wastewater and Stormwater AMPs.
- Report being prepared for Council on Freshwater developments and in particular the LGNZ Symposium and the recently released WRC Freshwater Strategy.
- Progress is slow on completing the plans and contract documents for the Avenue Road stormwater project so that an independent estimate of the costs can be made.
- Assistance has been given to KVS on stormwater issues in particular but also wastewater. Background material supplied to KVS.
- Major SW connection to sewer in Morrinsville confirmed by dye testing and now under notice to remove. This was identified by a Customer Services staff member when preparing a LIM and noticing a discrepancy on plans.

Morrinsville River Walkway

- Greenlea's land easement for the walkway is held up due to submissions received for the consent.
- Staff have been out to confirm the proposal for the other critical land requirement. Progressing with owner consultation and proposal to secure the land.

Development contributions and LIMS

- Development Contributions processed - (12) Building Consents, (3) Landuse Consents, (7) Subdivision Consents
- (50) Lim Enquiries

WLASS ADVISORY GROUPS, WORKING PARTIES AND WORK STREAMS - UPDATE

7 July 2017

NAME	CHAIR	PURPOSE AND CURRENT ACTIVITIES
Insurance Advisory Group	Mike Garrett, Waikato Regional Council	<p>Purpose: To procure insurance for all Councils on a collective basis to achieve best value for money and risk management from insurance procurement and to manage the broker's contract performance.</p> <p>Current work has focused on a 2-year extension of the Aon brokerage contract, including incorporating a revised set of KPIs. The IAG Agreement with WLASS is also being reviewed, to better reflect the current situation.</p>
SVDS Advisory Group	Ken Morris, Waipa District Council	<p>Purpose: To manage the work of the SVDS Contract Manager, to review the SVDS financial reports, to recommend measures to enhance the value of SVDS information, to identify and investigate commercial opportunities, and to review the direction of the SVDS service.</p> <p>Current Work: The Contract Manager is investigating and preparing a recommendation and business case for the future provisioning of the SVDS services. An RFP document is currently out in the market seeking proposals for a rating valuation database service provider.</p>
Shared Services Working Party	Mike Garrett, Waikato Regional Council	<p>Purpose: To identify and evaluate new shared services opportunities and to make recommendations to the LASS Board. To oversee the work of the Procurement and IT Managers' Working Parties.</p> <p>Current Work: The SSWP is investigating a number of potential shared services opportunities.</p> <p><i>Procurement</i> – The ArcBlue review is on track for presentation to the SSWP on 26 July.</p> <p><i>GIS</i> – The GIS Working Party is on track to deliver a report to the SSWP on 26 July.</p> <p><i>Aligned Planning</i> – An RFP for a consultant to lead this work programme has closed and is currently being evaluated. A Steering Group to oversee the project has been appointed. All councils, except Otorohanga and Taupo, are participating.</p> <p><i>Digital Strategy</i> – A Working Group is scheduled to report to the SSWP on 26 July.</p> <p><i>Building</i> - Refer to the Waikato Building Consent Group's 6-monthly report in this</p>

		agenda.
Procurement Managers' Working Party	Sally Davis, WLASS	<p>Purpose: To identify and implement new procurement opportunities, and to manage existing procurement contracts.</p> <p>Current Work: A WLASS Master Agreement and Joining Agreements for fleet management have been distributed to all WLASS councils. A proposed collaborative contract for driver training is on the agenda for this meeting. A 2-year contract extension has been exercised for the Professional Services Panel. Contract extensions for Infometrics and Dataprint have been exercised. Investigations are being undertaken into the following opportunities: a Physical Works Construction Panel; agricultural chemical supply; a Master Agreement with an Occupational Health provider.</p>
Waikato IT Managers' Working Party	Sally Davis, WLASS	<p>Purpose: To investigate collaborative opportunities in the technology space.</p> <p>Current Work: The GIS Project Team is working on identifying "why spatial data can support the Waikato region within the framework of the Waikato Digital Strategy, including identifying benefits and success measures" and will report back to the SSWP on 26 July.</p> <p>A WLASS website is now under development.</p>
Health & Safety Working Party	Sally Davis, WLASS	<p>Purpose: To identify issues arising from the new legislation; to identify areas where generic H&S policy, guidelines and procedures need to be developed; to develop standard reporting measures for health and safety; and to make recommendations to the LASS Board.</p> <p>Current Work: The contractor H&S pre-qualification system continues to be successfully rolled out with 19 councils and 1 CCO currently participating. Elected member H&S training has been completed. A regional H&S Framework is under development. WLASS was a finalist in the Leadership category of the Safeguard Awards.</p>
Asset Valuation Working Party	Sally Davis, WLASS	<p>Purpose: To develop recommendations for transitioning to standard or consistent asset lives across the Waikato, and to identify where changes (and possibly reductions) to depreciation rates may be appropriate.</p> <p>Current Work: A regional Asset Valuation template has been circulated to all councils</p>

		and feedback received. A proposal to engage a consultant to prepare a regional table of rates and asset lives is being considered at this Board meeting.
Learning and Development Working Party	Sally Davis, WLASS	Purpose: To provide a forum for Learning and Development representatives from each of the participating WLASS councils to achieve our vision of “connect, learn and grow”. Current Work: A Regional Workforce Development Policy has been prepared and is on this agenda for consideration by the Board. Workforce Development and ROI metrics are being developed. Technology solutions for scheduling regional training and making bookings are under investigation.
Waikato Regional Aerial Photography Syndicate	Leanne Sinclair, Waikato Regional Council	Purpose: To procure aerial photography services for the Waikato region every 5 years, on behalf of LASS. Current Work: Approximately 65% of rural imagery and 94% of the urban imagery had been completed as at 4 May. Aerial photography has now ceased until September 2017. The contractor will begin work again on 1 September, subject to suitable weather conditions. No Health and Safety issues have been reported year-to-date.
Waikato Historic Aerial Photo Syndicate	Gill Lawrence, Waikato Regional Council	Purpose: To procure scanned historic aerial images of the Waikato from the Crown archive over four years, in partnership with LINZ. Current Work: Scanning continues to be delivered ahead of schedule, and all of the Waikato scanned images are expected to be available by June 2018.
EECA Collaboration Agreement	Sally Davis, WLASS	Purpose: To report on and meet the milestones required by the 3-year contract with EECA. Current Work: Progress is slower than anticipated, but plenty of energy-saving opportunities have been identified. TCDC have decided to join the scheme, effective from 1 July 2017.
RATA	Dawn Inglis, RATA Manager	Purpose: To enable and facilitate effective, strategic roading investment decision-making for the Waikato region. Current Work: Refer to the 6-monthly report in this agenda.
Waikato Regional Transport Model (WRTM) Project Advisory Group	Dawn Inglis, RATA Manager	Purpose: To provide direction on the operation of the WRTM model, and to review the WRTM financial reports.

		Current Work: Refer to the 6-monthly report in this agenda.
Waikato Building Consent Group	Elizabeth Goodwin, Waikato Building Consent Group Manager	Purpose: To provide an excellent and consistent service to building consent customers across the Waikato region; to increase collaboration between Building Consent Authorities (BCAs); to improve communication between BCAs, and between BCAs and industry stakeholders; and to ensure the competency of technical officers undertaking building control functions. Current Work: Refer to the 6-monthly report in this agenda.
Future Proof	Michelle White, Future Proof Planner	Purpose: To provide a comprehensive and robust growth management strategy for the Future Proof sub-region. Current Work: - Refer to the 6-monthly report on this agenda.
Mayoral Forum – Policy and Bylaws	Craig Hobbs, South Waikato	Current work streams: Regional Infrastructure Technical Specifications – On track. Consultation on the draft document is expected to get underway in July 2017. S17a Reviews – a spreadsheet to aid the development of a 6-year regional rolling review programme is available on the Collaboration Portal for each council to complete. The spreadsheet will be regularly reviewed and monitored by the SSWP to identify potential opportunities for collaboration.