

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 27 September 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 an apology had been received from Cr Hunter.

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 23 August 2017

LTP 2018-28 - Economic Development

Trim No.: 1930216

Item 6.1

Executive Summary

Council has indicated a desire to support economic development and economic growth in our district. The Long Term Plan 2015-25 included an annual budget of \$150,000. In addition Council also provides funding to organisations who contribute to the Economic development and economic wellbeing of our district to a total value of \$270,000 per year.

The purpose of this report is to seek direction from Council on the economic development priorities for the 2017/18 financial year, as well as Council's direction for the Long Term Plan – it has previously resolved on the continuation of \$150,000 funding in the draft Long Term Plan 2018-28.

Recommendation

That:

1. **The report is received.**
2. **Council confirms its priorities for the 2017/18 Work Programme, and authorises staff to implement these.**
3. **Council indicated a direction for Economic Development initiatives for the Draft Long Term Plan 2018-28.**
4. **Council confirms the invitation to the Matamata Public Relations Association and Morrinsville Chamber of Commerce to discuss their funding on 11 October 2017.**

Content

Background

Council has indicated a desire for an increased level of involvement in economic development. Some of the issues that have been raised are:

- A need to “sell” the district - attracting people and business to our area. Both as visitors, employers and residents.
- The increasing role of tourism in the district, and the aging population profile – what impact might economic development have on these trends?
- The level of resourcing Council could provide and the scope of Council involvement
- The difficulties of measuring success and financial input to economic development
- The activities of other Councils, and the need to and ensure the district is a place of population and economic growth – it's easier to continue growth than reverse a decline.

What is economic development?

Economic development can be defined as the sustained, concerted actions of policy makers and communities to promote the standard of living and economic health of a specific area (i.e. the changes in the economy). Such actions can involve multiple areas including development of human capital (the capabilities of people to produce economic value), critical infrastructure,

regional competitiveness, environmental sustainability, social inclusion, health, safety, literacy, and other initiatives.

Economic development differs from economic growth. Whereas economic development is about policy intervention aiming to improve the economic and social well-being of people, economic growth focuses on market productivity and rises in Gross Domestic Product (GDP). Economic growth is one aspect of the process of economic development. There is no commonly accepted definition of economic development or approach to fostering it. Various councils have taken different approaches, and the level of intervention in this area differs widely.

Rationale for and nature of local government involvement

Business and Economic Research Ltd prepared for Local Government New Zealand in 2010 a framework that identifies the contribution local government makes to economic growth and development within six priority areas:

- Leadership (incorporating partnership and facilitation): setting, supporting and driving a vision for economic growth.
- Spatial planning and infrastructure: ensuring that the physical and built environment is conducive to economic growth.
- Regulation: create a quality regulatory environment to make it easier for businesses to grow, invest and create jobs encouraging economic growth.
- Services: effective coordination and delivery of key council activities that support the effective functioning of local communities.
- Business and industry development: facilitating investment, industry and employment growth; and implementing measures that support a conducive business environment.
- Social and community: an environment that supports wellbeing and enables communities to contribute to economic growth.

Right Debate 2011

As part of the Right Debate for the 2012-22 Long Term Plan, Council asked the community in 2011 'Should we do more to support economic growth?' Out of 822 submissions received on this topic, 458 people (55%) said 'continue providing the current, economic development services.' At the time Council did not have a separate budget for economic development, and status quo included continued support for Matamata PRA, Morrinsville Chamber of Commerce, as well as financial support towards the Gatehouse, Morrinsville Gallery and the Hauraki Rail Trail.

Waikato Means Business – Waikato Regional Economic Development Strategy

The "Waikato Means Business" vision is: "*We want to improve standards of living in the Waikato region, where all people, communities and businesses reach their potential.*" The regional strategy has been summarised in the framework and links made between the EDWP priorities and the focus areas of the regional strategy.

Strategic Priorities;

- Maintaining and building our location advantage – by increasing investment in infrastructure, improving the quality and reliability of roads, reducing road travel times and creating more efficient freight flows
- Telling the Waikato Story – so that there is improved information for potential students, employees, visitors and investors about opportunities in and the advantages of the region.
- Building, attracting and retaining skills and talent – so that there is increased capability and capacity in our regional innovation system
- Making business easier – by reducing compliance costs associated with interacting with Councils and improving lead times for providing services, and consequently the ease of doing business in the region
- Growing global industries – by identifying and progressing opportunities that will grow incomes and jobs in key sectors

The Chair of Waikato Means Business, Dallas Fisher, presented to the Waikato Mayoral Forum on the 17 July and gave an update on the work Waikato Means Business has been doing to review regional economic development capacity and capability in the Waikato.

Waikato Means Business has engaged with MPDC and intend to do so with each individual local authority over the next two months to go over the findings of the review and discuss what matters need to be fully understood, agreed and where relevant resolved in order for it to succeed. The proposal is for a regional economic development organisation based on a 'hub and spoke' model to support regional development. The funding would be sourced from Waikato Regional Council and the district Councils based on population. Waikato Means Business has requested a \$30,000 annual investment plus the availability of a 0.2 FTE resource from Council. This FTE resource could potentially be fulfilled by the Business Development Officer role identified below.

Business Friendly guidelines – assessment

Local Government New Zealand (LGNZ) in partnership with the Ministry of Business, Innovation and Employment (MBIE) developed a Business Friendly Framework and assessment for councils who want to become more business friendly. They identify the different roles councils can – and many already do – play to support businesses and economic development.

One of the implementation work streams of the regional strategy was for Councils to undertake a business friendly self-assessment. Matamata-Piako, Hauraki, and Waitomo District Council's and Waikato Regional Council participated in the assessment in 2014. The report found that Matamata-Piako District Council was particularly strong in resource consents and building consents due to high-quality online functionality. Comparatively, however they were relatively weak on matters of economic development.

This assessment was validated by a survey of businesses in 2015. The survey response rate was relatively low (only 15 from Matamata-Piako), which means that the results are not entirely representative of the business across the region.

Economic Development Think Tank 2015

The think-tank was held on 25 February 2015 at the Wallace Art Gallery, Morrinsville. Many positive suggestions were put forward by business people. Feedback included:

- the need for Ultra-fast broadband
- Morrinsville carparking
- need to grow our tourism offerings
- lack of employment opportunities for youth
- need for a Council economic development resource.

Investment Prospectus / Website promotion of our district

A prospectus has been developed and this has been made available on the Council website. Local businesses are included as local success stories. The prospectus covers doing business in the district, our economy, our central location, land and labour, Infrastructure and lifestyle opportunities.

Major Business Breakfast

The EDWP also held a business breakfast with 'major employers' on 10 March 2015 which followed on from the think-tank. This has since become a bi-annual function, with the most recent Breakfast hosted in Morrinsville in March 2017. Feedback from attendees indicate that they find this function useful in terms of networking and creating linkages, as well as a good opportunity for Council to provide an update on projects that may affect them.

Ultrafast/rural broadband

Council submitted a Registration of Interest for the further roll out of Ultra-fast Broadband, Rural Broadband and mobile black spots. The Ultra-fast Broadband roll-out has been approved for our three main towns with scheduled completion for Matamata in 2020 and Morrinsville and Te Aroha 2021. Council is waiting to hear back from Crown Fibre on the outcome of our response to invitation to co-fund and/or assist the expansion of Rural Broadband and mobile black spots.

Council's current contribution to Economic Development

Council is currently involved in a range of activities which contribute to economic development, although the activity or service may not be undertaken for those reasons alone. The list below gives some examples of Council contributions to economic development - this is not an exhaustive list:

- Local Business support
 - Business Awards
 - Financial support of Matamata Public Relations Association and Morrinsville Chamber of Commerce
- Supporting the tourism industry by
 - Providing regional tourism funding
 - Financially supporting the Hauraki Rail Trail – Council has previously resolved to allocate \$66,000 towards the HRT operations manager and trail maintenance. Council staff are working with our partners on a new MOU, which will be reported to Council separately.
 - Financially supporting the Wallace Gallery and the museums (Refer report on Community Funding Assistance to COC in July)
 - Operating the Spas in Te Aroha
 - Walking and mountain bike tracks, reserves such as the Te Aroha Domain and Firth Tower
 - Operating the Te Aroha I-site (refer below)

- Industry support
 - Bi-annual Major Business Breakfast
 - Continuing to develop and maintain our infrastructure that support business development and partnering with major industry on major infrastructure upgrades
 - Industry Training Graduation
- Supporting Development
 - Meeting processing timeframes for our building and resource consents
 - District Plan/town strategies – protecting high-quality soils in rural areas (protection of pastoral farming lands), identifying land for business/industrial developments
- International relations - MPDC has participated in trips to China and South Korea to promote industry and tourism in the district. Preparations are currently underway to host a delegation from China in return, with potential to also host a delegation from Japan in early 2018.
- The Te Aroha i-Site is fully owned and operated by Council. The total cost (2016/17) to operate the TA i-Site is \$117,000 per annum, with an income of \$21,000. This budget covers insurance, security patrols, alarm monitoring, pest control, small repair jobs, souvenirs and maps for sale to the public. However, this excludes any building maintenance and renewals. Te Aroha i-Site delivers similar services as the Morrinsville and Matamata information centres.

Issues

Council's priorities for 2017/18 ED Work Programme

As part of the development of the Draft Long Term Plan 2018-28 a Council workshop was held to discuss the current and future involvement of Council in Economic Development. The following initiatives have been identified for the 2017/18 financial year

Project / Initiative	Description	Timeframe	Budget
Major Business Breakfast	Continue to host two major business breakfast functions a year	Sept/Oct and Feb/Mar	\$2,000
Rail trail business seminar	Facilitate seminars for interested parties around how to maximise the potential economic opportunities presented by the Hauraki Rail Trail	Feb/March once funding for the extension has been confirmed	\$5,000
CBD revitalisation studies	Provide financial support for each of the three towns' business associations to undertake a Mainstreet or other CBD revitalisation study. An initial approach has been made by Morrinsville and Matamata. Further funding may be made available once a project plan has been established.	October - March	\$15,000
Infometrics subscription	Maintain annual subscription to the Infometrics economic analysis and information on our districts economic environment	Annually	\$10,000
International relations	Funding travel or hosting of international guests to promote the Matamata-Piako District. In 2017/18 this would include hosting a delegation from China, and a possible delegation from Kitikami, Japan.	Annually	\$12,000

World Challenge Day event	We have been invited to participate in 'World Challenge Day' against Kitikami in Japan – a city with a similar economic profile to our district. This event involves engaging people from all sectors of our community to complete 15 minutes of exercise on the challenge day. It has the potential to bring our community together, promote health and wellbeing, and promote our district as a destination to Kitikami residents. The event would be coordinated in association with Sports Waikato. Funding would be used to resource the coordination and promotion.	May Up to \$16,000, staff are requested to find sponsorship funding for the event,	\$16,000,
Local event funding	The PRA, BA and CoC in the three owns have proposed that the best way to support events is to provide funding to cover Council related costs (e.g. traffic management plans) Council will need to provide policy guidance on how this funding will be allocated.	Annually	\$20,000
Business Development officer	The PRA, BA and CoC in the three owns have proposed that Council should consider a BDO – they are currently working on a JD and what success would look like for this role.	Feb	\$50,000
Te Aroha CBD security	Invite Te Aroha Business Association to discuss with Council how Council can assist in improving security within the Te Aroha CBD	TBC	Nil Staff time
District Prospectus	Review and update the economic development prospectus on Council's website	Annually	Nil Staff time
Regular ED workshops	Schedule regular ED workshops with all of Council	Quarterly	Nil Staff time
Economic Development Point of contact	Providing One point of Contact for business enquiries	Ongoing	Nil Staff time
Total budget 2017/18	\$150,000	Total estimated cost of above initiatives	\$114,000

Long Term Plan – 2018/19

The following initiatives have been identified as possible options for the Long Term Plan. Council may wish to review its funding levels or priorities depending on overall Long Term Plan Budgets.

Project / Initiative	Description	Timeframe	Budget
Major Business Breakfast	Continue to host two major business breakfast functions a year	Sept/Oct and Feb/Mar	\$2,000
Hauraki Rail Trail marketing and promotion	Encourage increased use of the rail trail and draw visitors to our district	Annually – once extension is operational	\$10,000
CBD revitalisation studies	Provide financial support for each of the three towns' business associations to undertake a Mainstreet or other CBD revitalisation study. An initial approach has been made by Morrinsville and Matamata. Further funding may be made available once a project plan has been established.	TBC – possibly one town per year for three years,	\$15,000
Infometrics subscription	Maintain annual subscription to the Infometrics economic analysis and information on our districts economic environment	Annually	\$10,000

International relations	Funding travel or hosting of international guests to promote the Matamata-Piako District. In 2017/18 this would include hosting a delegation from China, and a possible delegation from Kitikami, Japan.	Annually	\$10,000
Local event funding	The PRA, BA and CoC in the three owns have proposed that the best way to support events is to provide funding to cover Council related costs (e.g. traffic management plans) Council will need to provide policy guidance on how this funding will be allocated.	Annually	\$20,000
Business Development officer	The PRA, BA and CoC in the three owns have proposed that Council should consider a BDO – they are currently working on a JD and what success would look like for this role.	TBC – possibly three year contract	\$100,000
Regional ED initiatives	Waikato Means Business Regional Initiative Waikato Means Business has requested a \$30,000 annual investment plus the availability of a 0.2 FTE resource from Council. This FTE resource could potentially be fulfilled by the Business Development Officer role identified below.	Annually	\$30,000
District Prospectus	Review and update the economic development prospectus on Council's website	Annually	Nil Staff time
Economic Development Strategy	BDO role - TBC	2018/19	Nil Staff time
Regular ED workshops	Schedule regular ED workshops with all of Council	Quarterly	Nil Staff time
Total budget 2017/18	\$150,000	Total estimated cost of above initiatives	\$197,000

Council's future involvement and investment in Economic Development

As part of the development of its new Vision and Outcomes for the LTP 2018-28 Council identified an area of focus for 'Enabling Economic Opportunities.' To support this Council set out three specific outcomes;

- 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.

In considering the matters discussed within this report, Council is asked to consider how these relate and contribute to the Vision and Outcomes previously approved.

Funding of Economic Development initiatives – LTP 2018-28

Council currently provides funding under Service Level Agreements to organisations who support the economic development of our communities. This funding is currently treated as Grants, and sits within the grants and funding budget (separate to the Economic Development budget).

Council has previously indicated that it wishes to review the way in which it allocates grants through the Long Term Plan process. As part of this, staff have identified that these Economic Development grants could potentially be treated as service delivery contracts rather than grants,

and as such the funding for these would not be contestable outside the Procurement process for the delivery of these services.

The Matamata PRA and Morrinsville Chamber of Commerce have been invited to attend Council's meeting on 11 October to put forward proposals on their funding levels for the draft Long Term Plan.

Jason Dawson from Hamilton and Waikato Tourism is due to present their Annual Report to Council on 13 September 2017.

A. Hamilton & Waikato Tourism funding – 2015-18 Budget \$150,000 per year

Hamilton & Waikato Tourism (HWT) was established in 2011 to undertake regional tourism marketing and development activities for the Hamilton & Waikato region. HWT is a 100% subsidiary of Waikato Regional Airport Ltd. Council, together with six other local authorities within Waikato, has a Service Level Agreement with HWT. The SLA sets out the annual contributions from each participating council;

Hamilton City Council	\$585,000
Waikato District Council	\$150,000
Waipa District Council	\$150,000
Matamata-Piako District Council	\$150,000
Otorohanga District Council	\$ 60,000
Waitomo District Council	\$ 60,000
South Waikato District Council	\$ 60,000

Council is asked to consider the budget to be included in the Draft LTP for delivery of tourism promotion services and implementation of the Opportunities Plan.

B. Matamata PRA – Financial support – 2015-18 Budget \$50,000 per year

Council currently has a Service Level Agreement with Matamata Public Relations Association (PRA). The PRA is contracted to deliver the following in return for an annual grant of \$50,000;

- Operation of the Matamata i-Site and maintain New Zealand Visitor Information Network membership
- Maintain the www.matamatanz.co.nz website
- Provide local information to visitors and residents/customers
- Organise various community events
- Promote the town, events and local groups
- Maintain Security Cameras (in conjunction with Policy)
- Business Promotion and Education
- Host regular business meetings
- Employ a CBD street cleaner for 8 hours a fortnight

The Matamata i-Site current opening hours are

Monday to Friday 9am to 5pm
Weekends 9am to 3 pm 20 May to 20 August
9am to 4pm 21 August to 19 May

Closed Christmas Day

C. Morrinsville Chamber of Commerce – Financial support – 2016-18 Budget \$70,000 per year

Council currently has a Service Level Agreement with Morrinsville Chamber of Commerce (the Chamber). The Chamber is contracted to deliver the following in return for an annual grant of \$70,000;

- Operation of the Morrinsville Information Centre and maintain New Zealand Visitor Information Network membership
- Maintain the www.morrinsvillenz.co.nz website
- Provide local information to visitors and residents/customers
- Organise various community events
- Promote the town, events and local groups
- Maintain and improve Security Cameras (in conjunction with Policy)
- Business Promotion and Education
- Host regular business meetings

The Morrinsville i-Site current opening hours are;

Monday to Friday 8.30am - 4.30pm
Weekends & Public Holidays: 10am to 2pm

Closed Christmas Day

The AA, operating as part of the i-Site, is open between 8.30am and 4.30pm Monday - Friday (closed for lunch from 12.45pm - 1.15pm).

Historically the Chamber received \$50,000 annually since 2008. With the development of the Morrinsville information centre as an accredited i-Site, and also operating the AA office, the Chamber submitted to the 2016/17 Annual Plan a request to increase the funding. The request was for an increase of \$30,000 to \$80,000 per year. Council approved \$70,000 per year for two years ending 30 June 2018.

D. Te Aroha Business Association

Council does not currently provide any annual funding of Te Aroha Business Association (TABA). The TABA regularly applies for funding through the Community Ward Grants for its Christmas Parade and the Te Aroha Cruise-In.

Council may wish to consider working with the TABA on how Council can support the town's businesses and further promote economic development and investment in the town.

Analysis

Options considered

Council is asked to consider the level and nature of its involvement in Economic Development.

Council is also asked to confirm its priority work streams within this activity for staff to implement in 2017/18 financial year, and approve a Draft Budget to support its priorities as part of the development of the Draft LTP.

Analysis of preferred option

There is no preferred option.

Legal and statutory requirements

There are no legal requirements for Council to provide for economic development initiatives.

Impact on policy and bylaws

There is no impact on policy and bylaws as a result of this report.

Consistency with the Long Term Plan / Annual Plan

This report on Economic Development forms part of the development of the Long Term Plan 2018-28.

Impact on Significance and Engagement Policy

Council is asked to consider whether its decision relating to level and nature of involvement and investment in Economic Development is significant to our communities.

Council may wish to engage with the community through a 'Right Debate' pre-consultation for the LTP to seek community feedback on Council's priorities and plans for the economic development activity.

Any decision relating to funding of individual organisations is likely to have a significant impact on those organisations. As such Council may wish to consider consulting directly with these organisations before it confirms its draft budget for the LTP.

Communication, consultation and decision making processes

Council may wish to consider Economic Development as a 'Right Debate' topic as part of the pre-consultation with our community.

The LTP Consultation Document and Draft LTP will be consulted on in early 2018, following the Special Consultative Procedure which includes calling for submissions and holding a hearing.

Consent issues

There are no consent issues relating to this matter.

Timeframes

The Draft LTP will be presented to Council for approval to send to Audit in December 2018.

Contribution to Community Outcomes

Council has approved a new vision, 'Matamata-Piako – The Place of Choice. Lifestyle. Opportunities. Home.' To support this vision Council has approved the following community outcomes to which economic development initiatives relate;

- 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 group.

- Healthy Communities

Our community is safe, healthy and connected.

Financial Impact

i. Cost

Councils current funding is:

1. Hamilton & Waikato Tourism – current agreement is for annual grant of \$150,000 per year (2015-18)
2. Matamata PRA – current agreement is annual grant of \$50,000 per year (2015-18)
3. Morrinsville Chamber of Commerce - current agreement is \$70,000 per year (2016-18)
4. Economic Development initiatives – previous LTP provided an annual budget of \$150,000

ii. Funding Source

Economic Development forms part of the Strategy and Engagement Activity and is funded from General Rates.

Any increase or decrease to any of these items will have an impact on the rates. The level of impact will be determined by the level of change.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Michelle Staines-Hawthorne Corporate Strategy Manager	
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Approved by	Don McLeod Chief Executive Officer	
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Hauraki Rail Trail Update

Trim No.: 1933599

Item 6.2

Executive Summary

9.45 am Basil Morrison and Hauraki Rail Trail manager Diane Drummond will be in attendance.

Recommendation

That:

1. The information be received.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Caroline Hubbard Committee Secretary	
Approved by	Don McLeod Chief Executive Officer	

Rating Sale

Trim No.: 1929843

Executive Summary

The report seeks Council approval to proceed with a rating sale of two properties in Waharoa:

- 24 Mowbray Street, and
- an adjacent empty residential section at 22 Mowbray Road.

Both properties are owned by the same person.

Rates outstanding on these two properties amount to \$25,860.32.

The Local Government (Rating) Act 2002 provides specific provisions for Council to recover unpaid rates.

Council may recover the rates from a mortgagee if the owner defaults in paying the rates. There is no mortgage on the properties.

Council can commence proceedings in a District Court to recover unpaid rates.

If payment is not made to satisfy a judgement for rates (including and costs, interest and disbursements) within three (3) months after the date of the judgement, Council may apply to the Registrar of the High Court to have the judgement enforced by sale of the rating unit.

Recommendation

That.

1. **Council proceed with enforcement of Judgement by application to the High Court for a rating sale of two rating units situated at 22 and 24 Mowbray Road, Waharoa.**
2. **Council nominate which publication(s) in which to place the Rating Sale notice.**

Content

Background

Two properties, a residential situated at 24 Mowbray Street, Waharoa and an adjacent empty residential section situated at 22 Mowbray Road, Waharoa are owned by the same person.

Rates outstanding on these two properties amount to \$25,860.32.

Staff have worked with this ratepayer since 1993 to recovery reoccurring rate arrears. The owner has made irregular cash payments over the years in an attempt to clear some of the rates arrears. The rate arrears were placed with Council's debt collection agency, R & M Limited, in 2005.

A Notice of Proceedings (NOP) was served on the owner in December 2015. During a face to face meeting with the owner in March 2016 a verbal agreement was made to clear the debt. There have been no payments received.

These two properties have rate arrears with Waikato Regional also. The application to the High Court will be in conjunction with Waikato Regional Council.

The Local Government (Rating) Act 2002 provides specific provisions for Council to recover unpaid rates.

A Local Authority may recovery from a Mortgagee if the owner defaults in paying the rates. There is no Mortgage on the properties so Council cannot use that provision to recover the debt.

A Local Authority may commence proceedings in a District Court to recover unpaid rates.

If payment is not made to satisfy a judgement for rates (including and costs, interest and disbursements) within three (3) months after the date of the judgement, the Local Authority may apply to the Registrar of the High Court to have the judgement enforced by sale of the rating unit.

A letter was posted to the owner at 24 Mowbray Street, Waharoa, on the 6th September 2017 advising that this issue will be reported for discussion at the Council meeting on 27th September 2017. The owner was urged to pay the arrears in full before 27th September 2017.

Issues

Staff have spent considerable time with this ratepayer over many years to get the owner to pay the rates regularly. Rates have been paid spasmodically when it seems to suit the ratepayer.

Waikato Regional Rates are also in arrears on these two properties.

The owner refused to allow Contractors onto the property to decommission the septic tank when the Wastewater System was constructed in Waharoa in 2012. Consequently, this residential property is not connected to the Council Wastewater System.

Staff do not know how many other occupants, if any, live in the residence with the male owner.

Council can choose to sell the properties via tender or by auction process. The Registrar will have the final say but it is usual to sell via tender process.

Council can supply the name of publication(s) in which to have notices advertised.

Analysis

Options considered

1. Staff continue to attempt to recover the rates from the owner. This is not considered to be an effective option.
2. Council's debt collection agency representative could visit the ratepayer to discuss repayment options. This option has not been successful in the past. This option is not recommended.
3. Council could proceed with enforcement of Judgement by application to the High Court for a rating sale of the two rating units.

Analysis of preferred option

Option 3 is the preferred option. This will clear a large amount of rate arrears, will save staff time and is considered to be the most effective option.

Legal and statutory requirements

The Solicitor at R & M Limited will prepare a Certificate of Judgement. The document will be forwarded to our Chief Executive to sign and return. The Certificate is then lodged with the Court. The owner will be served with the Notice of Intention to Sell by the Court Bailiff.

The owner will have six (6) months from the date of the service to settle all rates and costs outstanding up to the date of payment.

If the owner chooses not to settle in full then the application will continue and the properties will be offered for sale.

Financial Impact

i. Cost

Minimal cost to Council. All costs are covered by the sale proceeds.

ii. Funding Source

Rate arrears collection operational costs.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Danny Anglesey Finance & Business Services Manager	
Approved by	Manaia Te Wiata Group Manager Business Support	

Naming of Private Road off Henry Watson Road

Trim No.: 1932525

Executive Summary

Council is requested to approve the road name of the following new road in the District that has occurred as a result of subdivision (RCS 1786). Refer to the attachment for the location of the road.

Recommendation

That:

1. The report be received;
2. Council approve the Private Road Name of Wildwood Lane for the subdivision off Henry Watson Road in Matamata

Content

Background

A 7 lot subdivision is being developed by Payzes off Henry Watson Road in Matamata.

One Private Road was constructed as part of the subdivision. The Road was constructed some time ago. It was not named at the time of subdivision as it was initially going to be a right of way and council did not have its policy of naming private right of ways.

Land information New Zealand uses the Addressing Standard (AS/NZS 4819:2011) which specifies that addresses with suffixes shall not go beyond "E". Therefore any access way with greater than five lots needs to be named. It is generally too difficult to name a road after residents have built and moved in but in this instance there are no houses built yet and the developer still owns most of the section. One house is about to be built and to be able to provide them with a rural rapid number, a new road name needs to be given to ensure it complies with the standard.

The developer has requested that the private road be called Wildwood Lane. The development was called Wildwood Land Ltd.

Issues

There are no existing Streets or Roads with the Name of Wildwood Lane in the Matamata-Piako District Council

The closest resemblance is a Wood Road in Te Aroha. There are no roads with the same name in adjoining Councils.

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

The road is to remain private. The original road name suggested was Wildwood Grove, but the use of Grove does not align with our Road Naming Policy.

Legal and statutory requirements

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

Consent issues

Generally a condition of consent requires roads to be named.

Timeframes

The naming needs to occur so that the buildings can be allocated rapid numbers to number their dwellings.

Contribution to Community Outcomes

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

Financial Impact

i. Cost

Council will need to place a road naming blade onto the private road as the subdivision has already received its 224. The cost of this is approximately \$250.

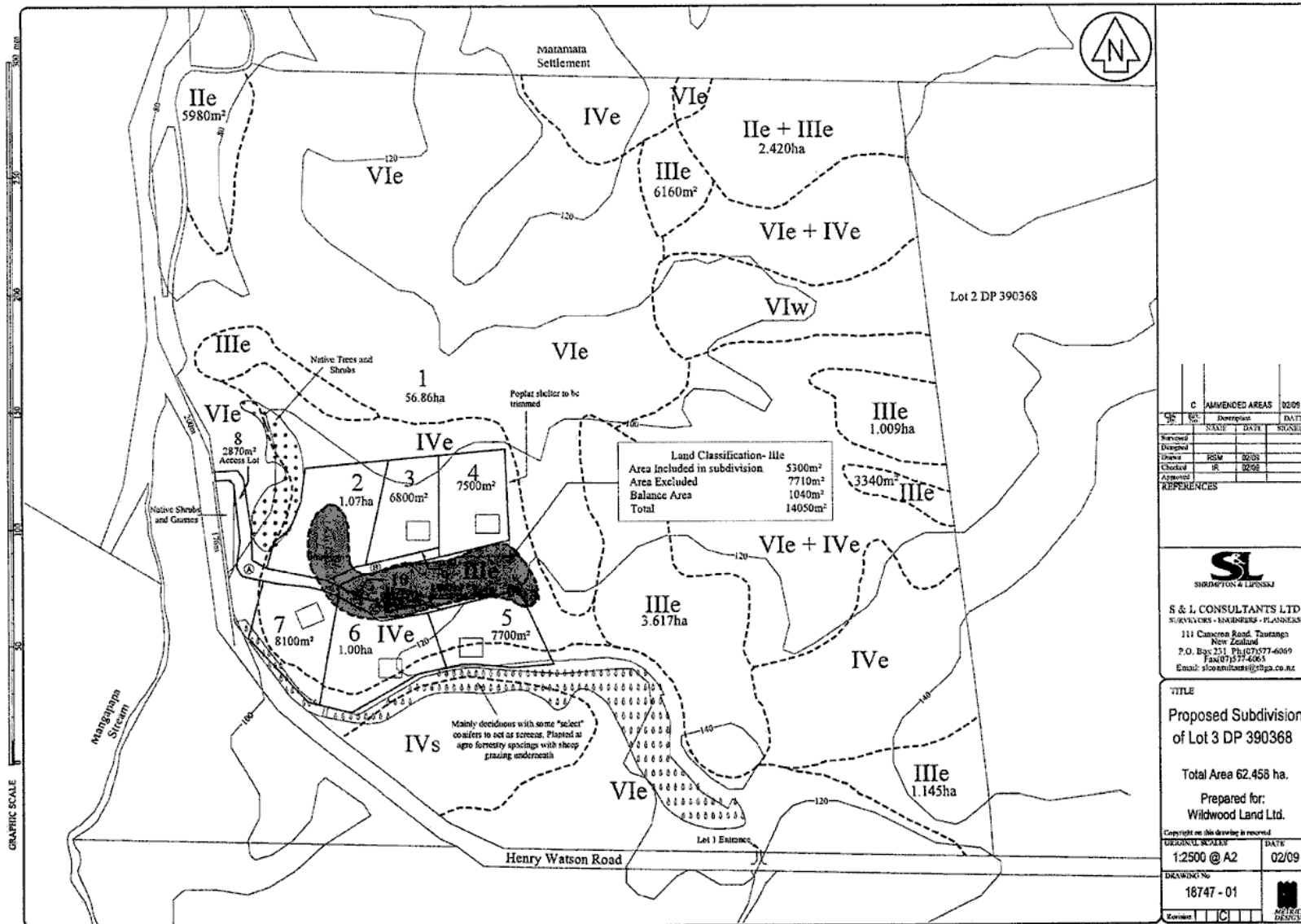
Attachments

A. Plan

Signatories

Author(s)	Susanne Kampshof Asset Manager Strategy and Policy	
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Approved by	Manaia Te Wiata Group Manager Business Support	
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Matamata Futures Presentation

Trim No.: 1919472

Item 7.3

Executive Summary

11.00am Matamata Futures will be attending to give a presentation on a proposed Sports Arena in Matamata.

Recommendation

That:

1. The information be received.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Caroline Hubbard Committee Secretary	
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Approved by	Don McLeod Chief Executive Officer	
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Te Aroha West Water Supply

Trim No.: 1918296

Executive Summary

Council currently supplies the Te Aroha West community with water from the Pohimihi stream. This situation represents a significant risk to council as around eight households receive raw untreated water, with the remaining 15 households receiving partially treated water with filtration and UV treatment. Currently this water supply does not comply with New Zealand Drinking Water Standards (revised 2008) classification - Neighbourhood supply (20-100 people) and is under a permanent boil water notice.

There are two options for consideration:

- to supply from the Te Aroha reticulated network (a new water main across farmland from the Inghams supply main along O'Donoghue Road)
- to withdraw the water supply to this rural community and gift each household a water tank and pump for a roof supply, typical of a rural lifestyle

The community consists of approximately 23 houses and farms with a reticulated network of approximately 4000m of alkathene service lines serving approximately 50 people.

The 2015-2025 Long Term Plan identifies a connection to the Te Aroha West Community to the Te Aroha water reticulated network and provides funding of \$120,000. Upon investigation and detailed design, it was discovered that the funding required is estimated at \$300,000 which is a shortfall of \$180,000 to undertake this work.

The lowest cost option to withdraw the water supply service is \$263,000. The preferred option is a connection from the Inghams supply main along O'Donoghue Road across adjacent farmland to existing reticulation. The estimated cost of this is \$300,000.

If council were to consider the option to withdraw the water supply then extensive consultation with both community and Ministry of Health staff would be required under Section 132 of Local Government Act 2002.

This report seeks council's consideration to provide additional funding for the pipe connection to the Te Aroha water reticulated network, this removes the major risks to the community.

Recommendation

That:

1. **Council consider to fund the shortfall of \$180,000 to connect Te Aroha West to the Te Aroha Water Reticulation Network**

Content

Background

Council decided to connect the Te Aroha West community to the Te Aroha reticulated network in the 2015-16 financial year of the 2015-2025 Long Term Plan. Further design work and investigation have recognised that the funding provided of \$120,000 is insufficient to complete the connection. A Net Present Value (NPV) has been prepared on the options for the pipeline (shortest link vs strategic link past Silver Fern Farms (SFF) upgrade to existing Te Aroha West

treatment plant), and to withdraw the supply and provide water storage tanks and pumps typical of rural household supply.

The results of the NPV over 80 year life to withdraw the water supply was the lowest cost option, with reticulated pipe connection from O' Donoghue Road being the most favourable option.

Issues

Supply to Rural Community:

- current policy is that households wishing to connect to water supply pipelines in the rural area have to obtain council permission
- currently there is a combination of raw water and partially treated water supply to households, both of which do not comply with NZ Drinking Water Standards(2008)
- households connected with pipes that have reached end of life and require to be renewal.

Analysis

Options considered

1. Council withdraw from supplying water to Te Aroha West (Cost \$263,000)

This means that special consultation would be required both with the Medical Officer of Health and the community, there may be a requirement to hold a referendum which would require 75% agreement of affected parties (Sections 131 and 132 of LGA 2002).

Council have obligations under s134 LGA 2002 to assess the capital and operational costs of existing and alternative supplies and to make proposals available to the public. As a part of this assessment, council may consider supplying storage tanks and supplying pumps for each household affected.

2. Council fund the difference for shortest route 1.6km for a reticulated pipeline (Cost \$300,000)

This would be from O'Donoghue Road across farmland to connect to the neighbourhood supply. The township reticulation would be required to be renewed as the pipes are at the end of their useful life.

This option would significantly reduce the risk of water borne diseases as the reticulated network supplied from Te Aroha Treatment Plant has sufficient barriers to deal with both bacterial and protozoa requirements as required by the 2008 NZ Drinking Water Standards.

3. Council provide additional funding to connect township along past Silver Ferns Farms (Cost \$535,000)

This would provide for a strategic water main that may spur growth. This option is more expensive as there is a larger distance to cover. This may be of limited use as a large part of this land is flood plain that would restrict its productive use. Water being supplied by this option has sufficient barriers at the treatment stage to ensure water quality parameters can be met.

4. Council upgrades the existing Te Aroha West treatment plant to meet NZ Drinking Water Standards(2008) (Cost \$100,000)

This would require additional filtration UV upgrade and chlorine injection and is the most expensive option. This would provide the community with water that would satisfy the criteria for complying with water quality.

Analysis of preferred option

Option 2 Connection to Te Aroha reticulation via shortest route 1.6km

This option provides risk mitigation and cost saving reduces the maintenance and compliance costs that are currently associated with current treatment plant. The Te Aroha reticulation zone would be extended to cover Te Aroha West. The current Te Aroha network is compliant with both the bacterial and protozoa requirements of NZDWS 2008). It would provide an enhanced level of service to this community while reducing a significant risk.

Legal and statutory requirements

The relevant legislation is the Local Government Act 2002 Heath (Drinking Water) Amendment Act 2007. Council must adhere to the processes identified in these acts to make any amendments to the current services provided. Council have agreed to conform to the New Zealand Drinking Water Standards 2008, and although council continue to issue permanent boil water notices, we are currently still supplying raw untreated water to parts of this rural community.

If option1 is to be considered (withdrawal from supplying water), further consultation with the medical officer of health and with affected parties, with a potential referendum will required

Impact on policy and bylaws

Decision will be subject to council policy and bylaws.

Consistency with the Long Term Plan / Annual Plan

This project was in an earlier LTP/Annual Plan but has been unable to be completed due to additional funding requirements as a result of detailed design and investigation.

Impact on Significance and Engagement Policy

Decision will be subject to Councils Significance and Engagement Policy

Communication, consultation and decision making processes

Dependant on the options chosen

Consent issues

Easements may be required for access to the proposed pipeline.

Timeframes

An updated timeframe will be provided after the preferred option has been confirmed.

Financial Impact

i. Cost

Option 1: Withdrawal of water supply Capital \$238,000 plus additional cost estimated at \$25,000 for consultation

Option 2: Capital \$ 180,000 plus \$120,000 already allocated to complete the pipe line from O' Donoghue Road

ii. Funding Source

Targeted Rates

Attachments

There are no attachments for this report.

Signatories

Author(s)	Dave Locke Team Leader Contracts	
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Approved by	Roger Lamberth Kaimai Consultants Manager	
	Fiona Vessey Group Manager Service Delivery	

Health and Safety Report - August 2017

Trim No.: 1931601

Item 8.2

Executive Summary

Attached is the health and safety report for the month of August 2017.

The Health and Safety/Quality Manager will be in attendance to discuss the report.

Recommendation

That the report be received.

Attachments

A. Health & Safety report - August 2017

Signatories

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



Health & Safety Report – August 2017

Introduction

The new Hazardous Substances Regulations come into effect on 1 December 2017. We have a number of sites with hazardous substances and also laboratories which are affected. There is a considerable amount of work required to ensure we are compliant with the new Regulations and a working party has been formed.

Ruby Stevens, daughter of our H&S Facilitator, joined the team for a day as part of the Morrinsville College workday programme.

Incidents of note this month included:

- Four manual handling incidents. The health and safety team are currently investigating options for some training.
- Health and safety staff stopped a contractor conducting work in the Te Aroha Office due to breaches of best practice around working at height. A learning team was conducted with the contractor and they were reminded of the requirements of all contractors to ensure compliance to legislation. The same contractor was stopped by another Manager several days later for inappropriate work around electricity.
- Three instances of aggressive or abuse customers – Te Aroha Office, Contractor work site, Morrinsville Library.
- The Herries Park playground equipment has been previously discussed by Council and a learning team will be conducted in September.
- We continue to have issues with Firth Tower volunteers who don't meet health & safety standards. A recent volunteer was operating a chainsaw without appropriate PPE. The volunteer was approached and felt the requirement was unnecessary because he had operated in this way for many years and had not hurt himself. Considerable work still needs to be done on educating and enforcing appropriate work practices where volunteers are working on our sites.

- Two instances of concern for staff working alone were raised. This matter is scheduled for a project later in the financial year but Managers are aware of the requirement to have suitable controls in place for any staff member working alone.
- One incident was reported to WorkSafe during the month – *“Shifting unloaded trailer trying to move it 90 degrees I felt a sharp pain in my right forearm which persisted during the day”*. The medical assessment was that the bicep had been badly torn and may require surgery.

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

Risk matrix and appetite

Discussion with Group Manager, Business Support on his risk management project and how that fits with the current health and safety risk matrix and suggested Council risk appetite.

Asbestos Management Plan

A working party has been established to investigate options to ensure Council’s compliance with legislation for an Asbestos Management Plan to be in place by 4 April 2018.

Hazard/Risk tracking

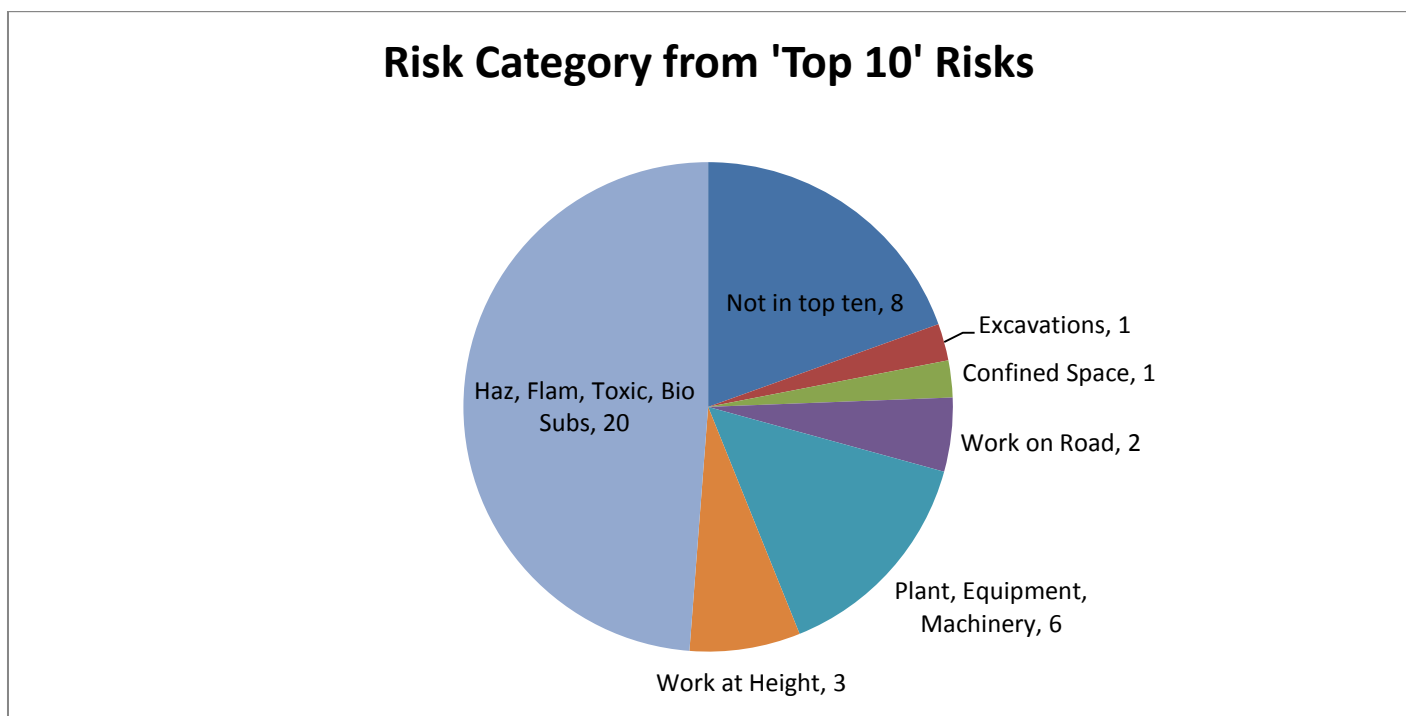
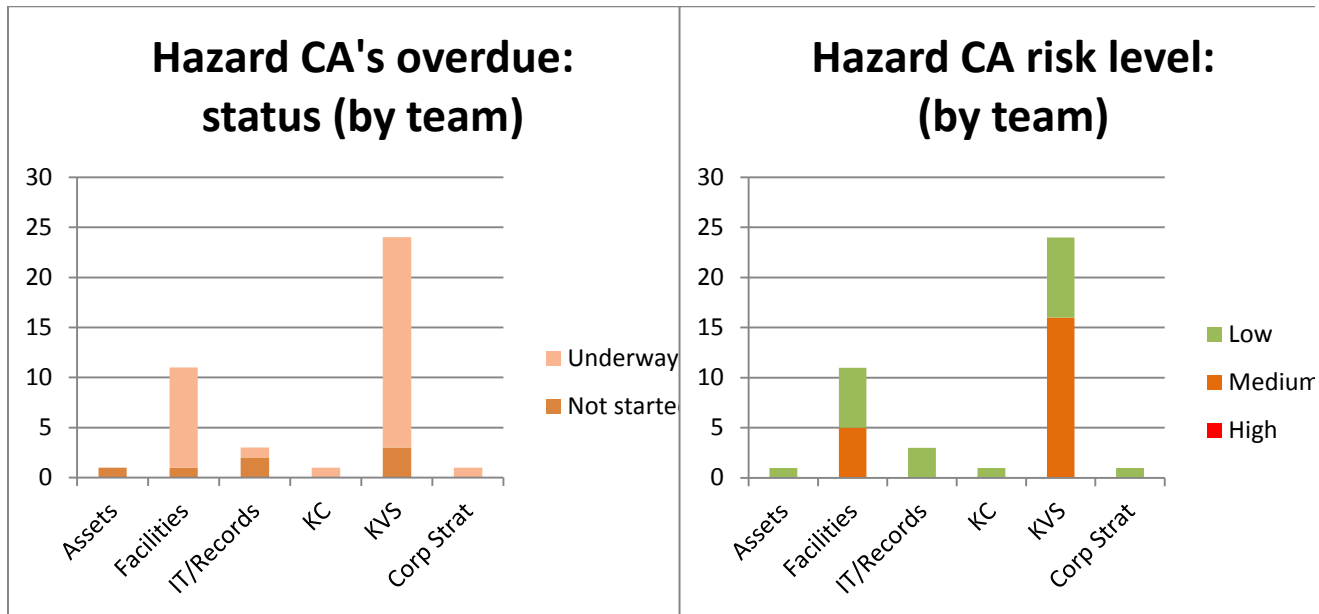
# new hazards identified	14	Risks at KVS Matamata Depot added to risk register (8 risks); Working alone (Facilities team – aerodrome); new Ultraviolet Water Treatment system and pumps at KVS Waihou Depot; Staff security (Morrinsville Office Customer Services); Morrinsville Waste Water Treatment Plant: old tractor loader and inlet pump station well.
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# existing hazards reviewed	164	# existing hazards overdue for review	0
# hazard control (CA’s) completed	49	# hazard control (CA’s) overdue 15+ days	41

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



High risk hazards overdue

Morrinsville Waste Water Treatment Plant – Septage Unit

This unit was identified with the following hazards on 21 May 2007:

- Moving parts – entanglement



- Automatic operation – entrapment/crush injury
- Needlestick – infectious diseases
- Confined space – injury/death
- Bacterial/viral contamination – serious illness
- Guarding removed/inadequate – entanglement/serious injury

Various controls are in place to manage these risks including processes and signage, PPE etc however staff are still exposed to significant risks when removing debris from the auger and when entering the unit. We have had two needle stick injuries in the last two years.

Options to eliminate the risk are currently being assessed.

Te Aroha Domain – Bank mowing

Mowing of the bank between Domain House and the Croquet Greens currently requires staff to lower a flymo down the bank on a rope and then pull it back up again. This creates significant stress on the upper body of the operator, particularly the shoulders, arms and back.

The operator isn't always standing on flat ground and there's a potential for them to fall a considerable distance down the bank if they slip. There is nothing to stop their fall at the top.

Mowing of this area has stopped and solutions to change the way this area is mowed are currently being considered. A trial will be underway when the weather improves. This matter has been raised with Council and it could become a political issue if the area starts getting untidy before a solution is found.

Council's organisation wide "Top 10 critical risks / significant hazards" categories

RISK / HAZARD	ACTION TAKEN
Hazardous, flammable, toxic, biological substances	<ul style="list-style-type: none"> • Emergency response plans for smaller water treatment and waste water treatment plants are underway. • Management of asbestos containing materials spans several areas of the organisation and a working party has been established to continue with this. • New hazardous substance regulations come into force in three months.
Driving on the roads	
Psychological factors	<ul style="list-style-type: none"> • Panic buttons have been installed at the Morrinsville MPDC Offices Reception. • Three instances of aggressive customers.
Confined space entry	<ul style="list-style-type: none"> • Additional confined space signage installed at Morrinsville Waste Water Treatment Plant

Working on the road	
Working at heights	<ul style="list-style-type: none"> Contractor found working without adequate fall protection: job stopped and additional protection installed.
Energy	<ul style="list-style-type: none"> One incident of electrician not fully isolating electrical equipment: requirements for isolation have been improved.
Excavations	<ul style="list-style-type: none"> Member of public found standing in excavator work zone (contractor working): requested to leave area
Working over / near water	
Plant, equipment, machinery	<ul style="list-style-type: none"> Issues with Herries Park new play equipment raised by member of public – review of processes underway and learning team to be held. No seat belts on loader. Volunteer using a chainsaw at Firth Tower.

Staff inductions

# staff inductions completed	3	# staff inductions outstanding	1
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*1 x Parks and Reserves Refresher induction overdue- this has been overdue for several months now.

Procurement

# procurement assessments completed	3	Waihou Depot Water Treatment UV system and service pump, Events Centre Mat Roller Machine.
# procurement assessments outstanding	3	H&S team are awaiting assessments for electric concrete saw, scarifier and vacuum (KVS).

Plant, equipment & machinery

# incidents / near misses where plant/equipment is a contributing factor	4	Use of chainsaw by volunteer; two old tractor loaders require upgrade of safety features or replacement; Truck cab tipped up when unloading.
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Review & Audits

# internal audits conducted	0	
# internal audits outstanding*	3	Refer below.
# external audits conducted	0	

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

Process / Risk / Hazard	Top 10 Risk Category	Auditor	Due date
Handling Firearms at KVS and MPDC Facilities	Plant /equipment	Natalie Curtis	December 2016
Flymos – Safe Use	Plant / equipment	Diane Farac	November 2016
Excavator SOP	Plant / equipment	Tony Watts	January 2017

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

Emergency Management

% Emergency Response Plans (ERP) completed	80%	Outstanding ERP's are: <ul style="list-style-type: none"> Minor water treatment plants – 90% complete. Waste water treatment plants – 90% complete.
% Emergency Response Plans (ERP) tested by due date	0%	<ul style="list-style-type: none"> The SwimZone ERP was due for testing this month and planning is underway. To be conducted at Swim Zone Matamata. The Water Treatment plant ERP is due for testing in September and planning is underway. To be conducted at Morrinsville plant.
% Trial evacuations completed on time	90%	KVS & MM Office & Library. SZTA overdue - not completed on time.
% Trial evacuations/training	0%	None due for August

programmes completed on time for Council halls		
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Staff health / monitoring

Drug testing

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

Return to work (RTW) programmes

# work related RTW programmes	0	
# non-work related	0	

Health monitoring

# pre-employment medical checks conducted (includes drug testing)	4	No issues
# inoculations conducted	4	
# workstation assessments conducted	2	Results provided to the staff member and their manager. In some instances different equipment was required.
# fit for work assessments	0	
# respirator fit tests conducted	1	
# respirator fit tests outstanding	2	2 full face tests to be done

Site safety audits (non-Contractor sites)

# audits conducted	3	Morrinsville Waste Water Treatment Plant, KVS Waihou Depot, Te Poi Water Treatment Plant
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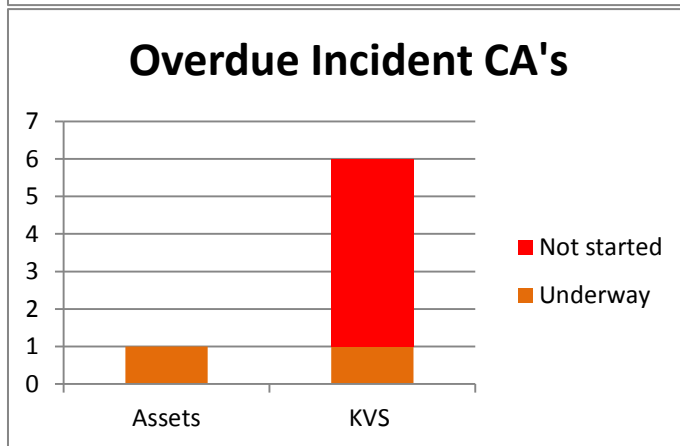
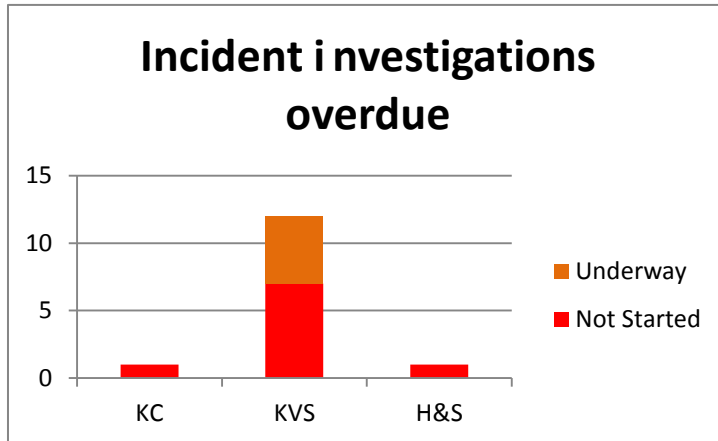
Accident / Incidents

# incidents for period	28
# of LTI's	3

# incidents notifiable to WorkSafe	1
# ACC claims	3

Investigations not completed by due date*	8	Underway: 4 Not started: 4
Incident Corrective actions not completed by due date^	10	Underway: 7 Not started: 3

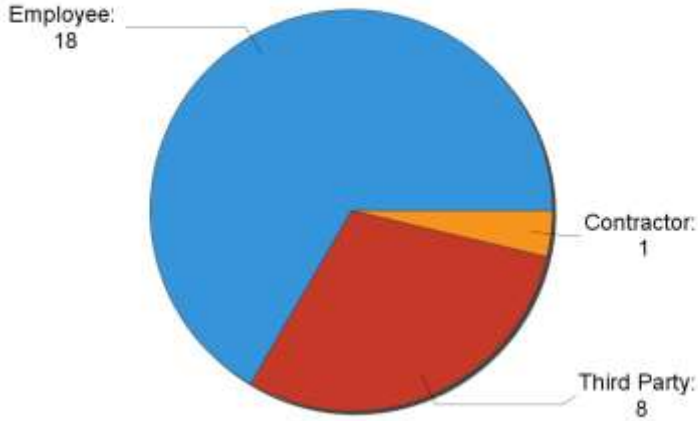
^ Accident / incident corrective actions overdue by more than 15 days



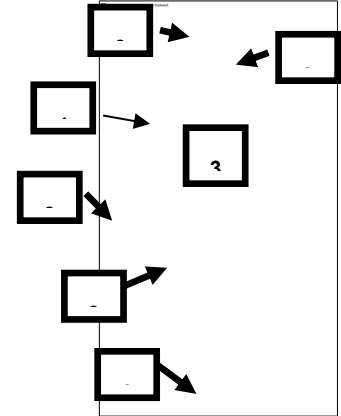
Incidents by site for July 2017

Building	1	SZ TA	3	Te Aroha Office	6	KVS Parks	1	KVS Retic	3
TA Spas	1	KVS Office	3	MV Lib	1	KVS Works	1	KVS Waste Water	1
SZ MM	2	TA Lib	1	Firth Tower	3	Aerodrome	1		

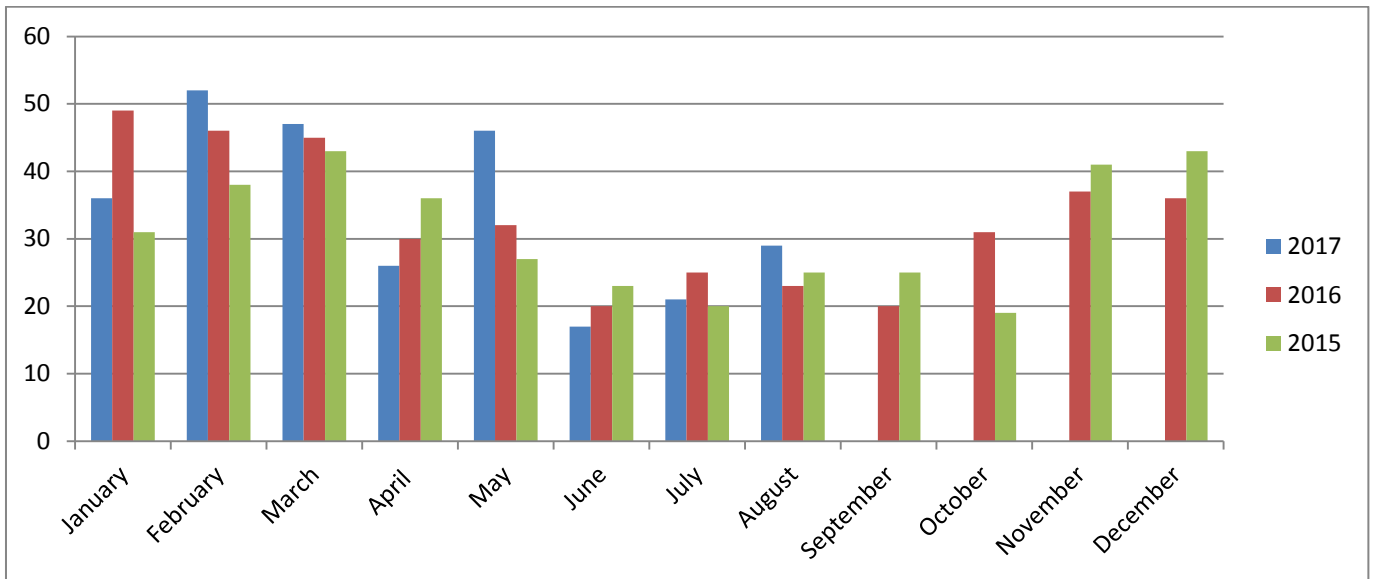
Incident by person



Staff injury by body location



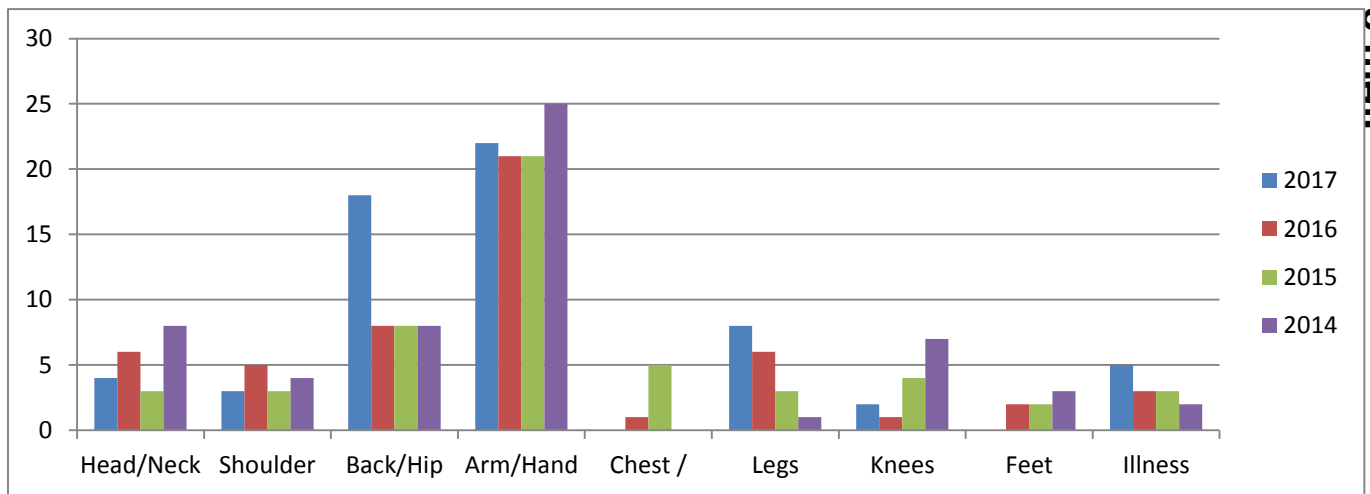
Total Incidents by month



Breakdown of body location - staff injuries/illness

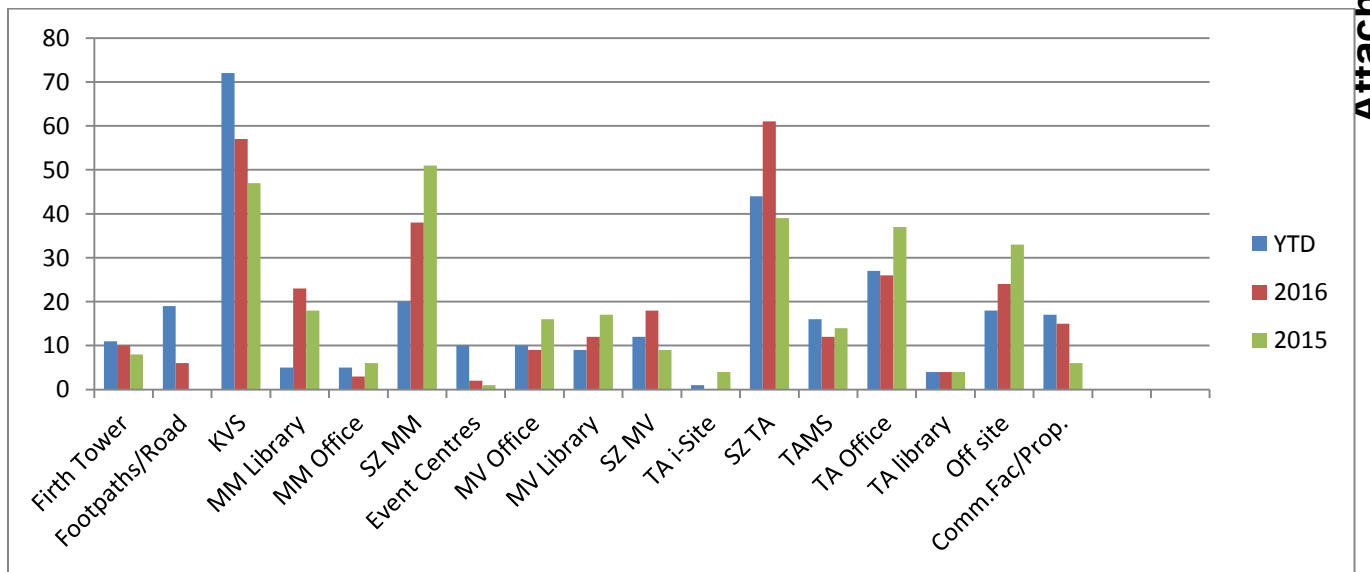
The following graph shows an increase of back injuries on the previous three years. There is also an increase in leg, hand and arm injuries.

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



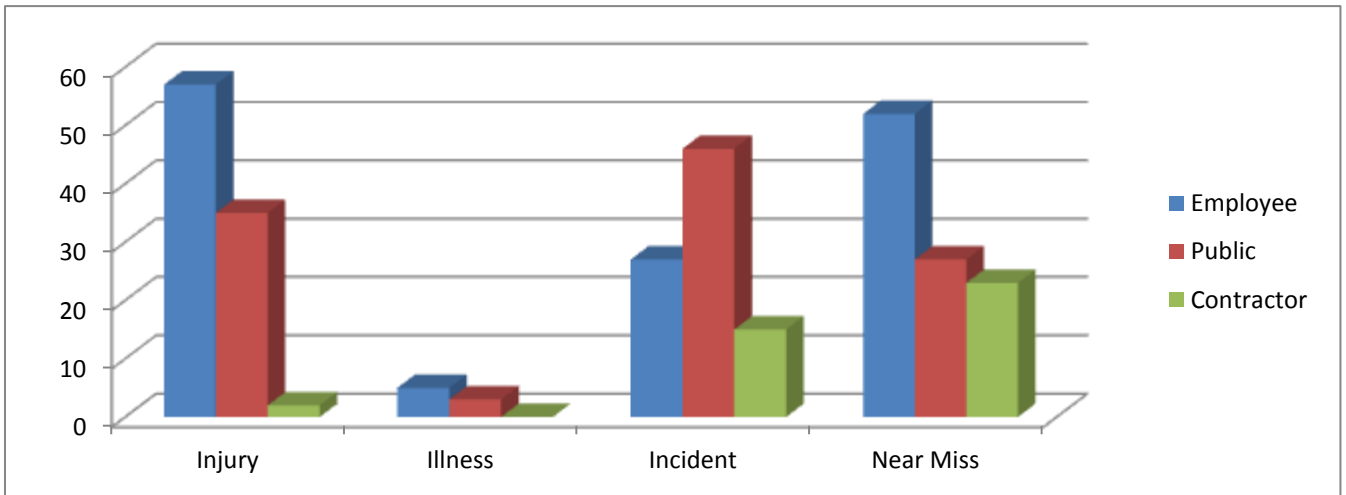
Breakdown of incidents by site

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



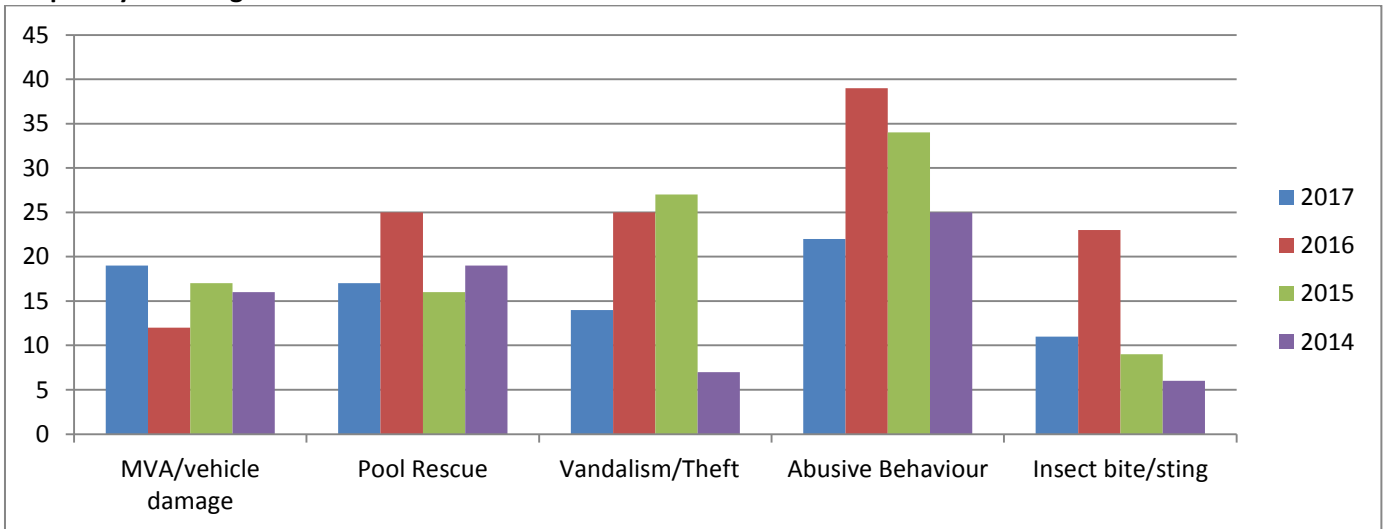
Breakdown of incidents YTD (incl. public)

Item 8.2

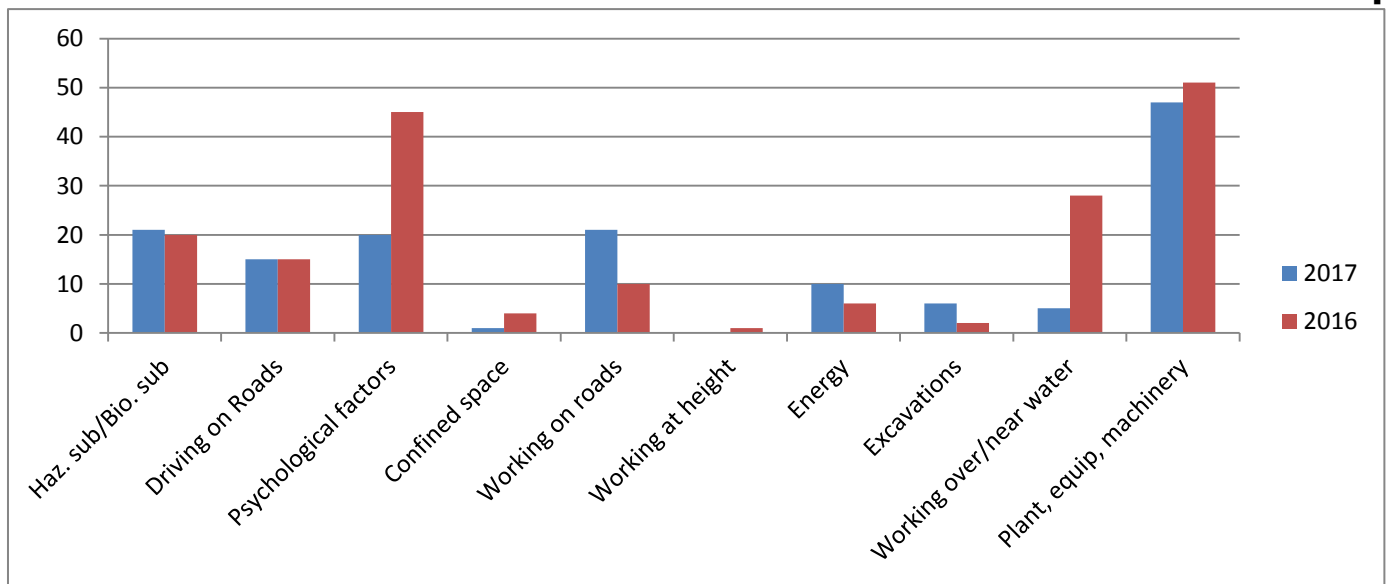


Attachment A

Frequently recurring issues



Incidents related to "Top 10 Hazards/Risks"

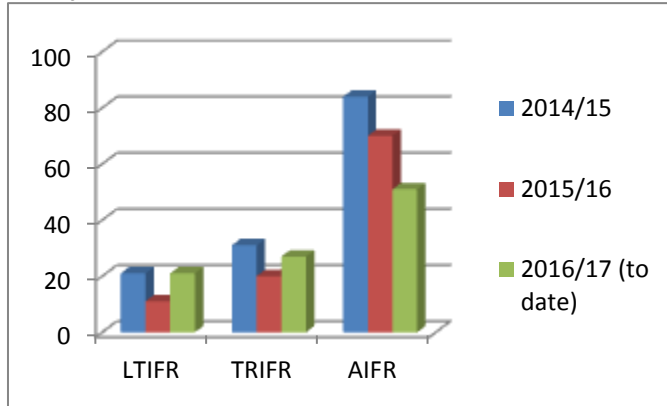


LTI statistics

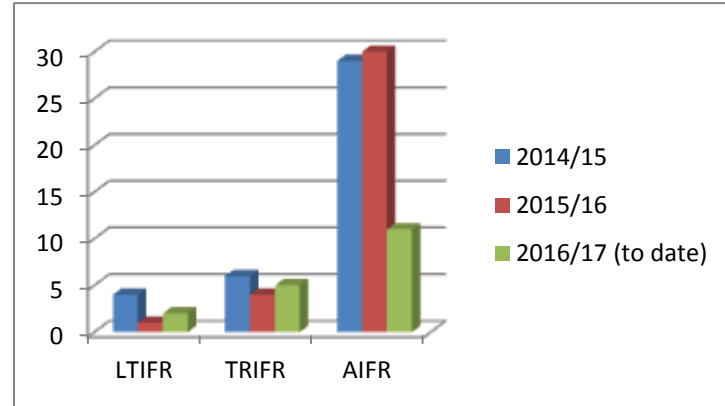
LTIFR	Lost Time Injury Frequency Rate	Number of injuries that resulted in a day or more off, divided by number of hours worked over the same period x 200,000
TRIFR	Total Recordable Incident Frequency Rate	All injuries that required greater treatment than first aid (e.g. doctor, hospital, death). Calculated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

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

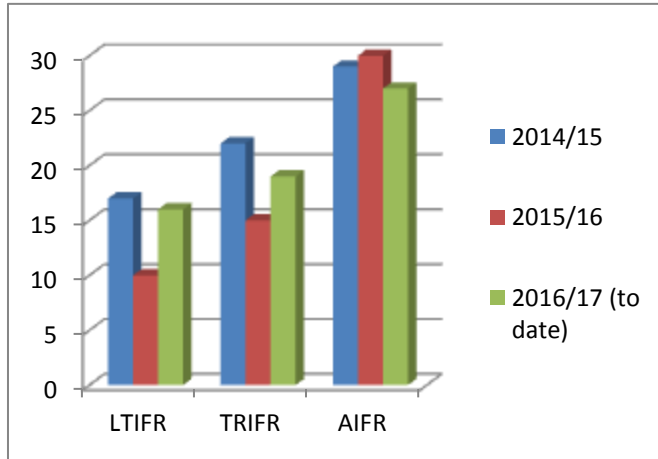
Yearly LTI totals



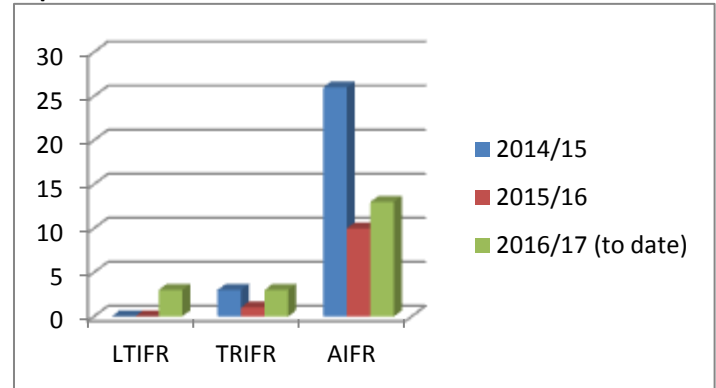
Admin (incl. Libraries) LTI totals



KVS LTI totals



Aquatics LTI totals

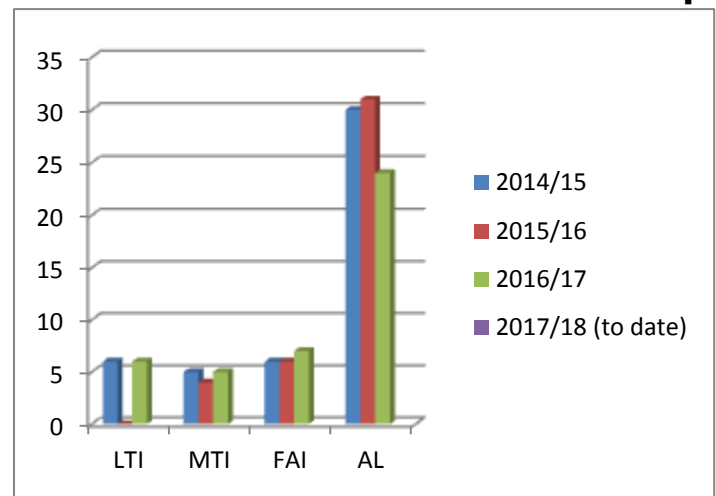
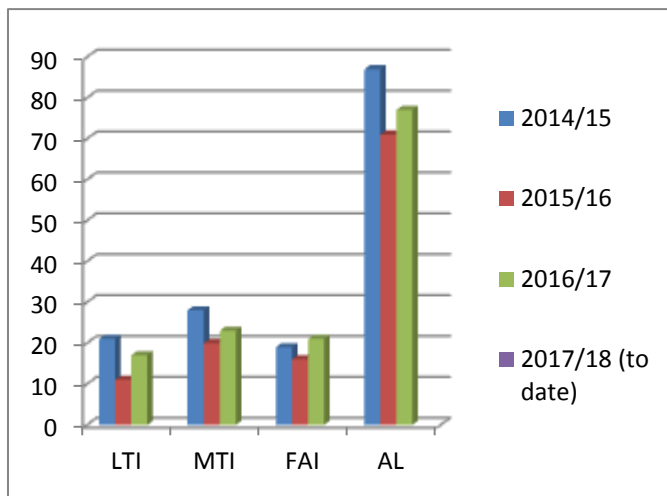


Staff injury by treatment type – yearly rolling

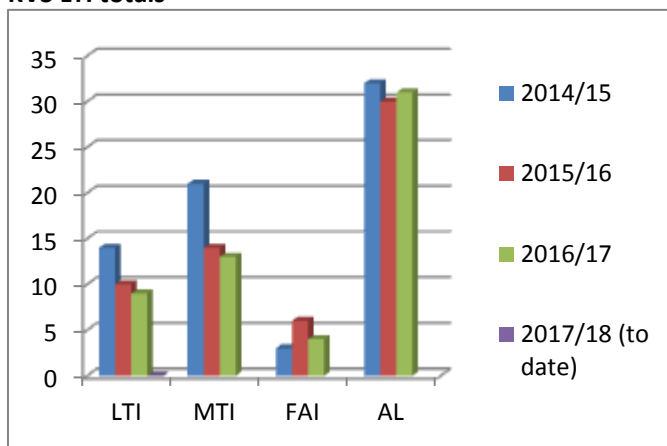
LTI	Lost time injuries	Injury where a staff member has had time off work – from 1 hour +
MTI	Medical treatment injuries	All injuries that required greater treatment than first aid (e.g. doctor, hospital, death).
FAI	First aid injuries	Injuries where first aid treatment was provided.
AL	All injuries	Total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

Yearly totals

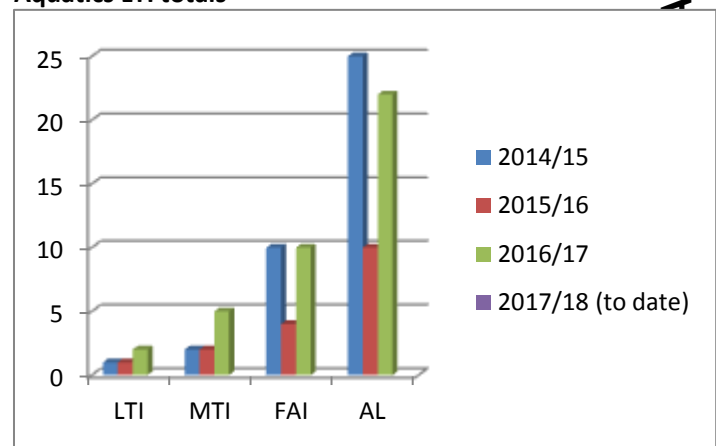
Admin (incl. Libraries) LTI totals



KVS LTI totals



Aquatics LTI totals



Monitoring relationships

Wellbeing initiatives

Healthy recipes in the staff Bulletin.

Volunteers

Volunteer inductions were conducted for another group of volunteers working on Council reserves. These are being conducted by a Health & Safety consultant.

WorkSafe New Zealand

WorkSafe NZ prosecutions:

Two companies fined after trainee electrician receives 2nd degree burns at Karori substation
<https://www.stuff.co.nz/national/95643628/trainee-electrician-awarded-30000-reparation-after-karori-substation-flashover>

WorkSafe NZ media release:

<http://www.worksafe.govt.nz/worksafe/news/releases/2017/two-workplace-injuries-in-two-days-and-no-notification-2013-companies-fined>

Internal worker engagement

The annual health and safety survey is out to staff and closes in September. Results will be reported in the September report.

Meeting attendance

# E-Team meetings where H&S was discussed	4	Key outcomes:	Recorded in minutes.
# H&S Committee meetings	1	Key outcomes:	Recorded in minutes.
# other H&S meetings conducted	2	Key outcomes:	H&S Facilitator attended Kaimai Consultants and KVS Management Group meetings
# HR / H&S Manager meetings	1	Key outcomes:	Recorded in Trello.
# KVS H&S Rep meetings		Key outcomes:	
# REACH Rep meetings	1	Key outcomes:	Recorded in minutes. No formal approaches although the Reps have been supporting several staff.
# REACH Rep discussions with staff	3	Key outcomes:	Personal issues, work related stress.

Refusal to undertake work

# incidences of “push-backs” (staff refusing to undertake unsafe work or stopping unsafe work)	1	Key outcomes:	Contractor work at height stopped until additional controls were put in place.
--	---	---------------	--

External engagement

The H&S Manager previously met with representatives of the Matamata Netball Club to identify health and safety issues at their Clubrooms. Follow-up emails and a meeting have now been held with the Club.

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

Waikato LASS H&S Working Party projects

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

Contractor Management

The Health & Safety Manager met with the Consultant undertaking the review of the solid waste contract for the three Councils (MPDC, HDC and TCDC). No interim report has been received to date.

A Learning team was conducted on the Reticulation contract with Civtec. Four corrective actions were identified and have been allocated to staff.

# unapproved contractors used	1	Chemwaste – approval gained prior to use, Specialist contractor for mercury removal.
-------------------------------	---	--

Contractor auditing

# Site safety audits conducted	9	Kaiser Ag, Next Level Scaffolding, Arborcare, NZ Sports Turf Institute, McKay, Spartan Construction, Fulton Hogan, Stanley Construction, Arthur D Riley.
--------------------------------	---	--

Contractor inductions

# on-site contractor inductions completed and provided to H&S team	2		
# 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	Nerida Turner received the "Spotlight on Safety Award" at the August Council meeting. Her certificate read: <i>"Nerida constantly thinks "health and safety" and lives our vision and values of ensuring everyone gets home safe every day. She thinks outside the square, problem solves and speaks up when she identifies issues, even if they're not in her area of work. She was a great asset in the Cyclone Cook event and ensured staff safety was a top priority even when staff were rushing from job to job. Nothing is ever too much inconvenience for Nerida – big or small she just gets the job done. Thanks for your great work in supporting our safety values Nerida."</i>
--	---	--

Monitoring resourcing

Process management

Significant effort was put into reviewing our processes during the month.

# processes created in Promapp	14
# processes in Promapp overdue for review <small>(primarily by the H&S team)</small>	8
# corrective actions in Promapp Improvement Module not closed	0

# procedures in Promapp reviewed	47
# feedback in Promapp with no responses	5

Policy management

Drug and Alcohol Policy

Discussion on options to socialise the new Drug and Alcohol Policy with staff prior to commencing random drug and alcohol testing in November. Three staff education sessions have been scheduled for September. The first round of testing will be conducted using staff who have volunteered to be tested.

Staff Occupational Health Monitoring Policy

This policy is currently out for the second round of staff consultation. Submissions close on 8 September and these will then be discussed with the E-Team before a final decision on the policy is made.

Training

Training course	# identified	# completed	Key outcomes/commentary	Complete / Outstanding
First-aid Training	80	50	October & November x2 training scheduled	Underway
Fire Warden & Extinguisher	42	18	September & October training scheduled	Underway
Traffic Controller	15	13		Underway
Confined Space	15	11		Underway
Breathing Apparatus	8	7		Underway
STMS – Level 1	8	3	More training to be scheduled	Underway
Customer Conflict Awareness	45	37	More training to be scheduled	Underway
Growsafe Advanced Certificate	1	0	To be scheduled	Underway
Civil Defence – Introduction	20	10	Scheduled for September 2017.	Underway
NZTA H&S training (ConstructSafe)	32	30		Underway
Respirator Fit Testing	72	70	2 full face to be completed	Underway
Respirator Fit Testing Instructor	2	2		Completed
Chemical Handling	52	44	November training scheduled	Underway
Good Hygiene around Waste Water and Faecal matter	16	16		Completed

Approved Handler (Chlorine only)	3	2		Underway
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

Vault Management System

The team attended a Vault User Forum. This gave the opportunity to share different ways of utilising the system, provide feedback to the provider on issues and suggestions for development and hear of future Apps planned for release.

Health & Safety Team 2017/18 project plan

Underway

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

2017/18 priorities (not started)

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

Priorities after those above (not in order)

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

Not prioritised (not in order)

- Rehab & RTW policy/process review
- Visitor management

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

Officer (elected member) due diligence

Policy & Planning

1. **Keep up-to-date with health & safety matters**
 - Safeguard Newsletter sent to Crs
 - WorkSafe media releases emailed to Crs
 - Thomson Reuter H&S related information emailed to Crs
 - H&S Culture survey out to staff.
 - Monthly report to Council.
2. **Understand the nature of our business and its hazards and risks**
 - Monthly report to Council

Delivery

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

Monitor

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

Review

6. **Verify**
 - H&S Culture survey out to staff.

APPENDIX A – H&S Objectives

2017 Health & Safety Objectives

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

	<ul style="list-style-type: none"> Review of the worker participation (H&S Rep/Committee) system and structure in line with new HSWA. 	<ul style="list-style-type: none"> Worker participation system meets requirements of regulations. H&S Committee meetings to be attended by at least 50% of H&S Reps. 	<p>Review has not commenced – scheduled as Priority 3 on work programme – lively commencement is March 2018.</p> <p>First H&S Committee meeting attended by 7/12 reps.</p> <p>Second H&S Committee meeting attended by 5/11 reps. One on maternity leave.</p> <p>Third H&S Committee meeting attended by 8/11. One on maternity leave.</p>
	<ul style="list-style-type: none"> Develop system for providing sharing of learnings with staff on events, hazards etc. Promote near miss reporting. 	<ul style="list-style-type: none"> Improved feedback in staff climate survey on the reporting back of issues raised: Q31 (<i>I believe the outcome of accident investigations is adequately communicated to those involved</i>) improvement in never & occasionally (13%) to less than 10%. 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>Survey due in September 2017.</p> <p>Survey currently out to staff for completion. Closes 22 September 2017.</p>
Improving accessibility to H&S information	<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>
Improving health and wellbeing	<ul style="list-style-type: none"> Develop guidelines for fatigue management and provide education to relevant staff. 	<ul style="list-style-type: none"> New guidance on fatigue published by November 2017 and training provided. 	

<p>(improve general health, stress and bullying reduction)</p>	<ul style="list-style-type: none"> • Review stress management policy to provide more user friendly staff guide. • Develop mental health awareness programme. • Continue REACH Rep programme. • Promote health and wellbeing. 	<ul style="list-style-type: none"> • New guidance on stress management published by May 2017 to be launched during “Mental Health May”. • Improved feedback in staff climate survey on Q37 (<i>‘Do you feel the demands placed on you at work are generally more than you are able to cope with?’</i>) always/often responses to go down from 20% to no more than 15%. • Improved feedback in staff climate survey on Q38 (<i>‘Have you experienced negative work related stress in the last 12 months?’</i>) always/often responses to go down from 25% to no more than 20%. • Analysis of reporting forms received from REACH Reps and new question in H&S survey on staff opinion of REACH Rep programme. • Run two campaigns during the year on health and wellbeing topics such as healthy eating, exercise, work/life balance etc. 	<p>Draft stress management booklet and policy prepared and to be discussed with HR.</p> <p>Mental Health May conducted with various initiatives. Good feedback from staff.</p> <p>Small number of approaches but REACH Reps are approaching staff who they feel may need assistance.</p> <p>Eating well and hydration have been covered to date.</p>
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Chief Executive Officers Report for August 2017

Trim No.: 1933441

Item 8.3

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

Recommendation

That the report be received.

Attachments

- A. Chief Executive Officers Report for August 2017
- B. Consents received August 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

August 2017

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1. CEO Review

1.1 National

LGNZ have released a pre-election manifesto which advocates for consideration of the incoming Government. These include;

- Protection and enhancement of local democracy
- A review of legislation empowering Councils and providing policy levers, incentives or tools to do 'the job'. A theme of 'localism'.
- Central Government providing leadership and working with local government on the challenges of climate change.

1.2 Organisational

The major matters internally at present include:

- Development of the restructured water and waste water unit.
- Projects for the approaching construction season
- Annual Report

2. Finance and Business Services

BACKGROUND

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

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

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

1. Financial Performance Summary

EXECUTIVE SUMMARY

Council's financial result to 31 August is a surplus of \$972,000 compared to a budgeted Surplus of \$116,000.

Total Income is \$7.724 million which is \$0.126 million lower than budget. Total expenses are \$6.558 million which is \$1.176 million lower than budget.

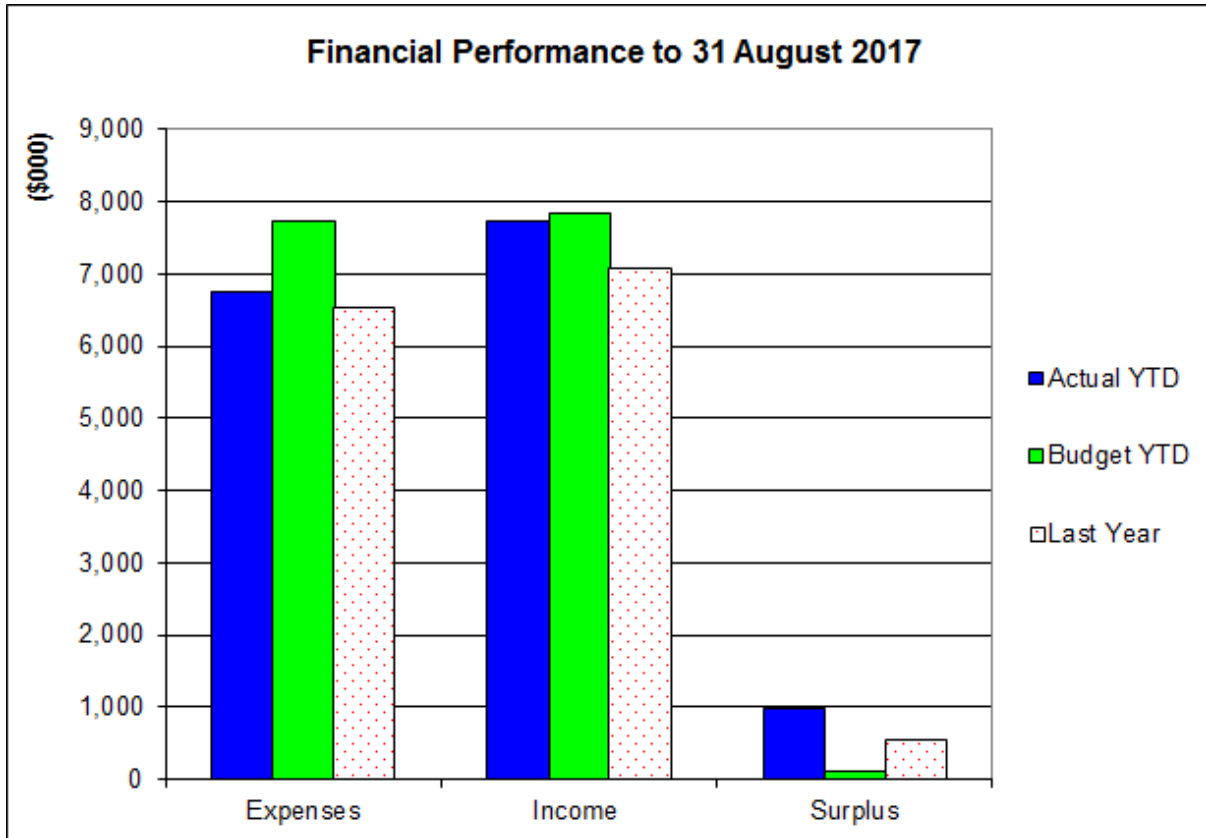
The main contributors to the surplus are:

- Rates income is lower by \$108,000 which includes water meter income lower by \$129,000 as quarterly invoices still to be raised in September.
- Other Income is lower by \$18,000 which includes
- NZTA subsidy is lower by \$848,000, Vested Asset budgeted \$33,000 will be recognized at the end of the year.
- Investment income is higher by \$83,000
- Development contribution revenue is higher by \$477,000 due to Morrinsville subdivision and \$20,000 received from T.A. Event Centre not budgeted.
- Annual dog registrations are due at the start of the financial year and higher fine recovery results in \$199,000 over budget to date.
- Health Income is higher by \$25,000 as annual license fees were received during July and \$16,000 higher for Resource consent due to high activity.

Expenditure is lower by \$0.982 million and the main reasons are listed below:

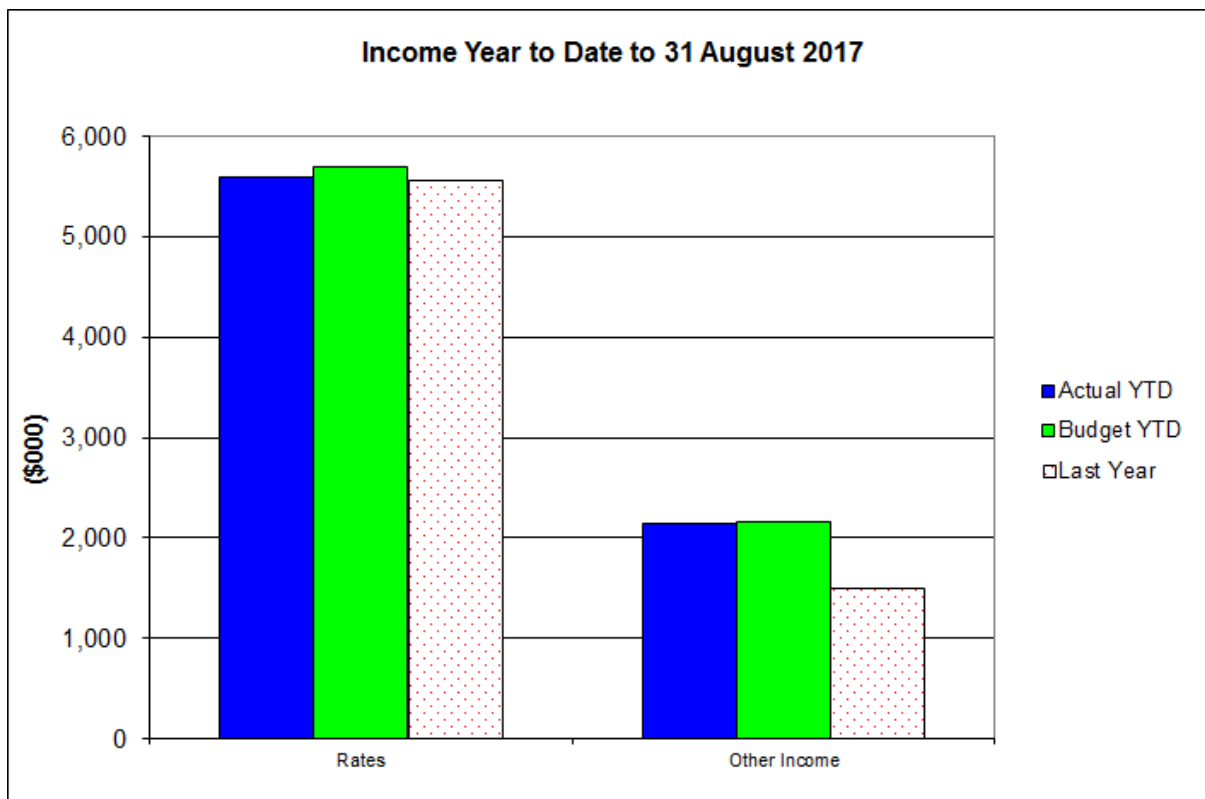
1. Finance costs are lower by \$68,000 as borrowing budgeted at the beginning of year is less than estimated
2. Salary and Wages cost are lower by \$530,000 due to timing of the payment and some vacant positions.
3. Payment to suppliers is lower by \$383,000. This includes \$371,000 underspent in Roothing to date and electricity charges for August still to come. This is negated by payment of some annual licenses, subscriptions and grants.

Overall Financial Performance



Expenses and income are both below budget, resulting in the \$972,000 surplus. The main variances are reported below

Income



Rates income is below budget by \$108,000 which includes metered water income lower by \$130,000. Other income is below budget by \$18,000.

Other variances is discussed below.

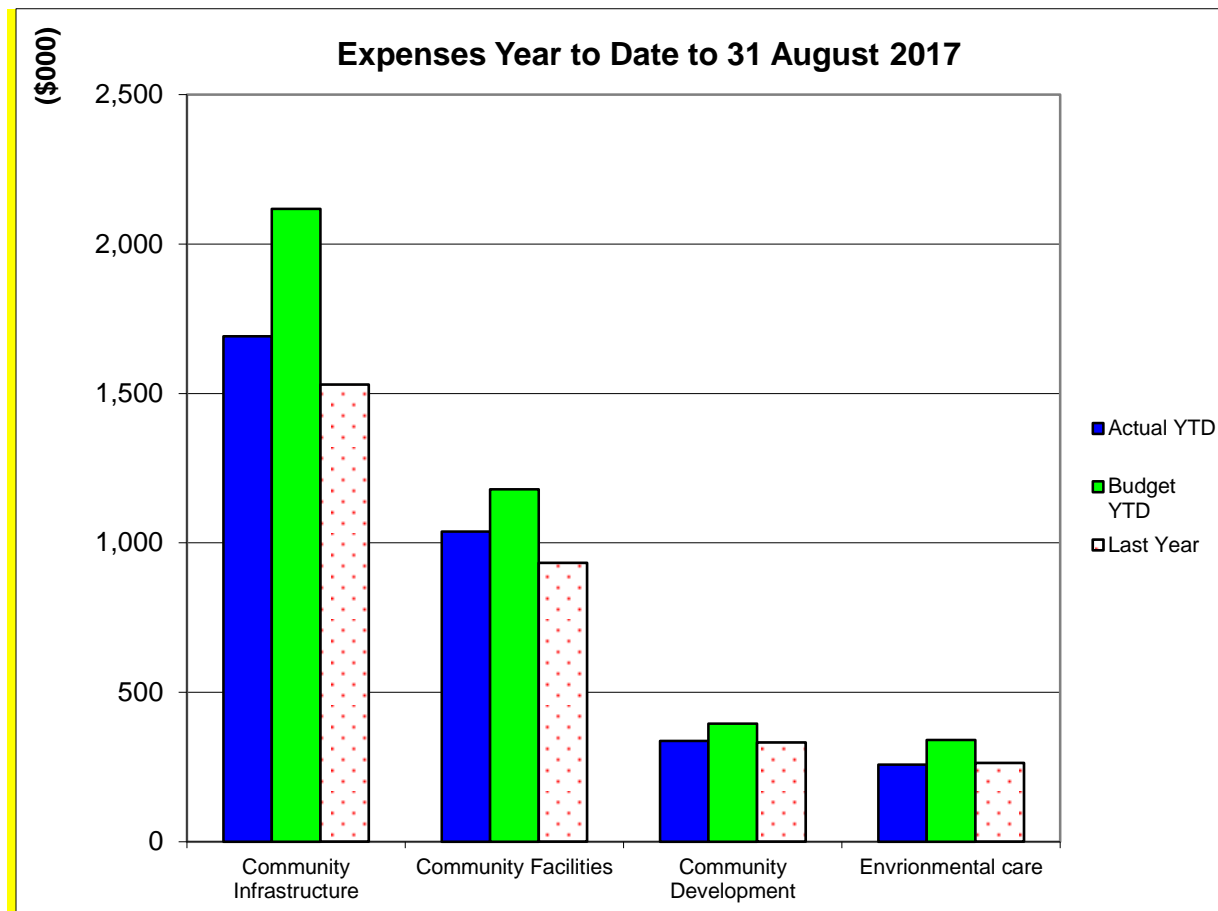
Income below budget includes:

- NZTA subsidy is below budget by \$848,000. This is seasonal income dependent on expenditure and is comparable to the same period last year.
- A \$20,000 capital contribution was received for the T.A Event centre which was not budgeted.
- Vested Assets income is currently nil compared to a budget of \$33,000. This income is usually recognised at the end of the year.

Income higher than budget includes:

- Development contributions is higher by \$477,000 mainly due to a Morrinsville subdivision
- Animal Control income is higher by \$199,000 as registrations are due at start of the financial year.
- Investment income is higher by \$83,000 due to lower capital spend last financial year
- Aerodrome income is higher because some annual leases have been invoiced during this period.
- Health Income is higher by \$25,000 as annual licence fees were received in July.
- Planning consent income is higher by \$16000 due to higher activity,

Expenses



Overall, expenditure is \$0.982 million lower than budget at this point. The significant reasons for this include:

- Savings in interest costs of \$68,000 as borrowing is \$10 million lower than budgeted at the start of the year.
- Operating expenditure across all activities is \$0.914 million below budget at this point; this includes payments to staff which are under by \$530,000 due to timing of salary and wages and some vacant positions. However this variance is expected to reduce by the end of the year.

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

Community Facilities – \$142,000

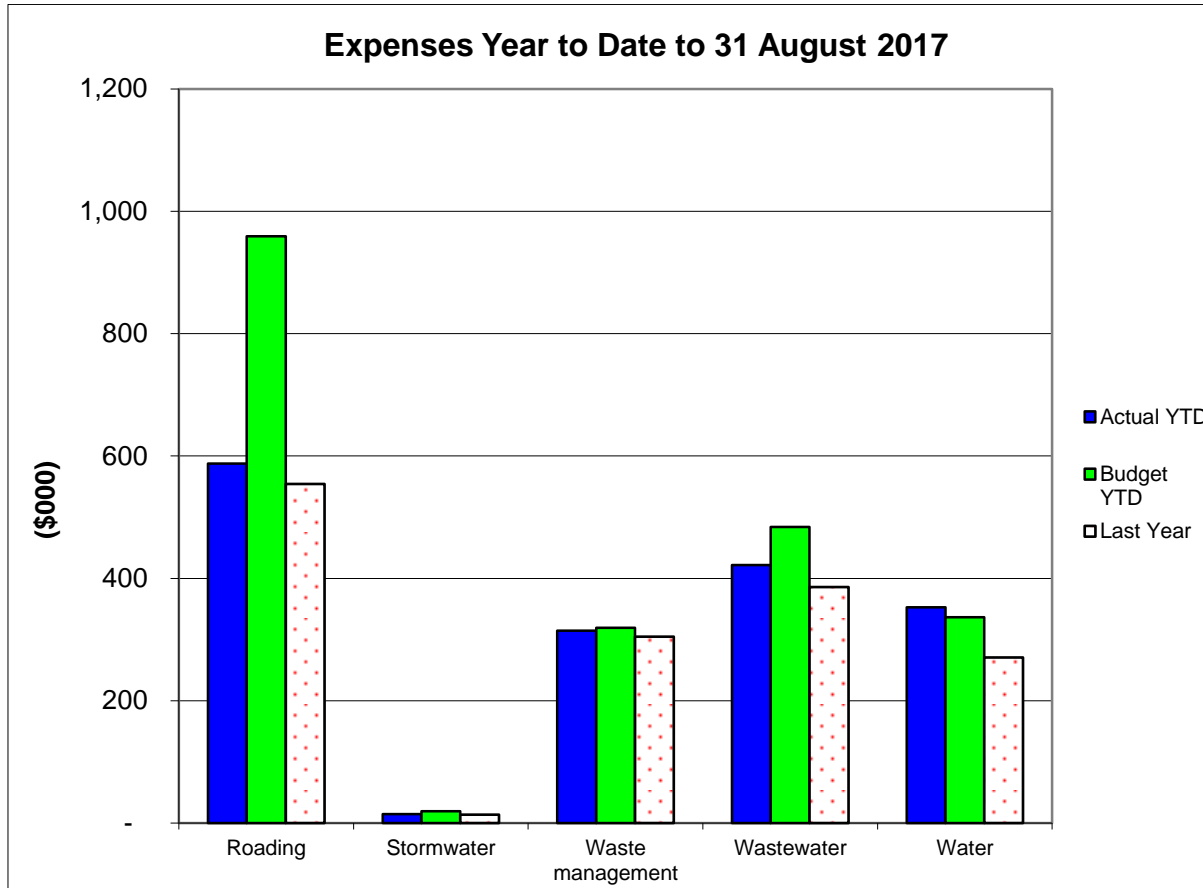
- Aquatic expenditure is below budget by \$112,000. Morrinsville Pools were not operating earlier this year. Matamata and Te Aroha costs are lower which is seasonal.
- Building Maintenance is lower by \$10,000.

Community Development is below budget by \$55,000 includes:

- A budget for elections which will not be needed this year. The amount will be carried forward for the elections in 2019.
- regional policy and district plan expenditure not incurred during this period.

Environmental Care - all activities are experiencing low levels of activity and lower salary cost due to timing.

Community Infrastructure



- Roothing is underspent which is seasonal.
- Waste water cost is below budget as power charges for August have not been received. Asset management costs are below budget and will be incurred later in the financial year.
- Water expenditure is higher due mainly to spending on the reticulation repairs for the Morrinsville water trunk main.

Rates

The total rates levied for the 2017/2018 year were \$37,388,536 (16/17 \$36,927,034) .The balance of current rates owing at 31 August 2017 is \$26,633,585 representing a collection rate of 28.77% (16/17 28.46%) The collection rate of arrears for the year is 28.12%. (16/17 30.43%)

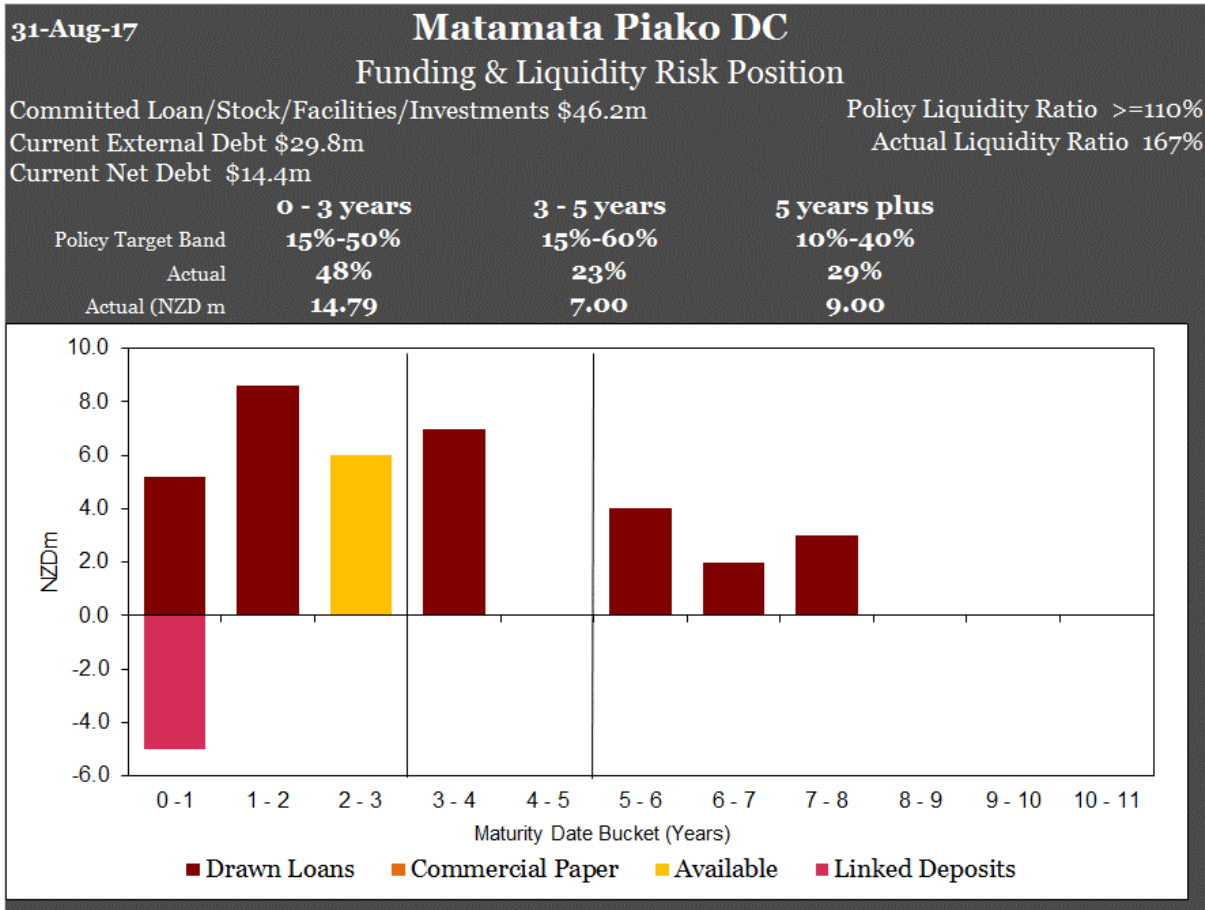
RATES STATUS REPORT		
As at 31 August 2017		
Notes	August 2017 \$000	
Rates for 2017/18		
Total annual rates levied	37,388	
Balance of total current rates owing	26,633	
Current year rates collected YTD	10,755	
Percentage of current rates collected YTD	28.77%	
Arrears from prior years		
Opening balance	930	
Less statute barred arrears written-off	(13.3)	
Less arrears collected this year	(262)	
Total owing from prior years	668	
Percentage of arrears collected YTD	28.12%	
	2018	2017
Penalty applied for 1st installment	39	43
Penalty applied for 2nd installment		43
Penalty applied for 3rd installment		38
Penalty applied for 4th installment		36
Rates collection		
Number of rateable properties	14,521	14,488
Number of assessments paid by direct debit		
Weekly	353	353
Fortnightly	335	335
Monthly	924	924
Quarterly	2,327	2,327
Annually	16	16
TOTAL	3,955	3,955
Staff have processed 174 Change of Ownerships during August 2017 (228 August 2016).		

1. External Borrowing

Council Interest Rate Position as at 31 August 2017

Matamata Piako DC Interest Rate Position			
12 Month Forecast Core Debt:	32.0	31-Aug-17	
Policy Limits	55% - 90%		
Overall Fixed: Floating Mix	80%		
Policy Compliance	Y		
Liquidity Ratio:	110%		
Actual	167%		
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 %	32%	16%	53%
Actual \$m	8.19	4.09	13.56
Policy Compliance	Y	Y	Y
Funding Maturity Profile:			
Years	0 - 3 years	3 - 5 years	5 years plus
Policy Limits	15% - 50%	15% - 60%	10% - 40%
Actual Position %	48%	23%	29%
Actual \$m	14.79	7.00	9.00
Policy Compliance	Y	Y	Y
Weighted Average Duration:			
Funding	3.7 Years		
Fixed Rate Portfolio (swaps and fixed rate loans)	4.84 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	2.58	4.00	Y
ANZ	0.00	6.70	Y
ASB	0.00	0.80	Y
BNZ	0.66	9.40	Y
Kiwibank	0.00	0.00	Y
CBA	0.00	0.00	Y

2. Funding Maturity as at 31 August 2017



3. Treasury Investments as at 31 August 2017

TREASURY INVESTMENTS As at 31 August 2017						
Deal number	Investment type	Counter party	Maturity date	Term (days)	Interest rate	Amount invested
Long-term Investments						
	Capital Notes	Fonterra	10-Jul-18	365	4.15%	24,000
810	Perpetual Bond	Rabobank	08-Oct-17	3674	3.49%	300,000
946	Bonds	ANZ	18-Apr-18	1826	5.28%	110,000
943	Borrower Notes	LGFA	15-Dec-17	1754	2.36%	80,000
944	Borrower Notes	LGFA	15-Mar-19	2209	2.42%	96,000
951	Borrower Notes	LGFA	17-May-21	2639	2.46%	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	2.36%	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					31-Aug-17	906,000
Short-term and call investments						
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
1027	Term Deposit	ASB	20-Nov-17	104	3.11%	3,200,000
1028	Term Deposit	BNZ	20-Sep-17	23	1.88%	2,200,000
1029	Term Deposit	ASB	28-Sep-17	31	2.29%	800,000
1030	Term Deposit	Westpac	20-Oct-17	53	2.75%	4,000,000
1031	Term Deposit	BNZ	28-Nov-17	92	3.24%	1,800,000
Call	23 account	BNZ			1.75%	962,862
Total short-term and call Investments as at					31-Aug-17	25,062,862
Weighted Average Interest Rate						
This month		3.27%				
YTD		3.34%				
Investment Policy Compliance						
Complied						

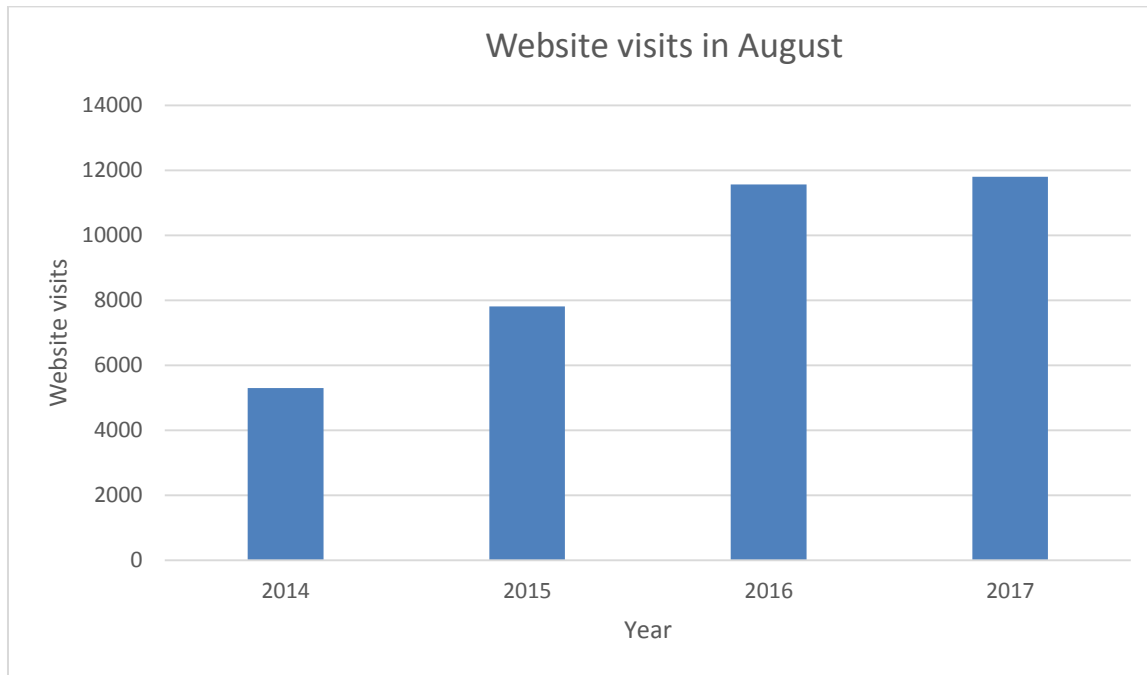
STATEMENT OF FINANCIAL PERFORMANCE TO 31 AUGUST 2017						
YTD 2016		YTD	YTD	Variance	Fav(unfav)	Note
\$ 000		\$ 000	\$ 000	\$ 000	%	
	INCOME					
5,569	Rates	5,588	5,696	-108	-2%	1
208	Subsidies and grants	240	1,063	-823	-77%	2
1,203	Fees, charges	1,230	1,023	206	20%	3
69	Investments income	125	43	83	193%	4
72	Development and financial contribution	544	67	477	706%	5
-43	Other	-3	-43	39		
7,077	TOTAL INCOME	7,724	7,851	-126	-2%	
	EXPENSES					
2,177	Payments to suppliers	2,271	2,654	383	14%	6
1,886	Payments to staff	1,930	2,460	530	22%	7
217	Finance Costs	226	294	68	23%	8
2,247	Depreciation	2,326	2,326	0		
0	Other Expenditure		0	0		
6,527	TOTAL EXPENSES	6,753	7,735	982		
3,521	PROFIT\LOSS) FROM OPERATIONS	972	116	856		
	1 Rates income is lower than due to metered water income is lower by \$130,000. Quarterly invoices due in September.					
	2 Roading subsidy received to date is lower by \$848,000 than budgeted as activity is traditionally low at the start of the year and Petrol tax recovery still to be received negated by Contribution of \$20,000 received from T.A. Event centre and Waste minimisation grant for the quarter received earlier.					
	3 Fees and charges are higher due to Dog registration received earlier in year \$199,000 and Health licenses income is higher by \$25,000 and Planning consent income is higher by \$16,000 due to higher activity, negated by \$30,000 lower external income from KVS, Lower Roading fees for KC and Waste water quarterly invoices to be raised					
	4 Interest received on investment (Term Deposits) is much higher than budgeted due to lower capital spending in previous year.					
	5 Major Development contribution of \$501,000 received from Transaland Dev. for Morrinsville subdivision					
	6 Payment to suppliers is lower as Roading is \$371,000 underspent to date and electricity charges for August still to come which is negated by licenses, Subscription, grants and subscription paid in earlier in year Rural fire moved from council resulted in no spending on council contribution					
	7 Payment to staff is lower than budgeted due to payroll timing.					
	8 Finance cost is lower due to lower opening debt than budgeted					

YTD 2016 \$ 000		Actual YTD \$ 000	Budget YTD \$ 000	Variance \$ 000	Variance Fav(unfav) %	Note
DIRECT REVENUE ANALYSIS						
0	Community Development	7	0	7		
Community Facilities and Property						
206	Housing and property management	212	198	14	7%	9
16	Libraries	32	23	8	36%	10
9	Parks and tracks	11	8	3		
37	Public Amenities	40	38	2	6%	
215	Recreation & Culture	255	205	49	24%	11
483	Total Community Facilities and Property	549	473	77		
Roading Water and Waste						
211	Roading	198	1,046	-848	-81%	12
0	Storm water	0	0	0		
63	Rubbish & recycling	111	87	24	28%	13
114	Wastewater	97	107	-10	-9%	
296	Water	251	382	-131	-34%	14
684	Total Roothing Water and Waste	657	1,621	-964		
Consents and Licensing						
222	Animal Control	243	44	199	452%	15
231	Building consents and monitoring	154	127	27	22%	16
1	Civil defence	0	1	-1		
20	Resource consent processing	64	48	16	34%	17
475	Total Consents and Licensing	461	220	241		
1,713	Total Activity Operating Revenue	1,675	2,313	-638		
Notes:						
9	Increased income due to increase in EPH rents but not reflected in the budget. \$148 to \$156 Since Feb 201					
10	Library income is Higher than budgeted as \$7,000 for the Library Manager's salary is invoiced for First Six Month					
11	Waharoa Aerodrome Annual / Half yearly Lease income is invoiced at the start of the year					
12	Roothing subsidy income is lower than budgeted as activity is traditionally low at the start of the year. Petrol tax income is still to come.					
13	Waste Minimisation subsidy received earlier in year for the quarter.					
14	Lower water income due to timing as quarterly invoice to be raised next month					
15	Increase in income due to dog registration received in July for the year.					
16	Health Licence fees received in July for the year and Building consent is slightly higher than budget					
17	Higher income due to higher activity for resource consent					

YTD 2016		Actual YTD	Budget YTD	Variance	Variance Fav(unfav)	Note
\$ 000		\$ 000	\$ 000	\$ 000	%	
	DIRECT COST ANALYSIS					
	Strategy and Engagement					
97	Community leadership	90	93	3	3%	
235	Community Development	247	301	55	18%	18
332	Total Strategy and Engagement	337	395	58		
	Community Facilities and Property					
138	Housing and property management	144	168	24	14%	
168	Libraries	170	155	-15	-10%	19
170	Parks and tracks	231	237	6	3%	
127	Public Amenities	144	152	8	5%	
227	Pools and spas	246	359	113	31%	20
103	Recreation & Culture	101	108	7	6%	
933	Total Community Facilities and Property	1,037	1,179	142		
	Roading, Water and Waste					
554	Roading	588	959	371	39%	21
14	Storm Water	15	19	5		
304	Rubbish & recycling	315	319	5	2%	
386	Wastewater	422	484	62	13%	22
271	Water	353	336	-16	-5%	23
1,529	Total Roothing Water and Waste	1,691	2,118	427		
	Consents and Licensing					
22	Animal Control	27	37	10	26%	24
103	Building	101	126	25	20%	25
67	Community Protection	29	78	49	63%	26
71	Resource consent processing	101	99	-2	-2%	
264	Total Consents and Licensing	258	340	82		
3,058	Total Operating Expenditure	3,324	4,032	708		
18	For regional policy and district plan Monitoring and Implementation expenditure not incurred during this period. Audit fees includes last year reversal journal and invoice still to come. This saving is negated by the uplifting of community grants early in the year by \$135,000. This includes Regional Tourism \$75,000, MM & MV PRA \$25,000 and \$35,000 and Community support service \$22,000					
19	Operating cost is higher as subscription for APNK (\$8,201), Kotui (\$36,173) Blue Cloud (\$2,700) and CollectionHQ (\$4,427) and Subscriptions & Building WOF are paid earlier in the year negated by Salary cost lower due to timing by \$33,000					
20	MV pools are not operating yet resulting in an underspend for the period and MM and TA costs are lower mainly due to lower employee costs due to timing to date and electricity cost still to come for August					
21	Roothing is underspent on sealed pavement, Amenity lighting, Traffic services which is expected to be spent later in the year negated by higher spending on network and asset management					
22	Power cost of for the month of August has not yet been charged resulting in an underspend of \$40,000 and Asset management is underspent by \$16,000, will be spent later in the year.					
23	Plant operating cost is lower as Electricity charges still to come while retic work in Morrinsville is higher by \$26,000 due to main trunk breaking and other retic work					
24	Animal control and Building control costs are lower mainly due to staff costs related to timing.					
25	Building control lower mainly due to timing of the salary \$16,000 and some expenditure will fall later in year.					
26	Civil defence quarterly payment still to come and Rural fire we have budgeted for council contribution but not going to spend					

3. Corporate Overview

3.1 Communications



Website

Web traffic continues to steadily improve. Our online services continue to be the most popular pages on the website have recently seen an increase in the number of customers registering to receive their rates notices via email, and to pay their rates by direct debit.

Facebook – We now have over 3,500 followers on Facebook who are steadily engaging with Council (approx. 10% of the district population).

Events

Preparations are well underway for the business awards, with nominations now closed, and voting for 'customer service' opening during September. Ticket sales for the event have been slow this year, but are expected to pick up.

Media and LGOIMA requests

The team handled LGOIMA responses regarding Civil Defence plans for vulnerable persons and resource consents on a property in Waharoa. We had a number of topical media issues this month including hangar development at the aerodrome, the suitability of play equipment in Matamata playgrounds, road works on SH27 between Matamata and Waharoa, a plan change application from Open Country Dairy, a resource consent hearing for Starfish Social Services (Matamata), and maintenance works for Headon Stadium.

Marketing

A new website for Firth Tower Museum was launched. The new site was a result of their marketing plan, and will better promote Firth Tower as a wedding venue and stop for motorhomes.

3.2 Corporate and Legal Services

Policies and Bylaws

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

- Fires in open spaces - this work will continue as time allows in 2017/18 staff anticipate revoking the majority if not all of the bylaw, currently staff are waiting for a response from the new fire agency on the revocation of the bylaw.
- Dog control Bylaw – are view of the Morrinsville exercise areas is underway.

Annual Report

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 overview of the Annual Report to Council in August in preparation for the final audit in August/September 2017.

Long Term Plan

Council's vision, outcomes and high-level framework for the Infrastructure Strategy and Financial Strategy have been established. Further workshops on Community Facilities, roading and utilities have been completed with a second review of the new capital budget. A discussion on the rates structure has been completed - with no changes being proposed. A right debate topic on solid waste has been identified and has been consulted on alongside the distribution of rubbish bags to the community. This and a range of other updates will be sent to Council in August as formal reports. Council has indicated a desire to review its grants and ED work, reports on these will go to the August meetings.

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

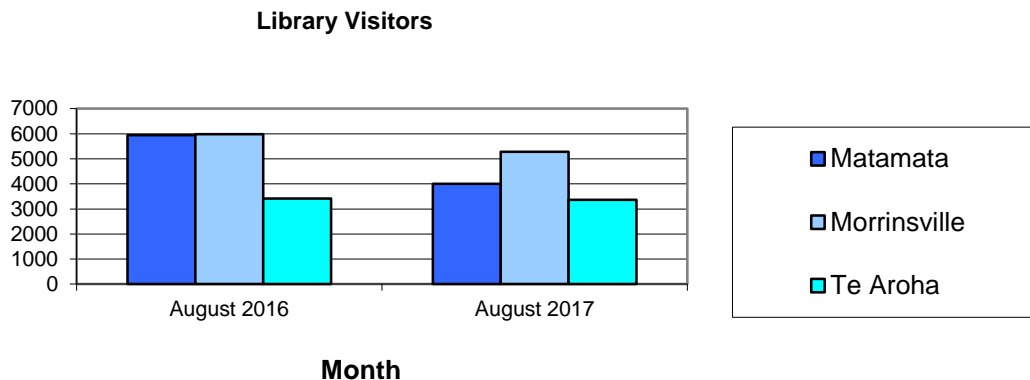
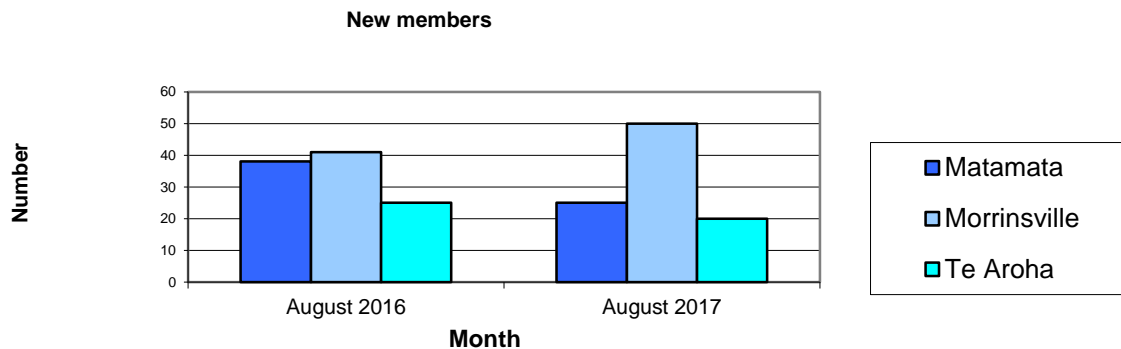
Staff turnover figures for year to date from 1 July 2017 to 31 August 2017 are:

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

Total staff resigned in August = 3

4. Community Development Overview

4.1 Libraries



Libraries comments

- August has been a busy time with book promotions for children and adults in the library, and a very successful haiku competition also being run. Nearly sixty haiku were submitted for the Matamata-Piako Libraries' Haiku Hike, a trail of haiku 'pavers' around our library walls, judged by well-known NZ poet Sue Emms with both junior and adult categories taking part.*
- We have also received some excellent feedback from a customer who used our internet computers and staff assistance to create a CV, after which she was offered her choice of two employment positions. Hearing these stories is gratifying to staff, and always inspiring in terms of knowing we are meeting a community need.
- Our RFID testing unit has arrived and we are working with IT to get this underway shortly. Installation dates for the hardware have been confirmed for mid October.
- This month has been about looking at new developments and initiatives for our libraries. We are currently looking at an online platform to host customer contributed local history items. This is something that we might share with Hauraki Libraries, and the platform would allow patrons to digitise family history documents, photos, letters and other artefacts and upload them to the platform.
- We are also negotiating to change ebook suppliers from Overdrive to Wheelers ePlatform. We will join a local consortium which would give us access to a much wider collection. That Wheelers are a New Zealand owned company with a large local presence and that they make regular visits to us is also appealing.

- All of our collection data has now been loaded into an application called Collection HQ. This will enable us to run meaningful reports on our collection usage, and to better consider how our funds should be allocated. This will lead to a more considered and cost-effective approach to purchasing, and will tell us which areas are performing best. Staff will be attending training in Collection HQ in September in order to use it to its full potential.

*Winning haiku:

Junior category – won by 10-year-old Anica with this evocation of a tropical island:

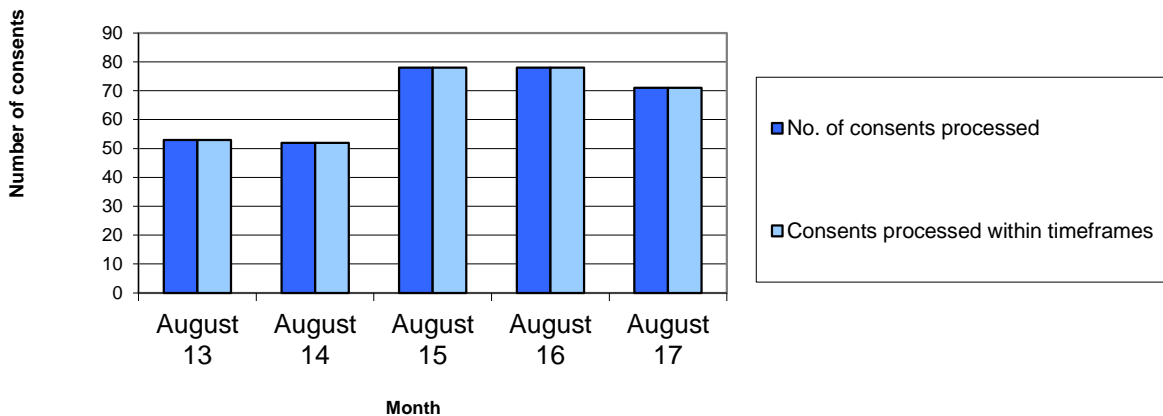
- Fruity breeze floats through
- Palm trees sway above glistening water
- Glimmering waves crash

Adult category – won by R E Stone

- for a deceptively simple haiku:
- Sun-drying hay
- Boy returns

4.2 Building

Building consents processed

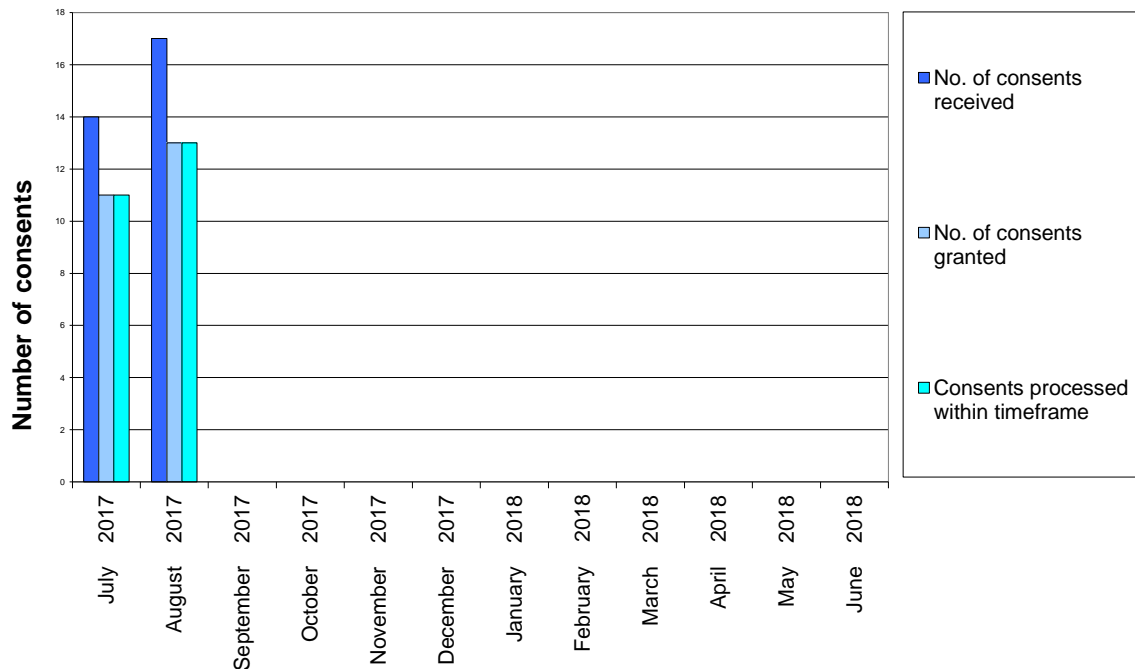


Building highlights:

- All building consents were processed within legislative 20 day timeframe

4.3 Planning

Resource Consents – August 2017 Resource consents processed



A report on resource consents received for August 2017 is included as Appendix B to this report.

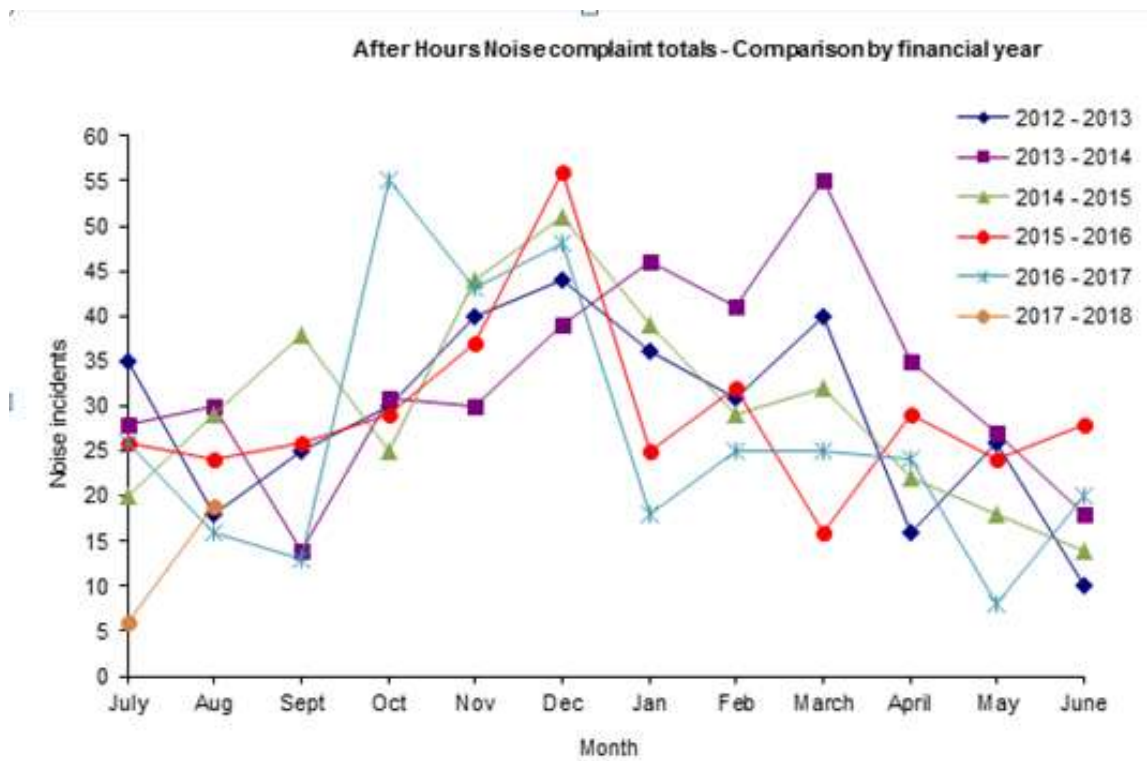
In August, Council received 17 resource consents and granted 13 consents, all of which were processed within the statutory timeframe.

Limited or Publicly Notified Resource Consents:

RC Reference	Applicant	Property	Limited/Public	Date Notified	Close of submissions
102.2017.11383	Longland Land Holding	80B Burwood Road, Matamata	Limited	31 May	29 June
102.2015.10950	Greenlea Premier Meats	38 Pickett Place, Morrinsville	Limited	10 May	8 June

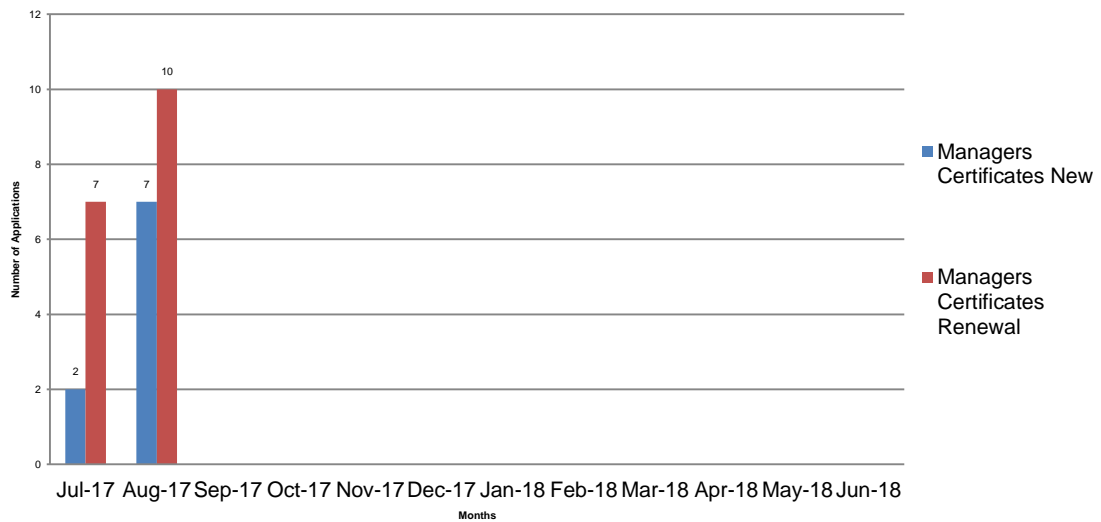
Noise Stats – August 2017

Ward	Aug-13	Aug-14	Aug-15	Aug-16	Aug-17
Matamata	11	1	9	4	6
Morrinsville	18	22	3	2	11
Te Aroha	6	6	5	8	2
All wards	35	29	17	14	19



4.3.1 Alcohol

Manager Certificate Applications



New/ Renewal Licences

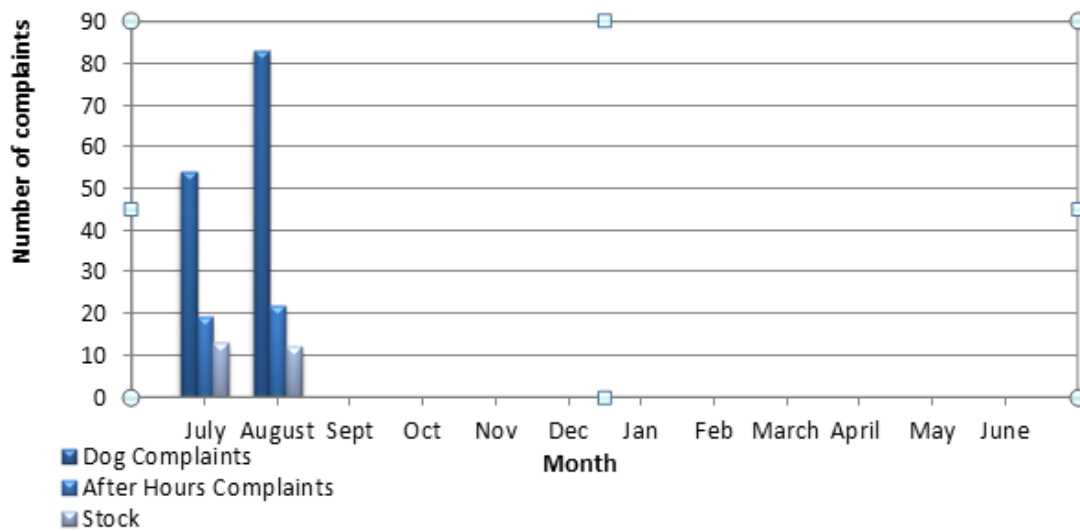
Agency Application Number	Applicant Name	Type of Licence
162.2009.15.7	Matamata Football Association	Club renewal

Special Licences

Agency Application Number	Applicant Name	Event
162.2017.1263	Springdale District – Paul Radanovich	Spring Pick Me Up
162.2017.1264	Hinuera Rugby Club	Prizegiving
162.2017.1265	Waitoa Bowling Club	Bowls Tournament
162.2017.1266	Matamata Club	50 th Birthday & Kings Electrical Dinner
162.2017.1267	Te Aroha Club	Red Cross Quiz Night
162.2017.1268	Matamata College BOT	Night Owl Cinema Fundraising Event
162.2017.1269	Matamata Rotary Club	Rotary Club Meetings
162.2017.1270	Morrinsville RSA Bowling Club	Tournament & Twilight Bowls
162.2017.1271	Morrinsville RSA Bowling Club	Tournament & Twilight Bowls

4.4 Animal Control

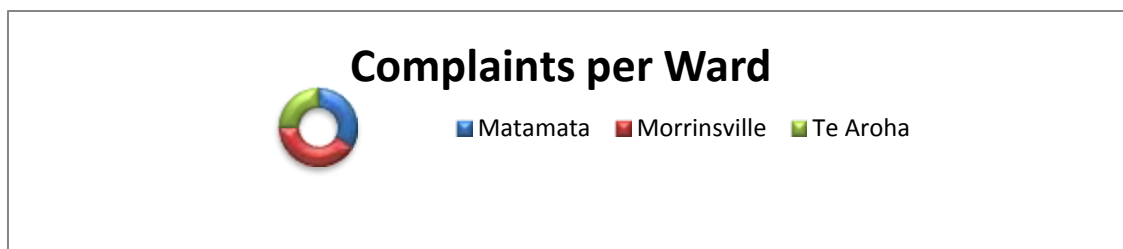
Animal Control Complaints 2017-2018



August Statistics

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

- 83 of these calls received were regarding dog complaints
- 12 of these calls were wandering stock calls
- 22 calls were received after hours
- 13 dogs were impounded during the month



4.5 Civil defence and Elections

Civil defence

- Staff have completed EOC (Emergency Operations Centre) Foundational training and a session was also run for elected members.
- Actions from Cyclone Cook are progressing – this has included meetings with TVEOA staff. The Civil Defence cupboard has been re-stocked and old resources disposed of.
- Council's EOC IMT (Incident Management Team) has been reviewed and a couple of changes made. Training for these staff has been reviewed and will be rolled out over the next few months.
- The Deputy EOC Manager attended Waikato Regional Council's Piako River Flood Open Day held in Morrinsville.
- The EOC and Deputy EOC Managers joined staff from TVEOA, Hauraki and Thames-Coromandel District Councils to workshop options for Sitrep (Situation Report) contents. Currently all Council's, the TVEOA and Waikato Regional Civil Defence all collect similar information but in different templates. The objective is to ensure consistency across all Councils.
- The EOC Manager represented the Group Manager, Community Development on the TVCDEM Finance Sub-Group meeting where decisions were made on budgets and spending post Cyclone Cook.

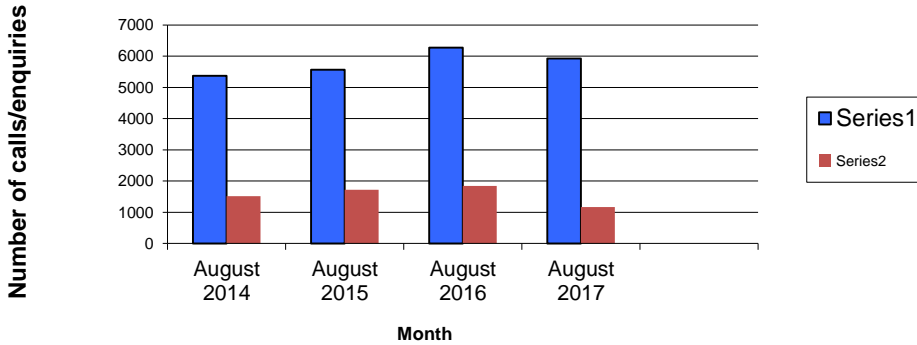
Elections

- The Health & Safety/Quality Manager, who was formerly Councils Electoral Officer, has been assisting the Strategy & Policy team in reviewing documents for current electoral requirements and also participated in the review of the RFQ's (Request for Quotations) from service providers for the 2019 elections.

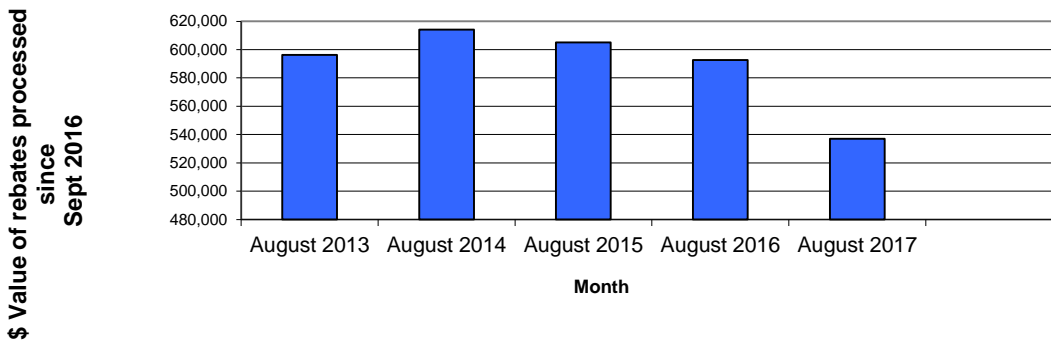
5. Service Delivery Overview

5.1 Customer Services

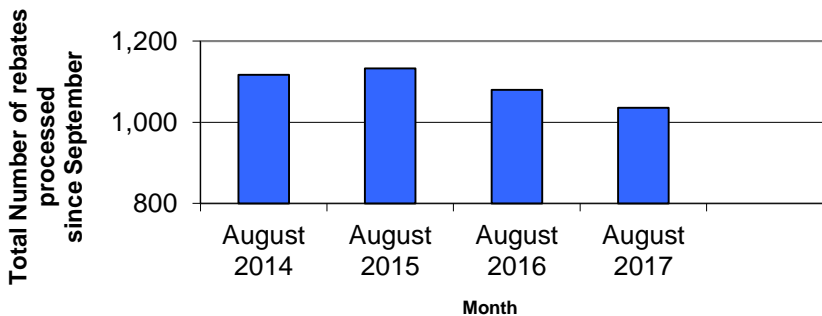
Customer Service Calls



Rates Rebates - total value processed



Rates Rebates - total number processed



Rate Rebates – We are now taking appointments for the 2017/18 year. Notices have been sent out to those that received a rebate last year asking them to re-apply for this year. The maximum rebate amount has increased to \$620, previously \$610.

LIM (Land Information Memorandum) – 43 applications were received in August, 21 of these were urgent requests.

5.2 Kaimai Consultants

5.2.1 Community Operations and Projects

Piako River Forum

- Under the banner of Keep Morrinsville Beautiful the Piako River Forum is to take part in the Keep New Zealand Beautiful clean up week on 16 September at 10am. The area to be targeted is the Avenue Road South river walkway through to Studholme Street.
- This event has been registered with Keep New Zealand Beautiful (KNZB) and rubbish bags, gloves etc will be supplied by KNZB.
- The Piako River Forum members will be put through the Council Volunteers Health and Safety induction course. Council will assist with the removal of rubbish bags after the event, help with set up on the day and Health and Safety including first aid kits and providing hi-viz safety vests.
- The event will be beginning on 16 September at 10 am at Avenue Rd carpark. Here we will have a welcome, karakia to open the day and a safety briefing.
- We will then break up into a few smaller groups and walk through the walkway in these groups collecting rubbish and sharing the plans around the restoration of native vegetation.
- Once at the end of the River walk at Studholme St work will continue down Studholme St past the RSA and into the small planted area between the railway and Morrinsville stream. It will progress through a small park and out to Lorne Street. From Lorne Street the members will head south until Cureton St and then walk through the recreation grounds back to Avenue Rd carpark where Morrinsville Rotary will be putting on a BBQ for the community helpers.
- MPDC will remove all the rubbish that has been collected from this clean-up day.



Keep Matamata Beautiful

- Keep Matamata Beautiful Committee is working with local contractors to complete the clean-up of stumps on Waharoa East Road, hanging baskets for the CBD and clean up week with the local schools

Keep Te Aroha Beautiful

- Keep Te Aroha Beautiful is working with the Waikato 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 forthcoming season with a community day planting. Discussions with WRC are ongoing with the planting the of wetlands on the Skidmore Reserve

Keep Morrinsville Beautiful

- This group is arranging hanging baskets for the CBD and working with the Piako river forum for clean-up week

Te Miro

- Discussions with DOC and WRC taking place in September on the best pest control practice for the Waterworks Rd Res and how to achieve the targets of Pest Free 2050

Matamata Pool tiling

- The delivery of tiles sourced from Italy has now occurred. The outdoor pool is scheduled to open in October 2017

Herries Park playground

- New playground installed with new style under surface
- Temporary changes made to playground, redesigned arch way to be installed between 5 to 6 weeks prefiguration will allow playground to open fully.



5.2.2 Property & Utilities

Utilities Activities – Overview Report

- The utilities activity is busy with the Morrinsville reservoir coming to a close. The 2nd watermain contract (Civtec) has continued into the current financial year as weather permits. Forward planning and work in progress with planning 2017-18 schedule. Utilities staff attended meeting with Waikato Regional Council and Waikato DHB on Havelock North inquiry findings, also met with WRC on consent compliance.

Water

Reservoir Contract;- 3/23/2096

- The project cost is sitting at \$3.3 million with the contract cost at \$2.5 million. The reservoir structure is 100% complete but has experienced some seeping from infill joints and along base/wall joints. Sika and its approved applicators are currently undertaking repair work within the reservoir. Timeframe for completion is predicted to be 22 September 2017 then commissioning will begin again.
- Quote for fencing obtained and contractor instructed to proceed and schedule with liaison with leasee and land owners paramount.
- Estimate of the remaining financial impact of project to be around \$390,000 including remaining land settlement, survey, fencing, upgrade to farm race, lease compensation, telemetry and legal costs. Currently within project budget.

Water renewal 1st Contract Matamata,

- Currently waiting for prices and schedule. Morrinsville rider mains identified, working on the Te Aroha list to finalise before contract being finalised.

Watermain renewals;- (2nd contract) Civtec

- Only work remaining is David Street and Thorpe Street cut in. Planning and methodology being discussed in detail with KVS.

Borehead Security

- Water ageing test on Matamata groundwater bores carried out by GNS have resulted in Tawari Street being declared non secure and Matamata South being secure. During recent discussion with DHB there is no such thing as secure aquifer as number of uncontrolled bores present could introduce contamination pathways. DHB have raised that Water Safety Plans have become living documents with any treatment change having to be entered. UV treatment is to be installed at both Matamata South and Tawari Street treatment plants. Currently all minor supplies are being fitted with UV lamps in addition to chlorinate.

Morrinsville Water Supply Resource Consent

- Have been in discussion with WRC Case Officer who has outlined that the review of draft conditions was done in August 2017 the hearing will now be programmed. We have communicated that MPDC will need time to assess impact of changes to draft conditions before agreeing hearing timeframe. Brookfields initially engaged for Hearing.

- A Topahaehae Stream health assessment has been undertaken consultants, and report circulated to management.

- Report on Te Aroha West water supply options draft submitted and currently being reviewed.

Te Aroha Reservoir Structural Assessment

- Beca desktop review report circulated for comment. Beca to arrange for a wall radar inspection and schedule an internal inspection before summer, timing of inspection currently being discussed with Beca and council.

Wastewater

- Looking at an improved methodology to co-ordinate ingress and infiltration work. Investigation undertaken as result in several overflows from gully traps in Morrinsville due to heavy rain during cyclones Debbie and Cook. Jetting and CCTV completed and initial findings show pipe sloping upstream causing backflow/surging issues. Remedial work should result in pipe size upgrade, this work will be given priority in renewals budgets.
- Te Aroha trunk main capacity being investigated as back pressure is resulting in overflows. Access to trunk main manholes requires work before any jetting and cctv assessment carried out.

Stormwater

- Drawing finalised and contract documents and schedules underway for Morrinsville stormwater project.

Solid Waste

- Smart Environmental Ltd (SEL) is now majority owned by Maui Capital with confirmed purchase of 75% of company.
- Contractor has improved performance at all transfer stations sites with audit being passed but with improvements to be done. Greenwaste variation continued with SEL until arrangement with Wallace Corporation to take mulched greenwaste is finalised.
- First paper for trees collection from new contractor proceeded without any major issues.
- Consultant engaged to conduct review of roles and responsibilities in terms of how the contract health & safety is managed. Initial meeting with council managers and SEL staff already initiated. Positive feedback on approach received from contractors. Consultant has held a meeting with relevant councils Health & Safety personnel.
- Consultation on Long-Term Plan to change aspects of delivery and increase in waste minimisation. This resulted in four priorities being recognised.
- Supermarket to sell refuse bags. The rubbish bag rates to be changed to remove the cost of rubbish bags being included in the Solid Waste Targeted Rate. Work on keeping the rate the same being developed.
- Council engage an external consultant to work with community groups to develop a sustainable business plan for a resource recovery centre in the district with a budget of up to \$35,000.
- Staff to explore and develop a business case for a joint waste minimisation position within the Eastern Waikato region and develop a shared services arrangement to implement a waste minimisation programme. MPDC has a budget of up to \$15,000 (utilising funds received through Waste Minimisation Levy) and will then report back to Council.
- Develop scope for report on what other rural councils within New Zealand have developed to provide rural recycling services with a budget of up to \$30,000.

Property

EPH

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

OYO

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

Staff Housing

- All tenanted

Corporate property

- Carpet has been replaced in Te Aroha office executive suite and stairwell

Leases

- Most commercial leases rent reviews have been completed with a few still in progress. Work on new land adjacent to recreation ground in Morrinsville being undertaken. New lease on Airfield in place with new hangar being constructed.
- Community leases good progress being made with Morrinsville Tennis Club and Te Aroha athletics, rent reviews on some underway.

Other

- Staff working on subdivision of 46 Rockford Street for sale.

Community Halls

- Meeting with Te Poi community to discuss way to progress in a cost effective manner.
- 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. Hall committee has recommended closure due to no patronage and cost of repairs.

5.2.3 Roading

Overview Report

- The cyclic crews continued with general cyclic maintenance across the network including potholes, drainage cut-outs and EMP (edge marker post) cleaning and replacements. They've also been kept busy with traffic management and have collected sample material from a large number of test pits for the forward works programme pavement designs.
- Maintenance metal application / pothole filling has occurred on several of our unsealed roads under both the resheeting and maintenance metal budgets.
- The drainage crew have carried out a culvert replacement in the network along with clearing slips and culverts after yet another wet month.

Other Contracts and Activities

- Supply and Installation of LED Streetlights – Contract 2178 was awarded to McKay Ltd. This contract entails the replacement of existing lights (scheduled) with LED lights in Morrinsville, Matamata and Te Aroha.
- Reseals – Contract 2098 – Fulton Hogan. This is a 2+1+1 Contract. Currently preparing the 2017-18 sealing programme and seal designs and we anticipate the resealing works to start October 2017.
- Road Marking – New contract document currently out to tender with anticipated start Sept – Oct 2017.
- Signs – Contract 2119. Contractor – Directions (3+1+1 contract). Works ongoing
- Corridor Access Requests – Twenty four (24) CAR's were processed in August.
- High Productivity Motor Vehicle (HPMV) Permits – No (0) HPMV permits were processed in August.
- Overweight Permits – Two (2) overweight permit applications was processed in August.

Works Programme 2017/18

- Arawa Street crossing. Contractor – J Swap Contractors. Complete.
- Contract 2163 is a contract that was deferred in 2016/17 until 2017/18. J Swap Contractors were awarded this contract and will commence this project during the Spring of 2017/18. The site is a section of Matuku Rd between Hangawera Rd and Reay and Watson Rd. This work on this peat road 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 on this section of road and also farmers who have crops to plant or harvest. Planning and notifications are now under way for the works and road closure to take place during the school holidays (02 October – 13 October) to minimise disruption.

Package 1 - Contract 2176 – Tender evaluation now complete by external evaluator. Tender report and signoff to be completed before contract award.

- Okauia Springs Rd (RAMM 50-1100)
- Peria Rd (RAMM 928-1935)

Package 2. Surveys/designs are yet to be completed for this package. We propose to put this out to tender around mid-September for October start.

- Rawhiti Rd Matamata (RAMM 600-1100)
- Landsdowne Rd (RAMM 20-1000)
- Old Te Aroha Rd (RAMM – 5770) Slip repairs. Gabion wall construction

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

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

Events and Road Closures

- Matuku Road will be closed between 2 October 2017 and 15 October 2017 for J Swap Contractors to proceed with Contract 2163 above.
- Thames Valley Car Club has a road closure on Quine Rd on 10 September 2017 for a rally event.
- Club Targa Inc has applied for various road closures for 25 October 2017. We have received several submissions for the proposed closures. These submissions have been sent back to Club Targa to work through. Club Targa has assured us that they have worked through all concerns. The main concerns were with school bus operators and access to farms for Livestock Improvement Corporation (LIC).
- Te Aroha Business Association has applied for road closures for the Aroha Cruise-In (Classic Car event) on 7 October 2017. Submissions close 21 September 2017.

5.3 Kaimai Valley Services

5.3.1 Waste Water

Waihou Waste Water Plant

- Currently non-compliant in three of the eight of the resource consent parameters.
- Mott MacDonald consultants have completed a consent variation strategy that is currently under review by the project group. The first recommendation is applying for a variation to the consent to allow all year round irrigation. While the discharge parameters will still be in exceedance, this will mitigate the formal warning and is an approach that was suggested by the Waikato Regional Council. Options to improve plant performance will be undertaken, and if this cannot be achieved, then it is proposed to expand the irrigation area. Plant performance improvements were recommended as they were considered at a high level to be more cost effective than expanding the irrigation site; and one of the recommended improvements was informally trialled by the waste water team last year yielded promising results.

Morrinsville Waste Water Plant

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

Te Aroha Waste Water Plant

- Currently in compliance with limits all except coliforms in the discharge limits. E.coli is over the resource consent limits for ninetieth percentile. The Waikato Regional Council (WRC) has been notified and a proposal by Mott MacDonald consultants to investigate the causes has been received. This has been sent to the WRC as part of due diligence in notifying them of progress in resolving this issue.
- Experiencing no other major issues.

Matamata Waste Water Plant

- Currently in compliance with all discharge limits. The annual compliance report to the Waikato Regional Council for 2016-17 will report full compliance for all the discharge parameters. This is the first time in five years the plant has achieved this, although most of the limits have been decreasing in the prior years. It is thought that the successful bioremediation project to remove sludge, the addition of aerators in the pond, and a warm winter have all contributed to these favourable outcomes.
- Pattle Delamore Partners (PDP) consultants have proposed a strategy to vary the consents for Matamata and Te Aroha waste water treatment plants. PDP were approached as they were successful in negotiating favourable outcomes for Silver Fern Farms in their recent consent application.
- Experiencing no major issues.

Tahuna Waste Water Plant

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

5.3.2 Parks and Reserves

Gardens

- All central business district (CBD) gardens have been pruned, trimmed and mulched in preparation for spring.
- Replanting of gardens that needed replacement plants has been completed in Morrinsville and Te Aroha, with Matamata due for completion at the end of September.
- The wet weather and warmer temperatures have contributed to high weed growth that has kept the staff very busy.

Mowing

- The wet weather has prevented mowing in some areas, which is consistent for this time of the year. However, high profile areas and sports fields have been kept up to agreed standards
- The spring turf report has been completed and quotes requested for the turf renovation work. The work is expected to start as the weather improves.

Cleaning

- A cleaning review has been presented to the executive team. Recruitment for cleaning positions is currently underway.

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 (DWS) 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.

Morrinsville Water Treatment Plant

Online DWS compliance:

- Morrinsville Protozoa – Passed.
- Morrinsville Bacterial - Passed with evidence.
- No major issues experienced at the plant.

Tahuna Water Treatment Plant

- No major issues on this site.

Te Aroha Water Treatment Plant

On Line DWS compliance:

- Te Aroha Protozoa - Passed
- Annual cleaning of the filters has begun.
- Experiencing no major issues.

Matamata (Tills Rd) Water Treatment Plant

On Line DWS compliance:

- Matamata Protozoa – Failed
- Matamata Bacterial – Failed
- The protozoa compliance failed due to 3 occasions of high turbidity (cloudiness of water) exceeding the guidelines, caused by heavy rain.
- The bacterial compliance failed due to the main reservoir dropping to low levels, causing the settled solids in the reservoir to get into the water, increasing the turbidity over the permitted standards. The low level in the reservoir resulted from heavy rain causing the filters to backwash and cease supplying water to it.

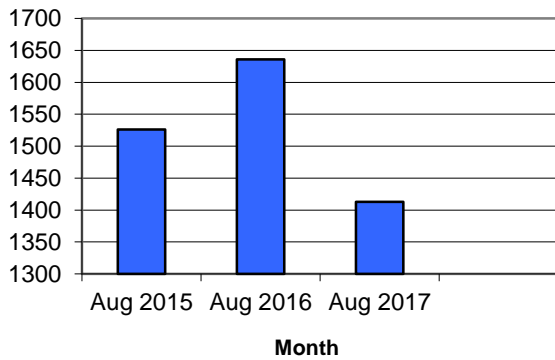
District Water supply

- No major issues at the smaller water treatment plants.

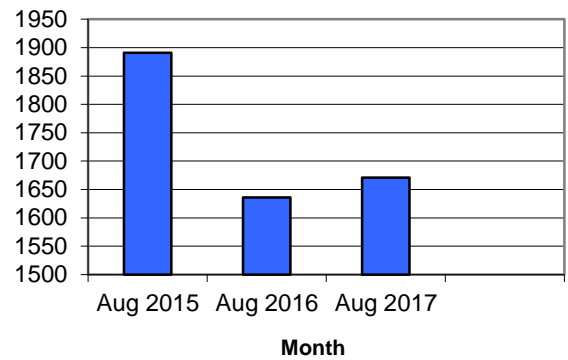
6. Business Support Overview

6.1 Community Facilities Operations

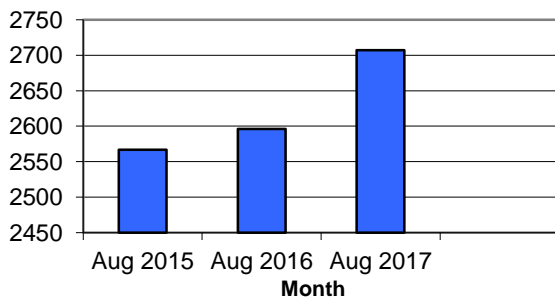
Te Aroha i-SITE
Number of visitors
Door counter



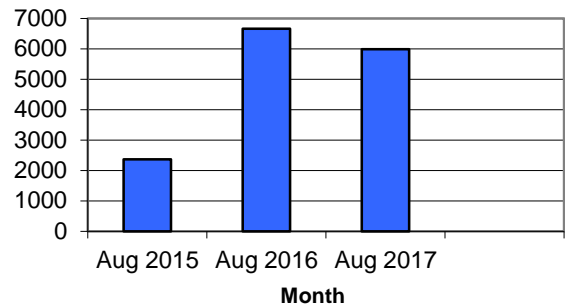
Swim Zone Te Aroha
Cash Register Reports
Number of visitors



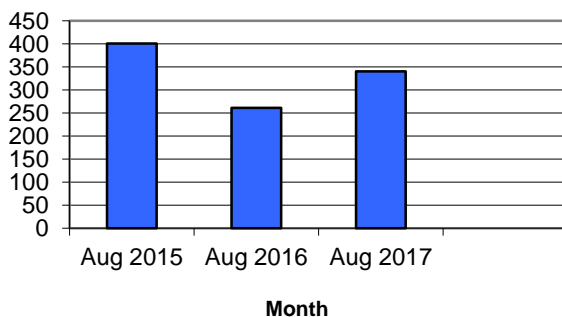
Te Aroha Mineral Spas
Cash Register Reports
Number of visitors



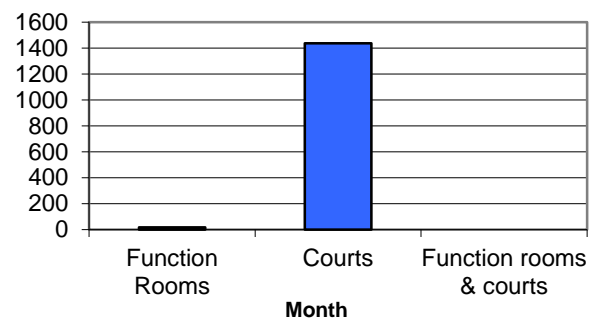
Matamata Sport Centre
Cash Register reports
Number of visitors



Firth Tower Visitor Numbers (manual count)



Silver Fern Farms Events Centre
Users & Spectators
July 2017



Te Aroha Mineral Spas.

- Cold winter weather has resulted in increased patronage for the Spas and Spa therapy business

Firth Tower Museum

- Marketing plan has been updated. Staff will attend the Motor Home show in Hamilton in September to promote Council facilities

Swim Zone Matamata

- 25 metre outdoor pool work is waiting on confirmation of official pool dimensions. Tiling is ready to commence.

Swim Zone Te Aroha

- Marketing plan has been updated for 2017/18. Swim school registrations for term 4 are underway.

Matamata Aerodrome.

- Repairs carried out to main runway. Flight schools are main aircraft users at present

Morrinsville Events Centre

- Regional primary school gym festival has been held with over 400 children attending.

Te Aroha i-SITE

- Qualmark audit 25/08/2017 for i-SITE accreditation. Focus on Health & Safety this time round. Awaiting report and recommendations.

Silver Fern Farms Event Centre

- No functions in August; 3 x meetings

Domain Pavilion

- Regular users – Pilates twice weekly, Keas and cubs weekly, KC lunch (12 people); 6th birthday party (30 people).

Domain House

- Long term lessee – Te Atawhai
-

6.2 Assets Strategy and Policy

Development contributions and LIMS

- Development Contributions processed - (18) Building Consents, (4) Landuse Consents, (4) Subdivision Consents
- (2) Special Assessments
- (44) Lim Enquiries

Roading

- Busy preparing Programme Business Case for NZ Transport Agency submission 31st August
- Met with resident and NZ Transport Agency representative to discuss safety issues at crossing on SH27 near Peria/SH24 roundabout. Some mitigation measures identified which NZ Transport Agency are following up.
- Met with NZ Transport Agency for initial discussion around consenting for the Cambridge to Pairere expressway.
- Working on updating the Memorandum of Understanding we have with the NZ Transport Agency. There are a number of items that we are still to work through to be able to finalise the document.
- Finalised the joint east Waikato road safety education programme and submitted to the NZ Transport Agency for approval. It includes 8 different priorities to focus on over the next 3 years based on accident statistics within the three districts. This includes, fatigue, motorcycles, young and old drivers, urban intersections.
- Roothing Valuation is underway.

Parks and Facilities

- Met with regional council staff to discuss the Local Indigenous Biodiversity Scheme (LIBS) including potential projects. Hawes Bush at Waharoa is seen to be a good location for a pilot project, potentially involving regional council, MPDC and various community groups. Regional Council may contribute funding and other resources. The forest is ecologically significant and its location is easily accessible making it very convenient as a pilot project site.
- Attended pre-lodgement meetings and provided parks and open spaces comments on potential future subdivisions in Morrinsville and Matamata
- Attended meeting at Hetana Street Reserve to discuss footpath and rest area proposals with representatives of the Matamata PRA
- Met with the Mayor, Cr Tappin and representatives of the Motor caravan Association to look at potential future dump station sites in Matamata
- Met with Sport Waikato to progress the survey of sport and recreation clubs in our District. Survey data will feed into the development of the revised Sport and Recreation Strategy for our District.
- Reviewed lease documents from Reserves Act perspective
- Quarterly meeting with Sports Waikato District Coordinator
- Reviewing and updating activity management plans underway

Utilities

- Have substantially completed the Water and Wastewater AMPs just waiting to complete the financial sections. The stormwater AMP draft has been sent to Beca for review. The Assessment of Water Services report has been substantially completed also and has been sent to the DHB Water Assessors for comment. It will be brought to council in the near future.
- A report on implementing the Backflow program has been prepared and now being discussed by staff.

- Investigated odour and pump operation problems at Allan St pump station and found issues in relation to the inlet pipes into the pump well could be causing most of the problem. Investigating installing an additional manhole/collector upstream.
- Further investigating consumer demand along the Tills Road falling main.
- Prepared document on Utility aspects of the Waikato Regional Infrastructure Technical Specification and also a letter to surveyors etc. regarding submissions to this document.

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

The following motion is submitted for consideration:

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

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

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

C1 Leave of Absence

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

C2 Cemetery Land Acquisition Opportunity

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