

Online Voting - update

Trim No.: 2046173

Executive Summary

Council has agreed, in principle to progress with a trial of online voting for the 2019 triennial elections. A consortium of Councils have now confirmed they will also participate in a trial. Auckland Council are leading the project.

Since Councils decision to conduct an online voting trial for the 2019 local body elections across the district we now have an estimate of costs to be involved in the procurement, project management, and working party processes in order to get to the stage whereby Council can make an informed decision as to whether or not to proceed with a trial. It is noted, there will be additional costs to run an online voting election.

There is currently no budget allocated for online voting, and in particular for this initial phase of work. This has been informally discussed with Council at a workshop on 1 August 2018 and members indicated they were comfortable with continued involvement. Council now needs to formally confirm it wishes to participate in the joint Council effort and if so, to approve a budget up to \$20,000 and a suitable funding source.

Recommendation

That:

1. The information be received.
2. A budget of up to \$20,000 be provided for Phase 1 of the Online Voting Project.
3. The funding source to be confirmed as the end of year Surplus from the 2017/18 financial year, or other.
4. The costs of running an Online Voting election shall be reported back to Council in December 2018 for a decision on whether to proceed for the 2019 triennial elections.

Content

Background

Local Electoral Matters Bill

The Local Electoral Matters Bill is working through Parliamentary process and would enable a local authority to trial a new voting method, such as online voting. It is expected the supporting regulations will be drafted in consultation with interested local authorities.

The ability for the Council to carry out a trial of online voting, whether at the 2019 local authority elections or later, is dependent on the enactment of the Bill and regulations, and additional technical requirements (if any) required by the Government.

The Bill is due to be reported back from the Select Committee to Parliament on 9 November 2018. Council has made a submission in support of the Bill. It is expected the supporting regulations would be finalised around February/March 2019.

Council agreement in principle

At its meeting on 27 June 2018, Council passed the following resolution:

That:

1. *Council support in principle conducting an online voting trial in the 2019 local body elections across the district (i.e. not a subset of voters) in partnership with other councils, subject to the following conditions:*
 - a) *the enabling legislation and subsequent regulations being passed in time to procure and implement an online voting solution*
 - b) *all risks, including security risks, being appropriately managed*
 - c) *the cost being acceptable*
 - d) *the Council giving final approval for any trial to go ahead.*
2. *Staff continue working with Waikato Regional Council and Waikato District Health Board on a potential online voting trial.*

Issues

Joint Council effort

A consortium has been formed with other Councils to work together, run a request for proposal process and engage with a preferred vendor to establish a timetable and budget. Auckland Council are leading and coordinating this process.

Currently there are seven Councils involved being:

- Auckland Council,
- Gisborne District Council
- Marlborough District Council,
- Matamata-Piako District Council
- Selwyn District Council
- Wellington City Council
- Hamilton City Council

Tauranga City Council have also indicated strong levels of interest however have not confirmed their commitment.

Auckland Council have developed a participation agreement to formalise commitment of the participating councils to work together to select a supplier and run an online voting trial for the 2019 local body election on the basis that enabling legislation is passed. This agreement provides for, in summary:

- The establishment of a working party of staff from the councils
- A phased approach to the project (see below)
- Agreeing that Phase 1 will begin with the establishment of the Working Party and obtaining formal Council approval, if necessary in principle, to allow Phase 1 to proceed.
- A Participating Council that withdraws from Phase 1 will be liable for its share of the costs of Phase 1 that are apportioned to it
- A Participating Council's participation in Phase 2 will be subject to that Participating Council obtaining their governing body's approval. Such approval (if given) must be obtained on or before 31 December 2018 (Final Commitment Date) and will be considered a final commitment by the Participating Council to the Online Voting Trial.
- The Participating Councils agree that if Enabling Legislation has not been passed by the Go/No Go Date set by the Working Party, the Online Voting Trial will not proceed for the 2019 local body election.

- At each phase of the Online Voting Trial, each Participating Council will be responsible for
 - any costs in respect of its representatives on the Working Party (including costs of attendances at meetings) and in respect of any other staff supporting or working on the Online Voting Trial;
 - any costs incurred for technical, legal, commercial or any other advice or services engaged by and/or provided to that Participating Council separately (unless otherwise agreed between all Participating Councils and the Working Party); and
 - Apportioned costs incurred for any shared services provided to the Working Party and the parties to this agreement, such apportionment to be agreed by the Working Party.
- Working party terms of reference

Council does not need to approve this agreement, this can be dealt with at a staff level if Council opts to continue involvement and makes budgetary provision to meet the required costs for Phase 1.

A working party has been established which Council has staff representation on and an external project manager has been appointed.

The staff Working Party will take the following phased approach to the Online Voting Trial:

- Phase 1 - Project Initiation (agree on objectives, timeline, milestones and deliverables, functional and security requirements, how to work with others Agree the functional and security requirements of the Online Voting Trial, develop/agree the procurement approach and run the request for proposal process to procure an online voting solution, develop a business case and budget to decide whether the Online Voting Trial can proceed)
- Phase 2 - Preferred Supplier Engagement and Stakeholder Engagement and Communication (agree the contractual terms with the preferred supplier, develop and implement a communications plan, determine how Councils will work with their election providers, District Health Boards, Regional Councils etc.)
- Phase 3 - Project Delivery (complete design of the Online Voting Trial, testing the system, conduct the Online Voting Trial etc.)

Costs of Phase 1

The first phase of the project is around procurement, project management, and communications (including engagement with the District Health Boards and Regional Councils) to assess costs/viability of running an online voting trial for 2019.

The focus of this first phase is to get to the stage whereby Council can make an informed decision as to whether or not to proceed with a trial. This would form the basis of reporting back to Council for a final decision on whether to proceed with a trial later in 2018.

The following are the estimated costs from July to October 2018 to get to the point where Request for proposal and evaluation, identified provider, business case and estimated cost to run an online voting trial.

Online voting trial development of business case – estimated costs July – October 2018	
External security review	\$24,632
Solution architect	\$18,720
Project manager	\$49,912
Total external costs	\$93,264

To allow some flexibility in the estimates, a total of \$100,000 is suggested, split evenly across Councils the cost share would be, as follows, depending the number of Councils participating:

- 5 Councils \$20,000
- 6 councils \$16,666
- 7 Councils \$14,285
- 8 Councils \$12,500
- 9 Councils \$11,111

Currently seven Councils are participating in the project. It is recommended Council allocate up to \$20,000 to allow some flexibility in the number of Councils participating, any additional costs that may arise and internal expenses such as staff travel to working party meeting etc.

It is noted, there will be additional costs to actually run an online voting election.

Risks

The risks around online voting have been previously discussed and reported to Council. In regards to the current issue, the risks are:

- Other Councils pull out at this stage increasing our share of the Phase 1 costs.
- The final cost is considered too expensive, this money for Phase 1 will have already been spent (and Council would not get any direct benefit for its contribution to the project if it opts not to proceed later on).
- The final cost is considered to be acceptable but other Councils pull out making it unacceptable
- The trial doesn't proceed or Council is not allowed to proceed due to the District Health Board, Regional Council position (which has been previously reported to Council).

Analysis

Options considered

The following options are available:

1. Don't continue working on this project (withdraw from involvement) which will mean we incur no further costs or staff time, or
2. Allocate a budget to get through to having a supplier and cost of system for Council consideration – which is expected to be in December 2018.

Analysis of preferred option

There is no preferred option. Council has previously indicated informally it was comfortable with continued involvement.

Legal and statutory requirements

The trial is contingent on the passage of the Local Electoral Matters Bill and associated regulations on time.

Impact on policy and bylaws

There is no policy and bylaw impact.

Consistency with the Long Term Plan / Annual Plan

This issue is not related to the Long Term Plan, however as noted the Long Term Plan 2018-28 does not include any funding allocation for online voting.

Impact on Significance and Engagement Policy

Under the Significance and Engagement Policy the recommendations in this report are not significant.

Communication, consultation and decision making processes

Council staff are working on developing communications plan along with the other Councils, which will include engagement with the Waikato District Health Board and Waikato Regional Council.

Timeframes

The working party will be developing a project timeline. It is expected that staff will report back to Council in December 2018 with firm costs from the procurement process.

Financial Impact

i. Cost

There are presently no financial provisions in the LTP 2018-28 for Phase 1 or an online voting trial more generally.

The cost of actually running an online election in Matamata-Piako will be reported back to Council in December 2018, if Council opts to continue being involved at this point.

The standard election cost (i.e. for the postal voting election) is covered within existing budgets.

ii. Funding Source

Council should identify a funding source for Phase 1 of the online voting trial. The end of year surplus from the 2017/18 financial year could be an option.

Attachments

Signatories

Author(s)	Niall Baker Acting Senior Policy Planner	
Approved by	Sandra Harris Acting Strategic Policy Manager	
	Don McLeod Chief Executive Officer	

Significant Natural Features Update

Trim No.: 2046074

Executive Summary

In 2006 ecological assessments were undertaken throughout the district to determine whether or not areas of bush or wetlands were of ecological significance. The Significant Natural Features Policy (Policy) was developed and an annual fund of \$35,000 established as an incentive for owners of significant natural features to protect their sites in perpetuity. The amount of funding has since been reduced to \$15,000 due to the low uptake of the fund.

During each financial year there is one funding round. The 2018/19 funding round was open between March and May 2018 in anticipation of the new financial year. During this time two applications were received. The details of these applications are contained in this report. The application made by Mr Ronald Minkhorst includes elements outside the scope of the Policy. The application made on behalf of Aberdare Farms Ltd requested more than the funding available under the Significant Natural Features grant. Both applications being outside of staff delegation are being referred to the Corporate and Operations Committee for decision.

Recommendation

That:

- 1. The report is received.**
- 2. Council either approve in full, in part or decline the application made by Mr Ronald Minkhorst.**
- 3. Council either approve in full, in part or decline the application made by Aberdare Farms Ltd.**

Content

Background

The amount available for funding is \$15,000. A portion of this fund is required for rates remissions that have already been granted by Council and advertising, leaving approximately \$9,800 in funding for new applications.

Under the Policy Council will fund up to 50% of the total costs of projects. A review of the Policy in 2014 removed the provision for any new rates remissions. Any existing rates remissions under the Policy are still being honoured.

Issues

Mr Ronald Minkhorst

An ecological report of the property at 141 Card Road, Tauhei was undertaken in 2006 and the 0.5ha site was determined to be significant. This site is dominated by *Olearia rani*, Kamahi, Mahoe and Kanuka.

The site has been protected using a bonus protection lot facility under the District Plan.

Mr Ronald Minkhorst has sought financial assistance with three projects. Of note this applicant has received up to \$1,500 of funding for similar work from the 2017/18 fund which is still to be uplifted, this is detailed further below.

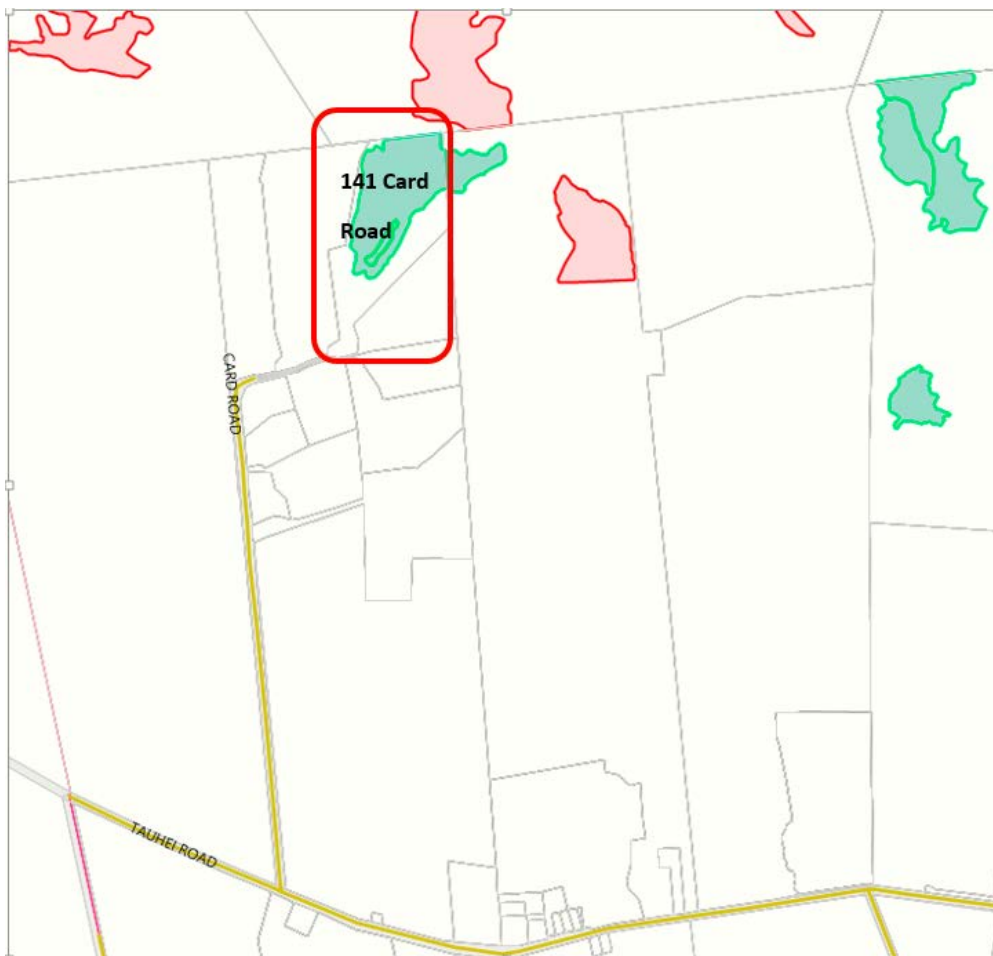
Project 1

Removal of Gorse and Blackberry and replanting of native trees/plants (complies with the Policy).

Project 2

Slip shoring, water diversion and fencing. Mr Minkhorst states that a large slip occurred in 2017, water runoff from surrounding farm land needs to be diverted away from the slip to prevent it worsening. His application says that additional fencing around the area is also required to prevent stock encroaching on native plants.

The Significant Natural Features Policy allows funding of fencing, weed control, pest control and restoration planting. The digger work and shoring materials that Mr Minkhorst has requested funding for fall outside the scope of the Policy.



Project 3

Boardwalk. Mr Ronald Minkhorst would like to construct a board walk to prevent damage to habitat (such as Kauri dieback) from human activity. He estimates this would be 80 metres in length. This also falls outside the scope of the Policy.

Cost

Project	Cost
Project 1 - Removal of Gorse and Blackberry and replanting of native trees/plants.	\$900
Project 2 - Digger work (outside Policy)	\$600
Shoring materials (outside Policy)	\$300
Fencing	\$300
Project 3 - Boardwalk (outside Policy)	\$2,000
Total	\$4,100

As per the Policy Council can fund up to 50% of the costs related to fencing and planting. This would be \$600.00 (Project 1 and Fencing related to project 2).

Council has discretion to decide whether the other items outside of the scope of the Policy are funded. If 50% of all costs are granted Council would fund up to \$2,050.00.

Previous funding

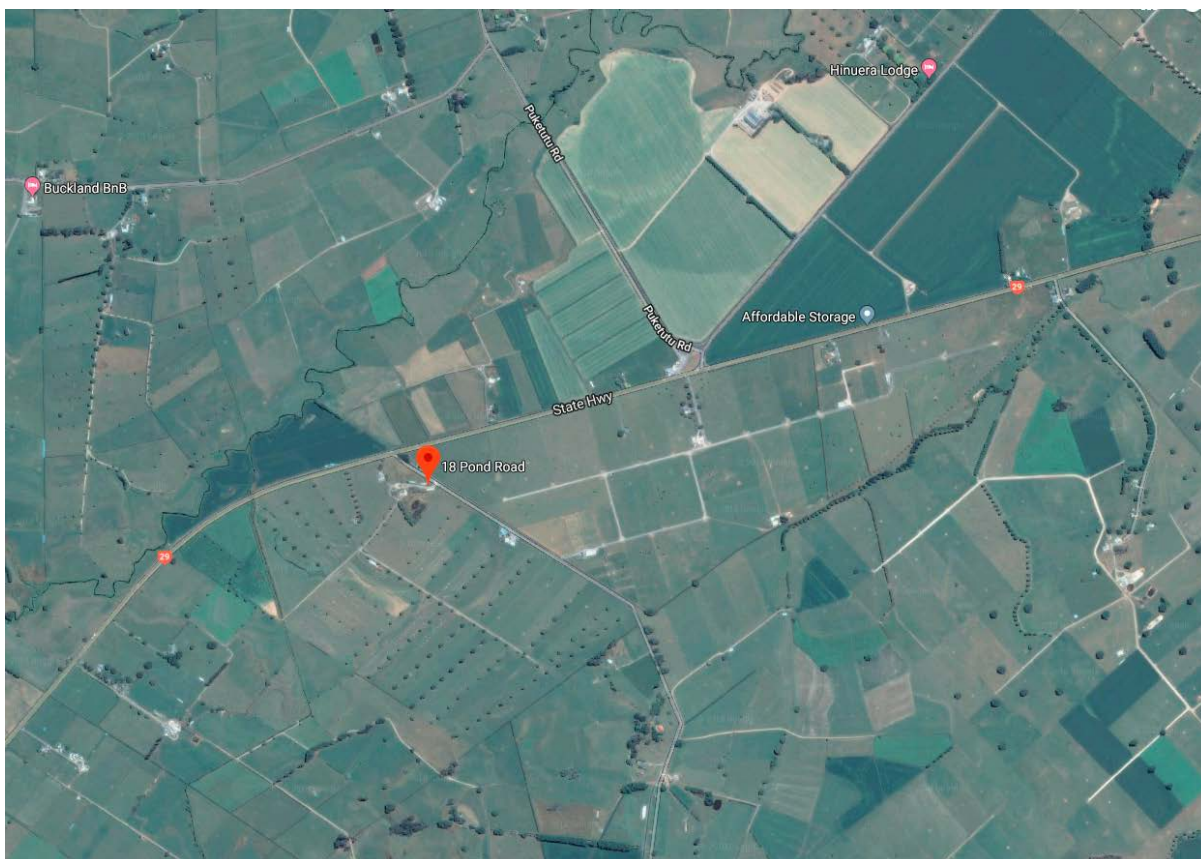
Mr Ronald Minkhorst was granted \$1,500 from the 2017/18 funding round for restoration planting and repair of a boundary fence to keep stock out of the area. He has until 30th June 2019 to uplift this funding. Previous funds granted from the 2017/18 funding round are for a similar purpose, Council may feel that funds have already been granted for this work or Council may wish to allocate more funding on the proviso that the funding allocated in 2017/18 is uplifted first.

Aberdare Farms Limited

An Assessment of Ecological Features (AEF) of the Aberdare Farms Ltd property at 18 Pond Road, RD 1 Matamata was carried out by Tonkin Taylor Ltd. The site was assessed with regard to its ecological significance, and suitability for subdivision under the Bonus Protection Lot Rules of the Matamata-Piako District Plan. The applicant's significance assessment used two criteria. The Waikato Regional Council (WRC) Regional Policy Statement criteria for significant indigenous vegetation and habitat (appendix 11a Table 5) and the Matamata-Piako District Council's significance assessment criteria (appendix 1, section 5 of the Matamata-Piako District Plan). Under this assessment the site was determined to be significant against these criteria.

The site is approximately 1.35ha, consisting mainly of Manuka, Wineberry, Laceberry, (broad-leaved fleabane) / harakeke – (water pepper) and ti kouka (cabbage tree) and 0.22ha of assorted shrubs and flax.

Replanting has already been undertaken in 2017 with further Manuka, Harakeke and Lemonwood added to the wetland, along with riparian plants such as Pukatea and Five Finger.



In summary the applicant will carry out the following to protect and enhance their significant natural feature:

Fencing

Current fencing is to a high standard and is stock proof for cattle and calves. Should surrounding land use and stock type change to smaller stock such as sheep, an additional wire and battens would be required. Approximately 100m of fencing is to be completed in winter 2018, prior to restoration planting.

Weed Management

Refer to Assessment of Ecological Features (AEF) section 6.2 and figure 6.1. There are seven species identified for weed control, of these blackberry is listed with high priority.

Planting

Restoration planting has been conducted at the wetland, and a significant portion has already been planted. As discussed in sections 4.2 and 6.3 32 species at a total 3,876 plants are currently on order from local nurseries. Species selected were proposed due to suitability for environmental conditions and historic range/presence.

Pest Control

Pest control is currently carried out ad-hoc by the landholder through targeted night shooting of possums and rabbits/hares. Rats and mustelids are not targeted. This is deemed inadequate in the applicant's AEF. Species to be controlled and proposed methods are listed below:

Target	No. of stations	Station spacing	Method	Equipment
Possums	9	~100 m	Trap	Goodnature A12
Rodents	18	~50 m	Trap	Goodnature A24
Mustelids	9	~100 m	Trap	DOC 250 / 200 & muste-bait
Cats	8	~100 m	Trap	Timms Trap & muste-bait
Hares / rabbits	N/A	N/A	Shoot	Personnel & licence
Wasps	3	~200 m	Bait	Wastek stations & Vespex

Protection in perpetuity.

The applicant intends to protect their significant site with a legal covenant through the consent process. Their next step will be to apply for a subdivision consent in order to protect the wetland. As part of this process the applicant is required to put in place a formal covenant against their land title, confirming protection of the wetland in perpetuity. This has not occurred, however the applicant has expressed a clear intention to provide on-going protection and are aware that any funding granted will not be available until registration of a covenant against the land title.

Cost

The applicant has estimated the total cost of the project to be \$24,800. As summarised below:

Item	Cost (excl GST)
Pest and animal control equipment – quoted	\$6,200
Plants	\$10,000
Planting	\$7,000
Fencing	\$1,000 100m at \$10/m 5-wire 3-hot (\$6/m materials, \$4/m labour)
Weed control	\$600 herbicides (glyphosate & metsulfuron or like)
Total	\$24,800

As per our Policy Council will fund up to 50% of the projects total costs, in this case - \$12,400.

As detailed previously there is \$9,800 available in the Significant Natural Features Fund after previously allocated rates remissions and advertising.

Council could allocate any remaining funding after consideration of funding for Mr Ronald Minkhorst's project if desired.

Analysis

Communication, consultation and decision making processes

The funding round was advertised in the local newspapers and through council's eNewsletter.

Timeframes

The 2018/19 funding round was open from 20 March to 20 June 2018.

Financial Impact

i. Cost

The amount to be granted is at the discretion of Council.

ii. Funding Source

The Significant Natural Features fund is \$15,000 per year, after previously approved rates remissions and advertising there is approximately \$9,800 remaining for funding new projects.

Attachments

- A. Significant Natural Features application Mr Ron Minkhorst 141 Card Road
- B. Mr Ron Minkhorst assessment template
- C. Aberdare Farms Ltd SNF Application form
- D. Assessment of Ecological Features by Tonkin Taylor Ltd on behalf of Aberdare Farms Ltd
- E. Aberdare Farms SNF assessment template

Signatories

Author(s)	Jesse Gooding Graduate Policy Planner	
Approved by	Sandra Harris Acting Strategic Policy Manager	
	Don McLeod Chief Executive Officer	

Significant Natural Features 141 Card Rd

2018

Item 6.3

Further Development to native block including native diversified planting, pest control and Fencing repair.

Relatively low investment in 2017 has allowed for personal saving for significantly more planned development for 2018

Area has already been fully fenced to eliminate livestock and is protected for perpetuity in the land title covenants.

Attachment A



Project 1 – Gorse and Blackberry removal and replanting.

Large sections of gorse and blackberry have already been sprayed and cut back. Ongoing planning of native trees required to prevent weed regeneration. So far over 700 trees planted in cleared areas. Target 300 more for this year.

Estimated cost - \$900



Project 2 – Slip shoring, water diversion and fencing

Large slip occurred in 2017. Heavy rain water runoff from surrounding farm land area needs to be diverted away from slip to prevent worsening. Native area fencing undermined. Additional fencing around area to prevent stock entering native section.

Digger work \$600, Fencing \$300, Shoring materials \$300

Estimated cost \$1200

Project 3 – Boardwalk

Board Walk to prevent damage to habitat (such as Kauri dieback disease) from human activity. 80trs in length

Estimated Cost - \$2000



Future Developments

Future enhancement of the will include ongoing pest plant and animal control, stock eliminating fencing maintenance and further native tree planting

SIGNIFICANT NATURAL FEATURES FUNDING ASSESSMENT

Applicant:	Mr Ron Minkhorst	Address of project:	141 Card Road
SNF Reg #	198.2004.45	Parcel / Assessment #	Parcel 6627301 Assessment 34970
RM #	2018619	Project Cost excl GST	
GST registered*:	No	Project Cost incl GST	\$4,100
Project Start:	2018	Project Completion:	On going
Project Description:			
Planting, pest control, fence repair, slip shoring and walkway construction.			
Criteria	Assessment of application	Comments / Notes	
Already protected in perpetuity	Yes Land covenant	<i>i.e. QEII, DP Schedule or other land covenant.</i> RM 1632600	
Identified as significant through an ecological assessment	Yes	RM 1622082 Wildlands Significant Natural Areas Assessment	
Evidence of landowners future commitment to the project, long term benefits	Yes	Yes covenant for protection in perpetuity and on-going work towards protection.	
Level of ecological benefits	Moderate	RM 1622082 Wildlands Significant Natural Areas Assessment	
Level of community involvement	Low	Private property, but potential construction of walkway this may require change to QEII covenant as current covenant maybe too restrictive	
The interconnectivity of the site to other areas of significance	Moderate	RM 1622082 Wildlands Significant Natural Areas Assessment	
Other funding or in-kind already approved	Yes	Currently has \$1,500 available from 2017/18 funding round for similar work. Had previous application approved 2015/16. Was uplifted end	

		of 17/18. Funding application declined in 2017/18 funding round owing to outstanding funding from previous years.
Overall Assessment and Recommendation		
Projects one and parts of project two meet our policy requirements, however, parts of project 2 and project three are outside the scope of the policy and is therefore to be referred to COC/Council for decision.		
Recommended by:	Jesse Gooding – Graduate Policy Planner	
Approved by:	Sandra Harris – Acting Strategic Policy Manager	
Reported to E-team	24 July 2018 – decision to be referred to COC/Council	
Information report to COC/Council	22 August 2018	

**If applicants are GST registered, Project Cost should be GST exclusive. Council will not refund or pay for the GST component of the project cost, as the applicant can claim this through their GST returns. If applicant is NOT GST registered, the project cost should be INCLUSIVE GST, and Council will contribute up to 50% of total Project Cost incl GST.*

1. Applicant's details

Postal address for correspondence: 228 Pond Rd, RD 1 Matamoras

As above

Are you registered for GST? ☒ Yes ☐ No

Assessment Number (from rates notice): 679

☒ Habitat for Indigenous Fauna ☐ Other (please specify)

Yes, please refer to report attached with application

Significant Natural Features Update

☐ Yes ☒ No (If yes, please provide a copy of the protection document)

If the site is not legally protected and your application is successful, do you intend to:

☒ Protect your significant site as a schedule in the District Plan; OR

☐ Protect your significant site in perpetuity through another method (e.g. legal covenant, QEII Trust)

Note: Your site must be legally protected in perpetuity before funding will be released. Happy for encumbrance or to be listed on SNA registra

Do you have any long term plans for this project? ☒ Yes ☐ No

If yes please provide details (*attach another page if necessary*): Please refer to attached report_

Please give a full description of your project that will preserve/protect the Significant Natural Feature. Include the objective and anticipated outcomes of the project, what has already been done, what you want done, a site plan showing the area(s) of concern, pre-project photographs, current and anticipated problems or threats to the area, what resources are required, how it fits in with the criteria, and any other information and supporting documentation that may help with your application. If your project involves constructing new fencing please also describe the topography. (*Attach additional pages if necessary*)

Please refer to attached report

When are you expecting to commence your project? Project currently underway, this season's work is to commence in July

When are you expecting to complete your project? Project will run for a minimum of 5 years, however activities relating to this funding application will take place before the end of the year (planting winter/spring), pest control set up July.

4. Financial details

Please provide details on the costs of the project (including GST), itemising and providing a quote where appropriate. Include self labour (hours involved) or contracted labour (costs involved). Note: If your application is successful, Council will fund up to 50% of the projects total cost.

Item	Cost
Pest animal control equipment - quoted____	~\$6,200 incl shipping (excl)
Plants _____	~\$10,000 (excl)
Planting_____	~\$7,000 (excl) ~3800 plants @\$2/plant

Fencing _____ ~\$1,000 (excl) 100m @ \$10/m 5-wire 3-hot

(\$6/m materials, \$4/m labour) _____
Weed control _____ \$600 herbicides (glyphosate & metsulfuron
or like)

**Total Cost of Project \$ 24,800 for this financial year, estimated
project total over following five years ~\$30,000=**

Please indicate any other funding you have obtained for the project

Donated materials N/A _____
Cash in hand for the project Landholder funding all aspects other than any
contribution from MPDC SNF funding _____
Fundraising (estimate) N/A _____
Other N/A _____
Other funding agencies (please complete below) N/A _____

Organisation(s)	Amount Requested	Amount Received

Total Funds Obtained \$N/A_____

5. Declaration

I hereby declare that the information supplied here is correct. If the application is successful, I agree to participate in any auditing of my project conducted by the local authority. I consent to the Matamata-Piako District Council collecting the personal contact details provided above. I undertake that I have obtained the consent of the contact person to provide these details and we acknowledge our right to have access to this information. The consent is given in accordance with the Privacy Act 1993.

Name: Andree Hickey-Elliott

Signature: _____

Date: 21/06/18

Checklist for Significant Natural Features Grant

Note: Your application can not be processed unless you have included all the required information.

Use the checklist below to ensure you have correctly completed your application and included all the required information. Have you:

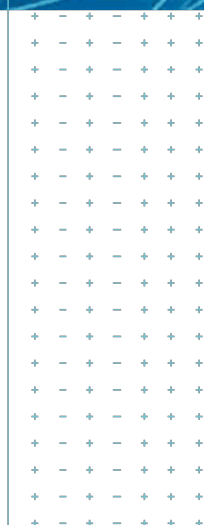
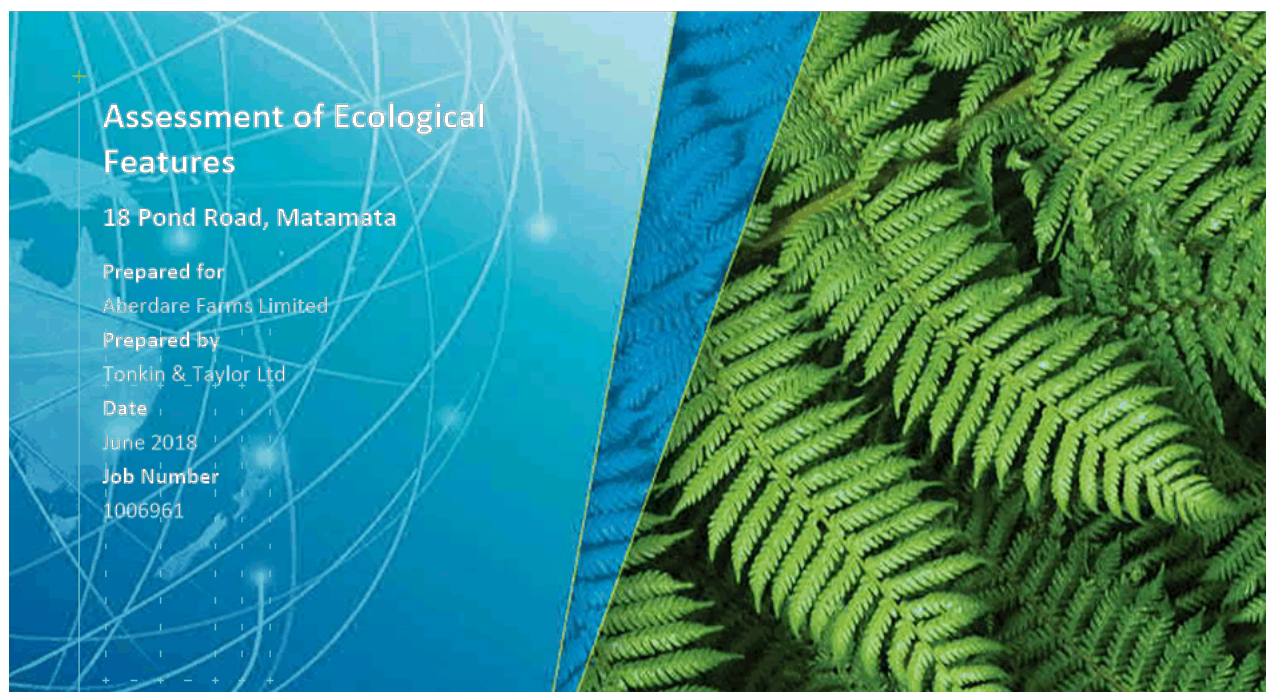
- ☐ Filled out all the information requested on this form?
- ☐ Checked that your proposal meets the funding criteria?
- ☐ Identified the property for the project?
- ☐ Attached all relevant supporting documentation (e.g. quotes, site plan, photos etc?)
- ☐ Provided a site map detailing where the Significant Natural Feature is located on your property?
- ☐ Attached a copy of the protection document (if the site is already legally protected)?
- ☐ Provided estimated costs of your project?
- ☐ Included a description of your project, including what is involved, resources required, expected timeframes etc?
- ☐ Checked that your figures add up correctly?
- ☐ Signed and dated your application?
- ☐ Attached any other information you have that may help your application?

Please send you application and attachments to:

Corporate Strategy
Matamata-Piako District Council
PO Box 266
Te Aroha 3342

Alternatively you can apply online at <http://www.mpdcc.govt.nz/grants-and-funding/significant-natural-features-funding>

Applications close on 20 June 2018.



Significant Natural Features Update

Document Control

Title: Assessment of Ecological Features					
Date	Version	Description	Prepared by:	Reviewed by:	Authorised by:
20/6/18	1	Final report	A Hickey-Elliott	H Mueller	P Cochrane

Distribution:

Aberdare Farms Limited
Tonkin & Taylor Ltd (FILE)

Electronic copy
Electronic copy

Table of contents

1	Introduction	1
2	Assessment criteria	3
3	Ecological values	4
3.1	Location and ecological context	4
3.2	Ecosystem character	8
3.2.1	Vegetation	10
3.2.2	Fauna	16
3.3	Threats	17
3.3.1	Weeds	17
3.3.2	Pest animals	18
4	Current management	18
4.1	Fencing	18
4.2	Planting	19
4.3	Weeds	20
4.4	Pest animals	20
5	Assessment of significance	20
5.1	Significance criteria assessment	20
5.2	Qualification for bonus protection lots	23
6	Ecological management plan	23
6.1	Fencing	23
6.2	Weed management	24
6.3	Planting	24
6.3.1	Eco-sourcing	24
6.3.2	Timing and site preparation	25
6.3.3	Plant spacing	25
6.3.4	Maintenance of plantings	28
6.4	Pest animal management	28
6.4.1	Possums	28
6.4.2	Rodents	29
6.4.3	Mustelids	29
6.4.4	Wild cats	30
6.4.5	Hedgehogs	30
6.4.6	Hares and rabbits	30
6.4.7	Wasps	31
6.4.8	Pest animal control summary	31
6.5	Timing	31
6.6	Perpetual protection	34
6.7	Ongoing maintenance	34
7	Applicability	34
8	References and selected bibliography	35

Appendix A : Plant species list

1 Introduction

Kessels Ecology¹ was engaged by Aberdare Farms Ltd to undertake an assessment of ecological features of a wetland located at 18 Pond Road, Matamata (Figure 1.1). The site was assessed with regard to its ecological significance, and suitability for subdivision under the Bonus Protection Lot Rules of the Matamata-Piako District Plan. The wetland site has been undergoing restoration planting since 2017 and has been retired from production. Further restoration works are planned for 2018, and as an incentive for such works and ongoing protection, any potential assistance for funding of works as well as an additional title for the property are being sought.

The property was visited on 20 March 2018 during which the proposed covenant was assessed against the Matamata-Piako District Council (MPDC) significance assessment criteria, and the Waikato Regional Council's (WRC) Regional Policy Statement (RPS) criteria.

The objectives of this report are to:

- Describe the ecological values of the site;
- Identify the ecological sensitivity of this feature;
- Certify that this feature complies with the MPDC & WRC significance criteria; and
- Identify potential measures by which the ecological self-sustainability of the proposed natural feature may be enhanced.

¹ Kessels Ecology became part of Tonkin & Taylor (T+T) in May of 2018

2

Item 6.3

Attachment D

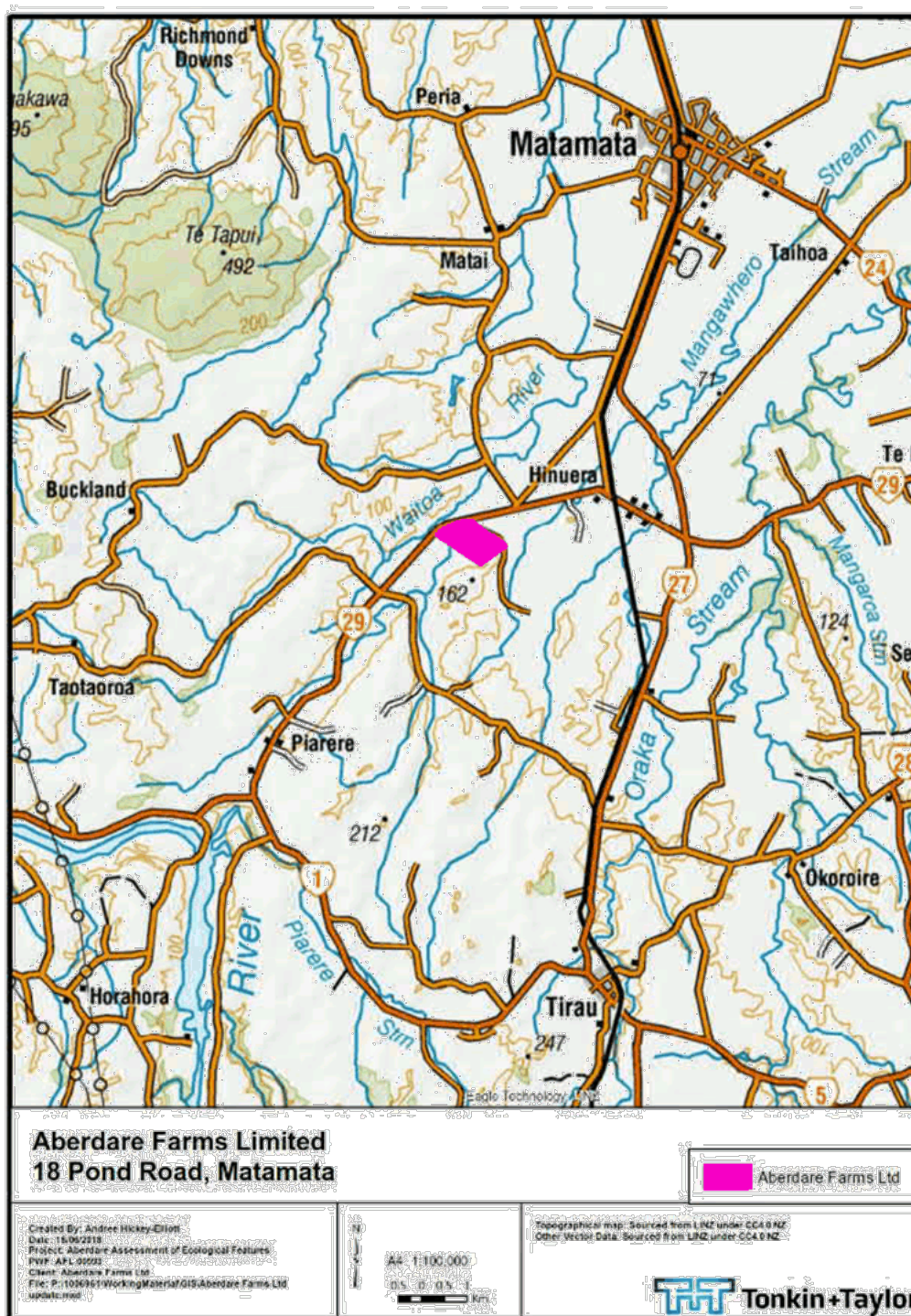


Figure 1.1: Aberdare Farms Location.

2 Assessment criteria

Two assessment criteria apply for this significance assessment. The Waikato Regional Council (WRC) Regional Policy Statement (RPS) criteria for significant indigenous vegetation and habitat (Appendix 11a Table 5 in the RPS) can be found in section 5.1. The relevant provisions of the Operative Matamata-Piako District Plan which apply for this ecological assessment of a potential Unscheduled Significant Natural Area are outlined as follows:

Rule 6.3.8

i Additional Performance standards

For subdivisions utilising the bonus protection lot rule (Rule 6.1.1.(b)) the following standards shall apply:

- a *Where an identified significant feature registered in the Plan or any other feature proven to be of natural, historical, ecological or cultural significance is to be legally and physically protected in perpetuity, one residential lot may be created from the parent lot where the area to be protected is 1 to 15 hectares in area provided that:*

One further house site may be permitted where the area to be protected is greater than 15 hectares provided however in both cases the whole of the bush, feature or area worthy of protection on the property must be protected and no area of bush or other feature can be left out or divided for the purposes of obtaining additional lots;

The residential lot created is to have a maximum area of 5,000 m² and a minimum area of 2500 m² exclusive of the area/feature to be protected.

- b *Other "features of significance" shall require certification from an appropriately qualified person that the feature is of such value that it is in the public interest for the feature to be protected in perpetuity. The feature/area must be fully described and its intrinsic value ranked alongside other similar features.*
- c *The house lot must be on the property which contains the area to be protected but it may be distant from the area to be protected and the area to be protected may remain within the balance lot rather than be within the residential lot.*
- d *The legal protection of the area/feature shall be achieved by way of a condition of the subdivision consent which requires a legal instrument to be registered on the title of the newly created lot. An agreement regarding an encumbrance or covenant must be entered into before the issue of the Section 224 Certificate under the Act.*
- e *The physical protection of the feature shall be achieved by the erection and maintenance of fencing to a stock proof standard. The area must be kept free of livestock and as far as is practicable pests, plants and animals subject of a Regional Pest Management Strategy, and domestic and feral cats and, if flightless or ground nesting native birds are present, free of dogs. All protected features shall be identified by signs and plaques in an appropriate position. The covenant or encumbrance shall include enforcement and penalty provisions.*

ii Discretionary Assessment Criteria

See Section 6.6.

iii Non-compliance

Any subdivision proposed which does not comply with Rule 6.3.8 (i) above shall be a non-complying activity.

Rule 6.6.2

Council shall assess the significance of the area being protected, in particular the following:

4

b. *With regard to areas of biological or scientific significance. See Appendix 1 for Evaluation Criteria for Significant Natural Features.*

- *The habitat of rare and endangered species;*
- *An area of recognised wildlife significance;*
- *A significant or uncommon geological feature;*
- *A freshwater wetland;*
- *An uncommon indigenous vegetation community.*

d. *The extent to which the subdivision affects the usability of the balance lot for rural activities.*

e. *The location and appropriateness of the protection lot, in particular the effect that a dwelling will have on the protected feature*

Appendix 1

5. Significant natural features

Significant natural features in the District are assessed using eleven criteria:

- i. *Representativeness – examples of the characteristic communities within relevant land systems in ecological Districts;*
- ii. *Diversity and pattern – the diversity of ecological and physical features, and the patterns that exist within the area under consideration;*
- iii. *Rarity and special features – communities or species rare or comprising special features;*
- iv. *Naturalness – most mainland ecosystems are modified but the degree of naturalness is an important consideration;*
- v. *Ecological viability – the inherent viability of the area to maintain itself in the long term;*
- vi. *Size and shape – large areas with compact shape are preferable to small areas; often there is no choice though as only small remnants may remain;*
- vii. *Buffering and surrounding landscape – buffering is the degree of protection provided by the surrounding landscape;*
- viii. *Fragility and threat – the actual or potential threats that an area may be exposed to and the vulnerability of an area to threats or other influences;*
- ix. *Fauna values – the fauna known to be present, or recorded during the survey;*
- x. *Management (protection) requirements;*
- xi. *Any one or more of the “Criteria for Determining Significant Indigenous Vegetation and Significant Habitats of Indigenous Fauna” as identified in the Regional Policy Statement.*

3 Ecological values

3.1 Location and ecological context

The property is situated at the southern end of the Matamata-Piako District. The wetland and majority of the property are located within the Maungatautari Ecological District (ED). The wetland's

elevation varies very little, ranging from 78 m to 79 m above sea level, which can be expected given its fluvial nature (LINZ, 2018). The property's minimum elevation occurs at the wetland, and reaches 100 m after rising from the floodplain to a gently undulating terrace. The wetland is dominated by Loamy acidic orthic gley soils and typic impeded allophanic soils (Landcare Research 2018). Both soil types are alluvium in origin, and there is dominantly poor drainage to imperfect drainage, resulting in the high water retention and slow flow dissipation observed after flooding events.

The property and wetland considered in this report lies within the lowland bioclimatic zone, which retains less than two percent of previous freshwater wetland habitat (Leathwick et al 1995). Historically the wetland coverage of the site included marsh and swamp (FENZ database; Figure 3.1). The wetland retains much of the swamp and marsh character including a high water table year round, some fluctuation in water level, and shallow water. The wetland is predominantly fed by rainwater and overland flow, and flood waters from the adjacent Waipahihi stream. The wetland was likely once a flow path of the Waipahihi stream, based on soil type and topographical analysis.

Nationally only approximately 10 % of wetland ecosystems remain due to extensive vegetation clearance and drainage (Ausseil et al 2008). The Waikato region retains almost 8 percent of its original (pre-human) freshwater wetland extent (Ausseil et al 2008). The Matamata-Piako District contains approximately 15 % of both native vegetation and wetland coverage (MPDC 2014). Therefore any wetland ecosystems within the area may be of high ecological value, as they are underrepresented nationally, regionally and within the district. The District Plan also provides regard to wetland ecosystem importance (Rule 6.6.2 listed in section two).

The entirety of the wetland and property sits within the highest class of threatened environment based on the Land Environments of New Zealand (LENZ) threatened environments classification (TEC). The site falls in the category 'less than 10 % indigenous cover remaining,' indicating that any natural ecosystem within this category is of high ecological value.

The wetland site is located proximately upstream of the Waitoa River, which is a listed Kaitiaki Conservation area under the Operative District Plan.

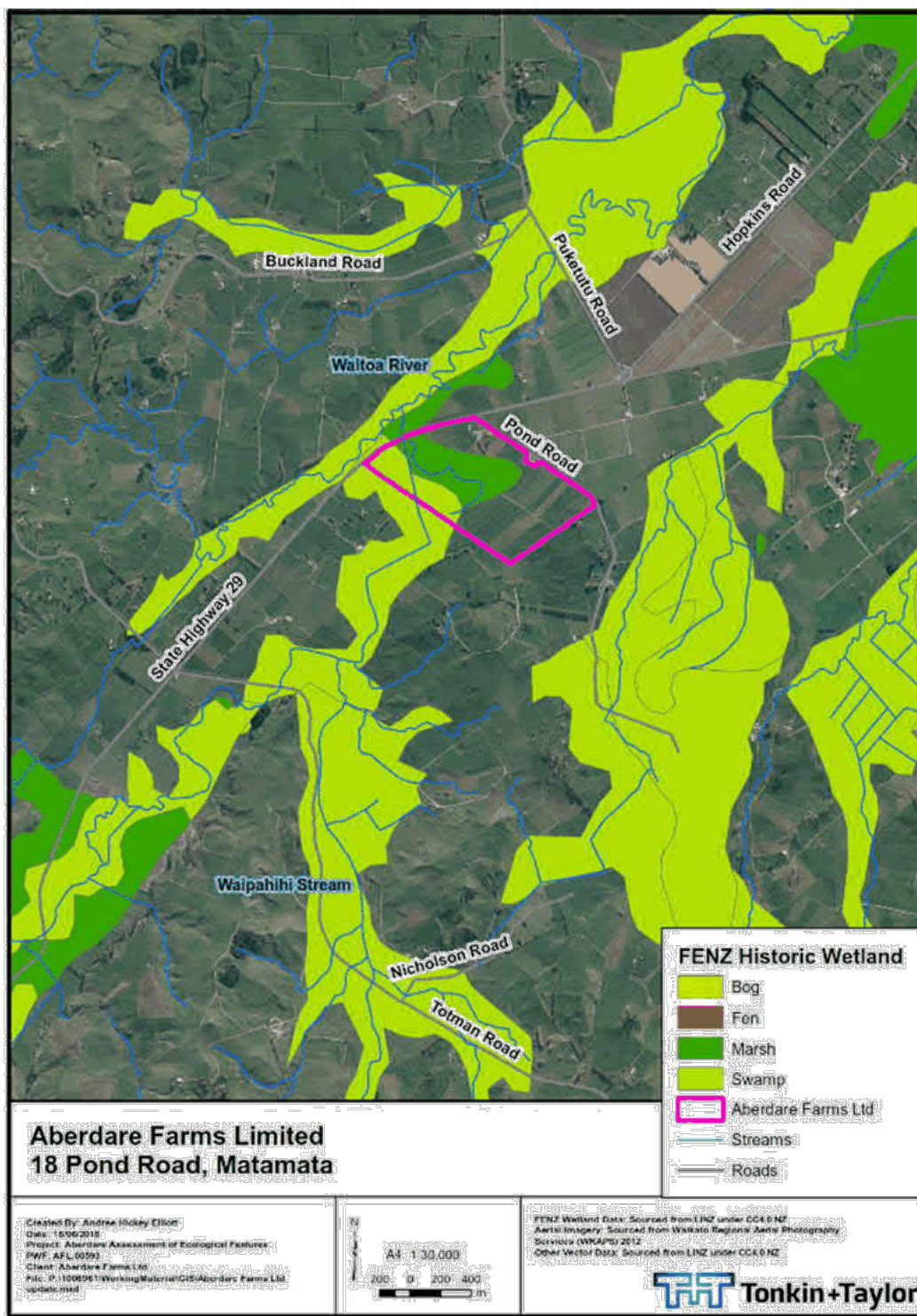


Figure 3.1: Historic wetland coverage of relevance to 18 Pond Road, Matamata.

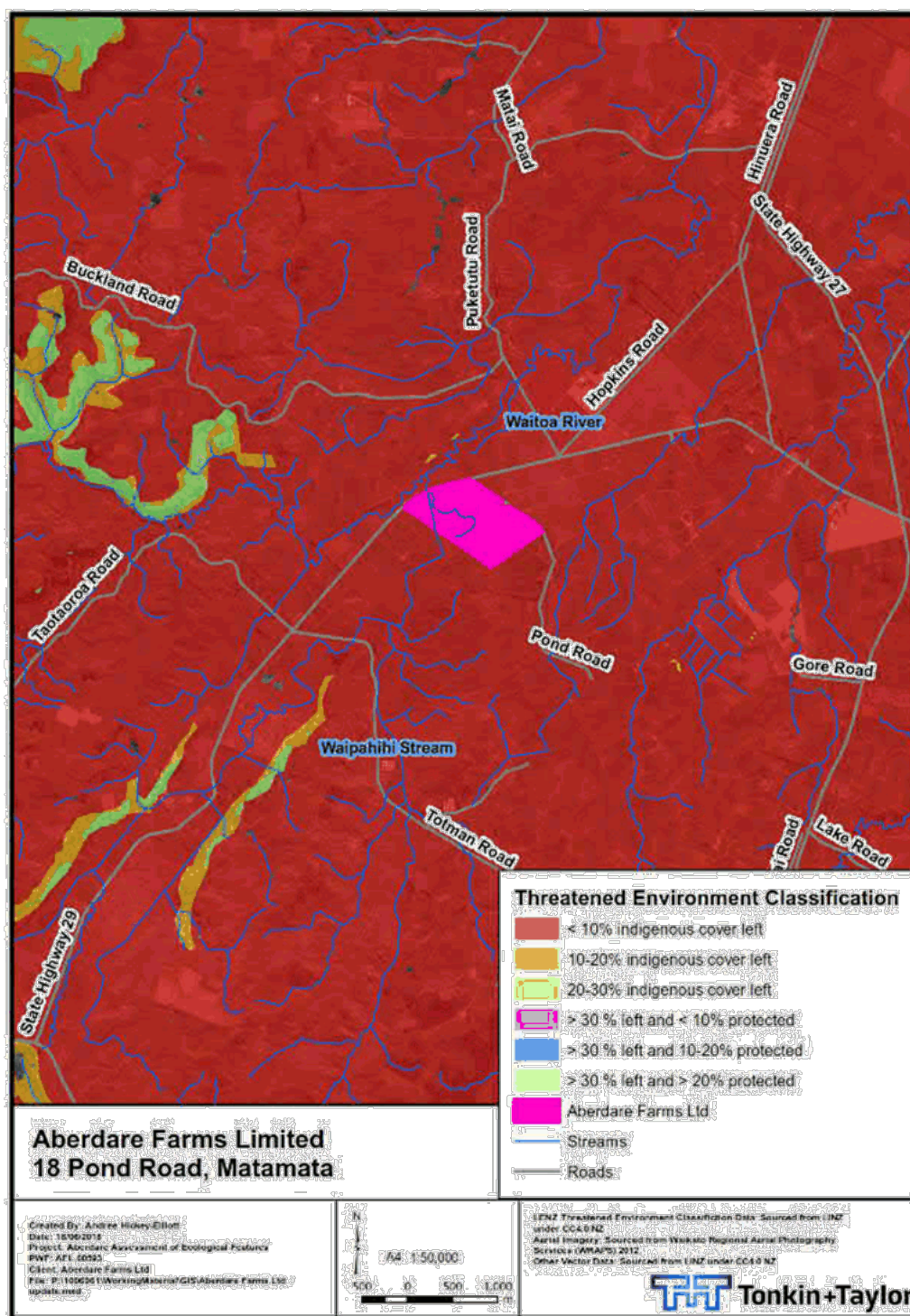
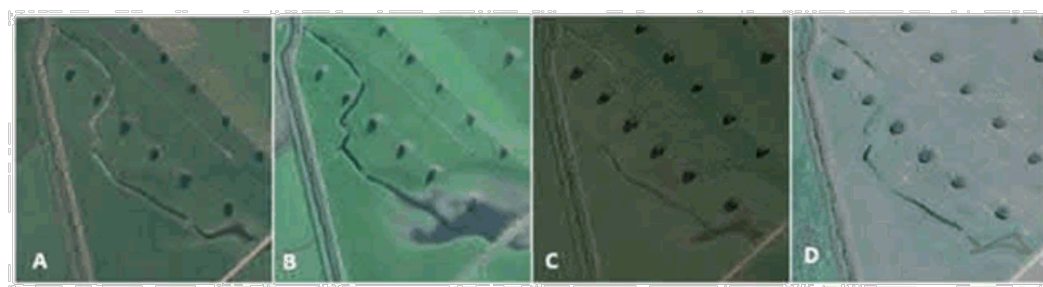


Figure 3.2: Land Environments of New Zealand overlay of 18 Pond Road and surrounds.

8

3.2 Ecosystem character

The wetland varies in extent and open water extent based on rainfall, soil saturation, and season. A significant area remains in open water year round (average minimum 0.40 ha), while the wetland's open water can expand to 1.35 ha or more during wet periods. The wetland character in Figure 3.3 shows the average minimum summer extent, and average winter extent, and includes riparian margins of the downstream area. Photograph 3-1 shows the change in wetland extent over the past 5 years, 3-1B shows the now average winter open water extent. The system receives overland flow as it is a topographical low, and is fed by an ephemeral flow path originating on the property. Flood levels are not indicated as variation in inundation is high and less predictable. Average summer extent was estimated by assessment during the dry late summer-early autumn period. Average winter extent was estimated through photographic evidence from the landholders over recent winter periods, as well as through vegetation type extent based on wetland dominant species versus pasture species.



Photograph 3-1: Wetland character development from Google Earth imagery (A: 11/03/13 wetland area becomes established, B: 21/07/14 wetland extent in winter, C: 14/04/16 wetland's open water area expanding, D: 21/01/17 wetland open water extent in summer. Note: current winter open water extent levels remain similar to B.

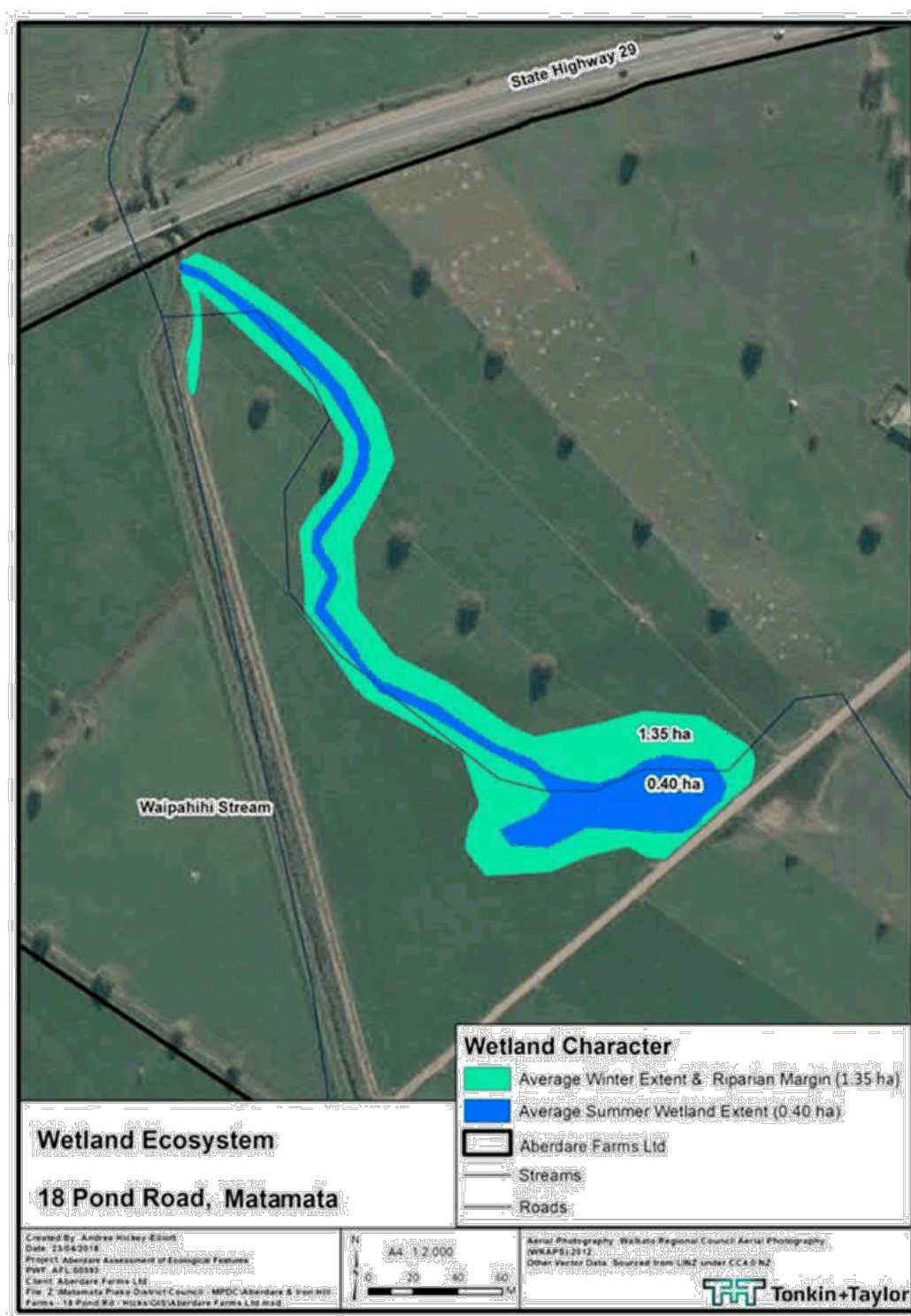


Figure 3.3: Wetland character at 18 Pond Road, Matamata.

10

3.2.1 Vegetation

Broad vegetation types were recorded during a walk-through survey and a botanical species list was compiled (Appendix I). Vegetation types are described using the method developed by Atkinson (1985), which includes elements of structure and composition (Table 3.1). Figure 3.4 provides an overview of the vegetation types of the wetland ecosystem. Common names are used in most cases in the report (refer to Appendix A for botanical names).

In addition, a review of relevant literature and biodiversity database records was performed to determine if any threatened plant species had the potential to establish itself within the vegetation of the site.

Table 3.1: Key to vegetation descriptions (from Atkinson 1985).

species	>50% of total vegetation cover of underlined species in a particular tier
species	20-49% of total vegetation cover of a species in a particular tier
(species)	10-19% of total vegetation cover of a bracketed species in a particular tier
[species]*	1-10% of total vegetation cover of square bracketed species in a particular tier
species1 / species2	Species 1 in a tier above species (e.g. species emergent above the canopy)
species1 – species2	Species occurring within the same tier

* Generally, only species with a cover greater than 10% are included in the name but conspicuous or emergent species may also be included.

Vegetation type 1: (manuka) - (wineberry) - (lacebark) - (broad-leaved fleabane) / harakeke - (water pepper) - [cabbage tree]: shrubland / flaxland: 0.22 ha

Vegetation type 1 consists of indigenous restoration planting and a variety of naturally established wetland species. Indigenous species planted in 2017 include the dominant species listed above (e.g. manuka and harakeke), as well as lemonwood and other riparian plants such as pukatea, and five finger (Photograph 3-2). The restoration plants are well established, likely as a result of a mild winter, a wet early summer, high water table until mid-December. The exotic species present are commonly found in wetlands, and in damp soil conditions. One small patch of blackberry was noted at the downstream end which should be targeted for control.



Photograph 3-2: Vegetation type 1 showing manuka, cabbage tree and water pepper (A), and flax and water pepper (B).

Vegetation type 2: (*Juncus* sp.) - (beggars tick) / [purei] - [cutty grass] / (floating sweetgrass):
rushland / sedgeland / grassland: 0.12 ha

The lower wetland exerts low order stream character, as the transition occurs the open water area reduces into a soft bottomed channel, with slow flowing water, and a varied depth which ranges from 0.1 m to 1.5 m. This area has a distinct vegetation type, which is dominated by wetland species tolerant of submergence, including multiple *Juncus* species, beggars tick along bank edges, *Carex* sedges, and floating sweetgrass (Photograph 3-3). There are also patches of water pepper and aquatic macrophytes such as blunt pondweed.



Photograph 3-3: Vegetation type 2 with beggars tick in the foreground, sedges in the background, and floating sweetgrass throughout.

Vegetation type 3: [water pepper] - [floating sweetgrass] / [starwort] - [azolla] - [duckweed] / [blunt pond weed]: Rafted / macrophyte bed: 0.28 ha

The edges of type 3, and shallow areas contain rooted plants such as water pepper and floating sweetgrass (Photograph 3-4). Aquatic plants dominate most of vegetation type 3, due to the standing water present. Water depth varies from a few millimetres to over 1 m. Starwort occurs in dense patches near the waters' edge, and while azolla and duckweed float freely throughout in low densities. Blunt pondweed was also observed in patches where water depth was between 0.1 and 0.3 m. Some nitella was also noted present but density was very low.



Photograph 3-4: Vegetation type 3 to the right handside, with water pepper in the foreground and background, and floating sweetgrass in the background. Vegetation type 4 features to the left of the photograph.

Vegetation type 4: [*Juncus* sp.] / (water pepper) / (*Juncus* sp) - floating sweetgrass - [pasture grasses]*: Rushland / herbfield / grassland: 0.72 ha

A significant area of the wetland consists of low lying frequently saturated soil, where indigenous and exotic wetland and damp tolerant species dominate. Multiple *Juncus* rush species are present, along with the occasional *Carex* sedge, and dense large areas of water pepper (Photograph 3-5). Wet

12

tolerant floating sweetgrass can also be present in large patches, and pasture grasses can be found in drier patches around the edge of the wetland.



Photograph 3-5: Vegetation type 4 showing juncus rushes in the foreground, an area of wilted water pepper, and floating sweetgrass in the background.

*Exotic pasture grasses generally consist of rye and other common species such as white clover.

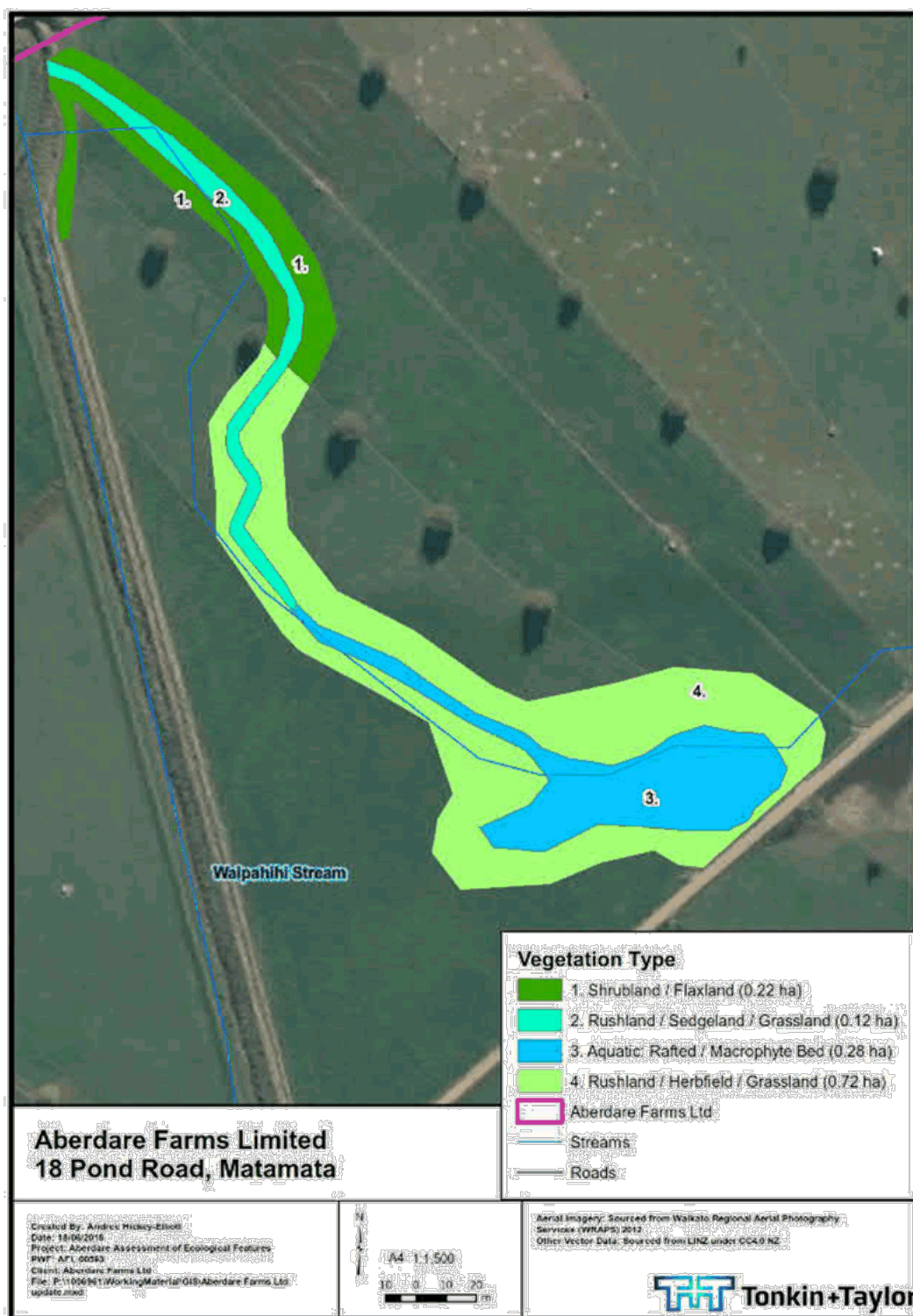


Figure 3.4: Wetland vegetation types present at 18 Pond Road.

14

3.2.1.1 Threatened plants

In addition to the on-site vegetation assessment, a review of relevant literature and biodiversity database records was performed to determine if any threatened or at risk plant species were onsite, or had the potential to establish itself within the vegetation of the site. Table 3.2 below lists notable species found onsite or nearby, and includes conservation status. Manuka has been planted at the wetland. Of the nearby plant species listed, *Juncus holoschoenus* (Threatened – Nationally Critical) and *Gratiola concinna* (Threatened - Nationally Endangered) are most suited to the wetland environment. *Juncus holoschoenus* has been recorded present approximately five kilometres away from the wetland (Figure 3.5). Crimson rata has been recorded approximately 11 km away, however given its very different habitat requirements, it is very unlikely to establish on site.

Table 3.2: Threatened and At Risk plants of relevance to the Pond Road wetland.

Common name	Scientific name	Conservation status*	Presence
Crimson rata	<i>Metrosideros carminea</i>	Threatened - Nationally Vulnerable	Nearby (11 km)
Manuka	<i>Leptospermum scoparium</i>	At Risk - Declining	Onsite
Unknown	<i>Gratiola concinna</i>	Threatened - Nationally Endangered	Nearby (10 km)
Unknown	<i>Juncus holoschoenus</i>	Threatened - Nationally Critical	Nearby (5km away)

* Obtained from de Lange et al 2018

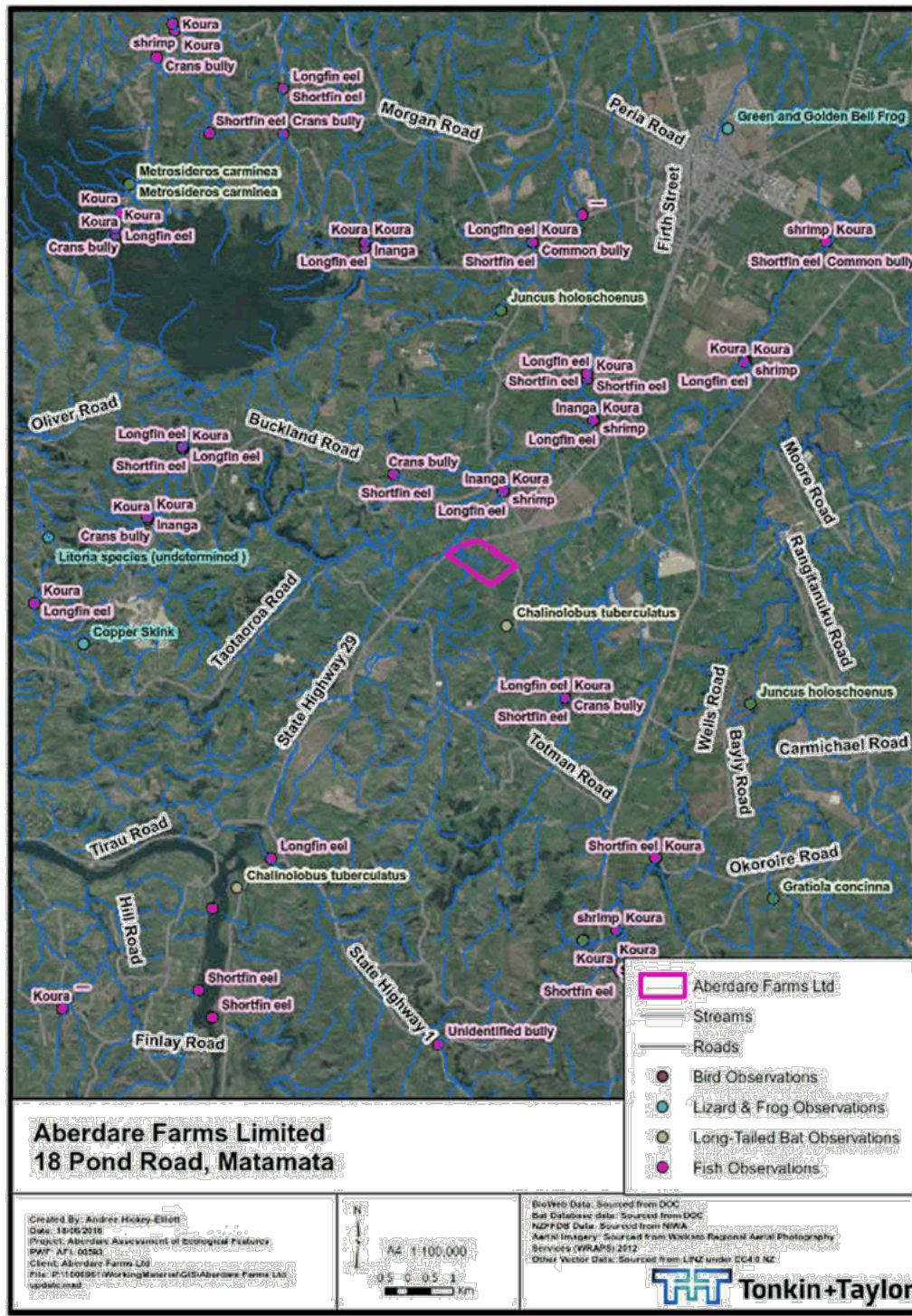


Figure 3.5: Observations of flora and fauna of relevance to 18 Pond Road.

16

3.2.2 Fauna

During the field survey, opportunistic surveys were carried out on avifauna. Fish surveys were also conducted. Databases of relevance, such as the NZ Freshwater Fish Database (NZFFDB) (administered by NIWA), and BioWeb Database (administered by DOC) were consulted to obtain additional information on other fauna likely to be present or located nearby.

3.2.2.1 Birds

A total of 11 birds were seen or heard during the site visit (Table 3.3). These included seven indigenous bird species and four introduced species. No 'Threatened' or 'At Risk' species were seen or heard during the site visit, and no nearby observations were found within the DOC BioWeb Database (Figure 3.5). While no Threatened or At Risk bird species have been recorded nearby, some indigenous bird species, such as kaka (*Nestor meridionalis*; At Risk - Recovering) and falcon (*Falco novaeseelandiae*; At Risk - Recovering), are known to have large and dynamic home ranges; such species may occasionally utilise the area (Robertson et al 2017).

Table 3.3: Birds seen or heard during the site visit; 20 March 2018.

Common name	Scientific name	Conservation status
Greenfinch	Carduelis chloris	Introduced
House sparrow	Passer domesticus	Introduced
Paradise shelduck	Tadorna variegata	Not Threatened
Pied stilt	Himantopus himantopus	Not Threatened
Pukeko	Porphyrio melanotus	Not Threatened
Spur-winged plover	Vanellus miles	Not Threatened
Starling	Sturnus vulgaris	Introduced
Swamp harrier	Circus approximans	Not Threatened
Welcome swallow	Hirundo neoxena	Not Threatened
White-faced heron	Egretta novaehollandiae	Not Threatened
Yellow hammer	Emberiza citrinella	Introduced

Scientific name and conservation status obtained from Robertson et al 2017.

3.2.2.2 Bats

A long-tailed bat (*Chalinolobus tuberculatus*; Threatened - Critically Endangered) was observed in 2016 down Pond Road in a garden area, nearby to the wetland site (less than two kilometres away) (Figure 3.5) (O'Donnell et al 2013). Long-tailed bats roost in mature indigenous and exotic trees in the Waikato, and utilise wetlands, and stream margin vegetation, for feeding and guiding commuting paths (Floyd & Dekrout 2009; Dekrout 2009).

3.2.2.3 Lizards and frogs

No lizards were found during the site survey. While copper skink (*Oligosoma aeneum*; Not Threatened) were found nearby (<10 km away; Figure 3.5), there is a low likelihood of presence due to the damp nature of the site, and low density of favourable habitat such as woody debris (Hitchmough et al 2016).

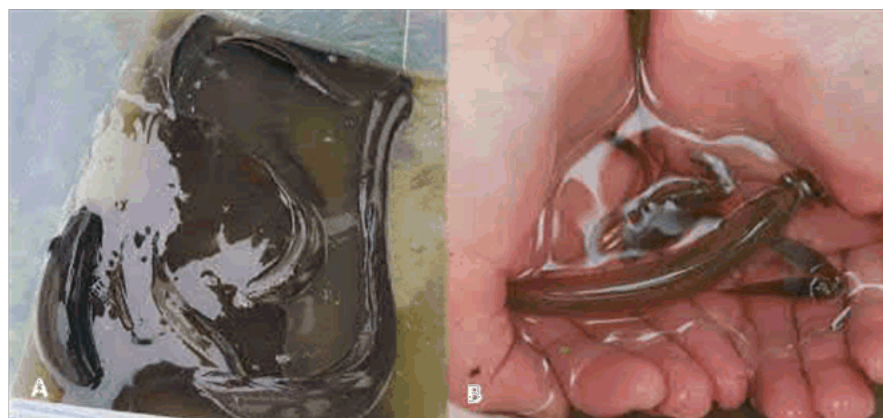
3.2.2.4 Fish

As the site is a wetland, a survey of the fish population present was conducted. Gee minnow traps (GMTs), and fyke nets were set in accordance with national standard fish monitoring protocols (Joy et al 2013). The NZFFDB was also consulted to evaluate other fish species which may be present and utilising the wetland, or are known to be present nearby. Figure 3.5 shows the location of observed indigenous fish species nearby. Table 3.4 below includes fish identified as present or nearby. At Risk species present on site included long fin eels (*Anguilla dieffenbachia*) and Inanga (*Galaxias maculatus*) (Goodman et al 2014), Photograph 3-6 shows these species caught onsite.

Table 3.4: Indigenous fish and freshwater invertebrate species present onsite or observed in NZFFDB in the local catchment to the wetland

Common name	Scientific name	Conservation status	Presence (no. caught)
Common bully	Gobiomorphus cotidianus	Not Threatened	Onsite (4)
Crans bully	Gobiomorphus basalis	Not Threatened	Nearby
Inanga	Galaxias maculatus	At Risk - Declining	Onsite (2)
Longfin eel	Anguilla dieffenbachii	At Risk - Declining	Onsite (4)
Shortfin eel	Anguilla australis	Not Threatened	Onsite (26)
Koura	Paranephrops planifrons	Not Threatened	Nearby
Shrimp	Paratya curvirostris	Not Threatened	Nearby

Scientific name and status obtained from Goodman et al 2014.



Photograph 3-6: A: Eels caught in a fyke net during surveying, including a longfin eel; B: Inanga caught in a fyke during surveying.

3.3 Threats

3.3.1 Weeds

Plant pests (weeds) are those species that have the potential to alter or inhibit the natural growth and regeneration of indigenous species. Weed species on this property were abundant in places and pose a potential threat to the ecological values of the site. Control of those species is recommended as they may inhibit natural regeneration of indigenous species, Table 3.5 presents information on

18

those species observed during the site visit and priorities for control. Many of the species listed in Table 3.5 are common paddock weeds that pose a low threat to the wetland, and are likely to be outcompeted over time when indigenous vegetation planted establishes and shades the area.

Table 3.5: Weed species present onsite with recommended control priority.

Common name	Scientific name	RPMS designation	Notes	Control priority
Beggars tick	<i>Bidens frondosa</i>	None	Occasional plant scattered through site	Low
Blackberry	<i>Rubus fruticosus</i> agg.	None	D/S end, small patch near stream	High
Broad-leaved dock	<i>Rumex obtusifolius</i>	None	Occasional plant scattered through site	Low
Broad-leaved fleabane	<i>Conyza sumatrensis</i>	None	Occasional plant scattered through site	Low
Californian thistle	<i>Cirsium arvense</i>	Advisory	Occasional plant scattered through site	Low
Floating sweetgrass	<i>Glyceria fluitans</i>	None	Common throughout near open water	Low
Water pepper	<i>Persicaria hydropiper</i>	None	Throughout site	Low

3.3.2 Pest animals

A formal pest animal survey was not undertaken, though it is likely that the common suite of agricultural pest animals are present on site or utilise the site from time to time. Rabbits and hares browse indigenous vegetation. Possums are omnivores and will browse vegetation, as well as predate on small fauna. Rats eat seeds and fruit as well as predating birds, and their eggs, along with invertebrates and lizards. Mustelids (stoats, ferrets, and weasels) and feral cats are likely to frequently hunt in the area. Omnivorous and carnivorous pests will be preying on any indigenous fauna present, such as lizards, frogs, juvenile birds, birds sitting on nests, as well as bird eggs. Wasps have also been often found to be having impacts on food supplies of indigenous birds, bats, and herpetofauna.

4 Current management

4.1 Fencing

Fencing of the majority of the wetland and associated riparian margins has already taken place. The fencing used is 5-wire (3-hot) four metre quarter and half round post spacing. This standard is completely stock proof for cows and calves, and will be functional during any periods of power loss. A small area (~100 m) remains requiring permanent fencing, which will take place prior to planting (refer to Figure 6.1 for detail). The section not yet permanently fenced has a temporary hot wire in place.

4.2 Planting

Restoration planting has been conducted at the wetland, and a significant portion has already been planted and established in vegetation type 1 (Figure 3.4). Further restoration planting is planned and a plant order has been made to local plant nurseries (Table 4.1). The species selected were proposed due to suitability for environmental conditions and historic range/presence.

Table 4.1: Plant species currently on order for restoration planting of the wetland at 18 Pond Road.

Species	Scientific name	No. required
Mountain flax	Phormium cookianum	120
Harakeke	Phormium tenax	267
Toetoe	Austroderia fulvida	72
Purei	Carex secta	168
Swamp sedge	Carex virgata	168
Wheki ponga	Dicksonia squarrosa	280
Mingimingi	Coprosma propinqua	72
Five finger	Psuedopanax arboreous	145
Manuka	Leptospermum scoparium	124
Mahoe	Melicytus ramiflorus	53
Koromiko	Hebe stricta	53
Karamu	Coprosma robusta	152
Rewarewa	Knightia excelsa	32
Kowhai	Sophora microphylla	32
Cabbage tree	Cordyline australis	124
Nikau palm	Rhopalostylis sapida	21
Broadleaf	Griselinia littoralis	18
Lemonwood	Pittosporum eugenioides	18
Tanekaha	Phyllocladus trichomanoides	12
Totara	Podocarpus totara var. totara	70
Kahikatea	Dacrycarpus dacrydioides	112
Pukatea	Laurelia novae-zelandiae	70
Swamp maire	Syzygium maire	70
Cutty grass	Carex geminata	96
Giant umbrella sedge	Cyperus ustulatus	384
Swamp astelia	Astelia grandis	96
Jointed wire rush	Apodasmia similis	384
Wiwi	Juncus australis	384
Swamp mahoe	Melicytus micranthus	70
Swamp coprosma	Coprosma tenuicaulis	70
Seven finger	Schefflera digitata	99
Matai	Prumnopitys taxifolia	40
Total		3876

20

4.3 Weeds

Current weed control efforts are focused around California thistle and blackberry. Blackberry has been managed using glyphosate due to proximity to the waterway, and thistles are annually grubbed throughout the farm.

4.4 Pest animals

Pest animal control is currently carried out adhoc by the landholder through targeted night shootings of possums and rabbits/hares. Rats and mustelids are not currently targeted. Feral cats are also controlled through shooting when noticed on farm. Current pest management is likely inadequate to reduce ecological impacts of exotic pests on the wetland.

5 Assessment of significance

5.1 Significance criteria assessment

The wetland has been assessed against the Waikato Regional Council RPS Criteria for Significant Indigenous Ecosystems (Table 5.1). The criteria have been developed to identify any vegetation or habitat for fauna that is ecologically significant. Under the criteria, if a site meets any of the 11 criteria it is deemed significant.

The wetland is considered ecologically significant as it meets five of the 11 criteria. The wetland has also been assessed against the Matamata-Piako District Council significance criteria, this assessment is addressed in Table 5.2.

Table 5.1: Assessment of the wetland at 18 Pond Road against the Waikato Regional Council RPS Criteria for Significant Indigenous Biodiversity.

Previously assessed site	
1.	It is indigenous vegetation or habitat for indigenous fauna that is currently, or is recommended to be, set aside by statute or covenant or by the Nature Heritage Fund, or Nga Whenua Rahui committees, or the Queen Elizabeth the Second National Trust Board of Directors, specifically for the protection of biodiversity, and meets at least one of criteria 3-11. No.
Ecological values	
2.	In the Coastal Marine Area, it is indigenous vegetation or habitat for indigenous fauna that has reduced in extent or degraded due to historic or present anthropogenic activity to a level where the ecological sustainability of the ecosystem is threatened. No.
3.	It is vegetation or habitat that is currently habitat for indigenous species or associations of indigenous species that are: classed as threatened or at risk, or endemic to the Waikato region, at the limit of their natural range. Yes; longfin eel and inanga (At Risk - Declining), and manuka (At Risk - Declining).
4.	It is indigenous vegetation, habitat or ecosystem type that is under-represented (20% or less of its known or likely original extent remaining) in an Ecological District, or Ecological Region, or nationally. Yes; underrepresented nationally (~ 10 % left (Ausseil et al 2008)).
5.	It is indigenous vegetation or habitat that is, and prior to human settlement was, nationally uncommon such as geothermal, chenier plain, or karst ecosystems, hydrothermal vents or cold seeps. No.

6.	It is wetland habitat for indigenous plant communities and/or indigenous fauna communities (excluding exotic rush/pasture communities) that has not been created and subsequently maintained for or in connection with: waste treatment; wastewater renovation; hydroelectric power lakes (excluding Lake Taupō); water storage for irrigation; or water supply storage; unless in those instances they meet the criteria in Whaley et al. (1995). Yes; the wetland is a naturally occurring habitat for indigenous plant and fauna species as described in section 3.
7.	It is an area of indigenous vegetation or naturally occurring habitat that is large relative to other examples in the Waikato region of similar habitat types, and which contains all or almost all indigenous species typical of that habitat type. Note this criterion is not intended to select the largest example only in the Waikato region of any habitat type. No; 1.35 ha is sizeable but not large.
8.	It is aquatic habitat (excluding artificial water bodies, except for those created for the maintenance and enhancement of biodiversity or as mitigation as part of a consented activity) that is within a stream, river, lake, groundwater system, wetland, intertidal mudflat or estuary, or any other part of the coastal marine area and their margins, that is critical to the self-sustainability of an indigenous species within a catchment of the Waikato region, or within the coastal marine area. Yes; the wetland is habitat for both longfin eel and inanga, which require this habitat for the adult aspect of their life cycle. Habitat such as the wetland are critical as the maturing fish species require such habitats for maintained territory to provide for feeding and shelter. Appropriate habitat for adult and maturing fish species has been severely reduced through land clearance, land use impacts, and direct stream loss through piping.
9.	It is an area of indigenous vegetation or habitat that is a healthy and representative example of its type because: its structure, composition, and ecological processes are largely intact; and if protected from the adverse effects of plant and animal pests and of adjacent land and water use (e.g. stock, discharges, erosion, sediment disturbance), can maintain its ecological sustainability over time. Yes, the feature is self-sustaining and carrying out key wetland ecological processes, but could improve in representativeness as its vegetative structure is currently lacking, though rehabilitation is occurring. If protected from pest animals and adjacent land use it can maintain ecological integrity and sustainability. Ecological values will continue to improve over time.
10.	It is an area of indigenous vegetation or habitat that forms part of an ecological sequence, that is either not common in the Waikato region or an ecological district, or is an exceptional, representative example of its type. No.
Role in protecting ecologically significant area	
11.	It is an area of indigenous vegetation or habitat for indigenous species (which habitat is either naturally occurring or has been established as a mitigation measure) that forms, either on its own or in combination with other similar areas, an ecological buffer, linkage or corridor and which is necessary to protect any site identified as significant under criteria 1-10 from external adverse effects. No; although the site acts as a buffer between terrestrial and aquatic ecosystems, buffering the Waipahihi stream and Waitoa River from the impacts of productive landuse, through filtering and retention ecosystem services.

22

Table 5.2: Appendix 1 criteria of the Matamata-Piako District Plan for assessment of Significant Natural Features.

Criteria	Comment/Justification	Ranking*
i.	Representativeness; The wetland has aspects of representation of wetland character including a representative fish community which is common in similar sized wetland ecosystems of the ED, refer to section 3.2.2.4 for further information. This site is one of few wetlands within the Hinuera Valley old river bed.	M
ii.	Diversity and pattern; The wetland includes diversity in the aquatic habitat provided through variation in depth within the open water body, as well as variation in water column when transitioning to a low order stream. Diversity of aquatic habitat is also provided through the aquatic vegetation habitat provided, which varies from dense rafted and emergent plants to submerged macrophytes. The downstream area also contains habitat diversity provisions through the varied substrate projections and undulations along the edges of the water. The open water body provides some pelagic habitat. Pattern characteristic of the wetland is exhibited in the seasonal variation in hydrological regime, water depths, avifauna species presence, and the shift in hydrological dynamics from the open wetland as it transitions into a low order stream. Both diversity and pattern will increase over time due to the rehabilitation and restoration efforts being made, and will include vegetative diversity once more restoration plantings are established.	M
iii.	Rarity and special features; the wetland has confirmed populations of longfin eel, and also was utilised by adult inanga at the time surveying. Both species at At Risk - Declining (Goodman et al 2014). Manuka is also present on site from restoration plantings which took place in 2016, manuka was recently listed as At Risk Declining in an update to the Conservation Status of New Zealand Vascular Plants (de Lange et al, 2018).	H
iv.	Naturalness; The wetland lies within an alluvial floodplain, and was likely once a flow path of the Waipahihi Stream. The area has undergone significant modification from predicted historic land cover, as it has been utilised for agricultural production. However, the wetland is a naturally occurring result of the topographic, historic stream and wetland extent in the area. The majority of the area was once in wetland (Figure 3.1), and as such is inclined to defer back into its natural state, as has occurred on site. The stream and wetland area had previously been modified through placement of culverts to allow from stock crossing, all culverts have been removed to allow the natural character of the wetland and stream. The wetland area which now contains open water year round, which was once relatively productive, over 10 years ago, but has been retired from production for the past years due to lack of economic value in attempting to use the wetland, and area around the wetland. Fence lines and paddocks have been realigned to allow the wetland to remain as natural as possible, with a riparian buffer averaging over 10 m in width.	L
v.	Ecological viability; As the wetland has established naturally, and has changed little in extent over the past few years (aside from during flooding) the inherent nature of the site appears stable. Given the topographical character, the average rainfall and soil characteristics of the site, it is unlikely that any significant changes in character could be anticipated. Through the recent dry early summer of 2017, the wetland area reduced to the summer extent shown in Figure 3.3, which will likely be a good indicator of wetland open water extent during dry periods.	M
vi.	Size and shape; the wetland is an area of approximately 1.35 ha, with the majority of the wetland contained in a compact area. While the downstream area is more elongated, a riparian buffer of 20 m (either side of the stream area) has been considered a standard width which reduces maintenance and can be relatively self-sustaining (Auckland Regional Council 2000).	M

Criteria	Comment/Justification	Ranking*
vii.	Buffering and surrounding landscape; the wetland includes an area of riparian margin which averages over 10 m in width. This area, included for protection, functions as a buffer from the surrounding land use, as filtration and vegetative heterogeneity will aid in ecological sustainability of the wetland. However, there is little other wetland extent nearby, due to artificial drainage.	L
viii.	Fragility and threat; the wetland is currently not protected in perpetuity, though it is proposed to be based on this assessment. Without legal protection, future landholders may carry out activities which would be detrimental to the wetland. With legal protection, improved pest animal control, and continued weed management, the site will be stable and threats to values low. Current threats to the wetland also include pest animal control, which requires improved methodology and management as discussed in section 3.3.2 and 4.4.	
ix.	Fauna values; fauna values are moderate for avifauna and high for fish based on the number of species utilising the habitat, and the presence of At Risk fish (Inanga and longfin eels). Values will continue to improve over coming years due to restoration efforts taking place.	H
x.	Management requirements; the site requires legal protection for ongoing protection in perpetuity, and also requires pest animal control, as is standard best management practice. Weed control efforts will be low due to the low number of established weeds of ecological concern (currently only a small patch of blackberry), and due to ongoing planting which will significantly reduce future weed establishment as the area will have high vegetative cover and low soil disturbance.	M
xi.	RPS significance criteria; the wetland meets five of the 11 RPS criteria (Table 5.1).	H

* Ranking of how well the site in question addresses the associated criteria; H-high, M-moderate, L-low.

The wetland site qualifies as ecologically significant based on Regional and District Significance Criteria. Furthermore, due to the populations of At Risk species such as longfin eel and Inanga, the site is considered Regionally Significant (WRC & Wildlands 2002).

5.2 Qualification for bonus protection lots

Based on the assessment of the wetland against the RPS significance criteria (Table 5.1) and Matamata-Piako District significance criteria, the 1.35 ha site qualifies as ecologically significant. Protection in perpetuity is proposed through legal covenant or through site registration in the MPDC Significant Natural Area registrar is proposed, and ongoing management is planned through an Ecological Management Plan (section following). Therefore, according to the District Plan the site qualifies for a bonus protection lot (Rule 6.3.8 and Rule 6.6.2).

6 Ecological management plan

6.1 Fencing

Aside from an area of approximately 100 m which is yet to be completed, current fencing is to a high standard and is stock proof for cattle and calves. Should land use and stock type change to smaller stock such as sheep, an additional wire and battens would be required. The area remaining without permanent fencing should be carried out in winter of 2018, before restoration planting occurs. Figure 6.1 indicates the approximate area of fencing requiring completion. The standard of fencing should be of the same standard as the fencing already carried out (5-wire 3-hot), with quarter and half round posts at four metre intervals. Average riparian margins should remain over 10 m in width to allow space for the restoration plants currently on order.

6.2 Weed management

Weeds have the potential to alter or disturb natural processes in established indigenous vegetation. It is strongly recommended that invasive plant species such as blackberry and others not listed below are monitored and controlled in order to achieve the best long-term restoration outcomes.

Weeds were generally in low densities, and only one significant ecological threat species is of concern for immediate control (Table 6.1). Though weed threats are currently low, monitoring and continued efforts are required until restoration plants are well established and shading out ground areas. This period can often take five years or so depending on environmental conditions and plant growth rates.

While digging or pulling out may deal with small patches of pest plants, larger infestations may be easier dealt with by applying herbicides to the affected area. When working with herbicides always follow manufacturer's instructions regarding mixing and application and ensure that any additives are compatible with the herbicide used. Always apply herbicides correctly and safely to prevent any health hazards.

Control should occur in warmer months, preferably focused in summer for improved uptake of chemicals and therefore success rates. To prevent re-infestation of weeds after the initial control measures, the targeted areas will have to be monitored regularly and follow-up weed control carried out as necessary. Walk-through searches of the wetland should be undertaken alongside pest animal control operations to keep an eye out for any newly established weeds. Any weeds which establish which are not contained on this list should be considered for control, and methodology advice sought from WRC or an appropriately qualified ecologist.

Table 6.1: Weed control with recommended approach and methods

Common name	Control priority	Method
Beggars tick	Low	Monitor during restoration plant establishment, if density high in five years, hand pull specimens
Blackberry	High	Find plant stump, cut and paste exposed stem with Picloram gel.
Broad-leaved dock	Low	Monitor during restoration plant establishment, if density high in five years, hand pull specimens
Broad-leaved fleabane	Low	Monitor during restoration plant establishment, if density high in five years, hand pull specimens
Californian thistle	Low	Grub thistles annually when carrying out farm grubbing
Floating sweetgrass	Low	Monitor coverage; no control currently recommended.
Water pepper	Low	No control currently recommended; should be outcompeted by restoration plantings

6.3 Planting

As discussed in Section 3.2.1 and 4.2, restoration plantings have been undertaken, and are planned to continue into winter 2018 (refer to Figure 6.1 for planting areas). A plant order of appropriate species has been made to local nurseries.

6.3.1 Eco-sourcing

Plants sourced from the local area should be used wherever possible. The locality from which the seeds of plants were gathered is important because local populations are often adapted to local soil

and climatic conditions and are part of the distinctive character of that area. Not a lot is known about just how 'local' the source needs to be. To ensure the best results, a conservative approach should be taken, with the plants sourced closest to the planting site selected for planting. Plants should be grown from material gathered preferably from Maungatautari Ecological District as far as practical, if this is not possible, plants should be sourced from within the Waikato Ecological Region, recognising that not all species may be available at the time of planting. It is recommended that contact with local nurseries is made at least four months in advance of planting to allow time for them to be grown. Many nurseries will accommodate and grow plants as ordered. Checking the nurseries protocol with myrtle rust is also recommended, as well as checking the plants before they are removed from the nursery.

6.3.2 Timing and site preparation

Planting is best done in autumn/winter after there has been enough rain for soil moisture to increase from the summer dry period, although in a wetland area, this timing is less critically restricted to winter months. Planting from autumn through to mid-spring allows plants to put on significant root growth while the soil is still damp so that during drier weather, roots are already established and the plant is more resilient to drought.

Only herbicides certified for use over water should be used in wetlands and riparian margins; these include Garlon 360° for brush weeds and some glyphosate formulations for general use. Any pest plants within planting sites should be controlled well in advance of planting. Spot-spraying for control of weed and grass growth within the planting areas could be carried out with a contact herbicide (i.e. Roundup with 'Pulse') about four weeks prior to planting. This is usually carried out to reduce competition with weeds and reduces the amount of maintenance required in the first few months, however, given the lack of weed species on site, this may not be necessary.

6.3.3 Plant spacing

The total area which is proposed for planting in winter of 2018 equates to approximately 5,600 m². The plants should generally be placed in a random assortment, to attempt to mimic a natural distribution, with tree/shrub species grouped in 3's to 5's of each species. Particularly wet areas with occasional standing water should be dominated by the rush/sedge species, and the south western exposed boundary area should be dominated by hardy species such as manuka. Sensitive species such as wheki should be planted in clusters in lulls /downwind of hardier species.

Selected planting spots should attempt to be spaced according the plant spacing recommendations, which can be found in Table 6.1. Interspacing planting of smaller species with taller species is recommended to provide vegetative structural diversity. The planting programme is divided into two areas for manageability and ensuring various plant species are placed in appropriate habitat (Figure 6.1).

Table 6.2: Recommended plant spacing.

Species	Scientific name	Spacing	% of mix southern	% of mix northern	No. required
Mountain flax	Phormium cookianum	1		5	120
Harakeke	Phormium tenax	1	7	7	267
Toetoe	Austroderia fulvida	1		3	72
Purei	Carex secta	1	3	3	168
Swamp sedge	Carex virgata	1	3	3	168
Wheki ponga	Dicksonia squarrosa	1	5	5	280
Mingimingi	Coprosma propinqua	1		3	72
Five finger	Psuedopanax arboreous	1.5	5	7	145
Manuka	Leptospermum scoparium	1.5	5	5	124
Mahoe	Melicytus ramiflorus	1.5		5	53
Koromiko	Hebe stricta	1.5		5	53
Karamu	Coprosma robusta	1.5	7	5	152
Rewarewa	Knightia excelsa	1.5		3	32
Kowhai	Sophora microphylla	1.5		3	32
Cabbage tree	Cordyline australis	1.5	5	5	124
Nikau palm	Rhopalostylis sapida	1.5		2	21
Broadleaf	Griselinia littoralis	2		3	18
Lemonwood	Pittosporum eugenioides	2		3	18
Tanekaha	Phyllocladus trichomanoides	2		2	12
Totara	Podocarpus totara var. totara	2	5	5	70
Kahikatea	Dacrycarpus dacrydioides	2	8	8	112
Pukatea	Laurelia novae-zelandiae	2	5	5	70
Swamp maire	Syzygium maire	2	5	5	70
Cutty grass	Carex geminata	1	3		96
Giant umbrella sedge	Cyperus ustulatus	0.5	3		384
Swamp astelia	Astelia grandis	1	3		96
Jointed wire rush	Apodasmia similis	0.5	3		384
Wiwi	Juncus australis	0.5	3		384
Swamp mahoe	Melicytus micranthus	1.5	5		70
Swamp coprosma	Coprosma tenuicaulis	1.5	5		70
Seven finger	Schefflera digitata	1.5	7		99
Matai	Prumnopitys taxifolia	2	5		40
Total					3876

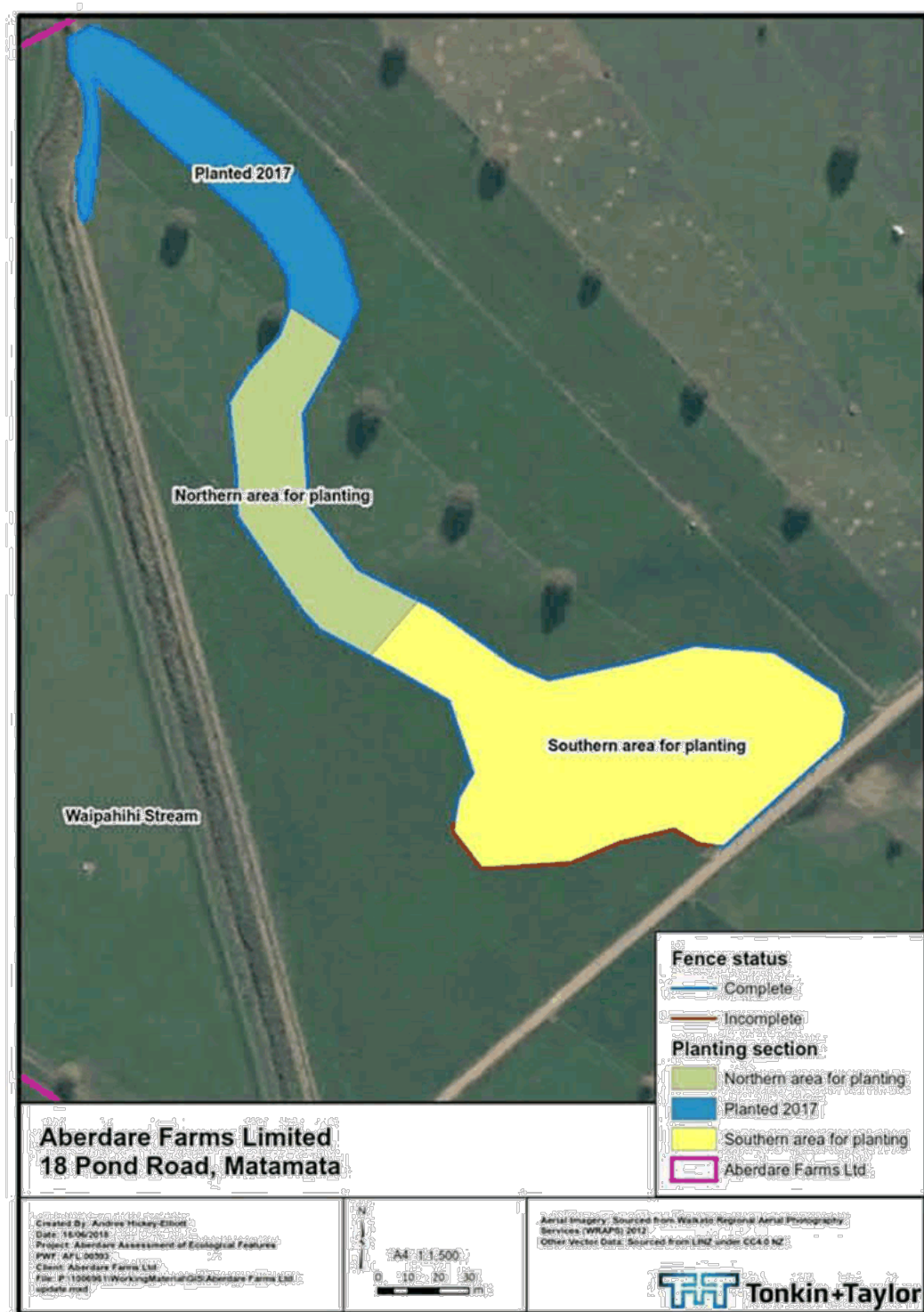


Figure 6.1: Restoration planting area and fencing area requiring completion.

6.3.4 Maintenance of plantings

Maintenance of plantings involves releasing grass and weeds from around the plants, and spraying of any pest plants that are present within the area. This reduces the competition for resources including nutrients, moisture, and light. Maintenance will be required in all planted areas of indigenous vegetation for up to three years post-planting or until neighbouring plants meet to form a canopy. Most plantings will require maintenance at least twice a year over the first three years. Once plants have established and grown to provide a fully canopy cover, only periodic maintenance will be required to ensure that pest plants do not re-establish (weed checks, refer to Section 6.2).

Maintenance methods that can be used include:

- Hand weeding or even just trampling grass and weeds from around the plant;
- Chipping the grass and weeds away with a spade or shovel;
- Use of a weed eater – taking care not to hit the newly planted trees; and.
- Spraying – it is suggested that only glyphosate is used and extreme care is taken to ensure desired plants are not sprayed. Spraying is by far the most effective method for large plantings.

There is also the potential that some plants may not establish, especially in the case of a natural disturbance such as significant flooding. If more than five percent of plants aren't surviving, replacement will need to be considered. Survival monitoring is recommended to take place annually for the first three years, and annual replacement plantings undertaken as necessary. Ideally replacement plants would be of the same species as was lost, however, if a particular species does not well survive at the site, alternative indigenous species of similar physiology should be substituted.

6.4 Pest animal management

Animal pests can significantly impact indigenous flora and fauna and affect ecological processes. Establishing regular, ongoing animal pest control would be beneficial to the long-term sustainability of the wetland. Possums and rats are undoubtedly present in the fragment and nearby areas, and mustelids and wild cats are also likely to utilise the site. Herbivorous browsers (rabbits and hares) are also likely frequently onsite. Introduced wasps species are also likely present, likely competing with indigenous fauna for food supplies.

Monitoring the wetland for any signs of pest animals may help with adapting the pest animal management accordingly, which in turn would increase the effectiveness of the control regime. Tracking tunnels can be used to monitor the level of small mammals present within the area. Furthermore, possum scratch marks on trees, fluffs of fur from confrontations, or night-time calls, for example, may alert to their presence.

Due to the proximity of open water, and the nature of the site within a productive landscape, trapping is recommended for pest control over baiting, aside from for wasp control. Goodnature traps are now available with counters to assess how many times a trap has been set off, this can indicate possum and rodent kills, and therefore presence.

6.4.1 Possums

Possums (*Trichosurus vulpecula*) are widespread throughout New Zealand. Through selective browsing on palatable plant species they are responsible for serious declines in forest species abundance and diversity (Montague, 2000). Mature tree species as well as juvenile regenerating species, are all heavily targeted by possums seasonally. Possums harvest large proportions of flower, fruit and seed production within the forest environment, reducing regenerative capacity of the forest and removing resources vital to the survival of native organisms (Cowan 1990).

In addition to defoliation, possums are also opportunist predators of birds' eggs, nestlings and invertebrates (Brown et al 1993). As predators, competitors and habitat modifiers, possums are one of the most important pests for which sustained control must be considered. Possums are also a threat to New Zealand agriculture as they can carry bovine tuberculosis.

Possums have been confirmed present on the property, and are likely also present at the wetland. Nine possum stations are prosed around the perimeter of the wetland, to adequately cover as much of the wetland as feasible, given the open water areas.

Modern traps kill possums quickly and humanely and do not need to be checked daily. A number of different traps are available but the recommended trap is the Goodnature A12 (www.goodnature.co.nz). Goodnature traps should be set off the ground (attached to a tree trunk or fence post). Traps should be placed approximately 100 m apart. Goodnature traps automatically reset themselves and are effective for up to 12 kills before the CO2 cartridge in them needs replacing. These are more expensive but have the advantage that they do not need to be checked so often, and can result in multiple kills per operation round. It is recommended that counters are purchased for the traps for recording and monitoring purposes. Operations for regas and resets are recommended to take place quarterly at minimum.

6.4.2 Rodents

Ship rats (*Rattus rattus*), Norway rats (*Rattus norvegicus*) and mice (*Mus musculus*) are all likely to be present within the wetland area. These species can have a significant impact on indigenous birds, lizards, and invertebrates as well as regeneration of native plants (Innes et al., 2010). Due to the general territorial range of rats, 18 rat stations are recommended, spaced approximately 50 m apart around the perimeter of the wetland. Operations (regas/rebait) need to take place quarterly at minimum.

Goodnature A24's automatically reset themselves and are effective for up to 24 kills before the CO2 cartridge in them needs replacing. These are more expensive than conventional traps but have the advantage that they do not need to be checked so often, and allow for multiple kills compared to one-kill traps, and can include counters which indicate the number of kills a trap has had.

6.4.3 Mustelids

Mustelids pose a serious threat to native fauna, especially birds. Stoats (*Mustela erminea*), ferrets (*Mustela furo*), and weasels (*Mustela nivalis vulgari*) are all likely to visit the wetland from time to time. Mustelids prey on adult birds, chicks, and eggs as well as predating lizards and invertebrates (WRC 2014). Mustelids also eat rodents and, if rodent numbers are reduced, they may predate on birds more heavily. Four DOC 250 stations and five DOC 200 stations are recommended, spaced at approximately 100 m apart.

The control of mustelids involves using baited traps and is reasonably labour intensive. DOC 250/200 traps are recommended, set in specially designed tunnel-like trap-boxes. These trap-boxes are designed to disguise the trap, exclude non-target species, guide target species in the right direction to be caught in the trap, protect the trap from the weather, and provide public safety. The use of some DOC 250 traps (larger version) is recommended as it will also enable the control of ferrets, the largest of the mustelids. Stainless steel versions of the traps are recommended to reduce rusting.

The trap-boxes should be placed along natural runways so that approaching animals must either pass over the trap or turn back. Mustelids tend to travel along easy routes like bush edges, fences, streams, or tracks and this should be considered when placing traps. The entrance of the box-traps must be cleared of leaves and weeds.

30

Baiting the traps with fishy cat food or freshly killed rabbit or chicken is excellent but does not keep well. Muste-bait (blocks) lure is a long-lasting meat mixture, with a solid texture, and is the recommended bait (http://www.pestcontrolsolutions.co.nz/bait_lure.html). Once a mustelid has been caught it is recommended that the carcass is rubbed on all DOC traps to further entice mustelids to the traps, as this has been arguably concluded as the most effective attractant (Clapperton et al 2017; Garvey et al 2016).

Mustelids are very difficult to catch. Three or four captures per trap in a year is a very good result. If mustelids are avoiding the traps, try leaving the tunnel empty and unset for a time. The mustelids will get used to running through the tunnel and will be caught when the traps are next set (WRC, 2017). Alternatively, move the trap to another likely location nearby. Often, moving a trap only a small distance will see improved trap rates (NPCA 2015).

Traps should not be washed after they have caught a mustelid, as the scent left by the captured animal will attract others, acting as a natural lure. Mustelids are sensitive to smell therefore handling of traps by humans should be kept to a minimum where possible. It is also a good idea to use disposable gloves when handling the trap to limit the exposure of human scent, this often increases trapping efficiency (BOPRC 2017).

To be effective, control must be carried out at least quarterly, ideally more often over the summer time, in pulses. Traps should be moved slightly from time to time to regain mustelid interest.

6.4.4 Wild cats

Wild, feral, or stray cats (*Felis catus*) can be devastating to birdlife and lizards, as they are adept carnivorous hunters, and cover a large homerange (Medina et al 2011). Timms traps are suitable for capturing wild cats. These traps should be set on the ground, pegged in place, and can use the same muste-bait lure as DOC traps, or can be baited with raw meat (<https://www.traps.co.nz/timms-possum-kill-trap>). Eight traps are recommended as seen in Figure 6.1. Spacing should be approximately 100 m apart.

6.4.5 Hedgehogs

Hedgehogs (*Erinaceus europaeus*) prey on herpetofauna, and invertebrates, which causes competition with other indigenous species for food sources (DOC 2018). Hedgehogs will be attracted to the DOC traps, so will be controlled through the control of mustelids as a bycatch. No further control is recommended, though removal from DOC traps more often than quarterly is recommended to reduce the loss of mustelid trapping functionality.

6.4.6 Hares and rabbits

Rabbits (*Oryctolagus cuniculus*) and hares (*Lepus europaeus*) are introduced exotic herbivores, which compete with some indigenous fauna, and browse on indigenous flora. They will be present at the site as they are present throughout the vast majority of the mainland (WRC 2014). Their main impact at the site would be browsing regenerating plants, and potentially damaging the enhancement plantings (hares in particular). Hares will cut the stalks of enhancement plants, for territorial purposes, stunting and potentially killing the plant. Rabbits and hares will also dig, creating bare exposed soil which promotes weed invasion. Hares and rabbits browse on seedlings and may therefore reduce restoration planting success, therefore control is recommended.

Quarterly night shoots are recommended in concordance with other pest control operations. An initial pulse of night shoots should take place immediately prior to restoration planting. Records should be kept and an experience induvial should carry out works to reduce gun-shyness and maintain efficiency. If shoots are found to be insufficient traps may be considered instead at 100 m spacing.

6.4.7 Wasps

Exotic wasps compete with indigenous bird and bat species for food sources (Beggs, 1991). They consume nectar and honeydew/sugar resources, and fruit crops, which some indigenous species are reliant on, such as kaka (Beggs 1991; WRC 2014). They also prey upon invertebrates, which may in turn reduce food supplies for indigenous fish species as well, given that fewer mature invertebrates may be surviving to lay eggs in water. They are also a major problem due to their consumption of large amounts of honeydew in beech forests. German wasps (*Vespula germanica*), and common wasps (*Vespula vulgaris*) have more recently been highlighted as threats to indigenous species (DOC 2017; WRC 2014).

Vespex is a recently developed protein-lure based poison, containing the insecticide fiprinol. The bait only attracts predator insects, in particular, wasps. Species such as German and common wasps are well controlled through the product; the poison was trialed in Nelson Lakes DOC land and was found to be very effective (DOC 2017). Baiting is only carried out once annually, during late summer (suggested in concordance with late summer pest control, but needs to occur around in the first week of March. Timing must not deviate from this period as it is the period during which wasp diet is protein based.

6.4.8 Pest animal control summary

Information on the traps, trap-boxes/tunnels, bait stations, and baits, recommended above can be found at the websites bracketed within the text above. They can also be purchased via these websites.

In summary, the required method and equipment is shown below in Table 6.3, and recommended station placements can be found in Figure 6.2. Control operations should be carried out quarterly, the workplan recommended in Section 6.5 provides appropriate yearly scheduling.

Table 6.3: Pest control operation methodology and equipment.

Target	No. of stations	Station spacing	Method	Equipment
Possums	9	~100 m	Trap	Goodnature A12
Rodents	18	~50 m	Trap	Goodnature A24
Mustelids	9	~100 m	Trap	DOC 250 / 200 & muste-bait
Cats	8	~100 m	Trap	Timms Trap & muste-bait
Hares / rabbits	N/A	N/A	Shoot	Personnel & licence
Wasps	3	~200 m	Bait	Wastek stations & Vespex

6.5 Timing

The following work plan gives an indication of when each restoration task should be carried out (Table 6.4). As fencing is already underway it has already been excluded. Pest animal control operations are to take place quarterly (shoots biannually), while weed control should occur biannually, and fenceline checks in concordance with pest control operations for time efficiency.

32

Table 6.4: Workplan

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fenceline completion (2018)						■						
Restoration planting									■			
Fenceline checks		■		■				■			■	
Weed control		■									■	
Pest animal control		■		■				■			■	

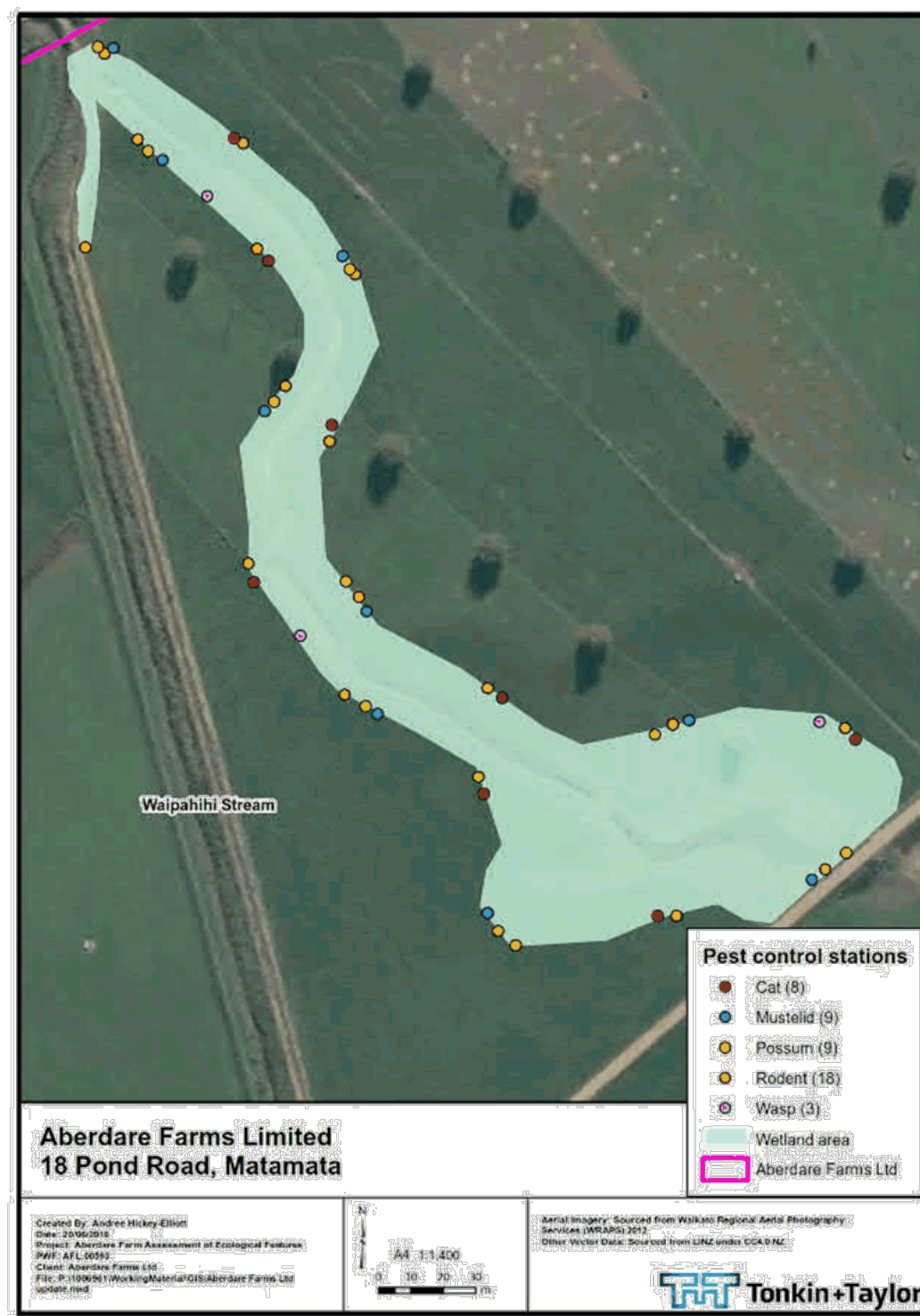


Figure 6.2: Pest management control operation station recommendations.

34

6.6 Perpetual protection

To provide protection of the wetland in perpetuity, formal protection is recommended. This is also a requirement in gaining a Bonus Protection Lot. Covenant and legal title registration options are available, including Queen Elizabeth II (Open Space), Conservation Act (Conservation Covenant), and potentially local council covenants. Alternatively or in conjunction, the wetland may be listed in the Council's Significant Natural Feature / Area register, or an encumbrance may be agreed upon.

6.7 Ongoing maintenance

All aspects of the EMP require some form of ongoing maintenance. The following outlines recommended maintenance considerations.

Fences are subject to damage over time the condition of the fences along the wetland perimeter should be monitored four times a year (every three months) and any damaged sections noted and restored as soon as possible. Fence repair shall not occur later than one month after the damage was noted, and before repair occurs temporary exclusion fencing measures are expected. Furthermore, a fence line check shall also be carried out after any storm events.

Wetland riparian margin edges, any open areas or areas of bare soil within the fencelines should be the focus of weed control. Weeds should be checked for regrowth every six months (preferably early spring and late summer) and any weeds found treated appropriately, as recommended in Section 6.2.

It is important to remember that pest animal control efforts restricted to localised areas such as this will have no impact on the wider population and re-invasion by pests will be on-going. However, continued animal pest control will improve canopy health and regeneration of indigenous plants, and increase the breeding success and survival of the forest birds and other fauna that inhabit the site.

Ongoing maintenance is expected to be carried out for a minimum of five years from commencement, though preference would be for long-term, ongoing sustained management, in order to retain the biodiversity values gained during the management plan operation period.

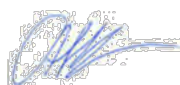
7 Applicability

This report has been prepared for the exclusive use of our client Aberdare Farms Limited, with respect to the particular brief given to us and it may not be relied upon in other contexts or for any other purpose, or by any person other than our client, without our prior written agreement.

Tonkin & Taylor Ltd

Report prepared by:

Authorised for Tonkin & Taylor Ltd by:



Andree Hickey-Elliott

Ecologist



Peter Cochrane

Project Director

ANHE
p:\1006961\issueddocuments\1806020.anhe.rep.assessment ecological features.docx

8 References and selected bibliography

- Atkinson, I. (1985). Derivation of vegetation mapping units for an ecological survey of Tongariro National Park, North Island, New Zealand. *New Zealand Journal of Botany*, 23, 361-378.
- Auckland Regional Council. (2000). Review of Information on Riparian Buffer Widths Necessary to Support Sustainable Vegetation and Meet Aquatic Functions.
- Ausseil A-G., Gerbeaux P., Chadderton W. L., Stephens T., Brown D., Leathwick J. (2008). Wetland ecosystems of national importance for biodiversity: criteria, methods and candidate list of nationally important inland wetlands. Landcare Research Contract Report LC0708/158. 174 p
- Beggs, J. R., & Wilson, P. R. (1991). The kaka *Nestor meridionalis*, a New Zealand parrot endangered by introduced wasps and mammals. *Biol. Conserv.* 56, 23–38.
- Brown, K., Innes, J., & Shorten, R. (1993). Evidence that possums prey on and scavenge birds' eggs, birds and mammals. *Notornis*, 40(3), 169-177.
- Clapperton, B. K., Murphy, E. C., & Razzaq, H. A. (2017). Mammalian Pheromones: New Opportunities for Improved Predator Control in New Zealand. Publishing Team, Department of Conservation.
- Cowan, P. E. (1990). Fruits, seeds, and flowers in the diet of brushtail possums, *Trichosurus vulpecula*, in lowland podocarp/mixed hardwood forest, Orongorongo Valley, New Zealand. *New Zealand Journal of Zoology*, 17(4), 549-566.
- Dekrout, A. (2009). Monitoring New Zealand long-tailed bats (*Chalinolobus tuberculatus*) in urban habitats: ecology, physiology and genetics. Unpublished PhD thesis, University of Auckland.
- Department of Conservation. (2017). BioWeb. Hamilton, New Zealand: Department of Conservation.
- Department of Conservation. (2018). Hedgehogs. Retrieved from <https://www.doc.govt.nz/nature/pests-and-threats/animal-pests/hedgehogs/> 10/05/18
- Department of Conservation. (2017). Wasps. Retrieved 12/05/2018 from <http://www.doc.govt.nz/nature/pests-and-threats/animal-pests/wasps/>
- de Lange, P., Rolfe, J. R., Barkla, J. W., Courtney, S. P., Champion, P. D., Perrie, L. R., Beadel, S. M., ... & Ladley, K. (2018). Conservation status of New Zealand indigenous vascular plants, 2017. *New Zealand Threat Classification Series* 22. 82 p.
- Floyd, C., & Dekrout, A. (2009). Hamilton City Council – Proposed Peacocke Development: Review of submissions to proposed variation No. 14 – Peacocke Structure Plan. Hamilton, New Zealand: Kessels & Associates, Ltd.
- Garvey, P., Glen, A., & Pech, R. (2016). Dominant predator odour triggers caution and eavesdropping behaviour in a mammalian mesopredator. *Behavioral Ecology and Sociobiology*. 70. 481-492. 10.1007/s00265-016-2063-9.
- Hitchmough, R., Monks, J., Reardon, J., Tocher, M., van Winkel, D., & Rolfe, J. (2016). Conservation status of New Zealand reptiles, 2015. Wellington, New Zealand: Department of Conservation. Retrieved from <http://www.doc.govt.nz/Documents/science-and-technical/nztcs17entire.pdf>
- Innes, J., Kelly, D., Overton, J. M., & Gillies, C. (2010). Predation and other factors currently limiting New Zealand forest birds. *New Zealand Journal of Ecology*, 34(1), 86.
- Joy, M., David, B., & Lake, M. (2013). New Zealand Freshwater Fish Sampling Protocols – Part 1 Wadeable Rivers and Streams. Palmerston North, New Zealand: Massey University.

36

Landcare Research. (2018). S-Map online. Retrieved from <https://smap.landcareresearch.co.nz/app/#> on 11/06/18.

Leathwick, J., Clarkson, B., & Whaley, P. (1995). Vegetation of the Waikato Region: Current and Historic Perspectives. Landcare Research Contract Report LC9596/022. Landcare Research, Hamilton.

Land Information New Zealand (2017). NZ Topo Map. Retrieved 28/05/2018 from <https://www.topomap.co.nz/>

Matamata-Piako District Council. (2014). Significant Natural Features Policy 2014. Retrieved from <https://www.mpdcc.govt.nz/pdf/CouncilDocuments/Policies/SNF/SignificantNaturalFeaturesPolicy2014.PDF>

Medina, F. M., Bonnaud, E., Vidal, E., Tershy, B. R., Zavaleta, E. S., Josh Donlan, C., ... & Nogales, M. (2011). A global review of the impacts of invasive cats on island endangered vertebrates. *Global Change Biology*, 17(11), 3503-3510.

Montague, T. L. (Ed.). (2000). The brushtail possum: biology, impact and management of an introduced marsupial. Manaaki Whenua Press.

National Pest Control Agencies. (2015). Pest mustelids: monitoring and control. Retrieved from http://www.npca.org.nz/images/stories/NPCA/PDF/a8_pest%20mustelids_2015-nov_lr_opt.pdf

New Zealand Freshwater Fish Database. (2017). National Institute for Water and Atmospheric Research. Retrieved 12/07/2017 via <http://ei.niwa.co.nz>

O'Donnell, C., Borkin, K., Christie, J., Lloyd, B., Parsons, S. & Hitchmough, R. (2018). Conservation status of New Zealand bats, 2017. New Zealand Threat Classification Series 21. Department of Conservation, Wellington. Retrieved from <http://www.doc.govt.nz/Documents/science-and-technical/nztcs21entire.pdf>

Robertson, H., Baird, K., Dowding, J., Hitchmough, R., Miskelly, C., McArthur, N., ... & Taylor, G. (2017). Conservation status of New Zealand birds, 2016. Wellington: Department of Conservation.

Waikato Regional Council. (2016). The Waikato Regional Policy Statement - Te tauākī kaupapahere o te rohe o Waikato. Waikato Regional Council, Hamilton. Document # 3647993.

Waikato Regional Council. (2014). Waikato Regional Pest Management Plan. WRC, Hamilton, New Zealand.

Waikato Regional Council & Wildland Consultants. (2002). Areas of significant indigenous vegetation and habitats of indigenous fauna in the Waikato Region. Guidelines to apply regional criteria and determine level of significance. Waikato Regional Council Technical Report TR2002/15. Hamilton, New Zealand: Waikato Regional Council.

Walker, S., Cieraad, E., & Barringer, J. (2015). The Threatened Environment Classification for New Zealand 2012: a guide for users. Hamilton, New Zealand: Landcare Research Manaaki Whenua.

Appendix A: Plant species list

Plant species lists compiled by A Hickey-Elliott during site visit on March 20 2018

Terrestrial vascular plant species

Scientific name	Common name
<i>Aristotelia serrata</i>	Wineberry
<i>Bidens connata</i> *	Beggar's tick
<i>Carex geminata</i>	Cutty grass
<i>Carex secta</i>	Purei
<i>Conyza sumatrensis</i> *	Broad-leaved fleabane
<i>Cordyline australis</i>	Cabbage tree
<i>Glyceria fluitans</i> *	Floating sweetgrass
<i>Hoheria sexstylosa</i>	Lacebark
<i>Juncus sp.</i>	Unknown juncus
<i>Juncus sp.*</i>	Unknown juncus
<i>Laurelia novae-zelandiae</i>	Pukatea
<i>Leptospermum scoparium</i>	manuka
<i>Persicaria hydropiper</i> *	Water pepper
<i>Phormium tenax</i>	harakeke
<i>Pittosporum eugenioides</i>	Lemonwood
<i>Pseudopanax arboreous</i>	Five finger
<i>Rubus fruticosus Rosaceae</i> *	Blackberry

Aquatic macrophyte species list

Scientific name	Common name
<i>Azolla rubra</i>	Azolla
<i>Callitriche stagnalis</i>	Starwort
<i>Lemna minor</i>	Duckweed
<i>Potamogeton ochreatus</i>	Blunt pondweed
<i>Nitella hookeri</i>	Stonewort

* Denotes exotic species

SIGNIFICANT NATURAL FEATURES FUNDING ASSESSMENT

Applicant:	Aberdare Farms Limited	Address of project:	18 Pond Road, Matamata
SNF Reg #	559	Parcel / Assessment #	679
RM #	2022526	Project Cost excl GST	\$24,800
GST registered*:	Yes	Project Cost incl GST	
Project Start:	July 2018	Project Completion:	2023

Project Description:

Restoration of wetland located at 18 Pond Road, Matamata. The wetland site has been undergoing restoration planting since 2017 and has been retired from production. Further restoration works are planned for 2018.

Ecological Management of the wetland will include:

Fencing

Current fencing is to a high standard and is stock proof for cattle and calves. Should surrounding land use and stock type change to smaller stock such as sheep, an additional wire and battens would be required. Approximately 100m of fencing is to be completed in winter 2018, prior to restoration planting.

Weed Management

Refer to Assessment of Ecological Features (AEF) section 6.2 and figure 6.1. There are seven species identified for weed control, of these blackberry is listed with high priority

Planting

Restoration planting has been conducted at the wetland, and a significant portion has already been planted. As discussed in sections 4.2 and 6.3 32 species at a total 3,876 plants are currently on order from local nurseries. Species selected were proposed due to suitability for environmental conditions and historic range/presence.

Pest Control

Pest control is currently carried out adhoc by the landholder through targeted night shooting of possums and rabbits/hares. Rats and mustelids are not targeted. This is deemed inadequate in the applicant's AEF. Species to be controlled and proposed methods are listed below:

Target	No. of stations	Station spacing	Method	Equipment
Possums	9	~100 m	Trap	Goodnature A12
Rodents	18	~50 m	Trap	Goodnature A24
Mustelids	9	~100 m	Trap	DOC 250 / 200 & muste-bait
Cats	8	~100 m	Trap	Timms Trap & muste-bait
Hares / rabbits	N/A	N/A	Shoot	Personnel & licence
Wasps	3	~200 m	Bait	Wastek stations & Vespex

Protection in perpetuity.

The applicant intends to protect their significant site with a legal covenant through the consent process. The site has been assessed against the Waikato Regional Council RPS for Significant Indigenous Biodiversity. It has also been assessed against Appendix 1 of the Matamata-Piako District Plan – Criteria for Significant Natural Features. Tonkin Taylor Ltd have deemed the site significant against both criteria. Refer to section 5 of AEF RM# 2022257. Their next step will be to apply for a subdivision consent in order to protect the wetland as a bonus protection lot.

Criteria	Assessment of application	Comments / Notes
----------	---------------------------	------------------

Already protected in perpetuity	No	<i>i.e. QEII, DP Schedule or other land covenant.</i> Assessed against MPDC District Plan. Deemed significant by the applicant. Intention to protect site with a legal covenant through the consent process. Potentially qualifies as a bonus protection lot (Rule 6.3.8 and Rule 6.6.2).
Identified as significant through an ecological assessment	Yes	Refer to Assessment of Ecological Features as prepared by Tonkin Taylor Ltd
Evidence of landowners future commitment to the project, long term benefits	Yes	The applicant has set out a detailed ecological Management plan for protection over a 5 year period
Level of ecological benefits	Moderate	The wetland has confirmed populations of longfin eel, and also was utilised by adult inanga at the time surveying. Both species are at risk - declining. Manuka is also present on site from restoration plantings which took place in 2016.
Level of community involvement	Low	Site is located on private property.
The interconnectivity of the site to other areas of significance	Low	The site buffers the Waipahihi stream and Waitoa River from the impacts of productive landuse. This is minimised by the loss of surrounding wetlands to artificial drainage.
Other funding or in-kind already approved	No	<i>i.e. WRC or DOC partnership agreement</i> Land owner funding other than potential MPDC grant.
Overall Assessment and Recommendation		
The application is for \$12,400, this is more than the available funding. It is therefore to be referred to COC/Council for decision. Funding is subject to the resource consent process and registering of legal covenant.		
Recommended by:	Jesse Gooding – Graduate Policy Planner	
Approved by:	Sandra Harris – Acting Strategic Policy Manager	
Reported to E-team	24 July 2018 – decision to be referred to COC/Council	
Information report to COC/Council	22 August 2018	

**If applicants are GST registered, Project Cost should be GST exclusive. Council will not refund or pay for the GST component of the project cost, as the applicant can claim this through their GST returns. If applicant is NOT GST registered, the project cost should be INCLUSIVE GST, and Council will contribute up to 50% of total Project Cost incl GST.*

Health and safety report - July 2018

Trim No.: 2046522

Executive Summary

Attached is the health and safety report for the month of July 2018. The health and safety manager will be in attendance to discuss the report with members.

Recommendation

That:

1. The report be received

Attachments

- A. July 2018 H&S Report

Signatories

Author(s)	Sandy Barnes Health & Safety/Quality Manager	
-----------	--	--

Approved by	Dennis Bellamy Group Manager Community Development	
-------------	--	--



Health & Safety Report – July 2018

Introduction

A “Request for Quote” (RFQ) is being prepared for our drug and alcohol testing programme. This is being done to come into line with our new procurement processes. A “Request for Tender” (RFT) will follow for the 2019 health and safety training courses.

Our Health & Safety Administration Officer finished with us at the start of the month and this role is currently being advertised.

Events of interest for the month included:

- Chemical delivery driver abused staff and then left chemical in an unsatisfactory public place. Staff were then required manually relocate the chemical in the dark.
- Fire in the loader at the Matamata refuse transfer station. Not damage done to buildings.
- Issues with housekeeping and equipment at Matamata refuse transfer station. Contractor has been advised.
- Wall panel had been removed at Matamata Library and exposed electrical wires were present. Matter has been rectified.
- Two incidents of chemicals being stored and labelled incorrectly.
- The road to the Tills Road water treatment plant has deep grooves and requires some maintenance work.
- Members of the public cutting copper pipes in old refrigerators at a refuse transfer station. Contractor has been advised.
- Contractor working at height fixing a flood light without the correct training for an EWP (elevated work platform) and no height permit was issued for the work. Investigation being conducted.

**Terminology: the term ‘event’ used in the Health and Safety at Work Act (2015) includes safety events such as incidents (including near misses), injuries, illnesses and fatalities.*

Annual Key Objectives

Our key objectives for 2018 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.

The final outcome of the 2017 H&S objectives is in Appendix B.

Monitoring risk

Risk Management

Hazard/Risk tracking

# new risks identified	2	• Two new mowers to be added to Vault.
------------------------	---	--

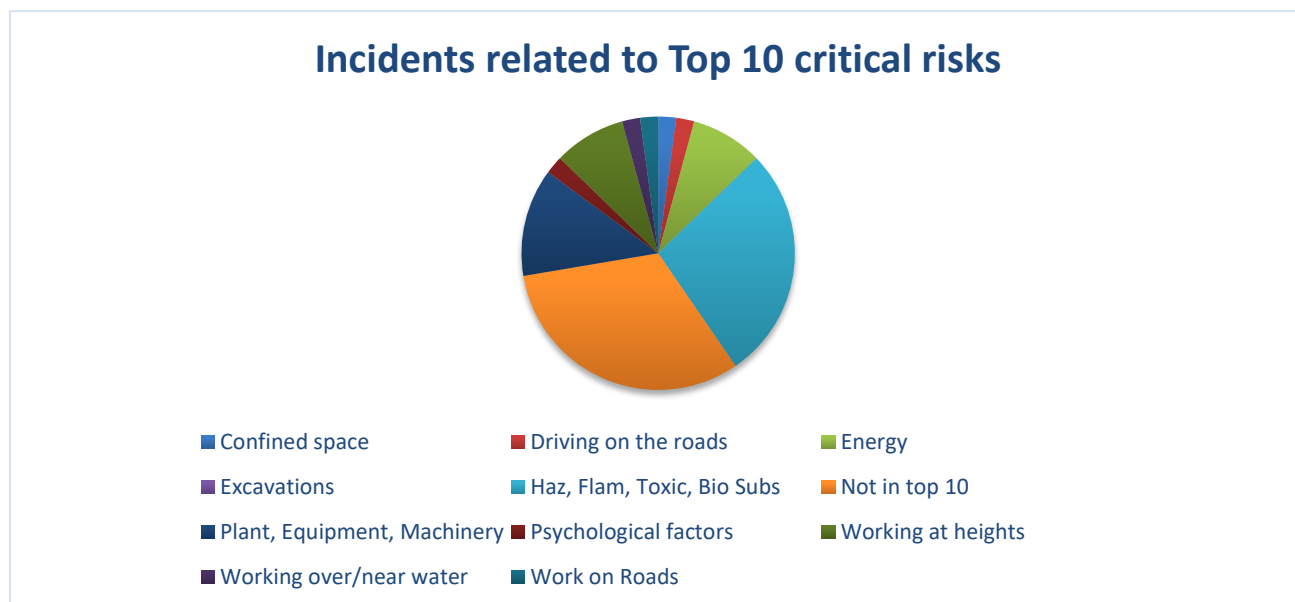
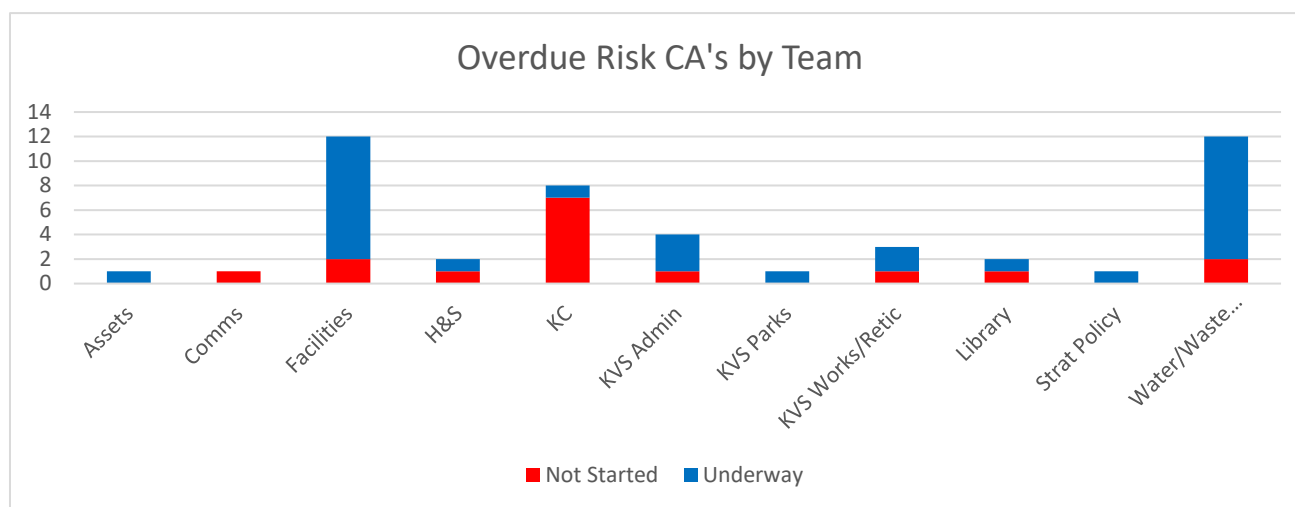
# existing risks reviewed	75	# existing risks overdue for review	5
# risk control (CA's) completed	23	# risk control (CA's) overdue 15+ days**	47

** Explanation of risk control CA's

During a risk review corrective controls are identified. These are then loaded into Vault and allocated to the appropriate staff member to action. A timeframe is placed on the CA for completion. These controls are therefore 15+ days over the timeframe placed for completion. This figure does not differentiate between high and low risks.

The two graphs below explain

1. the number of corrective actions (CA's) overdue by team and whether they are "Underway" or "Not Started".
2. which of our "Top 10" risk categories the CA's fall into.



Note: Hazardous substances category includes silica dust, asbestos and waste water.

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"> Two incidents of containers found without compliant labelling. Hazardous substances review to be scheduled.
Driving on the roads	<ul style="list-style-type: none"> Problem reported with a fleet vehicle. Matter has been addressed. Uneven gravel track to Tills Road water treatment plant.
Psychological factors	<ul style="list-style-type: none"> Two incidents of verbal abuse from public towards staff
Confined space entry	
Working on the road	

Working at heights	<ul style="list-style-type: none"> Contractor working at height without appropriate training or a permit.
Energy	<ul style="list-style-type: none"> Faulty ceiling light replaced. Discussions on how electrical testing is conducted within the organisation. Electrical wires exposed behind removed wall panel – issues has been rectified.
Excavations	<ul style="list-style-type: none"> Damage to water main in Morrinsville – followed up with contractor to ensure that corridor access request (CAR) applications are completed in advance of this type of work.
Working over / near water	
Plant, equipment, machinery	<ul style="list-style-type: none"> Two new mowers purchased with improved safety features. Fire in the loader at the Matamata RTS.

Staff inductions

# staff inductions completed	7	# staff inductions outstanding	0
# refresher inductions completed	0	# refresher inductions outstanding	0

Procurement

# procurement assessments completed	1	Drone
# procurement assessments outstanding	3	Assessments underway but not yet completed for new Walker mowers, Ferric Chloride, MVWWTP Septage unit

Plant, equipment & machinery

# incidents / near misses where plant/equipment design is a contributing factor	1	<ul style="list-style-type: none"> Notification from Smart Environmental (SEL) of the weight issues posed by the 60L recycling crates. This is currently being discussed with the other two Councils and SLE.
---	---	--

Review & Audits

# internal audits conducted	0	
# internal audits outstanding*	10	
# external audits conducted	0	

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

General Maintenance at Transfer Stations	Substances	Bryan Turner	April
Epipen Use	Critical incidents	Charissa Tarry	Completed
Vacuum Cleaner : Safe method to remove filter and	Plant, equip, mach.	Kenneth Ranger	April

dust bag			
Stumpgrinder Safe Work Procedure	Plant, equip, mach.	Tony Watts	Completed
Pressure DE filter washdown	Substances	Trudy Haines	Completed
Lifting a pump from a well (with safety rails)	Working on/over water	Hayley Coetzer	Completed
Jacobson Mower Safe Work Procedure	Plant, equip, mach.	Stacey Blake	Completed
Tie Down & Lifting Chain Inspection	Plant, equip. Mach.	Kerry Tanner	May
Mowing Waharoa Aerodrome	Plant, equip, machinery	Gary Robinson	Completed
Safe work with Asbestos Cement Pipes (AC Pipes)	Substances	Daniel Wright	May
Hazardous Waste Sheds – Refuse Transfer Stations	Substances	Kenneth Ranger	June
Cleaning Septage Unit	Substances	Vicki Black	June
Safe work around an excavator & Excavator Loading & Unloading PL625	Excavations	Sandy Barnes	June
Self Contained Breathing Apparatus	Plant, equip, mach.	Charissa Tarry	Completed
Safe Work with a Harness	Working at Heights	Rochelle Rogers	June
Operating crane vehicle	Plant, equip, mach.	Sandy Barnes	July
Investigate and repair a Catchpit Tomo	Working over /near water	Nalisha Jackson	July
Annual Ladder inspections	Plant, equip, mach.	Stacey Blake	Completed
Te Poi – 200L PACL drum deliveries	Substances	Vicki Black	August
Disposal of screenings MVWWTP	Substances	Rick Smith	August
Lightning Emergency Procedure	Energy	Kerry Tanner	August
Agrichemical Application	Substances	Nalisha Jackson	August
Monitoring Sodium Hypo Liquid Bulk Delivery – SZMM & Sodium Hypo Safety Procedure	Substances	Ross Hall	August
KVS Escalation – Working Alone Serv.	Critical incidents	Rochelle Rogers	August
Hedge Trimming Safe Work Procedure	Plant, equip, mach.	Hayley Coetzer	September
Lifting manhole lids (Retic)	Working over/near water	Trudy Haines	September
Lock Out Process for Electrical, Air or Hydraulic Driven Machinery	Plant, equip, mach.	Gary Robinson	October
Safe Access to Silver Fern Farms Events Centre roof	Working at Heights	Daniel Wright	October
Fitting extensions to Fork Hoist	Plant, equip. Mach.	Ross Hall	November
Emergency Safety Shower & Eye Wash Test	Plant, equip, mach.	Rick Smith	November
Safe Work on Water – Using a Boat	Working on/near water	Bryan Turner	November
MMWWTP - Entering Influent Chamber for Routine Washdown	Confined Space	Tony Watts	December

Eastern Waikato Councils (TCDC, HDC & MPDC) Solid Waste Contract

The joint review of this contract by an external consultant is becoming a very protracted matter. We have still not received a report – draft or final.

The H&S Manager continues to attend the regular meetings with the contractor. We are currently preparing an audit tool for a comprehensive audit of the refuse transfer station sites across the three Councils. This will be done in conjunction with the contractor.

Emergency Management

% Emergency Response Plans (ERP) completed		The ERP's for the minor water treatment plants and waste water treatment plants are near completion. We have now entered data to the new WorkSafe calculator and the documents are nearly completion.
---	--	---

% Emergency Response Plans (ERP) tested by due date	100%	
% Trial evacuations completed on time	100%	Statistics for other properties not available. (We are currently in the process of transferring the evacuation scheme data from the H&S Administration role to the Property team).
% Trial evacuations/training programmes completed on time for Council halls	0%	0% of Halls completed on time – this is being remedied.
# equipment checks conducted	0	No fire extinguishers or fire hose reels due

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	
# pending work related RTW programmes	0	
# non-work related	3	

Health monitoring

# pre-employment medical checks conducted (includes drug testing)	4	
# inoculations conducted	0	
# workstation assessments conducted	1	
# fit for work assessments	1	
# respirator fit tests conducted	27	
# respirator fit tests outstanding	24	Programme underway with our health provider to remedy.

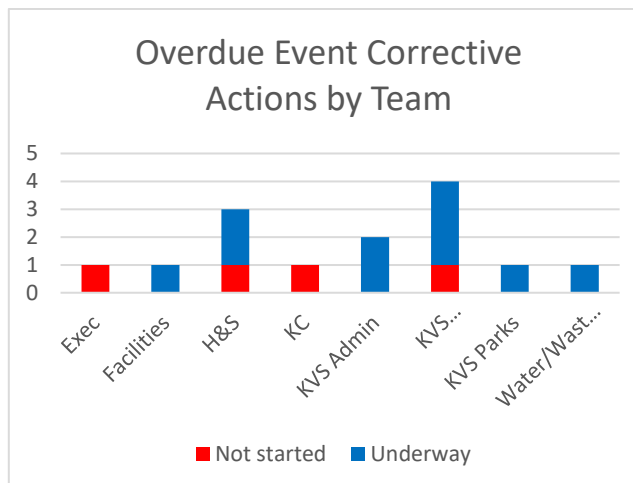
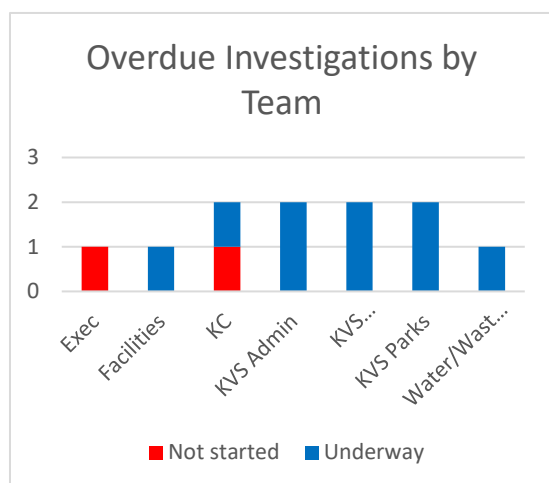
Site safety audits (non-Contractor sites)

# audits conducted	1	Te Aroha Mineral Spa.
--------------------	---	-----------------------

Events (Accident / Incidents)

# incidents for period	28	# incidents notifiable to WorkSafe	0
# of LTI's	0	# ACC claims	0
Investigations not completed by due date*	11	Underway: 9 Not started: 2	
Incident Corrective actions not completed by due date^	14	Underway: 10 Not started: 4	

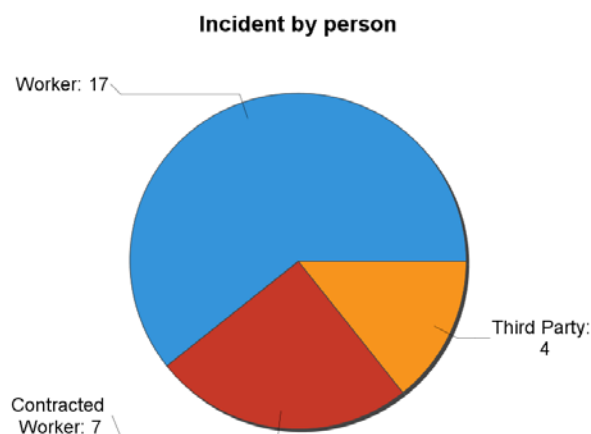
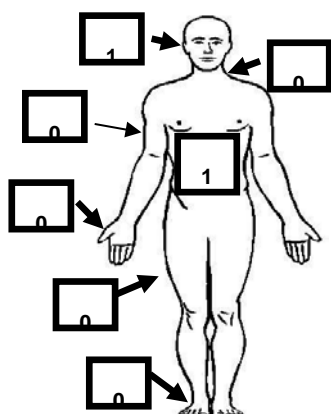
^ Accident/event corrective actions overdue by more than 15 days



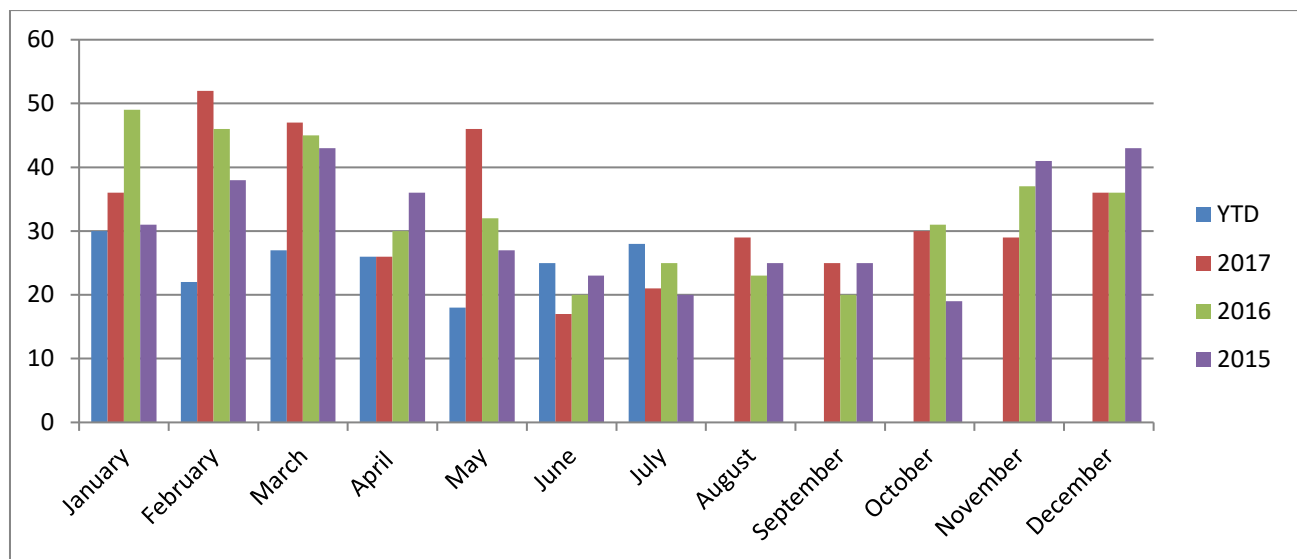
Location of incidents

Firth Tower	3	Matamata Civic Centre	4	Refuse Transfer Station	3	Swim Zone Matamata	3	Off site	5
Swim Zone Te Aroha	1	Te Aroha Office	4	Waihou depot	3	Morrinsville Library	1	MV Waste Water TP	1

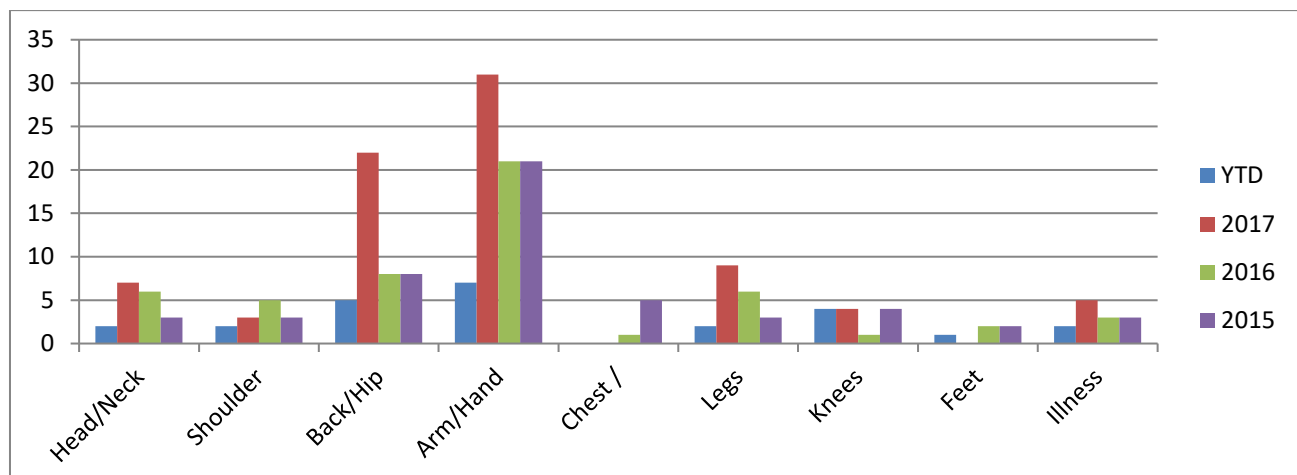
Staff injury by body location:



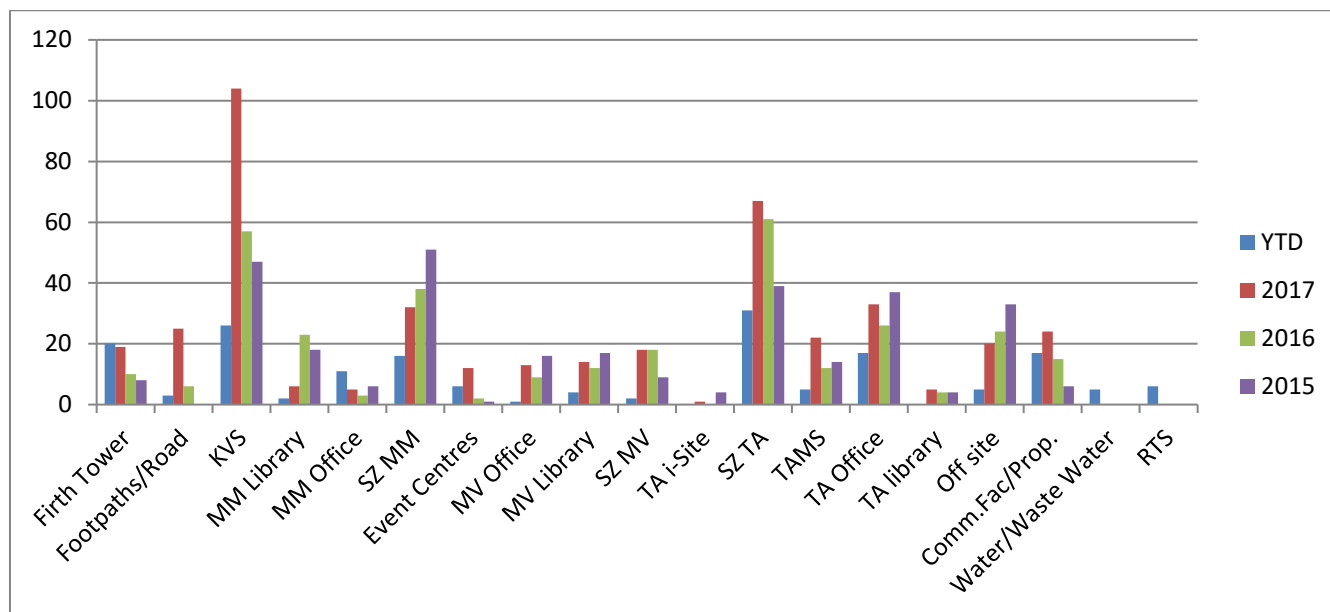
Total Incidents by month



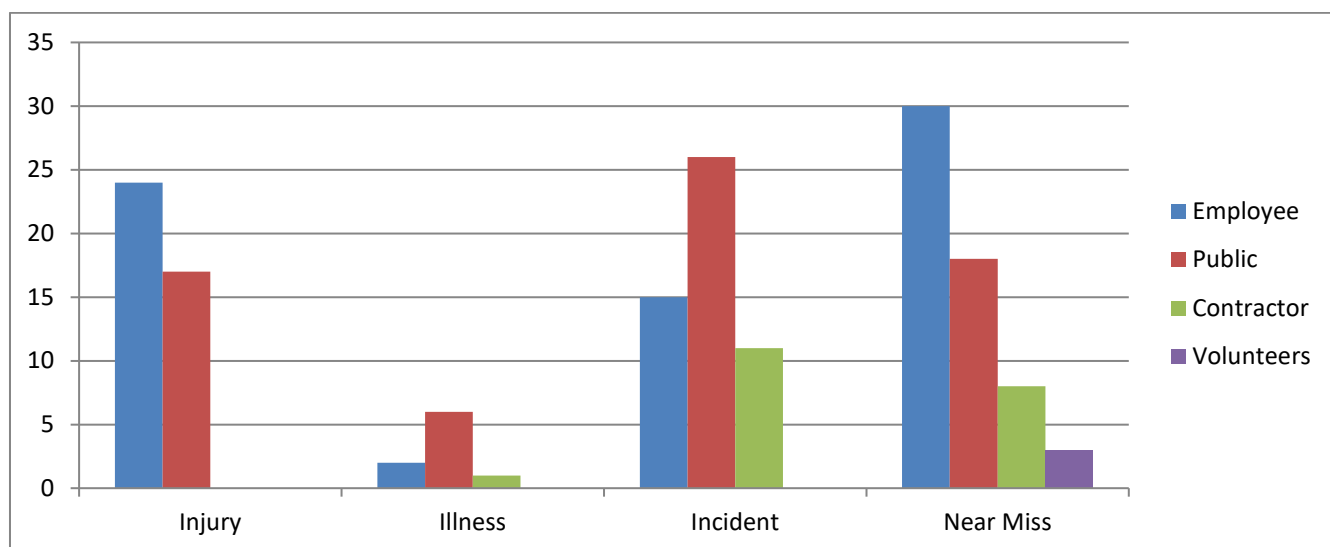
Breakdown of body location - staff injuries/illness



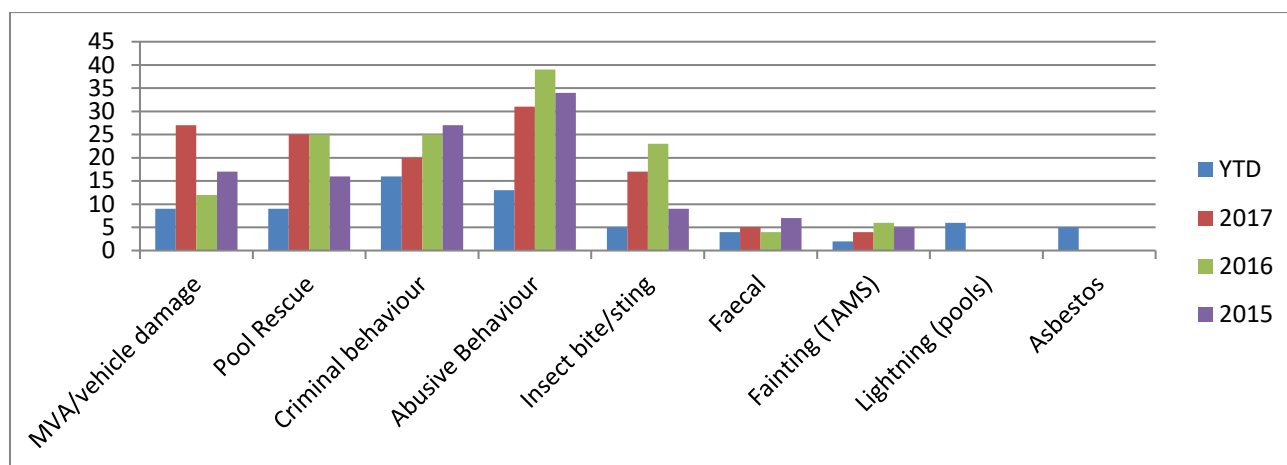
Breakdown of incidents by site



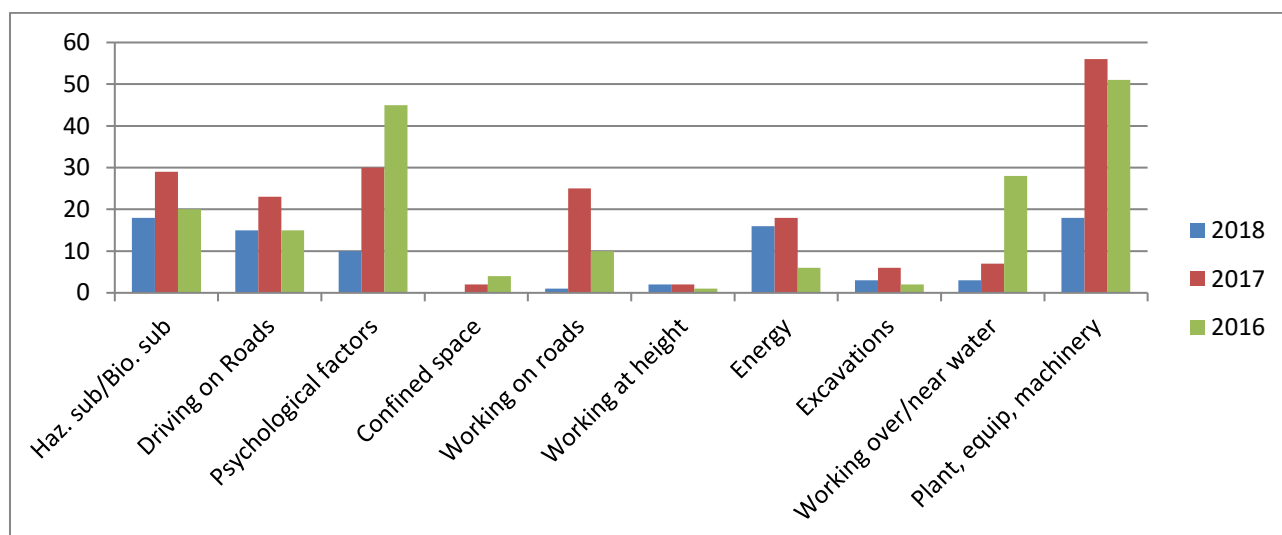
Breakdown of incidents by person type 2018 YTD



Frequently recurring issues



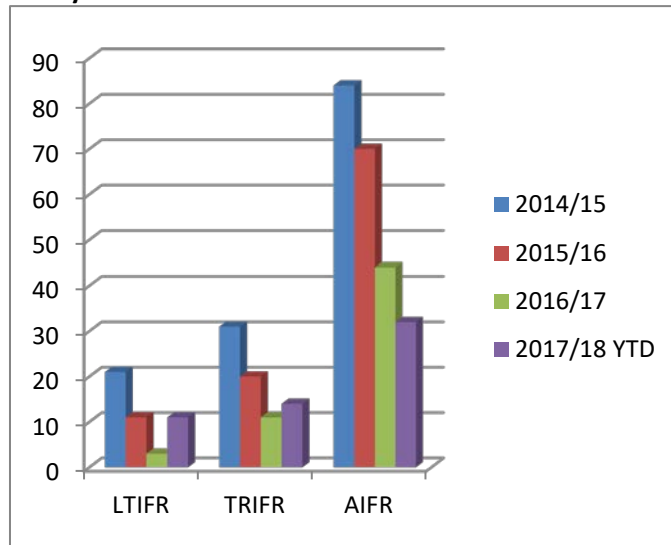
Incidents related to "Top 10 Hazards/Risks"



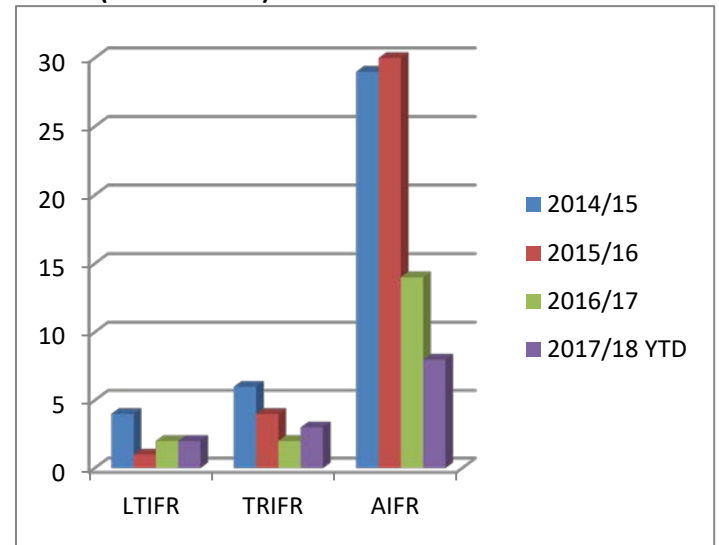
LTI statistics

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

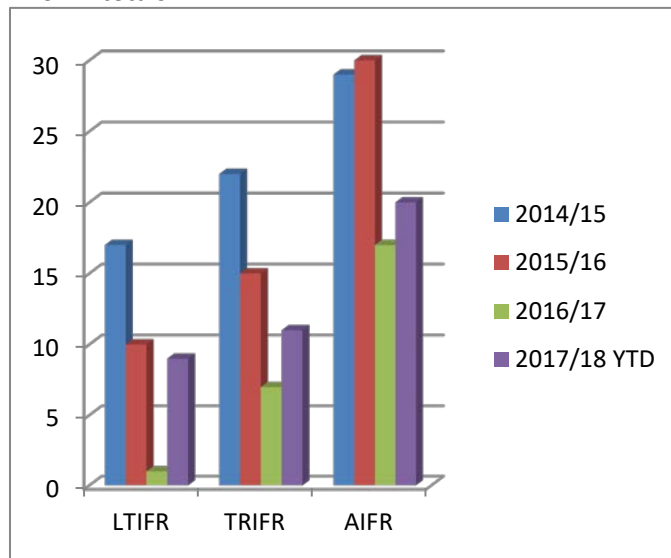
Yearly LTI totals



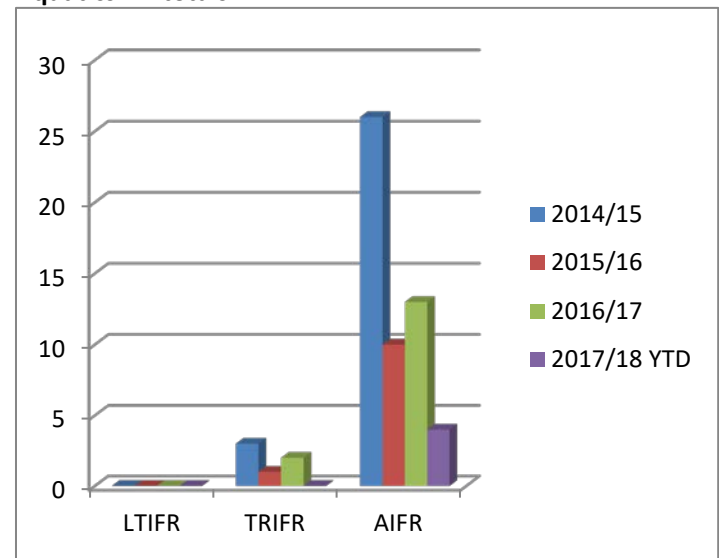
Admin (incl. Libraries) LTI totals



KVS LTI totals



Aquatics LTI totals



The cost of injuries to Council & ACC

Year	Total # of staff injuries	Total # resulting in costs to Council & amount	Total # resulting in costs to ACC & amount	# of on-going claims/injuries
2017/18 YTD	27	5 incidents \$1,258.36	10 incidents \$16,648.74	Five
2016/17	78	18 incidents \$10,395.00	14 incidents \$33,952.09	One
2015/16	72	16 incidents \$6,670.00	13 incidents \$54,006.72	None

Costs to Council may include:

- Medical referrals
- Salary “top-up” outside 80% paid by ACC
- Worker to cover role including salary, higher duty payments, advertising, recruitment
- Investigations – external investigator
- Modification or purchase of new plant, equipment, PPE

Monitoring relationships

Wellbeing initiatives

Nothing this month.

Volunteers

H&S Facilitator attended VYA (Volunteer Youth Ambassadors) meeting to provide some training on planning safety for events.

WorkSafe New Zealand

News release items are provided to members as they are received.

Internal worker engagement

Meeting attendance

# E-Team meetings where H&S was discussed	4	Key outcomes:	Recorded in minutes.
# H&S Committee meetings	0	Key outcomes:	Recorded in minutes.
# other H&S meetings conducted	6	Key outcomes:	

# HR / H&S Manager meetings	3	Key outcomes:	Recorded in Trello.
# KVS H&S meeting for team leaders & H&S Reps		Key outcomes:	Recorded in minutes
# REACH Rep meetings	1	Key outcomes:	
# REACH Rep discussions with staff	1	Key outcomes:	

Refusal to undertake work

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

External engagement

Forum	# attended	Key actions
Waikato LASS (6 weekly)	1	Regional H&S Framework being developed with associated Best Practice Guides. Refer below for other projects underway.
Waikato/BOP Local Government H&S Forum (quarterly)	0	
Waikato LG H&S Managers & WorkSafe NZ (6 weekly)	1	
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. Draft KPI's to be presented at February WLASS meeting. Work on PPI's may follow completion of KPI's.

Contractor Management

# unapproved contractors used	1	Silvester Electrical
-------------------------------	---	----------------------

Contractor auditing

# Site safety audits conducted	4	Comag, Electrico, Jarvie, Arborcare	
# on-site contractor inductions completed and provided to H&S team	1		
# 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	2	<p>The KVS mowing team have done a great job of taking ownership of their safe work procedures: participating actively in reviews and suggesting improvements.</p> <p>The Waste Water Team have allocated some time each week for their H&S Rep to work on health and safety issues. This has resulted in a big improvement in the number of overdue CA's.</p>
--	---	--

Monitoring resourcing

Process management

# processes created in Promapp	2
# processes in Promapp overdue for review (primarily by the H&S team)	39
# corrective actions in Promapp Improvement Module not closed	5

# procedures in Promapp reviewed	12
# feedback in Promapp with no responses	5

Policy management

Staff Occupational Health Monitoring Policy

Submissions on the above policy closed and the policy has been finalised. Meetings are being held with the health provider to set-up the monitoring programme.

Training

Training course	# identified	# completed	Key outcomes/commentary	Complete / Outstanding
Simpson Grierson – HSWA: Lessons from the first two years seminar	3	3	Free session – very informative	Completed
First-aid Training	69	24	August, September, October and November training scheduled	Underway
Fire Warden & Extinguisher	30	23		Underway
Traffic Controller	14	9		Underway
Confined Space	8			
Breathing Apparatus	8		August training scheduled	Underway
STMS – Level 1	9	4		Underway
Customer Conflict Awareness including Suspicious Package/Bomb Threat	41	16		Underway
Electrical Testing	6			

Civil Defence – Induction	11			
Civil Defence – Other	33			
Chemical Handling	14			
Approved Handler (Chlorine only)	5			
Forklift Operators Certificate	10			
Manual Handling	15	8		Underway
Height Safety Introduction	8	4		Underway
H&S Representative Training	11	15	August training scheduled	Underway
Operate Road/Concrete Saw Training	5	4		Completed
SiteSafe – Construction	6			
Dangerous Goods Renewal	1	1		Completed
Psychological First-aid Training	11		August training scheduled	Underway
Elevated Platform/Boom Lift Training	1		August training scheduled	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 Vault system was upgraded to the latest version – Vault 3. Vault users have been provided with on-one-one assistance in transitioning to the new Vault system on request. Further training is likely to be needed over the next couple of months.

Health & Safety Team 2018/19 project plan

This plan is currently under review.

Underway

- Priority 1
 - Staff Occupational Health Policy & subsequent health monitoring set-up – UNDERWAY.
 - Asbestos management – Asbestos Management plan COMPETED.
 - Solid waste contract issues – ON-GOING
- Priority 2 : Contractor management – UNDERWAY.
- Priority 3 : Worker engagement & participation – COMPLETED.

2018 priorities (not started)

- Priority 1 : Risk framework, Vault maintenance
- Priority 2 : Overlapping PCBU duties, Lone worker

Officer (elected member) due diligence

Policy & Planning

1. **Keep up-to-date with health & safety matters**
 - Alert24 news
 - Health & Safety update with WorkSafe CE, Nicole Rosie
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**

Due Diligence information received from Crs

Nothing this month.

APPENDIX A – 2018 H&S Objectives

2018 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 conduct safety audits of their contractors and provide completed reports to the H&S team. 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>5 large contracts and 5 smaller contractor jobs (works order) audited at the end of 2018 to check whether they:</p> <ul style="list-style-type: none"> Completed a H&S Risk Assessment at the start Provided an appropriate induction for the contractor Had an appropriate plan for auditing the contractor and complied with it Completed a post contract review (where applicable) <p>with a target of 50% compliance on each of those measures.</p> <ul style="list-style-type: none"> Contractor induction system prepared and ready for launch in 2018. 	<p>Audit to be completed later this year.</p> <p>Site specific induction form launched for high risk sites.</p> <p>Training provided for contract managers in planning for contractor H&S management.</p>
Improving safety collaboration	<ul style="list-style-type: none"> Increased H&S rep participation in risk register reviews and process audits. Review of the worker participation (H&S Rep/Committee) system and structure in line with new HSWA. 	<ul style="list-style-type: none"> H&S reps to complete at least two process audits in an area outside their area of work per year. H&S reps to complete at least one risk register review per year. Worker participation system meets requirements of regulations. H&S Committee meetings to be attended by at least 50% of H&S Reps. 	<p>Audit schedule provided to H&S reps – 30 scheduled, 8 complete, 7 overdue</p> <p>Schedule provided to H&S reps – 14 scheduled, 2 complete</p> <p>Process is complete.</p> <p>February – 8/10 March – 11/15 May – 11/16</p>

	<ul style="list-style-type: none"> Develop system for providing sharing of learnings with staff on events, risks etc. Encouraging a “no blame” culture to ensure staff feel comfortable reporting incidents, risks etc without fear of ridicule or repercussions. 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 combined to less than 10%. 2016 results were 13%, 2017 results were 12.95% Management Group and Team Leaders to view the Dr Todd Conklin video about “failing safely”. “Failing Safely” and “no blame” culture to be regularly discussed at Management Group meetings. Information provided to H&S Committee on what “failing safely” means and seeking their suggestions on how we can support this and encourage engagement Health and safety section to be added to expected behaviours section of PDT forms. Improved feedback in staff climate survey on Q30 (<i>I report near misses</i>) never/occasionally to go down to no more than 10%. 2017 results were 12.14% 	PDT system is under review.
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) and refresher Promapp sessions conducted throughout the year. 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 to no more than 10%. 2016 results were 21.99%, 2017 results were 17.61% Q22 (<i>Safety processes are appropriate, logical and easy to follow</i>) ‘occasionally’ to go down to no more than 7%. 2016 results were 10.71%, 2017 results were 11.35% 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). 	

Corporate and Operations Committee
22 August 2018

<p>Improving health and wellbeing (improve general health, stress and bullying reduction)</p>	<ul style="list-style-type: none"> • Develop guidelines for fatigue management and provide education to relevant staff. • Review stress management policy to provide more user friendly staff guide. • Develop an “unacceptable workplace behaviours” poster and associated education to encourage a reduction of bullying. • Promote health and wellbeing. 	<ul style="list-style-type: none"> • New guidance on fatigue published by October 2018 and training provided. • New guidance on stress management published by May 2017 and training provided. • 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 to no more than 15%. 2016 results were 20%, 2017 results were 18.44% • 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 to no more than 20%. 2016 results were 25%, 2017 results were 20.71% • H&S Committee to drive this initiative by seeking feedback in the Bulletin and then preparing a draft document for E-Team approval. • Run two campaigns during the year on health and wellbeing topics such as healthy eating, exercise, sun smart (melanoma), work/life balance etc. 	
--	---	--	--

Spotlight on safety award

Trim No.: 2048635

Executive Summary

This award recognises the 'good things' people are doing to keep themselves and others safe and is awarded quarterly.

This month the award will be presented to Electrico who were nominated by our property maintenance team for their proactive approach to health and safety.

Owners Andrew and Lynne Arts will be in attendance with some of their team.

Recommendation

That:

1. The report be received and Electrico be congratulated for their approach to health and safety.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Sandy Barnes Health & Safety/Quality Manager	
-----------	---	--

Approved by	Dennis Bellamy Group Manager Community Development	
-------------	---	--

Staff Long Service Presentation

Trim No.: 1962741

Executive Summary

10.20am, Sandy Barnes will be presented with a Long Service Award in recognition of 30 years' service to Matamata Piako District Council.

Recommendation

That:

1. The information be received.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Meghan Lancaster Committee Secretary	
Approved by	Sandra Harris Acting Strategic Policy Manager	
	Don McLeod Chief Executive Officer	

Long Term Plan 2018-28 Audit Report

Trim No.: 2044919

Executive Summary

Council has received the Audit Report on the audit of its 2018-28 Long Term Plan. Overall it is a positive report, there were some minor uncorrected misstatements noted which were not individually or collectively material.

The Audit Report is attached and is intended to provide executive management, the Audit and Risk Committee and Council with further detail of the audit process that is not within the scope of the wording of the audit opinion.

Recommendation

That:

1. The information be received

Content

Background

Audit New Zealand audited Council's 2018-28 Long Term Plan (LTP) in June 2018 following consultation. On 27 June 2018 they issued an unmodified audit opinion, which means that they are satisfied that the LTP meets its statutory purpose and will provide the basis for Council's decision making and accountability to the community. Audit New Zealand found that the underlying information and assumptions used to prepare the LTP provided a reasonable and supportable basis for the preparation of the Plan.

Communication, consultation and decision making processes

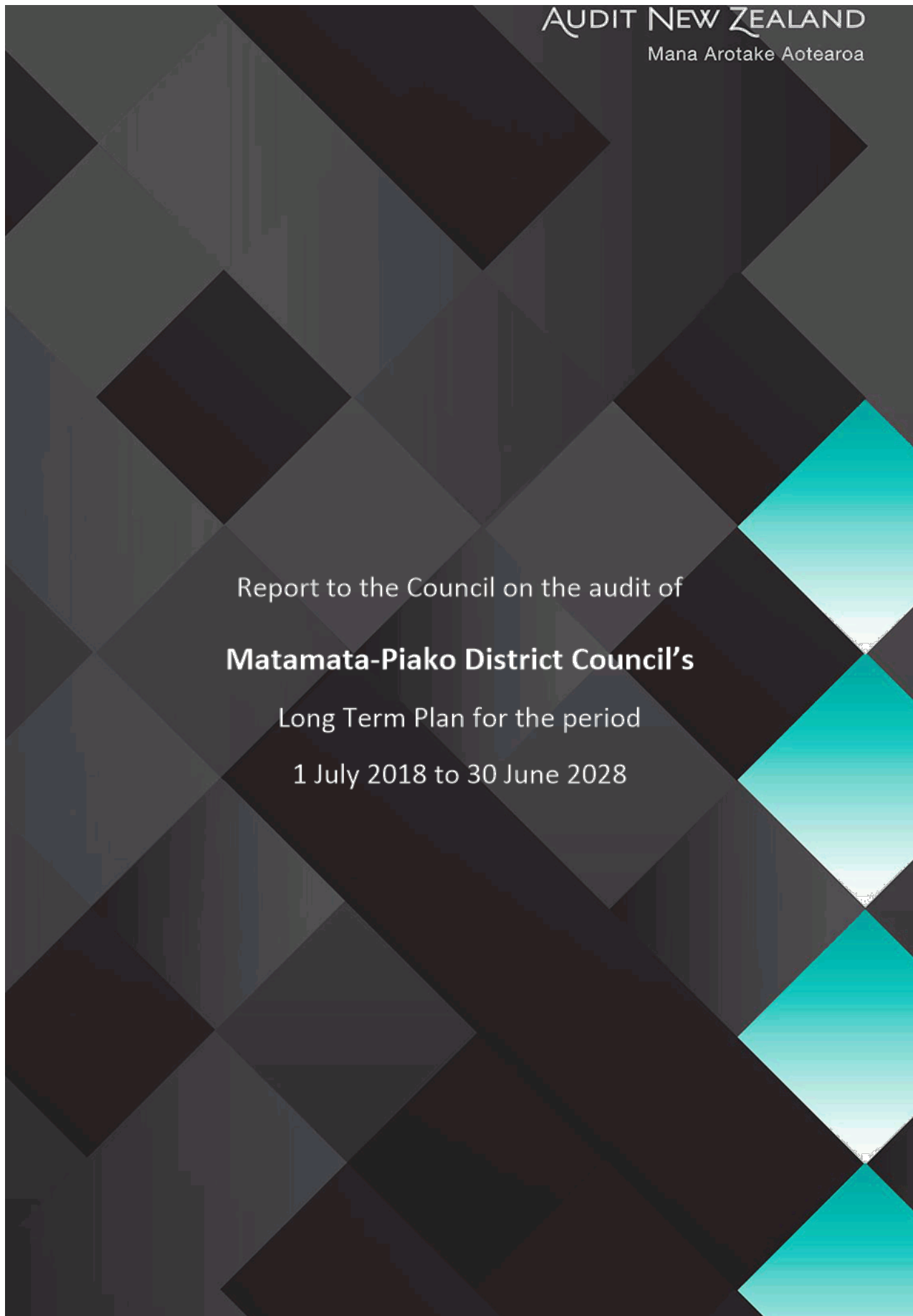
Our Long Term Plan Consultation Document was consulted on from 28 March 2018 to 29 April 2018. Council received 198 submissions from 221 submitters. Those submitters who wished to speak directly to the Council did so at a hearing and deliberations held from 16-17 May 2018. There were a small number of changes following the hearing and deliberations which then flowed through into the Long Term Plan where necessary.

Attachments

- A. Report to the Council on the Audit of MPDC Long Term Plan 1/7/18-30/6/28

Signatories

Author(s)	Sandra Harris Acting Strategic Policy Manager	
Approved by	Don McLeod Chief Executive Officer	



Report to the Council

We have completed the audit of Matamata-Piako District Council's (the District Council's) Long Term Plan for the period 1 July 2018 to 30 June 2028. This report sets out our findings from the audit and draws attention to our detailed findings and, where appropriate, makes recommendations for improvement.

Contents

1	Our audit opinion.....	3
2	Audit scope and objective.....	3
3	Control environment	3
4	Areas of audit emphasis.....	4
5	Publication of the LTP on the District Council's website	4
	Appendix 1: Uncorrected misstatements.....	5
	Appendix 2: Mandatory disclosures.....	8

Key messages

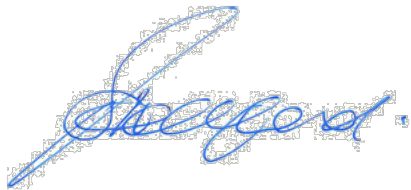
We have completed the audit of the District Council's Long Term Plan (LTP) for the period 1 July 2018 to 30 June 2028 and issued an unmodified opinion on 27 June 2018.

Overall the District Council has created an effective LTP which reflects the key decisions made for the next 10 years of the plan. The non-financial information disclosed in the LTP effectively describes the District Council's group of activities. Targets for the performance measures have also been appropriately set. The financial information disclosed in the LTP reflects the District Council's decisions made following the consultation process including funding and timing of key capital projects planned in the region.

The District Council has continued to have an effective control environment and good quality review processes for the development of the LTP.

Thank you

We would like to thank the District Council, management and staff for their assistance during the audit.



B H Halford
Audit Director
7 August 2018

1 Our audit opinion

1.1 We issued an unmodified audit opinion

We issued an unmodified audit opinion on the District Council's LTP on 27 June 2018.

This means we were satisfied the District Council's LTP meets the statutory purpose.

We found the underlying information and assumptions used to prepare the LTP provide a reasonable and supportable basis for the preparation of the LTP.

1.1 Unadjusted misstatements

The LTP is free from material misstatements, including omissions. However, in the course of the audit, we found certain misstatements that are individually and collectively not material to the LTP.

We have discussed any misstatements that we found with management. The significant misstatements that have not been corrected are listed in Appendix 1, along with management's reasons for not adjusting these misstatements. We are satisfied that these misstatements are individually and collectively immaterial.

2 Audit scope and objective

The scope of our audit engagement and our respective responsibilities are contained in our audit engagement and arrangements letter dated 15 January 2018.

3 Control environment

Our approach to the audit was to identify, confirm and assess the District Council's key processes and controls over the underlying information and ultimate production of the LTP. The purpose of this assessment was to enable us to plan the most effective and efficient approach to the audit work needed to provide our two audit opinions.

Following from the audit of the consultation document (CD), we reconfirmed that the overall control environment has been effective in terms of preparation of the LTP. The District Council was able to produce and provide an effective LTP document.

There were no matters identified during the consultation stage that needed to be followed up.

4 Areas of audit emphasis

During the planning stage of the audit, and our review of the content of the LTP, we identified the following key risks and issues which were areas of emphasis during our audit. In this section of the report, we comment on our findings on those matters.

4.1 Affordability

Affordability was one of the key areas the District Council has focused on as part of the LTP process. The District Council's plan is to do more, earlier in the 10 year plan, and considered a 4% rates increase limit to be affordable. However, the rates increase exceeds the 4% limit during three years of the LTP if the District Council used a balanced budget. The District Council consulted on this with the community, and received responses in favour of its preferred option of using a balanced budget. We have reviewed and confirmed that the decision of using balanced budget has been appropriately disclosed in the LTP.

4.2 Content and process for preparation of LTP

In March 2018, the District Council consulted with the community on the key projects and options for the next 10 years. Following the consultation stage the District Council has assessed all 198 submissions received in order to make decisions for the LTP. Our review found that the submissions received were in favour of the preferred options proposed by the District Council. Therefore, this resulted in no significant changes being made to the financial information reported in the LTP from the consultation stage.

Overall, the LTP process was well planned and the District Council was ready for audit in the agreed timeframes. All our queries and requests for information were responded to quickly and efficiently.

There were no significant matters identified at the CD stage that needed to be followed up during the LTP audit.

5 Publication of the LTP on the District Council's website

If the District Council intends to publish the LTP electronically, please allow time for us to examine the final electronic file version of the audit report before its inclusion on your web site.

We need to ensure consistency with the paper-based documents that have been subject to audit. Changes may also be needed to parts of the audit opinion, for example page number references and the inclusion of additional information to readers of the electronic report.

Appendix 1: Uncorrected misstatements

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Revenue (See 1.1 below)						106	108	(105)		
Expenditure (See 1.4 and 1.5 below)							(91)	(8)	(15)	(38)
Operating surplus						106	17	(113)	(15)	(38)
Current assets (See 1.2, 1.3, 1.4 and 1.5 below)						(400)	91	(8)	15	(62)
Current liabilities										
Non-current assets (See 1.2 and 1.3 below)						400				150
Noncurrent liabilities (See 1.1 and 1.3 below)						(106)	(108)	105		(50)
Equity						106	17	(113)	(15)	(38)

The table contains the net impact of the following uncorrected misstatements as overstatement or (understatement):

1.1 Development contributions

The Development Contributions (DC) model was updated with growth projects identified in the Asset Management Plans (AMPs). However, since the District Council has decided not to process any financial changes, the new calculations not adjusted for have the following impact on the LTP:

- 2023/24 – DC revenue overstated/Borrowings understated by \$106,000.
- 2024/25 – DC revenue overstated/Borrowings understated by \$108,000.
- 2025/26 – DC revenue understated/Borrowings overstated by \$105,000.

1.2 Storm water AMP capital expense

The District Council's Stormwater AMP currently includes \$400,000 in relation to the renewal of discharge consent in financial year 2024. Although this amount has been included in the Group of Activities (GOA), it is currently not included in the Funding Impact Statement (FIS). This has a flow on impact on the following accounts in the prospective financial statements:

- Property, plant, and equipment understated by \$400,000.
- Cash overstated by \$400,000.

1.3 Waste Management AMP capital project

The District Council's Waste Management AMP currently includes \$150,000 in relation to the closed landfill resource consent in financial year 2028. Although this amount has been included in the GOA, it is currently not included in the Funding Impact Statement (FIS). From the total amount \$100,000 relates to the renewal of the consent while \$50,000 is the capital expenditure. This has a flow-on impact on the following accounts in the prospective financial statements:

- Property, plant and equipment understated by \$150,000.
- Cash overstated by \$100,000.
- Borrowings understated by \$50,000.
- Interest expense understated by \$900 (not material).

Note: the impact of depreciation on the \$50,000 capital expenditure would occur in the following year. As this is outside the scope of the LTP it has not been accounted for.

1.4 Payroll cost

In the CD submissions received, Public Services Association (PSA) proposed that the Council adopts the living wage for all staff. Council has decided not to make any financial changes. As a result, the last three years of the LTP are currently impacted by the following amounts:

- 2025/26 – Payroll cost understated/Cash overstated by \$86,000.
- 2026/27 – Payroll cost understated/Cash overstated by \$88,000.
- 2027/28 – Payroll cost understated/Cash overstated by \$90,000.

1.5 Finance cost

The Council received updated interest rates from PricewaterhouseCoopers on 28 May 2018. Finance costs were not updated in the LTP to reflect the new interest rates. As a result, the prospective financial statements are impacted as follows:

- 2024/25 – Finance costs overstated/Cash understated by \$91,000.
- 2025/26 – Finance costs overstated/Cash understated by \$94,000.
- 2026/27 – Finance costs overstated/Cash understated by \$103,000.
- 2027/28 – Finance costs overstated/Cash understated by \$128,000.

Appendix 2: Mandatory disclosures

Area	Key messages
Our responsibilities in conducting the audit.	<p>We carried out this audit on behalf of the Controller and Auditor-General. We are responsible for expressing an independent opinion on the 2018-28 LTP and reporting that opinion to you. This responsibility arises from section 93C(4) of the Local Government Act 2002.</p> <p>The audit of the LTP does not relieve management or the District Council of their responsibilities.</p> <p>Our audit engagement and audit arrangements letter dated 15 January 2018 contains a detailed explanation of the respective responsibilities of the auditor and the District Council.</p>
Auditing standards	<p>We carry out our audit in accordance with the International Standard on Assurance Engagements (New Zealand) 3000 (revised): <i>Assurance Engagements Other Than Audits or Reviews of Historical Financial Information</i>, the International Standard on Assurance Engagements 3400: <i>The Examination of Prospective Financial Information</i>, and the Auditor-General's Auditing Standards.</p>
Auditor independence	<p>We confirm that, for the audit of the District Council's LTP for the period 1 July 2018 to 30 June 2028, we have maintained our independence in accordance with the requirements of the Auditor-General, which incorporate the independence requirements of the External Reporting Board.</p> <p>Other than our work in carrying out all legally required external audits, we have no relationship with or interests in the District Council or any of its subsidiaries.</p>
Other relationships	<p>We are not aware of any situations where a spouse or close relative of a staff member involved in the audit occupies a position with the District Council that is significant to the audit.</p> <p>We are not aware of any situations where a staff member of Audit New Zealand has accepted a position of employment with the District Council during or since the end of the financial year.</p>
Unresolved disagreements	<p>We have no unresolved disagreements with management about matters that individually or in aggregate could be significant to the LTP. Management has not sought to influence our views on matters relevant to our audit opinion.</p>

Consideration of the Removal of the proposed Road Designation on Charleston Street, Morrinsville

Trim No.: 2047807

Executive Summary

A request has been received by a property owner that is affected by Designation 52, a proposed road, for Council to consider removing this designation.

The Designation currently places a building restriction on the properties where the designation is located within the private property.

The designation was put in place when the District Plan came operative in 2005. It provides access to land locked parcels and links Avenue Road South with Marshall Street.

Council does not have any plans in the Long Term Plan to purchase the land and construct the Road. The terrain of the land does not make it easy to construct a road. It is not impossible but very expensive.

Council resolved to complete some consultation with affected property owners before making a decision on whether the designation is removed.

A letter was sent to all affected property owners and a response was requested.

Only four responses were received. Three were in favour of removing the designation and one in favour of retaining the designation and Council constructing the road.

It is requested Council consider whether it wishes to remove the designation or keep it.

Recommendation

That:

1. Council receives the report;
2. Council determines whether it wishes to remove or keep Designation 52 for the proposed Road in Morrinsville.

Content

Background

It has been requested by Piako Property Trusts Limited on Charlestons Street, Morrinsville, that the current designation for a proposed road be removed.

The designation restricts the development of some of the sites as there are no buildings allowed to be built over the designation.

A designation is a planning technique used by Ministers of the Crown, local authorities and network utility operators approved as requiring authorities under s167 of the RMA. Only requiring authorities can seek designations for land.

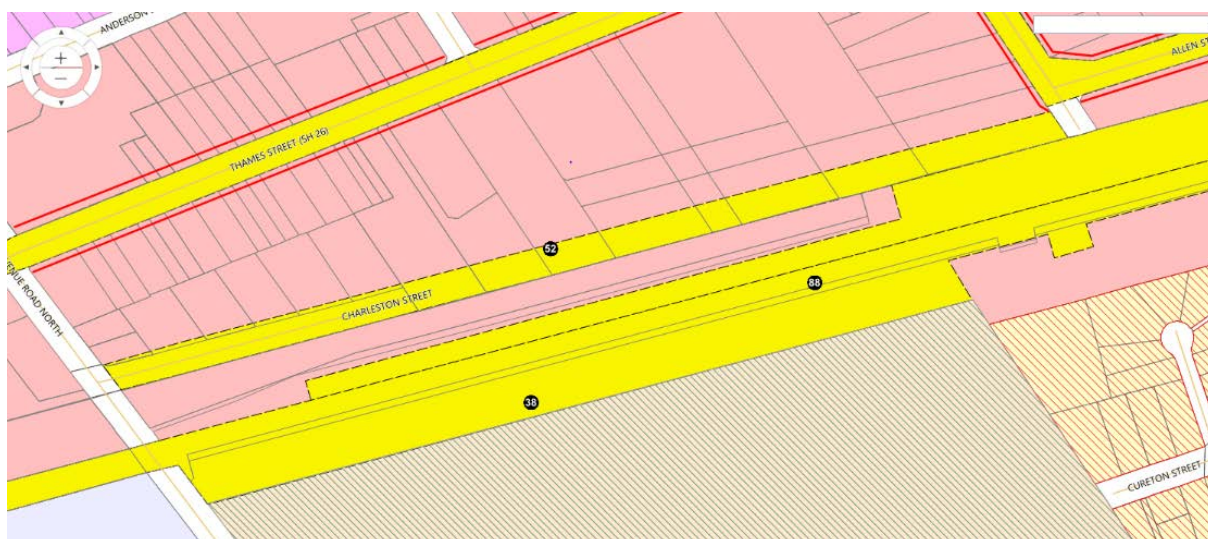
Historically, designations enabled central and local government to get planning authorisation for public works and protected land for future public works. Requiring authorities can only make a designation where they are financially responsible for the project, work, or operation on the designated land.

A designation is a form of 'spot zoning' over a site, area or route in a district plan. The 'spot zoning' authorises the requiring authority's work and activity on the site, area or route without the need for land use consent from the relevant territorial authority (i.e. s9(3) of the RMA does not apply). A designation has a similar effect to a plan change establishing a permitted activity as it:

- *identifies the land affected in the district plan*
- *enables a requiring authority to undertake the works within the designated area without the need for a land use consent*
- *sets the parameters under which the activity can occur.*

Designations are also similar to a comprehensive land-use resource consent as they enable a requiring authority to undertake the works within the designated area (subject to any conditions applied to it).

Designation 52 is a designation for proposed road, from Avenue Road South through to Marshall Street. The Designation has been in place since the District Plan become operative in 2005. The designation will not lapse as part of it has already been enacted by the construction of Charlestons Street otherwise the designation would have lapsed by now.



Pursuant to Section 182 of the Resource Management Act 1991, the Matamata-Piako District Council can agree to remove the existing Designation and that the District Plan be altered accordingly.

Under the Resource Management Act 1991 the Requiring Authority, Matamata-Piako District Council, is required to give notice in the prescribed form to all owners, occupiers and those parties likely to be affected by the removal of the designation.

Council resolved at its Corporate and Operations Committee in May to complete consultation with affected properties on the removal of the designation.

A letter was sent to all property owners which are directly affected by the designation and a response was requested on whether they wanted the designation removed or kept. 13 individual letters were sent out in total which covered each of the land owners adjoining Charleston Street and the properties directly located on the designation.



Three property owners wrote back to staff and one was in contact over the phone.

From the four responses, three wanted the designation removed and one wanted the designation kept and for Council to construct the road.

The key reasons for wanting to keep the designation are to provide better access and also alleviate the current issues with the Avenue Road South/State Highway 26 intersection and provide an alternative roading connection. It also helps with parking and for future planning.

Issues

These are listed again as per previous report:

The reason for the designation

The purpose of this Designation is to provide access to some properties and also to provide an additional linkage from Avenue Road South through to Marshall Street.

The development of the road is at Councils discretion and currently the district plan does not allow for any buildings to be placed onto the designation.

There are no plans in the Long Term Plan to fund the land purchase and construction of the road. Construction is difficult as there are large gullies and a stream is in the way, part of the land is also contaminated and would require all cut to be disposed of off-site. It would make construction very expensive. An estimate has not been completed for the entire Road.

Analysis

Options considered

1. Council retains the designation as it is.

This option allows Council to complete any further investigation work if it is deemed necessary and/or allow for funding to be included in the next Long Term Plan.

This will mean that the property owners will continue to not be allowed to build on the designation.

2. Council removes the designation under Section 168 of the Resource Management Act.

This will give certainty to the property owners about being able to utilise their land for further development.

This will also mean that the potential for future access may restrict the use or saleability of some of the land.

Analysis of preferred option

There is no preferred option but it is requested that Council make sure it is being transparent and considers the impact of the designation on the affected property owners.

Legal and statutory requirements

Pursuant to Section 182 of the Resource Management Act 1991, the Matamata-Piako District Council can agree to remove the existing Designation and that the District Plan be altered accordingly.

Under the Resource Management Act 1991 the Requiring Authority, Matamata-Piako District Council, is required to give notice in the prescribed form to all owners, occupiers and those parties likely to be affected by the removal of the designation.

Impact on policy and bylaws

There are no policy or bylaw issues

Consistency with the Long Term Plan / Annual Plan

This decision does not impact the Long Term Plan unless funding of the construction of the proposed road is required.

Impact on Significance and Engagement Policy

This issue is not considered significant.

Communication, consultation and decision making processes

Consultation with all the affected property owners has now been undertaken.

Consent issues

There are no consent issues.

Timeframes

This depend on the option. Council can remove the designation by resolution.

Contribution to Community Outcomes

Financial Impact

i. Cost

Apart from administration cost there are no major costs in removing the designation. The cost of construction of the proposed road has not been estimated but is likely to be well over \$300,000 with the construction of culverts and the earthworks on a contaminated site.

ii. Funding Source

Existing Budgets can fund the removal process but there is no cost allocated in the Long Term Plan for the Road construction.

Some of the funding can be attributed to future growth so can be funded from Development Contributions.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Susanne Kampshof Asset Manager Strategy and Policy	
-----------	--	--

Approved by	Manaia Te Wiata Group Manager Business Support	
-------------	--	--

Waharoa Tennis Courts Land

Trim No.: 2044847

Executive Summary

Staff have been asked to investigate the history and status of land at 27 Ward Street, Waharoa, adjacent to Mowbray Road Reserve.

The land contains disused tennis courts and was historically occupied by the former Waharoa Tennis Club.

Records indicate that the registered owners of the land are all deceased.

Rates owing on the property have not been paid for a considerable time.

Council may wish to consider treating the land as abandoned under the provisions of the Local Government (Rating) Act 2002. If no interest in the land is forthcoming, and the land is declared as abandoned under the Act, Council could have the option to dispose of the land by selling or leasing it by public auction or tender. Council may wish to consider bidding or tendering for the land as it is fairly centrally located in Waharoa and may potentially be suitable for development for community purposes such as a recreation area.

Recommendation

That:

1. **The report be received;**
2. **Council decides whether or not it wishes to treat the Land at 27 Ward Street, Waharoa as abandoned land under Section 77 of the Local Government (Rating) Act 2002.**

Content

Background

Staff have been asked to investigate the history and status of land at 27 Ward Street, Waharoa, adjacent to Mowbray Road Reserve.

Description of the land

27 Ward Street consists of two separate, adjacent lots of approximately 0.12 ha each. The topography is flat. The land has frontage along Ward Street but can also be accessed from Mowbray Road via the Mowbray Road Reserve.

Table 1: Legal Descriptions

Legal Appellation	Title Reference	Approximate Land Area (ha)
Lot 19 DP 14095	SA466/45	0.1227
Lot 20 DP 14095	SA466/45	0.1214
Total		0.2441

Land Status

The land is an estate in fee simple (i.e. freehold). It is not a Reserve in terms of the Reserve Act 1977. The Reserves Layer of the Operative District Plan does however apply to the land. This is most likely a historical mapping error.

Figure 1: Location Map (27 Ward Street is delineated in yellow)



Ownership history

Records indicate that the land was transferred to Thomas Douglas Grey, James Henry Doleman, and William Arthur Guy in 1949.

Records indicate that in the late 1980s and early 1990s the Waharoa Tennis Club offered to gift the land to the Matamata County Council. The Tennis Club was not the registered proprietor of the land at the time so it is unlikely they could legally gift it to anyone.

In 1997 it was confirmed that the Certificate of Title to the land indicated the owners to be TD Grey, JH Doleman and WA Grey, all deceased. At the time Council was advised that the personal representatives of the deceased proprietor would need to offer the land to Council for it to be able to be transferred to Council ownership. In 1999 Council resolved that “the Waharoa Tennis Court area be incorporated in Council’s mowing maintenance contract subject to funding being made available”. Kaimai Valley Services (KVS) still mow the grass surrounding the former tennis courts.

Issues

Ongoing maintenance costs

KVS mow the grass surrounding the tennis courts. Ratepayers have been contributing towards the upkeep of the site since 1999 despite the land not being under the ownership or formal management of Council.

Rates

Rates for the Land are in arrears. The amount due by 10 August 2018 is \$6,226.55. Approximately \$1,000 is currently written off annually against this property. \$5,350 has been written off over the past nine years.

Council has the option of treating the land as abandoned under Section 77 of the Local Government (Rating) Act 2002.

Legal requirements regarding abandoned land

The Local Government (Rating) Act 2002 (LGRA) defines 'abandoned land' as 'a rating unit for which the rates have not been paid to the local authority for 3 years or more, and the ratepayer for that land—

- (a) is unknown; or
- (b) cannot be found after due inquiry ['due inquiry' includes, but is not limited to, inquiry of any public agency that holds land records] and has no known agent in New Zealand; or
- (c) is deceased and has no personal representative; or
- (d) has given notice to the local authority that he or she intends to abandon or has abandoned the land.'

Sections 77 to 82 of the LGRA prescribe the process for dealing with abandoned land. The requirements are summarised below:

A local authority may, at any time, give public notice in the locality of the land that the local authority intends:

- (a) to have the land declared abandoned 1 month after the date of the notice; and
- (b) to sell or lease the land.

One month after the date of the public notice, the local authority may apply to the District Court for an order that:

- (a) declares the land to be abandoned; and
- (b) authorises the local authority to sell or lease the land.

The District Court may direct Council to give notice of the application to any persons, as it thinks fit, in addition to the rules for service under the District Court Rules.

Council may then in its discretion, proceed under section 67 to sell or lease abandoned land if the requirements of that section are met.

If the District Court is satisfied that section 77 has been complied with, it may make an order to:

- (a) declare the land to be abandoned; and
- (b) authorise the local authority to sell or lease the land subject to any advertising requirements that the court thinks appropriate.

A sale or lease of abandoned land must be by public auction or public tender and subject to any terms or conditions that the local authority thinks appropriate, but it must place a reserve on the land.

Without limiting the powers of the local authority, the local authority may:

- (a) refuse any tender; or
- (b) put the abandoned land up for sale or lease as often as may be required until it is sold or leased.

If the abandoned land is not sold or leased at public auction or by public tender, the local authority may sell or lease the land by private treaty for any consideration that is not less than the reserve.

The local authority may bid for the abandoned land at any public auction of it and may buy the land, but the local authority must not bid less than the reserve price.

Application of proceeds of sale or lease

Sections 75 and 76 of the LGRA apply to the application of the proceeds of sale or lease of abandoned land. This means that Court costs and rates owing must be paid from the proceeds. Any remaining balance is to be paid to the Public Trust.

Potential playground site

As part of the 2018-28 Long Term Plan, Council approved funding of up to \$75,000 towards a new playground for Waharoa. There are limited options for the location of a new playground in Waharoa. If Council were to acquire 27 Ward Street or lease it to a third party (such as a community group), it could potentially provide a good central location for a new playground or recreation space. There are however risks that (a) Council may not be successful in securing tenure of the land at 27 Ward Street (b) the process may take considerable time to complete and if Council were to secure the land the playground may not be able to be developed in the 2018-19 Financial Year.

Risks

Public perception

If Council proceeds to treat the land as abandoned under the LGRA, members of the public could potentially form the perception that Council is engaging in a form of 'land grab'. If Council takes no action, members of the public might form the impression that Council is tolerating non-payment of rates which might be considered unfair.

Failure to secure use of the land

Disposal of abandoned land must be by public auction or public tender. If Council wishes to acquire the land, there is the risk that if Council were to bid for the land, it may be outbid by a third party.

Opportunity/Timing

Council has applied the statute barred process every year and rates older than six years have been written off each year. The rates owing are not older than six years. Council therefore currently has the ability to treat the land as abandoned.

The legal process may take considerable time to complete and if Council did secure tenure the playground may not be able to be developed at the site in the 2018-19 Financial Year.

Analysis

Options considered

1. Follow the statutory process to treat the land as abandoned under the Local Government (Rating) Act 2002.
2. Do nothing and continue to maintain the area.
3. Do nothing and cease to maintain the area.

Analysis of preferred option

Option 1 is the preferred option.

Legal and statutory requirements

The relevant provisions of the Local Government (Rating) Act 2002 would need to be complied with. See Issues section of this report.

Impact on policy and bylaws

If Council wishes to potentially acquire the land, the Open Spaces Strategy 2013 provides guidelines for land acquisition.

Consistency with the Long Term Plan / Annual Plan

Acquiring the land could potentially provide a central location for a playground/recreational space in Waharoa while minimising land acquisition costs for ratepayers.

Impact on Significance and Engagement Policy

Not applicable.

Communication, consultation and decision making processes

Section 77 of the Local Government (Rating) Act 2002 prescribes the public consultation to be undertaken if treating the land as abandoned.

Consent issues

If the land were developed in future consents may or may not be required depending on the nature and scale of development.

Timeframes

At the time of writing the typical timeframe for the process (from giving the initial notice to treat the land as abandoned to Council being enabled by the Court to dispose of the land) is not known. Staff are investigating this and will report on the timeframe at the meeting.

Contribution to Community Outcomes

If the land were acquired and developed for community recreation purposes, it would contribute towards the following outcomes:

- Healthy Communities
- Connected Infrastructure

Financial Impact

i. Cost

At the time of writing potential legal and court costs involved in the abandoned land process are not known. Staff are investigating potential costs and will report the findings at the meeting.

Approximately \$1,000 of rates is currently written off annually against this property. \$5,350 has been written off over the past nine years.

ii. Funding Source

No funding source has been identified.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Mark Naude Parks and Facilities Planner	
	Danny Anglesey Finance & Business Services Manager	

Approved by	Susanne Kampshof Asset Manager Strategy and Policy	
	Manaia Te Wiata Group Manager Business Support	

Ngarua Recreation Reserve

Trim No.: 2044848

Executive Summary

Council has resolved to relinquish its appointment to control and manage the Ngarua Recreation Reserve which contains the former Ngarua Hall and ancillary structures. A reserve may be disposed of only after its reservation is revoked. Recent advice from the Department of Conservation confirmed that Council (rather than DOC) must initiate the revocation of reserve status. Approval is therefore sought to publish the required public notice and initiate the process.

Recommendation

That:

1. **The report be received;**
2. **Council publishes the required public notice of its intention to revoke the Reserve Status of the Ngarua Recreation Reserve pursuant to Section 24(2)(b) of the Reserves Act 1977 (Attachment A);**

Content

Background

The Ngarua Recreation Reserve is Crown Land. Council has held an appointment to 'control and manage' the Reserve for a number of years.

Council resolved to relinquish its appointment to control and manage the Ngarua Recreation Reserve which contains the former Ngarua Hall and ancillary structures. Advice received from Department of Conservation (DOC) at the time implied that DOC would deal with the administrative processes for revoking the reserve status of the land. A reserve may be disposed of only after its reservation is revoked. Recent advice from DOC has clarified that Council (in its capacity as Administering Body of the Reserve) must initiate the revocation process.

The process is as follows:

- Council must publish a public notice of the proposed revocation of reservation, specifying the reason or reasons for the proposal;
- A month must be allowed to receive any objections;
- Council must consider any objections and make a final decision.
- The Minister of Conservation must be notified of the decision;

If the Minister consents to the revocation, the Reserve status is uplifted and Council's appointment to control and manage is cancelled. DOC can then proceed with the subsequent administrative procedures.

Approval is therefore sought to publish the required notice (Attachment A).

Issues

Disposal

A reserve may be disposed of only after its reservation is revoked.

Timing

DOC have advised that the time from revocation to disposal could be as long as 18 months.

Analysis

Options considered

1. Proceed with the revocation process by publishing the required public notice.
2. Not to proceed with the revocation process.

Analysis of preferred option

The preferred option is that Council proceeds with the revocation process.

Legal and statutory requirements

Section 24 of the Reserves Act 1977 prescribes the process for revocation of reserve status.

Impact on policy and bylaws

The Open Spaces Strategy 2013 includes land disposal guidelines. The proposal is in keeping with the guidelines.

Consistency with the Long Term Plan / Annual Plan

The proposal is not inconsistent with the Long Term Plan.

Impact on Significance and Engagement Policy

The land is not identified as significant in the policy.

Communication, consultation and decision making processes

Section 24 of the Reserves Act 1977 prescribes the process to be followed.

Timeframes

It can take as long as 18 months from initiation of revocation to disposal of the land.

Contribution to Community Outcomes

Connected Infrastructure

Healthy Communities

Financial Impact

i. Cost

Staff time and the cost of public notices.

ii. Funding Source

Operational budget.

Attachments

- A. Attachment A - Draft Public Notice - Revocation - Reserve Status -Ngarua Recreation Reserve

Signatories

Author(s)	Mark Naude Parks and Facilities Planner	
-----------	---	--

Approved by	Susanne Kampshof Asset Manager Strategy and Policy	
	Manaia Te Wiata Group Manager Business Support	

Attachment A

Land Notices

Proposal to revoke the reserve status of Ngarua Recreation Reserve

Public notice date: [Date]

Closing date and time: [Date], 5 pm

Matamata-Piako District Council invites submissions or objections from persons with an interest in the Ngarua Recreation Reserve, formerly known as Ngarua Domain, situated at the corner of Ngarua Lane and State Highway 27, Ngarua.

Pursuant to Section 24(2)(b) of the Reserves Act 1977, Matamata-Piako District Council hereby notifies its intention to seek the approval of the Department of Conservation to the revocation or uplifting of the reserve status over the land parcel described below:

Ngarua Recreation Reserve legally described as Part Section 6 Block VIII Maungakawa Survey District.

The reserve is partially occupied by the former Ngarua Hall, tennis courts and clubhouse building. A map showing the Reserve is available for inspection at the following offices of the Matamata-Piako District Council:

Main Office, 35 Kenrick Street, Te Aroha
Matamata Area Office, Civic and Memorial Centre, Tainui Street, Matamata
Morrinsville Area Office, Canada Street, Morrinsville

The Reserve is Crown Land. Matamata-Piako District Council has held an appointment to 'control and manage' the Land since 1989 when it succeeded the former Ngarua Domain Board. The land is classified as Recreation Reserve under the Reserves Act 1977. The Ngarua Hall ceased to operate as a community hall in 2005 and was decommissioned. Council has not identified a strategic purpose for the site and no longer wishes to control and manage the Reserve. It is therefore proposed to revoke the reserve status and to allow control of the land to revert to the Crown.

Any person wishing to make submissions in support or objections to the proposed revocation may do so in writing, addressed to the Chief Executive, Matamata-Piako District Council, Attention: Parks & Facilities Planner, 35 Kenrick Street, Te Aroha, 3320. Submissions must be received no later than 5.00 pm on [Day][Date]. Alternatively, submissions and objections may be emailed to info@mpdc.govt.nz with the subject line 'Ngarua Recreation Reserve'.

Any information provided to the Council will become subject to the Local Government Official Information and Meetings Act 1977 and may be released by the Council under that Act. Any submitter should state in their submission if the whole or any part of the objection is to be kept confidential.

Donald J McLeod
Chief Executive
Matamata-Piako District Council

Naming of Reserve in Waharoa

Trim No.: 2044851

Executive Summary

Council Staff have been asked to investigate naming a Recreation Reserve in Waharoa to commemorate the late Bruce Clothier who donated the land to Council in 1999.

This report identifies the land and outlines the administrative and legal processes for naming the Reserve.

Council is asked to determine whether it wishes to proceed with the reserve naming process.

Recommendation

That:

1. **The report be received;**
2. **Council determines whether it wishes to proceed with the reserve naming process to name the Recreation Reserve comprising Lot 2 DP 386916 “Bruce Clothier Memorial Park”.**

Content

Background

The area known as ‘Waharoa Rest Area’ currently consists of three land parcels and a portion of unformed legal road (Figure 1).

Two of the land parcels are currently leased by Council. The third land parcel (Lot 2 DP 386916, delineated in yellow on Figure 2) is vested in Matamata-Piako District Council as Recreation Reserve. It previously formed part of a larger parcel owned by Bruce Clothier. The land originally included the private land currently occupied by a café and carpark. In 2005 Council sold the original land parcel on condition that Lot 2 would vest in Council as Recreation Reserve and that the proceeds of sale would be used to develop the Reserve and/or the surrounding area.

Council Staff have been asked to investigate formally naming the Recreation Reserve to commemorate the late Bruce Clothier. Bruce Clothier donated the land in 1999 to Council and has been a long standing benefactor to the community.

Discussions are still underway with the family to have the private part of Factory Road vested with Council. There is no opportunity to name the Road as this is already named and it has therefore been suggested that naming the reserve would commemorate Bruce Clothier and the contributions he made to the Waharoa Community.

The requirements of the Reserves Act 1977 and the policies of the reserve management plan need to be followed when naming the Reserve.

Figure 1: Waharoa Rest Area



Figure 2: Lot 2 DP 386916



Issues

Policy

Council's current policy on the naming of reserves is contained in the General Policies Reserve Management Plan. The process for naming a reserve is generally as follows:

1. Consult with donors, user groups, community groups and Iwi in the vicinity and come up with a short list of potential names.
2. Council Resolution to name/rename with list of suggested names to go out for consultation.
3. Allow a month for consultation.
4. Consider submissions.
5. Council Resolution to approve chosen name.
6. Gazette notice once the final name is approved.

Benefits of naming a Reserve

The benefits of having a distinctive name for a Reserve include:

- making it easier to identify the reserve;
- making it easier for visitors or emergency services to find the reserve;
- highlighting any heritage features of the site;
- recognising contributions made by residents, families or organisations;
- identifying prominent ecological or geographic features;
- reinforcing the purpose or principal use of the reserve.

Guidance on the naming of Reserves

The General Policies Reserve Management Plan 2009 prescribes the process to be followed when naming a Reserve but does not provide any guidance on what makes an appropriate name for a Reserve.

Council Staff suggest that the following factors should be considered when naming a reserve:

- a. the purpose and character of the reserve;
- b. the history of the site including any historic names;
- c. prominent natural or geographic features in the area;
- d. the potential for duplication or confusion (especially confusion with other reserves in the district or within adjoining districts that have the same or similar names);
- e. whether dual-naming may be appropriate;

- f. the expressed wishes of donors;
- g. the expressed wishes of Iwi;
- h. public submissions.

An assessment of these factors appears in the Table below:

Criteria	Assessment	Comment
Purpose and character of the Reserve	?	Amenity Park / Rest Area. Waharoa Rest Area indicates a specific purpose however naming it as a 'Park' would not detract from its purpose either.
History of the site	✓	The land was donated by Bruce Clothier so there is a historical connection. Previous owners and Iwi may however potentially also stake a historical link to the land.
Prominent natural/geographic features	N/A	No prominent natural features. Geographically the Reserve is the northern gateway to Matamata. Te Waharoa is Te Reo Māori for 'gateway' which may be appropriate to include in the name of either the Reserve or particular facilities at the Reserve. Te Waharoa was also the name of the Ngāti Hauā chief who welcomed the missionaries to Matamata in the 1830s and was the father of Wiremu Tamihana.
Potential for duplication or confusion	?	<p>There is some potential for confusion if one parcel is called Bruce Clothier Memorial Park and the adjacent parcels are still referred to as Waharoa Rest Area. If the entire area has the same name there would be less potential for confusion. Signage could however potentially reduce the risk of confusion.</p> <p>There are no other parks in our District named after Bruce Clothier or similar sounding names and we are not aware of any in adjacent districts so it is unlikely to lead to</p>

		confusion with parks elsewhere.
Dual-naming	?	There may be limited scope for dual-naming if named after a particular person however dual naming could perhaps be accommodated if there is also a particular historical/local Te Reo name for this area
Expressed wish of donors	✓	Clothier family
Expressed wishes of Iwi	?	Not known at this stage
Public submissions	?	Not known at this stage

Potential names

Naming the area 'Bruce Clothier Memorial Park' has been suggested as an appropriate way to commemorate the late Bruce Clothier's contribution to the community. Council may wish to propose other names for consideration.

Alternative forms of recognition

If Council does not wish to proceed with naming the Reserve after Mr Clothier other options to commemorate his contribution could include:

- Establishing a commemorative garden with appropriate plaque or signage;
- Installing interpretive signage explaining the history of the site and Mr Clothier's contribution to the community;
- Erecting an appropriate monument (such as a statue, public artwork or structure).

Option	Advantages	Disadvantages or Risks	Estimated Cost
Naming the Reserve	High level of exposure. Can be done any time of year.	Consultation process to follow. Potential for opposing views. Timeframe: up to 6 months	Signage, Public Notices etc. \$1,350-1,700
Memorial Garden	Could have relatively high exposure depending on location. Does not require formal Reserve naming process to be followed. Does not require public	Could have a lower level of exposure than naming the Reserve. Depends on garden location. Needs to be done in the planting season. If a new garden were	Signage \$850-1,200 Redevelop existing garden \$200 Establish a new garden \$500-\$1,000 depending on

	<p>consultation process.</p> <p>Could redevelop an existing garden area or create a new feature garden elsewhere.</p> <p>If an existing garden were redeveloped there would be no additional operating and maintenance costs.</p> <p>If anew garden were developed it could be located in a prominent place such as along the State Highway frontage of the Reserve.</p>	<p>developed there would be an increase in operating and maintenance costs.</p>	<p>scope.</p>
Monument	<p>High level of exposure.</p> <p>Can be done any time of year.</p>	<p>Potential for opposing views.</p> <p>Ongoing maintenance costs.</p> <p>Timeframe: Depends on type of monument.</p>	<p>Depends on type of monument.</p>

Strategic context

Council has allocated funding in the 2018-28 Long Term Plan towards upgrading the public toilets and carpark at the Waharoa Rest Area. Funds have also been allocated towards potentially purchasing the land parcels that are currently leased by Council to provide security of tenure.

Financial Year	Description	Amount
2019-20	Waharoa Rest Area Public Toilets	\$200,000
2019-20	Waharoa Rest Area Carpark	\$200,000
2019-20	Waharoa Rest Area Land Acquisition	\$50,000
Total		\$450,000

Redevelopment of the site could potentially cross over the existing parcel boundaries. It may therefore be prudent to have a single name for the greater park to avoid potential confusion.

Analysis

Options considered

1. To proceed with the Reserve naming process as per the General Policies Reserve Management Plan.
2. Not to proceed with the Reserve naming process but to commemorate Bruce Clothier at the Reserve in an alternative fashion such as by establishing a memorial garden or monument of Council's choice.

Analysis of preferred option

There is no preferred option.

Legal and statutory requirements

Section 16(10) Reserves Act 1977 prescribes the formal naming of Reserves. Council has adopted a policy on naming reserves in the General Policies Reserve Management Plan 2009.

Impact on policy and bylaws

Council has adopted a policy on naming reserves in the General Policies Reserve Management Plan 2009.

Consistency with the Long Term Plan / Annual Plan

Not applicable.

Impact on Significance and Engagement Policy

Not applicable.

Communication, consultation and decision making processes

The consultation process as per Reserve Management Plan:

1. Consult with donors, user groups, community groups and Iwi in the vicinity and come up with a short list of potential names
2. Council Resolution to name/rename with list of suggested names to go out for consultation
3. Allow a month for consultation
4. Consider submissions
5. Council Resolution to approve chosen name
6. Gazette notice once the final name is approved.

Consent issues

None, provided that any signage complies with the District Plan requirements and Council's Signage Strategy.

Timeframes

The process may take up to 6 months depending on Council meeting schedule and consultation. Council must allow one month for public submissions to occur.

Contribution to Community Outcomes

Naming a Reserve can potentially contribute to the following outcomes:

- Connected Infrastructure
- Health Communities

Financial Impact

i. Cost

For Reserve naming costs would include public notices \$500; signage \$850 to \$1,200 installed (high quality signage due to high profile location). Staff time for public notices, two reports, plus submission comments.

ii. Funding Source

Operational budgets. Annual signage budget.

Attachments

There are no attachments for this report.

Signatories

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

Chief Executive Officers report - July 2018

Trim No.: 2047267

Executive Summary

The Chief Executives Officers report for July 2018 is attached.

Recommendation

That:

1. The information be received

Attachments

There are no attachments for this report.

Signatories

Author(s)	Don McLeod Chief Executive Officer	
-----------	--	--

Approved by	Don McLeod Chief Executive Officer	
-------------	--	--



Chief Executive Report

July 2018

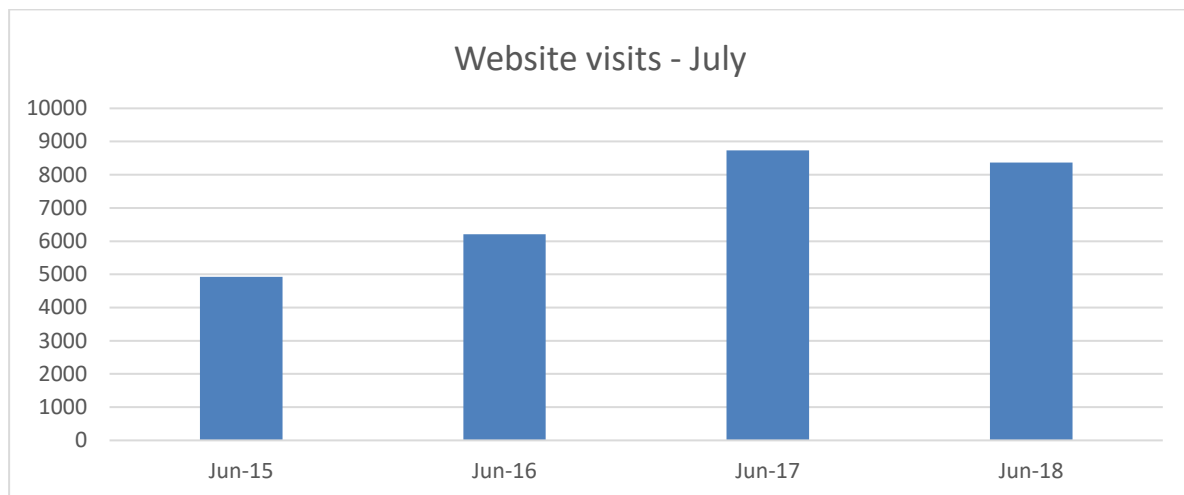


Contents

1.	Corporate Overview	3
1.1	Communications.....	3
1.2	Human Resources.....	4
1.3	Corporate and Legal Services	4
2.	Community Development Overview.....	7
2.1	Libraries	7
2.2	Building	8
2.3	Civil Defence	8
2.4	Planning	9
2.5	Animal Control.....	12
3.	Service Delivery Overview	13
3.1	Customer Services	13
3.2	Kaimai Consultants	14
3.2.1	Roading.....	14
3.2.2	Community Operations and Projects	16
3.3	Kaimai Valley Services	18
3.3.1	Parks and Reserves	18
3.3.2	Retic and Works	19
3.3.3	Admin	20
4.	Business Support Overview	21
4.1	Community Facilities Operations	21
4.2	Assets Strategy and Policy	23

1. Corporate Overview

1.1 Communications



Events

- Nominations and ticket sales opened for the Business Night Out. Tickets are selling quickly, with the event likely to sell out.
- Staff have been supporting the Volunteer Youth Ambassadors with the delivery of their annual Youth awards, including helping approach sponsors, promote nominations and coordinate the event.
- Planning begun for the 2019 Waitangi Day event, with the establishment of a committee of staff and members of the Te Manawhenua Forum.

Economic Development

- Staff continued to liaise with the Waikato Regional Economic Development Agency around the establishment of a Memorandum of Understanding.
- An advertisement was placed in Hamilton Waikato Tourism's conference venue guide to promote the Silver Fern Farms Te Aroha Events Centre and Matamata-Piako Civic and Memorial Centre.
- Staff assisted COBRAS with the coordination and delivery of a major fundraiser at the Silver Fern Farms Te Aroha Events Centre.
- Staff coordinated a meeting with representatives from Hauraki District Council, Thames Coromandel District Council and the Waikato Regional Economic Development Agency to discuss opportunities ahead of the regional economic summit in August.

Communications and Marketing

- Procurement was reviewed for the print and distribution of Council in Focus, with the contract being awarded to Stuff for the next 1-3 years.

Online and Digital Services

- Staff attended a working party meeting in Auckland for the online voting project. This meeting provided likely costs for the procurement and project management through to the end of 2018.
- Staff developed a communications plan for the Councils involved in the national online voting project
- Staff attended Drone training to learn about requirements and Civil Aviation rules, ahead of developing policies and processes for Council's new drone.

1.2 Human Resources

Staff turnover figures for year to date from 1 July 2018 to 31 July 2018 are:

Year to date at	Office	KVS	Water & Waste Water	Libraries	Facilities	Total
	%	%	%	%	%	%
July 2017	1.81	0	0	0	2.7	1.39

Total permanent staff resigned up to 31 July = 3

1.3 Corporate and Legal Services

Policies and Bylaws

- Utilities bylaws (Stormwater, Water, and Wastewater) will potentially need updating and consulting on alongside the 19/20 Annual Plan and Fees and Charges. We are working with Assets to determine this.
- Fires in open spaces bylaw - a review of the bylaw will focus on the revocation of any powers that duplicate those held by the new authority, FENZ. Staff have contacted FENZ to start consultation on the revocation of the Fires Bylaw (as required by legislation) and are working through the changes required.
- Legal Highs Policy and Gambling Venue and TAB Board Venue is due for review, these will be consulted on alongside the 19/20 Annual Plan and Fees and Charges.
- Grants policies - overall review of all policies to align with LTP in 2018 is needed (non-statutory), this project will begin August 2018.
- We will also look to consult on Earthquake Prone routes of strategic importance as required by the recent amendments to the Building Act.

Annual Report

- Audit NZ completed their interim audit from 14 - 18 May. The draft management report was presented to Audit and Risk Committee in June and the final management report was presented to Council in July. Staff are currently preparing the Annual Report document and all accompanying evidence ready for the final audit commencing 27 August. A draft summary of results will be reported to Council on 22 August.

Long Term Plan

- The Long Term Plan along with a number of other documents were approved by Council on 27 June, these all came into force 1 July 2018.

Treaty Settlements

Hauraki Treaty Settlements - Ngāti Rahiri Tumutumu and Co-governance

- The Hauraki Treaty Settlements are negotiations between Iwi and the Crown, Council are engaged on the process. The Crown and Iwi of Hauraki signed a Collective Redress Deed on 2 August 2018. An update will be provided to Council when available.

Ngāti Hinerangi Treaty Settlements

- The Ngāti Hinerangi Treaty Settlements are negotiations between Iwi and the Crown, Council are engaged on the process. Council have received updates throughout 2016 and 2017. A draft of the deed has been received and a formal update will be provided to Council when available.

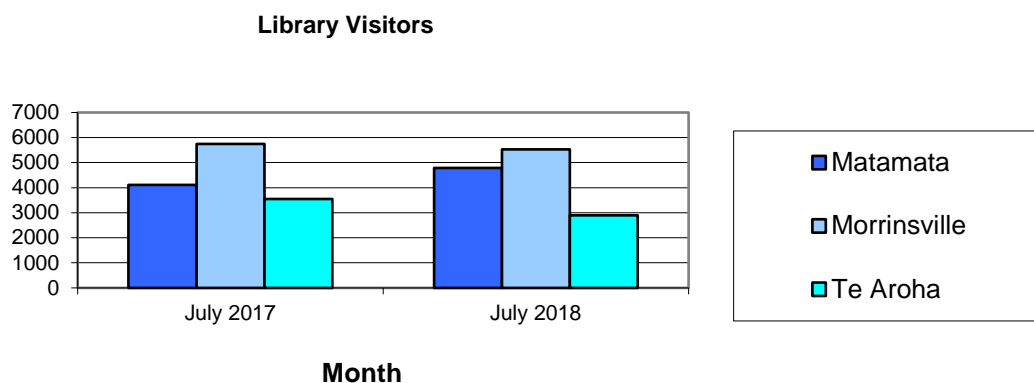
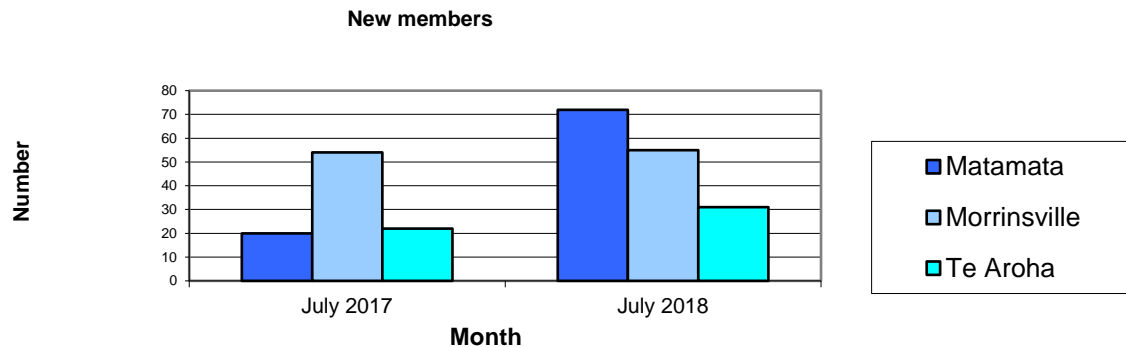
LGNZ Excellence Programme – Action Plan

Areas for Improvement	Response
OVERVIEW – pages 4-5	
1 Information on the district's growth outlook currently is from moderate to high in the Council's view. To achieve buy-in for the Council's vision and to address the required pace and extent of change in the Long Term Plan for the district, councillors will need the most objective growth information available	Completed - This has been completed with Council adopting its growth projections in April 2017. A further review of growth will be completed for the 2021 LTP
2 In the new Long Term Plan, Council performance needs to be driven by improved key performance indicators linked to the Chief Executive's performance agreement, which in turn links to management's key performance indicators.	Completed - This has been completed through the CE Performance Review Committee.
3 Opportunities for improved service delivery may be realised through more substantive operational reviews under s.17A of the Local Government Act.	Programmed - S17A reviews were completed August 2017. A new project for the ongoing reviews will be implemented once the Long Term Plan has been completed
4 The Council should further strengthen its financial and asset strategies, and link these more clearly to the Long Term Plan.	Completed - with the development of the Financial Strategy (FS) and the Infrastructure Strategy (IS) as part of the LTP project.
5 Future Council infrastructure expenditure is highly dependent on NZ Transport Agency (NZTA) decisions for the Waikato region. Looking forward, the Council needs to strike a careful balance between investment in transport and the three waters and a significant fixed-income rating base.	Completed - addressed through the FS and IS
6 Council and community would benefit from actively engaging with Māori/Iwi in economic development.	<p>Underway - Council has a manawhenua forum. The Forum has asked to review its Heads of Agreement with Council, and this is completed. Individual iwi agreements are also proposed to cover the latest RMA amendments as well as Council's broader engagement with iwi. Much of Council's future engagement with iwi, especially around economic development, will be dependent on the final outcome of treaty settlements and potential new co-governance structures. Council will explore future opportunities for engagement as and when they present themselves.</p> <p>Further engagement with Iwi has been undertaken through Council's Business Awards, the Matamata-Piako Civic Centre Project and Youth Awards. Council has also made an approach to Ngati Haua to develop an engagement agreement, and a review of the heads of agreement with Iwi is underway.</p> <p>Treaty settlement negotiations have been engaged in in good faith, updates on these can be found above.</p>
7 The Council requires an overarching engagement and communications strategy.	Underway - This will be covered as part of the Communications and Events Activity Plan
Governance, leadership and strategy – pages 6-8	
8 There is a need for the Council to fully understand growth outlook for its district, and to translate its	Refer 1 under Overview.

aspiration into a simple and clear vision for the Long Term Plan.	
9 Not all councillors have undertaken governance training. More needs to be done on developing the knowledge and skills required for governance.	Underway - A training needs assessment will be undertaken, and training plans for the 2016-19 triennium developed.
10 The Annual Report would benefit from improved transparency, particularly of projects that were not completed.	Underway - This will be discussed with the Annual Report project team for consideration as part of the 2017/18 Annual Report. It is recommended that major projects that were not completed be included in the following year's Annual Report for transparency, and also considered when planning the following year's work programme in terms of existing commitment and capacity.
11 The Council should ensure that major project investment decisions are supported by appropriate business cases	Underway - Work is currently underway on reviewing the Project Management framework, which includes improving our Business Case framework
12 The staff satisfaction survey needs to be conducted independently	Underway - HR is reviewing this. It is expected that an independent survey will be conducted in 2018/19.
13 The Council should progress implementation of its health and safety policies to embed a strong culture of health and safety throughout the Council	Underway An external audit of Council's H&S policies and processes has recently been conducted, and the recommendations are currently being pursued and implemented as appropriate.
Financial decision-making and transparency – pages 9-10	
14 The Council should separate its financial strategy ("why") from its financial plans ("how" and "what")	Completed - This will be addressed as part of the development of the new FS.
15 There is a need for greater clarity in evaluating investment activities undertaken by the Council.	Refer 11 above.
16 Budget variances and the carrying forward of uncompleted capital-expenditure projects should be more clearly reported	Refer 10 above.
17 The Council would benefit from zero-based budgeting	Underway - Executive Management to consider.
Service delivery and asset management – pages 11-12	
18 Asset renewal strategies should explain why each asset is important for the district, and what the options are for its future development	This has been considered as part of the development of the IS and the individual AMPs. Business Cases are being prepared as part of the Capital Works programme development for the LTP.
19 Council should make the cost and benefits of large proposed infrastructure investment (transport, stormwater, drinking water) clear to the district's residents and businesses.	Underway – This has been addressed through the LTP Consultation Document

2. Community Development Overview

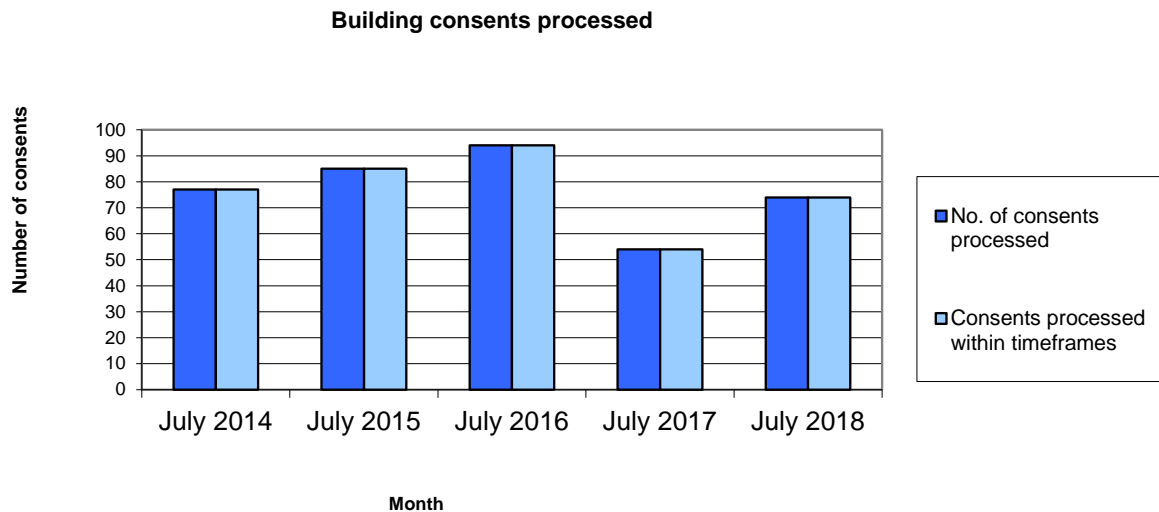
2.1 Libraries



Libraries comments

- Matariki Toddler Time in early July was well-received with local early childcare education centres joining in at Morrinsville and Te Aroha. The programme was developed using knowledge from one of our staff who was previously employed at Auckland City Libraries. We are finding this type of sharing of ideas across libraries very helpful.
- Wriggle and Rhyme is drawing good numbers at Matamata but low numbers in Morrinsville. Due to the recent purchase of Samsung tablets and Bluetooth speakers, we are now able to plan and deliver programmes in a more streamlined way by setting up playlists, avoiding copyright issues, and delivering improved sound quality, and a safer cord-less environment for the children.
- Libraries were responsible for July's Vision and Values activities with the theme Leading by Example. This was a very collaborative effort with the picture book written and produced by staff receiving good feed-back.
- Over the school holidays we had activity packs in the children's room at Te Aroha, and dress ups and photos. We printed 70 packs and these all went out. First week of the school holidays was a lot busier with children than the second.
- A "Book vs Book" competition sought to get online engagement with the public deciding their favourite book out of a competition of several titles - Green Eggs and Ham won the day and prizes were given to lucky winners.

2.2 Building



Building highlights:

- All building consents were processed within legislative 20 day timeframe
- 16 Swimming Pool Inspections
- 4 Building Warrant of Fitness Inspections

2.3 Civil Defence

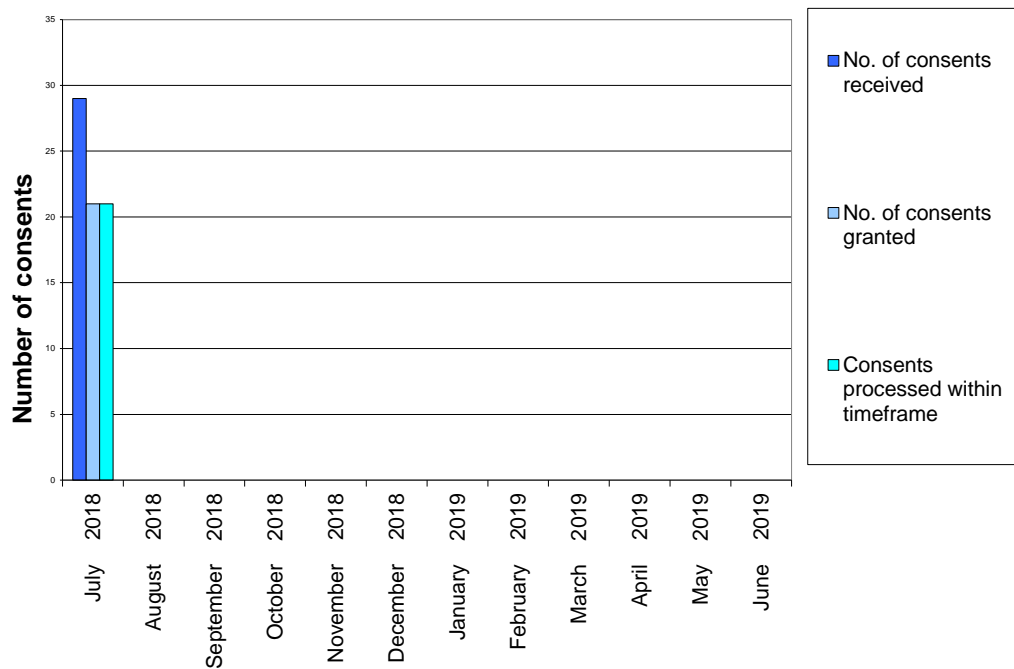
- Smart KAPP whiteboard training conducted for staff.
- Meeting with Thames Valley Emergency Operations Administration staff to determine the training/exercise programme for the remainder of 2018.

2.4 Planning

Resource Consents

Resource Consents – July 2018

Resource consents processed



A report on resource consents received for July 2018 is included as Appendix B to this report.

In July, Council received 29 resource consents and granted 21 consents, all of which were processed within the statutory timeframe.

Limited or Publicly Notified Resource Consents:

There were 5 Limited or Publically Notified Resource Consents for July 2018.

RC Ref	Applicant	Property	Limited/ Public	Date Notified	Close of submissions	Pre- Hearing Date	Hearing Date
102.2017.11504	Pukewai Poultry	214 Stopford Road, Matamata	Limited	01/06/2018	02/07/2018	TBC	TBC
102.2018.11565	Timothy Vedder	1094 Tauranga Road, RD 3, Matamata	Limited	27/06/2018	25/07/2018	TBC	TBC
102.2018.11606	Relocatable Houses	Tahuna-Ohinewai Road, RD 3, Morrinsville	Limited	25/06/2018	23/07/2018	TBC	TBC
102.2018.11614	Matamata Poultry (Sutherland)	466 Maisseys Road, RD 1, Matamata	Limited	29/06/2018	27/07/2018	TBC	TBC
102.2018.11617	Van den Heuvel	351 Wairakau Road, RD 1, Te Aroha	Limited	05/07/2018	02/08/2018	TBC	TBC

Policy

- Plan Your Town (PC 47) – This is still with the courts to make a determination on whether the appeal is within scope.
- Waharoa Zoning and Development (PC 49) – We are currently undertaking the procurement process to engage a consultant from our panel.
- Health Rivers (WRC PC1) – Looking to work with other Councils in regards to presenting our submission.
- National Planning Standard – Currently preparing our submissions on the proposed draft standard.

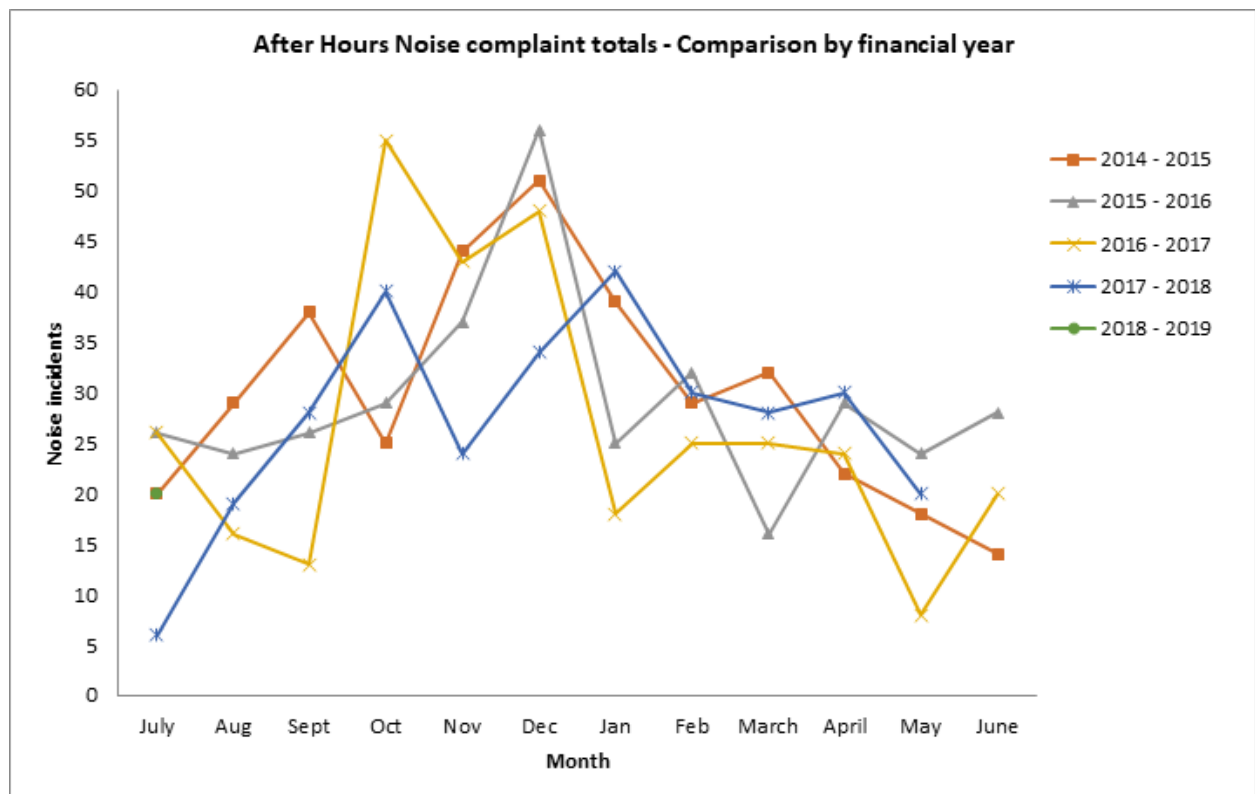
Health

The Ministry for Primary Industries (MPI) undertook an audit of how we are implementing the changes brought in by the Food Act 2014. Besides a couple of areas of improvement the audit was positive

Noise

Noise Stats – July 2018

	Jul-14	Jul-15	Jul-16	Jul-17	Jul-18
Matamata	11	1	9	4	6
Morrinsville	18	22	3	2	10
Te Aroha	6	5	8	0	4
All wards	35	28	20	6	20



Manager Certificate Applications



New/ Renewal Licences July 2018

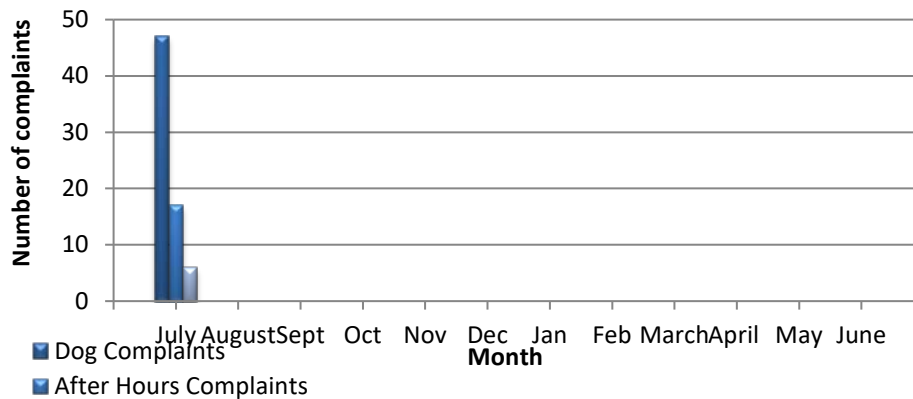
Agency Application Number	Applicant Name	Type of Licence
162.2018.1370.1	Smugglers Liquor Waharoa	New Off Licence
162.2000.17.7	Matamata Club	Renewal Off Licence
162.2008.67.5	The Nottingham Castle Hotel	Renewal Off Licence
162.2008.66.5	The Nottingham Castle Hotel	Renewal On Licence
162.2005.82.6	Grand Tavern	Renewal On
162.2018.1372.1	Trac Sports Bar	Temporary Authority
162.2018.1368.1	Horse and Jockey Inn	Temporary Authority
162.2018.1366.1	Saffron Eatery & Bar	Temporary Authority
162.1992.19.3	Matamata Golf Club	Renewal Club Licence
162.1991.17.10	Matamata Club	Renewal Club Licence
162.1992.81.10	Te Aroha college Old Boys Rugby & Sports Club	Renewal Club Licence
162.1991.9.10	Hinuera Rugby Club	Renewal Club Licence
162.2012.716.8	Matamata RSA & Citizens Bowling Club Inc	Renewal Club Licence
162.2006.29.5	Piako Gliding Club	Renewal Club Licence
162.1997.63.8	Morrinsville Squash Rackets	Renewal CLub

Special Licences July 2018

Agency Application Number	Applicant Name	Event
162.2018.1365	Matamata Club	Croquet Club Fundraiser
162.2018.1367	Te Aroha RSA	Te Aroha Angling Club Function & Christmas Parade
162.2018.1371	Kereone Rugby & Sports Club	Brendon Madden 21 st
162.2018.1369	Thames Valley Rugby Football Union Inc	Heartland Rugby Union Games
162.2018.1373	Te Aroha Golf Club	60 th Birthday & Bowling Club Dinner

2.5 Animal Control

Animal Control Complaints 2018-2019



July Statistics

53 calls in total were received 17 Matamata, 22 Morrinsville, 14 Te Aroha

- 47 of these calls received were regarding dog complaints
- 6 of these calls were wandering stock calls
- 17 calls were received after hours
- 16 dogs were impounded during the month

45 Responsible Owner Property Inspections were undertaken during July

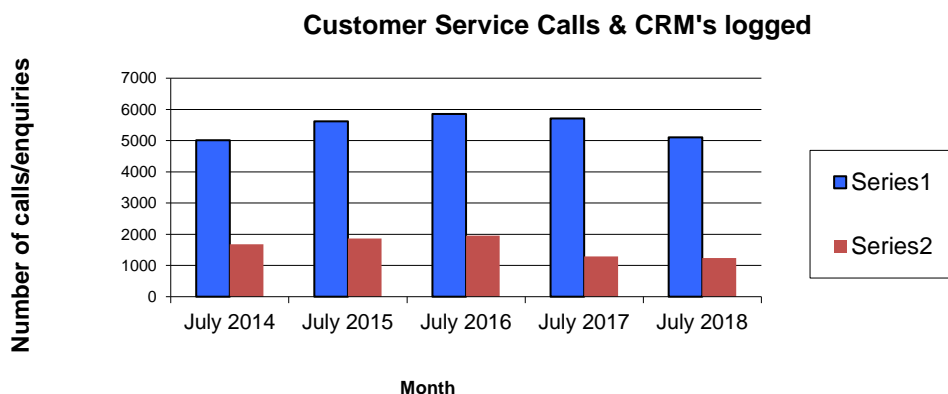
Complaints per Ward



■ Matamata ■ Morrinsville ■ Te Aroha

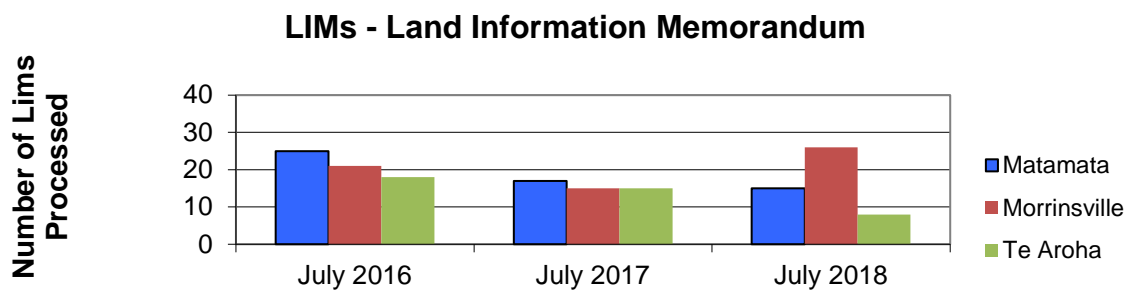
3. Service Delivery Overview

3.1 Customer Services



Rates Rebates

Applications for the 2017/18 year have now closed and will open for the 2018/19 year in September 2018.



LIM (Land Information Memorandum) – 49 applications were received in July, **18** of these were urgent requests.

3.2 Kaimai Consultants

3.2.1 Roading

Maintenance Contract – Fulton Hogan July 2018 activities – Contract 1985

Overview Report

- The cyclic crews have carried out general cyclic maintenance including a number of sealed and unsealed potholes after a very wet month, traffic management, tree removal and culvert cleaning.
- Test pits have been carried out as requested on Studholme St.
- The hotmix crew has completed a small number of asphalt repairs as the weather has allowed.
- The drainage crew has been busy clearing slips and culverts after a wet month.
- A large slip occurred on Tills Rd on 23 July. This area had a significant rainfall event and the saturated ground conditions and blocked water table has attributed to the slip. Fulton Hogan has made the site safe, cleared out the water table, constructed a hotmix bund upstream to prevent surface water entering the slip area and they also did some localised widening on the opposite side of the road to keep vehicles away from the edge. We will also upscale/replace a culvert upstream of the slip area to divert the water table away from this area. Fulton Hogan will continue to monitor the slip and road adjacent to the slip. We are currently looking at our options for the slip repair. There are three dwellings beyond this section of Tills Rd. This is also the only access to the MPDC Tills Rd water treatment plant.



Figure 1 Looking up from base of slip



Figure 2 Temporary repairs showing safety fence, bund and widening

- Contract 1985 expires on 30 June 2019. We are now working towards putting a new maintenance contract out to tender. Issues under review are;
- procurement,
- which delivery model suits our needs,
- key and secondary drivers,
- desired outcomes,
- contract specifications,
- contract duration,
- critical success factors,
- preferred “contract culture”

Other Contracts and Activities

Contract No. 2191 Supply and Installation of LED Streetlights 2017/2018 Stage 2

- This contract was awarded to Downer New Zealand Limited and entails the replacement of 329 existing lights (scheduled) with LED lights in Morrinsville, Matamata and Te Aroha. Work commenced last week. 163 LED's have been installed to date.

Contract No. 2194 Supply and Installation of LED Streetlights 2017/2018 Stage 3

- This contract was awarded to McKay Limited and entails the replacement of existing lights (scheduled) with LED lights in Morrinsville, Matamata and Te Aroha. Lights have been ordered and are expected to arrive mid July when installation of the lights will commence.
- Reseals – Contract 2098 – Fulton Hogan. This is a 2+1+1 Contract. Currently working on 2018/19 reseal programme.
- Road Marking – Contract 2177 - Roadmarkers New Zealand. Road marking will resume late October as weather permits.
- Signs – Contract 2119. Contractor – Directions (3+1+1 contract). Works ongoing
- Corridor Access Requests – Forty Five (45) CAR's were processed in July.
- High Productivity Motor Vehicle (HPMV) Permits – One (1) HPMV permit was processed in July.
- Overweight Permits – Two (2) overweight permit applications were processed in July

Works Programme 2018/19

- The roading survey / design team is now busy doing surveys / designs for the 2018/19 forward works programme.
- Package 1. Contract 2201 is currently going through the tender evaluation process.
 - Studholme St South (RAMM 20-660)
 - Okauia Springs Rd (RAMM 1100-2500)

Events and Road Closures

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

Events – Non-Road Closure

- Dynamo Events will be holding their Winter Cycle Ride on 19 August. This starts out of our district at Tamahere but passes through Scotsmans Valley Rd, Starkey Rd and Tahuroa Rd.

Events – Road Closure

- Northpower will be closing Hangawera Rd (between Grayden Rd and Sunridge Park Rd) on 17 August (9.00am – 3.00pm). There is a major power upgrade occurring on Hangawera Rd and it is necessary to close the road to operate a crane to install some large power poles. All advertising has been done. We have also notified all emergency services, bus companies and dairy companies. Northpower have also done letter drops up Hangawera Rd and Grayden Rd and have been to see the Childcare Centre on Hangawera Rd to advise them of the closure. Full traffic management and detours will be in place.
- Thames Valley Car Club has applied for a road closure on Quine Rd on 30 September (9.00am – 5.00pm) for a Hillclimb Event. This is currently going through the advertising/public submission process.
- The 2018 Aroha Cruise-In has been confirmed for 6 October. This is currently going through the advertising/public submission process.

3.2.2 Community Operations and Projects

Keep Matamata Beautiful (KMMB)

- KMMB wishes to be consulted on the new streetscape plans in the CBD's.
- They are commissioning a full size statue of a Horse with Jockey with local artist Adrian Worsley, the statue is to be place in Broadway.
- Fund raising has commenced for the statue project and a deposit has been paid.
- KMMB have sent out a letter for local schools to take part in the litter clean up week 10 -14 September

Morrinsville Rotary

- In partnership with Council, Rotary will be planting 40 Prunus Trees on the entrance to Morrinsville, from the Keith Rowling gardens to the town boundary on the railway side.
- 20 Awanui and 20 Companlata have been planted.



Te Miro Rodent control

- Discussions with DOC and Waikato Regional Council are taking place in September on the best pest control practice for the Waterworks Rd Reserve and how to achieve the targets of Pest Free 2050.
- Suffice it to say that volunteers are expected to be a big part of this project.
- Monitoring Lines have been set up to gage the rodent populations.

Keep Morrinsville Beautiful (KMVB)

- KMVB wishes to be consulted on the new streetscape plans for the CBD's.
- Have made contact with the Piako catchment forum to participate in the clean up, they are keen to assist.

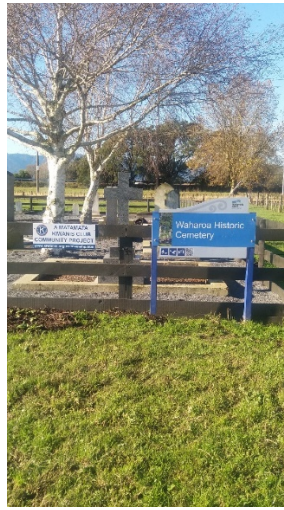
Keep Te Aroha Beautiful

- KTAB wishes to be consulted on the new streetscape plans for CBD's.
- Plants have been delivered for kahikatea planting for Herries Park. The planting will take place when weather conditions are more favourable for the 50 kahikatea to go in.
- Local primary schools have been approached to participate in the clean-up week and are waiting on reply's.

Kiwanis Mattamata

- Work continues with Kiwanis on the restoration of the Old Waharoa Cemetery. Fencing has been cleaned and in places repaired. Headstones and graves have also been cleaned.
- Well on the way to be completed with chip sealing being laid down. Different coloured chip to be used for the grave sites. The pedestrian gate has also been added as the water trough for the cattle has been shifted.
- Council are supplying material for the fencing, Kiwanis to install, and Kiwanis supplying \$1,000 towards a table and chairs. Council to supply material for the entrance track and table setting with Kiwanis to supply the labour.





3.3 Kaimai Valley Services

3.3.1 Parks and Reserves

Gardens

- The replanting and mulching of the CBD gardens and reserve gardens is close to completion.
- All roses have been pruned.
- The winter gardening schedules have been completed and a spray round is due to start this month before the spring growth
- One cow has been installed at Morrinsville Rose Garden; two cows are yet to be placed.



Mowing

- Grass growth has remained slow and the ground conditions are still wet under foot, so the mower operators have completed their winter maintenance and/or are working around wet areas to minimise damage to the turf when mowing
- The mower operators have received good feedback about the mowing from the users of Waharoa Aerodrome.
- Boyd Park is being used for Thames Valley representative games over the next two months so the mowing team are working on having this field playing and looking its best.



Trees

- The large Tilia tree in the centre of Broadway, Matamata was removed due to Health and Safety issues with the condition of the tree.
- A new financial year has allowed Arborcare to complete outstanding CRM's from the previous two months when we were only doing urgent tree work. This will help in reducing the amount of outstanding CRM's.

Cleaning and Rubbish Collection

- The increase in the amount of house hold rubbish that has been dumped in or beside the council rubbish bins has continued and is increasing. Staff have estimated that they are emptying 25% more rubbish a night and this is confirmed from the weigh station dump docket.
- Quotes are being sort for the replacement of the Terra-Flake flooring in the Studholme Street toilets.

3.3.2 Retic and Works

CRM's

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

	Water	Sewer	Storm water	Works
Total Received	82	24	14	43
Total Completed	74	14	8	36

Retic

- Installed a new 20mm water connection in Pitt Street, Waharoa.
- Contractors have completed the water main works in Follis Street and Lawrence Ave, Te Aroha, and; work is continuing in Carlton Street Te Aroha and Smith Street Matamata.

Works

- Areas for footpath renewal have been identified and passed onto Kaimai Consultants for approval.
- Minor footpath repairs identified last financial year and received via CRM's are continuing.
- Onsite Developments have been appointed to undertake a survey of the footpaths in the district as part of the Increased Level of Service package and will start this in September 2018.
- Leaf pick up has finished for 2018.

Building Maintenance / Renewals

- Completed Asset Update forms relating to work carried out in 2014/2015.
- Continued with investigation work associated with the roof leaks onto the playing courts at the Te Aroha Events Centre.
- Supervised the integration of the Security Alarm System with the Cardex Access Controls at the Te Aroha Events Centre and Matamata Civic Centre.
- Calculated the Cost Fluctuation Index for Contract for Security Services, and adjusted all rates by the % fluctuation payments for the 1 year extension.
- Investigative and repair work associated with the Swim Zone Matamata Car Park Lighting and emergency lighting within the Centre not meeting the NZ standard.
- Obtained prices from Contractors for Fire Alarm, Sprinkler Alarm & Emergency Lighting testing for Building Warrant of Fitness requirements.
- Set up standing work orders for the 2018/19 financial year for Contractors carrying out works associated with Building Warrant of Fitness and regulatory requirements to meet compliance.
- Liaising with Contractors, Tenants, Insurance Assessors and the Insurer regarding different insurance claims associated with Units 3 & 6 Wightman Place, Morrinsville
- Planning is underway for all council building exterior maintenance and forward planning. i.e. windows, exterior wall and roof cleaning, roof condition, gutter cleaning, general condition. An introductory report will be presented to Chief Executive prior to the week ending 17.08.18.

3.3.3 Admin

Staff

- Applications for a new gardener to help in the Te Aroha Domain has closed and interviews will be held shortly.
- The two new staff appointed as Walker Mower operators have completed their relevant training.
- Two cleaning positions for the Matamata-Piako Civic Centre were advertised. One position was filled, the second position is yet to be filled. The Parks & Reserves Assistant Team Leader and the new cleaner are still covering the duties and the new cleaner is performing well.
- Advertisements for fixed term and casual Works / Parks & Reserves staff have been placed. One full time employee and one fixed term employee have been appointed to the works and retic teams respectively. A list of potential casual employees from the list of remaining applicants is being prepared.



Plant / Vehicle Replacement

- The plant replacement for the 2017/18 financial year was confirmed and the last of the replacement vehicles e.g. mowers, tractors, trailers, utes and trucks are expected to be delivered and fitted out over the next two / three months.
- Vehicle and plant audit is underway. This is due to be completed by the end of August.

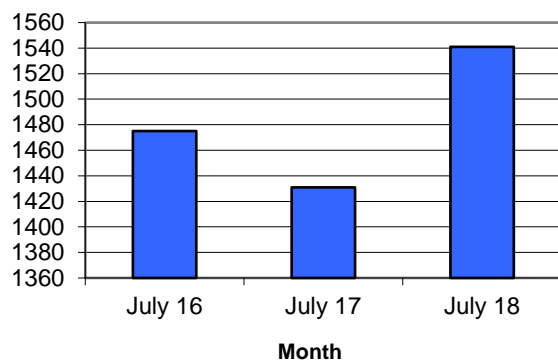
Other

- The extra funding for the higher levels of service is now available for KVS to create Work Orders to capture the costs.

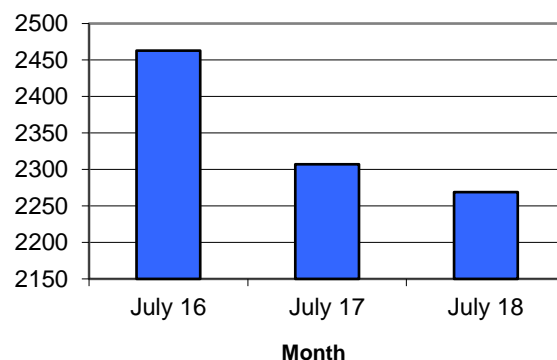
4. Business Support Overview

4.1 Community Facilities Operations

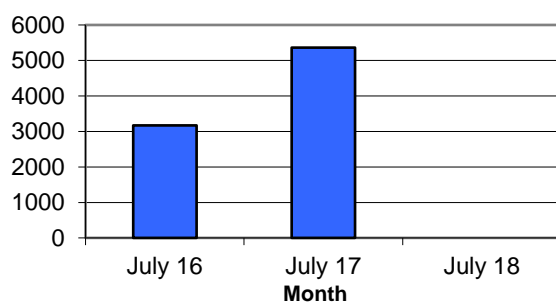
Te Aroha i-SITE
Number of visitors
Door counter



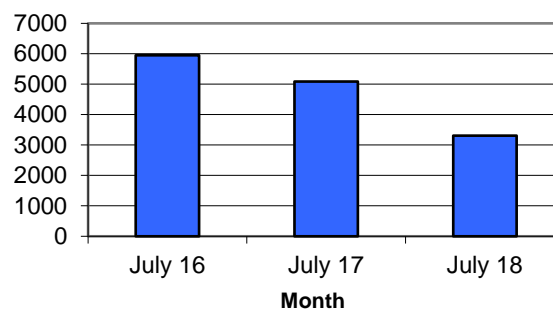
Swim Zone Te Aroha
Cash Register Reports
Number of visitors



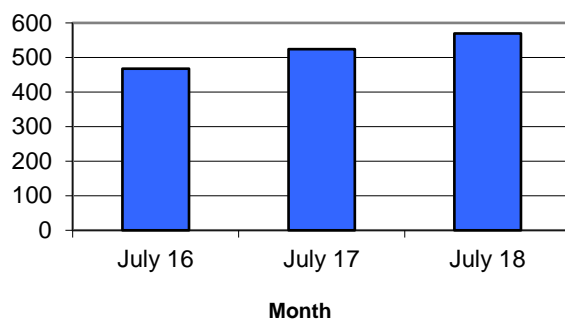
Te Aroha Mineral Spas
Cash Register Reports
Number of visitors



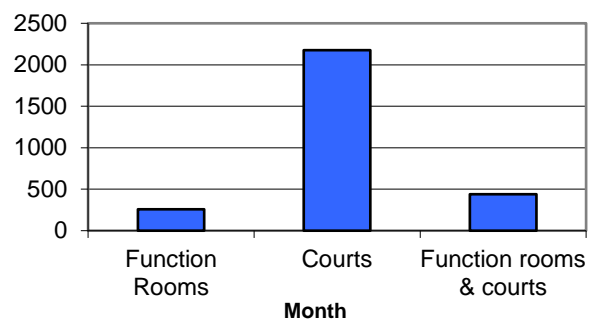
Swim Zone Matamata
Cash Register reports
Number of visitors



Firth Tower Visitor Numbers (manual count)



Silver Fern Farms Events Centre
Users & Spectators
June 2018



Te Aroha Mineral Spas

- The spa baths are operating at full capacity most days at present. A new spa therapist has been appointed and will start work in August.

Firth Tower Museum.

- Planning is underway for an Open Day in October. There is a lot of interest from a wide range of community groups to participate in the Open Day. July income was well above the previous July. August bookings are ahead of last year as well.

Swim Zone Matamata.

- A leak detection survey has been carried out on the indoor pool and a broken seal was found. This has been repaired and pool temperatures are back to normal. Learn to swim and exercise groups are very happy with the warmer water.

Swim Zone Te Aroha

- Exercise groups have continued throughout the winter period with good numbers attending. Groups from Health providers have been using the pool throughout the winter for exercise and rehabilitation.

Matamata Aerodrome.

- Wet winter weather has affected the main runway. Spring turf renovation will be carried out to the affected areas.

Te Aroha Silver Fern Farms Event Centre

- 49 bookings for July
- One off bookings - Ingahms, Fonterra, Te Aroha Federated Farmers, COBRAS fundraiser, Leisure Marching display, Country Kids fundraiser

Te Aroha i-SITE

- Visitor numbers up on this time last year. Good visitor bookings for July.
- Visitor mix 77% domestic/ 23% international
- Signed two year associate partnership with DOC to support work i-SITE does promoting DOC tracks and facilities. Entails provision of interior branding and display, staff training, commissionable bookings on DOC services and exterior branding and signage
- Coromandel Adventures ceased Coromandel to Rotorua service due to Nakedbus/Manabus ceasing their operations nationwide, thereby reducing our bus services even further.
- I-SITE network trends – less demand for accommodation. Air BnB and campervan hire affecting the sector – more demand for activity bookings.
- Traditional international arrivals down – Australia, UK, young Germans; emerging markets up – China, India, Korea, Indonesia

Domain Pavilion

- Regular users Keas/cubs/scouts and Pilates

Domain House

- 2 x MPDC meetings

4.2 Assets Strategy and Policy

Development contributions and LIMS

- Development Contributions processed - (22) Building Consents, (0) PIMs (1) Landuse Consents, (8) Subdivision Consents
- (0) Special Assessments
- (49) Lim Enquiries

Roading

- Staff attended RATA forum at Cambridge which covered the following items: Stock Underpass Policy, Road Efficiency Group - Data Quality Reports, Asset Valuation Analysis etc
- Staff attended Waipa DC Speed Management Planning Meeting this was to help shape Waipa DC Speed Management Project, review communications plan, and discuss info required for the speed limit review.
- Have procured the Road Safety audit work for 2018/19 for our major renewal works.
- Staff met with developers and Iwi Representatives to discuss road names for subdivisions in Matamata.

Parks & Facilities

- Parks & Facilities Planner attended meetings with Futures Matamata and Matamata College regarding proposed Matamata Stadium. Collated information about potential sites.
- Te Aroha Domain Working Party has been formed and has met twice. A brief overview of the current Domain Management Plan was presented followed by a site visit to the Domain to look at various issues.
- Staff met with Matamata Croquet Club representatives about their aspirations for an additional carpark off Smith Street. The club have been advised of resource consent requirements and processes. The Club is to investigate costs further and decide whether they wish to proceed with application for resource consent.
- Staff have had further discussions with DOC about the former Ngarua Hall site (Ngarua Recreation Reserve). A report to come to Council.
- Matamata-Piako District Sports Facilities Action Plan adopted by Council.
- Quarterly meeting between staff and Sports Waikato District Coordinator
- Paul Wilson of Xyst Consultants who is leading the aerodrome management plan project attended the Matamata (Waharoa) Aerodrome Committee Meeting to introduce himself and progress the project.
- Collated information about several Council-owned properties
- Staff have started investigating potential playground locations in Waharoa