## **Open Agenda**















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

Date: Wednesday 22 May 2019

Time: 9am

Venue: Council Chambers

35 Kenrick Street

TE AROHA

#### Membership

Mayor

Janet E. Barnes, JP

**Deputy Mayor** 

James Thomas, JP

**District Councillors** 

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

James Sainsbury

Ash Tanner (Chairperson)

Kevin Tappin Adrienne Wilcock

Phone: 07-884-0060

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#### 1 Meeting Opening

#### 2 Present

#### 3 Apologies

At the close of the agenda apologies from Cr Kevin Tappin had been received.

#### 4 Notification of Urgent Business

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

#### 5 Confirmation of minutes

Minutes, as circulated, of the Ordinary Meeting of the Corporate and Operations Committee, held on 24 April 2019



# Request for Special Assessment for Accommodation Facilities

Trim No.: 2146370

## **Executive Summary**

Development contributions are a charge imposed on a developer by a council to recover some of the capital costs incurred by a council when providing infrastructure services for the development. This report seeks a decision from Council whether it wishes to enter into a special assessment process with the applicant, Melissa Robinson, to waive or reduce the amount of Development Contributions payable on the construction of two small accommodation facilities to be used as Airbnb's.

Under the 2018-28 policy Council can make the decision as to whether a special assessment be undertaken for specific developments or whether the DC be upheld and the applicant can proceed with a reconsideration and/or objection process.

The applicant requests that the Water, Wastewater and Roading Development contribution be waivered or reduced due to the lower occupancy of the accommodation facilities and the reduced impact on Council infrastructure.

Council has not previously considered any applications for Accommodation Facilities. We expect to receive more building and resource Consents for Accommodation Facilities in future. Council's decision on this application may form the basis for consideration of future applications.

#### Recommendation

#### That:

- 1. Council receive the report; and
- 2. Council determine whether to enter into a special assessment with Melissa Robinson to waiver or reduce the Development Contributions for Water, Wastewater and Roading for the proposal to construct two small Airbnb units on Station Road in Matamata

#### Content

#### **Background**

A building consent for the installation of two 24m2 Airbnb units onto a Residential property on Station Road in Matamata is proposed.

They also trigger the requirement for a resource consent as they are defined as Accommodation Facilities under the Resource Management Act.

With the increase in tourism in our District, the demand for accommodation facilities is likely to increase over the coming years and more of these applications will be received by Council.

The purpose of development contributions is to recover the costs of growth related capital expenditures (e.g. roads, water, wastewater etc) from participants in the property development process, rather than from general rates or any other indirect funding source. In accordance with Council's Development Contributions Policy (Policy) the land use consent application for the Development has triggered an assessment for Development Contributions (DC). Water, Waste and Roading DCs for the Development have been assessed as following (inclusive of GST).



Development Contributions – LTP 2018-28			
Activity	Extra HEU's	Value	Total incl. GST
Water	2	4,198.00	8,396.00
Wastewater	2	8,012.00	16,024.00
Stormwater	NA	NA	NA
Roading	2	4,477.00	8,954.00
Development Contribution - District Plan			
Parks / Reserves	2	\$ 1,291.07	2,582.14
Total to be paid	GST inclusive		<u>35,956.14</u>

#### Issues

Council has a Development Contribution Policy with the aim to recover the cost of capital for infrastructure development in a fair and equitable way.

It is requested that Council consider this development as a special assessment under 7.6.2 under the policy. The reason for this being that it has the potential to lie outside the standard Household Equivalent unit (HEU) development requirement.

Rule 7.6.2

#### Special assessment

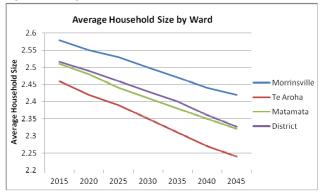
Our policy on development contributions is based on the average infrastructure demands of a wide range of residential and non-residential developments. However, there may be instances where a development does not readily fit within the specified development categories, or where the infrastructure demands created by the development differ significantly from the averages upon which the policy is based. In these circumstances, we may undertake a special assessment at our sole discretion.

A decision on whether a special assessment will be undertaken will be made by Council at the application stage, once details of the development are known. Applicant will be expected to provide supporting information and detailed calculations of the likely demand for roading, water, wastewater and stormwater associated with the development. This information will be used to calculate the number of Household Equivalent Units for each activity for which the development will be liable.

Household Equivalent Unit (HEU) means an average residential dwelling occupied by a household of average size.



Figure 5: Average household size



Section 197 of the Local Government Act defines Accommodation units as the following:

**accommodation units** means units, apartments, rooms in 1 or more buildings, or cabins or sites in camping grounds and holiday parks, for the purpose of providing overnight, temporary, or rental accommodation.

#### Further to this:

An **Accommodation Facility** is defined as a residential building.

#### Water and Waste water Contributions

Under the Policy, Council may require DCs at the time of resource consent, building consent or at the time of a service connection request to one of our networks (clause 7.3.3 of the Policy).

The assessment for DCs for water was undertaken because the accommodation facilities have the potential to be supplied with water services from the existing connection to the site. DCs can therefore not be applied at the time of connection. The assessment for DCs for water, wastewater and roading was based on the number of units created through the land use consent. Each unit equalling one HEU.

The applicant has indicated that at this stage she is looking to provide water and waste services to the accommodation units.

#### Roading Contributions

The assessment for roading is undertaken on a ward basis and assumes that a residential property (the basis for a Household Equivalent Unit) will generate 10 vehicle movements per day.

Roading DCs are not effects based in the same way that an assessment of roading effects for a resource consent would be assessed. Roading DC's take a network wide approach. Roading DC's are calculated with network-wide supply and demand issues in mind.

#### The basis for calculating a reduction

A summary of the applications for which a reduction has been applied for in the past are attached to this document.



DCs are assessed for non-residential properties based on the gross floor area (GFA) of new buildings eg the size of a building might equate to two HEUs. Non-residential properties are charged a proportion of a standard HEU as follows:

- Roading 0.40
- Water, Wastewater and Stormwater 0.26

The majority of reductions Council has approved have been for non-residential activities.

The Local Government Act states that Accommodation Facilities are defined as residential buildings. It is considered that a reduction for a residential activity based on GFA is not appropriate and that it should be based on demand or the growth impact ie it is not the size of the house that determines the growth impact.

The Longlands Freedom Village Burwood Road was granted a DC special assessment. It was submitted to Council that the units would have a lower occupancy rate than normal house-holds.

Council concluded that it was reasonable to grant a reduction noting that there is a high fixed cost component to water and wastewater services. The reductions granted only applied to water and wastewater and were calculated as follows:

- 70% of the full DC will apply
- A factor of 0.64 will apply to the remaining 30%.

This is intended to represent a 70% fixed cost / 30% variable cost split for utilities. The factor of 0.64 applies to the variable component.

The Roading contribution was reduced to .64 of an HEU.

#### Businesses providing accommodation

Development contributions apply to other commercial accommodation facilities. We don't have the data on the growth of home based visitor accommodation in New Zealand. It is our observation that the availability of this form of accommodation has increased significantly.

It is understandable if traditional visitor accommodation businesses would consider home based visitor accommodation as direct competitors.

It is assumed that business owners would want Council to treat all businesses equally.

There are also likely to be residential property owners providing visitor accommodation who have not needed a building or resource consent. These property owners cannot be charged development contributions.

From a purely technical perspective the issue is simple:

- Development contributions can and should be payable in terms of the policy if they legally apply
- Development contributions cannot be charged if there is no legal basis.

This is considered fair (ie the policy determines what is reasonable) and equitable (ie it is applied equally to all situations).

#### **Analysis**

#### **Options considered**

- 1. Apply a special assessment to the development under Rule 7.6.2 in the policy which waivers or reduces the development contributions required on the development; or
- 2. Uphold the Development contributions and advise the applicant they can proceed with the reconsideration or objection process if they wish to pursue this matter further.

With respect to option 2, people who have concerns about the development contributions they are being charged have two avenues through which they can seek to have their concerns addressed:

- a) a reconsideration process whereby the person can formally request Council to reassess a
  development contribution because the person believes an error has been made or
  information that needed to be considered was incomplete; and
- b) a development contribution objection process whereby a person, regardless of whether or not they had sought a reconsideration, can formally object to a development contribution charge and have their objection considered by a commissioner selected from a register of independent commissioners appointed by the Minister of Local Government. The commissioners will have the power to make binding recommendations that the development contribution be quashed or amended, or may dismiss the objection.

#### Analysis of preferred option

The applicant has provided background information which is attached to this report for your reference and consideration.

Council should consider whether it wishes to waiver or reduce the DCs for accommodation units based on the reduced demand. In making this decision it needs to consider setting a precedence as this type of activity will not be uncommon going forward. The decision should take into consideration a fair assessment of paying for infrastructure growth identified in the DC policy and being comparable to other decisions made in the past on reductions.

#### Water and Wastewater

Any waiver or reduction applied should be based on the additional demands placed on Council's infrastructure.

The occupancy of these units is likely to be less than the average and this will be reflected in the water and wastewater consumption. In the case of Longlands Freedom Village, the nature of the development including submissions on lower occupancy rates was accepted as justification for a special DC assessment. The policy has defined the HEU as the average residential dwelling occupied by a household of average size which has been based on our growth and demographic projections.

There are a number of approaches Council could take. For example:

1. Assume an occupancy rate and base the DCs on this rate.

Occupancy rate = 25%
Units = 2 (and/or two visitors per unit)
2 HEUs X 0.25% = 0.5 HEU.



2. Apply a similar approach to the Longlands Freedom Village 70% of the DCs would apply at 100%, discount the balance of the DCs by a factor of 0.64. This would equate to 0.892 per HEU.

A major difference to these two scenarios is that the occupancy for Longlands Freedom Village is more closely aligned to a permanent residence. This application relates to visitor accommodation ie like a motel. It might be argued that approach (1) above better reflects the motel situation.

There are clearly other approaches that could be taken.

#### Roading

Development contributions have tended to be waived where the applicant has submitted that the development will improve the adjoining roading network. This could be as a result of improvements made or by the re-configuration of the site. DCs have generally been upheld where additional traffic is created or the building has the potential to increase traffic in the future as a complying activity or there will be no trigger for a future DC.

. The policy has defined the HEU as the average residential dwelling occupied by a household of average size which has been based on our growth and demographic projections. 1 HEU assumes an average of 10 vehicle movements are created.

Any waiver or reduction applied should be based on the additional demands placed on Council's Roading Network and a good comparison can be the 10 vehicle movements created or the reduced occupancy rates.

The scenarios depicted under Water and Wastewater above could apply.

#### Comparisons with other Development Contribution Policies

Councils throughout the Country have different ways of charging or not charging for accommodation units within each district.

Here are some examples of how DCs are calculated elsewhere:

Waikato District Council – Minor Residential units 0m2 to 30m2 assessed at .25 HEU Tauranga City Council – 50% of the HEU for the respective area of development Hamilton City Council – have a set fee for one bedroom residential dwellings of \$10,714.

#### Legal and statutory requirements

Council should make a decision that is consistent with the purpose of the Policy and follow the principles of natural justice. Should the Council consider that it requires a hearing to consider the views of Melissa Robinson more fully it should resolve to do so by upholding the DC's and advising the developer that they have the right to a reconsideration process or objection to an independent commissioner.

#### Impact on policy and bylaws

Council's decision should be consistent with its Development Contributions Policy at the time of building consent or Resource Consent. The Policy has been reviewed as part of the 2018-2028 LTP.



#### Impact on Significance and Engagement Policy

If Council makes a decision in accordance with the Development Contributions Policy this matter is not considered significant in terms of Council's significance policy.

Background information provided with this report is intended to provide an indication of the potential impact of a decision to waive contributions as part of a special assessment. A decision to waive contributions that brings in to question the basis of past and future assessments may be considered significant.

#### Communication, consultation and decision making processes

The Developer will be advised of Councils decision as per the policy.

#### **Timeframes**

In accordance with the Policy, once Council makes the decision on the special assessment and whether any DC's are reduced or waived, the applicant will be advised and issued the DC assessment accordingly.

If Council determines that no special assessment is completed for this development and the DC's are upheld, the applicant will be advised that they can request a reconsideration and/or objection. Once the final DC's are issued, the applicant has 10 working days to request a reconsideration and Council has 15 days to get back to them. For an objection this goes through the independent commissioner process and the applicant is required to lodge this within 15 days.

#### **Attachments**

A.J. List of previous special assessment

B.J. Information from Applicant

## **Signatories**

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



#### Water and Wastewater

Andy Smith Limited,	Reassemble of shed	No DC – subject to Thames Street site confirming
Thames Street,	from Thames Street	in writing that they surrender their credit.
Morrinsville	nom mames en set	Credit from existing site on Thames Street was
		applied.
A Gurnick, Landsdowne	New shed	No DC until the time of connection to our water
Road, Matamata		services
		The building does not need to be supplied with
		water.
Cullen Engineering,	New Fabrication	No DC until the time of connection to our water and
1 Mills Street, Te Aroha	Workshop	wastewater services The building does not need to be supplied with
Te Alona		water and wastewater.
Waharoa Properties Ltd,	Relocation of existing	DC was upheld
Dunlop Road,	coolstore and canopy	Very minimal water required, but it will be
Waharoa	to Waharoa Cold Store	connected to Council water services.
	Site	-
Garland Engineering,	New Warehouse with	DC was upheld
Waihou Street, Matamata	a second level	Very minimal water required, but it will be
	office/amenities	connected to Council water and wastewater
		services.
D B & J F Holdings Ltd,	2 New Storage Sheds	DC was waivered (cannot be deferred until time of
5 Anderson Street, Morrinsville		connection as it already has a connection to the
Morrinsville		property)
		The building does not need to be supplied with
		water.
		DC was waivered (cannot be deferred until time of
Ryann Ltd	New shed on existing site	connection as it already has a connection to the
120 Avenue Road North,		property)
Morrinsville		The building does not need to be supplied with
		water.
Secure Storage Solutions		DC was waivered (cannot be deferred until time of
Ltd,	New sheds on existing	connection as it already has a connection to the
,		property)
Wild Street,	site	The building does not need to be supplied with
Te Aroha		water.
		DC was reduced to be based on the office area
Neil Wild & Associates /		1590.19
Oilseed Products NZ Ltd	New storage shed with	The storage shed does not need to be supplied
Dunlop Road, Waharoa	an office on new site	with water.
		DC reduction based on the demand calculations
		completed its corresponding restrictions under the
Longlands Freedom		landuse consent
Village	Retirement Village	Water and Waste, charge 70% of development contributions at 100% and 30% at 64%.
Burwood Road, Matamata		CONTRIBUTIONS AT 100% AND 30% AT 54%.
Normans Transport,		
Keith Camp Place	Addition to their	DC was waivered (cannot be deferred until time of
Morrinsville	storage shed	connection as it already has a connection to the
	<u>;</u>	



		property) The building does not need to be supplied with water.
Morrinsville Fire Brigade	Extension to their	DC was waivered (cannot be deferred until time of
95 Anderson Street, Morrinsville	garage to house the fire engine and fire truck	connection as it already has a connection to the property) The building does not need to be supplied with water.

## Roading

	<u></u>	
Piako Motors, 26 Thames Street,	New Car and Tractor	50% reduction
Morrinsville	workshop	Improving traffic flow on Thames Street (SH26)
		- Entrance was shifting from Thames Street (SH26) to McRae Street.
		Not a Greenfield site so not full impact of additional traffic.
		The counter argument is that there is increased pressure on Thames/Avenue Road North/South intersection which is already at capacity during peak times. There is also additional traffic onto low volume local road (Mc Rae Street) which is not very wide and has thin road pavement. This could result in pavement failure much earlier than anticipated.
Landsdowne Road,	New shed	DC was upheld
Matamata		No additional traffic proposed, but future use of the building was considered.
Cullen Engineering,	New Fabrication Workshop	50% reduction
1 Mills Street, Te Aroha		Improve traffic impact on Mills Street
		<ul> <li>New configuration of the site would decrease the number of trucks completing U-Turns on Hubbard Street and applicant advised surface will therefore have a longer life.</li> </ul>
		The counter argument is that the site has the potential to increase activity and increase the traffic substantially in the future and there is no mechanism to receive further DC payments.
Andy Smith Limited, 2600 SH26, Morrinsville	Reassemble of shed from Thames Street	No DC – subject to Thames Street site confirming in writing that they surrender their credit.
		Credit from existing site on Thames Street was applied. No additional traffic proposed overall.
		The counter argument is that this proposal has no impact on local roads as site gains access off the SH.



Waharoa Properties Ltd, Dunlop Road, Waharoa	Relocation of existing coolstore and canopy to Waharoa Cold Store Site	DC was upheld  Very minimal additional traffic proposed, but future use of the building was considered.
Garland Engineering, Waihou Street, Matamata	New Warehouse with a second level office/amenities	DC was upheld  No additional traffic proposed, but future use of the building was considered.
D B & J F Holdings Ltd, 5 Anderson Street, Morrinsville	2 New Storage Sheds	DC was upheld  Very minimal additional traffic proposed, but future use of the building was considered.
Mc Davitt, 54 Clothier Road, Te Aroha	2 new chicken sheds	DC was reduced to \$1,694.50
,		Very minimal additional traffic proposed. It was determined that the future use of the building was not likely to change and therefore should not be considered.
Inghams, 2 Banks Road, Matamata	Expansion of the chicken hatchery and additional plant areas	DC was upheld  Very minimal additional traffic proposed, but future use of the building was considered.
Van Hellemond Family		DC was reduced to \$1,268.80
Trust, 315 Paeroa-Tahuna Road, Te Aroha	Expansion - 2 new chicken sheds	Very minimal additional traffic proposed. It was determined that the future use of the building was not likely to change and therefore should not be considered.
Ratuhi Investments	Expansion – 4 additional Free Range Chicken Sheds	DC was reduced to \$1,194.10
Limited 1709A-1709B Morrinsville-Tahuna Road		Very minimal additional traffic proposed. It was determined that the future use of the building was not likely to change and therefore should not be considered
Vowles Transport, (Ryann Ltd) 120 Avenue Road North, Morrinsville	New shed on existing site	DC was upheld Very minimal additional traffic proposed, but future use of the building was considered.
Matamata Car painters, Garland Street, Matamata	New shed on existing site	DC was upheld Very minimal additional traffic proposed, but future use of the building was considered.
Kili Farm Limited (De Veris) 198 Harbottle Road, RD2, Morrinsville	3 new duck rearing sheds	DC was reduced to \$5,553.27 Very minimal additional traffic proposed. It was determined that the future use of the building was not likely to change and therefore should not be considered.



Neil Wild & Associates / Oilseed Products NZ Ltd Dunlop Road, Waharoa	New storage shed with an office on new site	DC was reduced by 50% to \$16,429.34 Very minimal additional traffic proposed. It was determined that the future use of the building was not likely to change and therefore should not be considered. There was also roading works done as part of the original subdivision.
Normans Transport, Keith Camp Place Morrinsville	Addition to their storage shed	DC was upheld Additional traffic proposed.
Longlands Freedom Village Burwood Road, Matamata	Retirement Village	DC reduced to 36% based on the demand calculations completed its corresponding restrictions under the landuse consent
Mathan Ltd (Nova Steel), Maisey Road Waharoa	One additional chicken shed	DC was reduced to \$1,413.17  Very minimal additional traffic proposed. It was determined that the future use of the building was not likely to change and therefore should not be considered.
Morrinsville Fire Brigade  95 Anderson Street, Morrinsville  Extension to their garage to house the fire engine and fire truck		DC was waivered No additional traffic No potential for a change in use without subdivision or building consents being required



From: Miss Melissa Robinson [mailto:missmelissarobinson@gmail.com]

**Sent:** Thursday, 18 April 2019 1:03

To: Heather McDonald < HMcDonald@mpdc.govt.nz >; Susanne Kampshof < skampshof@mpdc.govt.nz >

Subject: Re: Development Contributions Building Consent 132.2018.6657

Hi Heather & Susanne,

Thanks for making the time to meet on Tuesday. It was great to meet you both and get a feel for where everything is at but most importantly to find resolution going forward.

1, obviously to get this off everyone's plate and 2, because at the outset I called several times and spoke with the relevant council authorities on each part of my project to ensure I procured caravans that fit what was required. Also, as you know and referred to on Tuesday, council had previously informed me that no charges were to be raised.

Initially I had a purchase option on the 2 x caravans after 1 month rental so as to have them established and correct any teething problems. Not only that but I could ensure I was not paying the weekly lease of the chalets for an extended period because of the high cost of the weekly lease. Based on this 8 weeks of rent is the equivalent of the cost of interest on the loan the purchase the caravan. For the entire year!! Comparably:

\$10,560 for 1 year lease costs for 1 caravan.

\$1,800 for 1 year interest expense for the loan.

Based on 11 of 12 months of having the caravans it equates to an overpayment of \$8,030 per caravan. Or approximately \$16,000 for both chalets and is very disturbing to me.

Is this able to be factored into my case with council when determining the outcome? Susanne mentioned the result I could receive would be to pay nothing! That suits me fine because genuinely I feel I have been penalised tenfold for a situation, right from the outset; I was never given a clear view path to follow.

Just a few of my thoughts, regardless I am excited to hear from you on the 24th

Thanks Heather & Susanne Regards, Melissa



## **Volunteer Youth Ambassadors Update**

Trim No.: 2145084

## **Executive Summary**

Matamata-Piako's Volunteer Youth Ambassadors (VYA) have organised several activities this year to highlight the achievements of young people. This report is to update the Committee on completed projects and projects currently being administered. These include Gumboot of Hope, WILSS program and the 2019 Youth Awards.

#### Recommendation

#### That:

1. Information be received

#### Content

#### **Background**

Matamata-Piako VYA was established in 2017, with funding support from Ministry for Youth Development, to be the voice of youth around the council table and to positively promote youth in our community. The VYA is made up of young people aged 12 to 24 who live, work, study or play in Matamata-Piako District.

In 2018 VYA consisted of three Y13 students from each of Matamata, Morrinsville and Te Aroha Colleges. The team planned and organised community presentations, worked collaboratively with Waikato Institute for Leisure and Sport Studies and the intermediate schools in our district to run an Intermediate Leadership Programme, and they proudly presented the Inaugural Matamata-Piako VYA Youth Awards.

This year there are 15 VYA members from across the district, from a variety of ages and backgrounds. This year their Chair person is Ruby Stevens from Morrinsville.

The VYA meet on a monthly basis and the meetings are supported by Mayor Jan and Councillors Adrianne Wilcock, Ash Tanner and Donna Arnold.

#### What does the VYA do?

- Youth Awards
- Volunteer Youth events
- Youth Leadership camps / training
- Promotes awareness on issues impacting on youth and young people
- Encourages positive views and opinions of young people and their achievements
- Participates in community activities and consultations

The VYA has six programme/events that focus on different aspects of youth and wider community involvement. These are:



- Leadership/mentoring other youth in the district with particular focus on vulnerable and disadvantaged youth.
- Raising awareness of pressing youth issues.
- Celebrating the youth in the district.
- Cultural awareness.
- Helping in the wider community.
- Youth character building.

More detail of how these focus projects are implemented is in the work program attached.

With the upcoming local elections, it is planned to discuss with the VYA how they can become involved in the democratic process through enrolment and participation.

#### Issues

#### **Gumboots of Hope**

In March – April, the Matamata-Piako Volunteer Youth Ambassadors (VYA), supported by Matamata-Piako District Council, launched Boots of Hope, a local project which partners with Mike King's Gumboot Friday campaign

The Boots of Hope project encouraged youth, in school years 7-13, to decorate a gumboot with a message of hope to young people affected by mental illness. It also doubled as a fundraiser for Gumboot UP NZ, a charity providing support and counselling to young people in need.

On Gumboot Friday 5 April 22 entries were judged by District Councillors and the VYA, Following judging, the boots were on display throughout April at the Wallace Gallery in Morrinsville.

The Gumboots of Hope campaign and Matamata-Piako District Council bake sale donated a combined amount of \$518.00 to the I Am Hope foundation.

#### **WILSS**

The VYA are administrating the WILSS program again this year. The WILSS program is targeted to help year 7&8 with building their leadership and confidence skills with the assistance of the VYA students acting as mentors through different group projects. The first day was undertaken throughout the different wards on last week. With the next half-day session taking place end of June. The final collaboration day is to be held in Te Aroha on the 8<sup>th</sup> of August.

#### 2019 Youth Awards

The annual Youth awards, now in its third year, is the Volunteer Youth Ambassadors (VYA) flagship event.

This year the awards will be held on July 5, at the Kaimai Cheese Cafe in Waharoa.

This year the event will only have six awards, including Employee, Environmental, Cultural Contribution, Overcoming Adversity, Music/Arts and Entrepreneur and Innovation. The awards line up will include the addition of a Mayor's Wild Card award.

People cannot be nominated for the Wild Card award, the winner will be chosen by an independent judge from every nomination received and they will receive two airfares to Wellington where they will attend Festival for the Future - an exciting weekend of inspiring speakers, future-focused panels and workshops.

Attached is an information pack put together for business and schools with details on the awards.

Elected members who know of Youth who may be eligible for an award/s are encouraged to nominate and to share the message.

## **Financial Impact**

**Corporate and Operations Committee** 

#### i. Cost

22 May 2019

The VYA has a budget of \$10,000 per annum. An Application for Ministry of Youth Development Funding has been submitted to support the VYA programme. The outcome will be determined at the end of May.

#### ii. Funding Source

Council provide this budget in their Long Term Plan.

#### **Attachments**

A. 2019 Youth Awards Info Pack

Don McLeod

**Chief Executive Officer** 

B.J. VYA Work Program 2019

## **Signatories**

Olgitatories		
Author(s)	Rebecca Shaw	
	Graduate Policy Planner	
Approved by	Niall Baker	
	Senior Policy Planner	





# 2019 Matamata-Piako Youth Awards Info Pack





#### 2019 Youth Awards

The annual Youth awards, now in its third year, are the Volunteer Youth Ambassadors (VYA) flagship event. The VYA is a group of 12 college aged students from each of the high schools in the district. Their role is to provide a voice for youth in Council.

This year the awards will be held on July 5, at the Kaimai Cheese Cafe in Waharoa.

This year's ambassadors, chaired by Morrinsville College deputy head girl Ruby Stevens, are excited to be planning the event, which will include significant changes to previous years.

This year the event will only have six awards, including Employee, Environmental, Cultural Contribution, Overcoming Adversity, Music/Arts and Entrepreneur and Innovation. The awards line up will include the addition of a Mayor's Wild Card award.

People cannot be nominated for the Wild Card award, the winner will be chosen by an independent judge from every nomination received and they will receive two airfares to Wellington where they will attend Festival for the Future - an exciting weekend of inspiring speakers, future-focused panels and workshops.

"Festival for the Future is a fantastic opportunity for any young person," said Mayor Jan Barnes. "The lucky winner will be given the opportunity to connect with emerging leaders from a range of sectors, network and hear from and be encouraged by some amazing speakers.

"This opportunity will really give a young person the opportunity to flourish and grow into the person they want to become - help them find their place in the world. I am excited the VYA are able to give someone this opportunity."

#### **Event Details:**

Day: 5 July 2019

Time: 6:00pm - 9:00pm

Venue: Kaimai Cheese Café

#### **Awards Categories:**

- Overcoming Adversity to recognise a young person in the Matamata Piako District who has overcome challenges to achieve success.
- Arts & Music to recognise a young person in the Matamata Piako District has achieved or made a significant contribution to the performing, visual, or literary arts
- Entrepreneur and Innovation to recognise a young person in the Matamata Piako
  District who displays entrepreneurial spirit and who demonstrates potential to be a
  future business leader or excels in science and innovation.
- Employee Award to recognise a young person in the Matamata Piako District who
  displays a great work ethic and willingness to learn and develop new skills in their
  place of employment.

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- Cultural Contribution to recognise a young person in the Matamata Piako District who positively portrays their ethnic and cultural heritage.
- The Award for Environmental Commitment to recognise a young person in the Matamata Piako District who strives to improve their environment.

#### **Eligibility Criteria**

- All nominees must be aged 12-24 years on 5 July 2019.
- All nominees must live within Matamata-Piako District during 2019.
- · You can nominate yourself.
- Members of the Volunteer Youth Ambassadors, as the organising committee, cannot be nominated.
- Members of the judging panel are not eligible to submit a nomination

Nomination are open until 5pm 14 June, 2019.

#### **Guest Speaker**

Professional New Zealand wakeboarder Brad Smeele dedicated more than half of his life to perfecting his craft, and as a result he quickly became known as an innovator due to the level in which he pushed the limits of the sport. After claiming two Junior World titles he also became one of the first in the world to land a 1080. As his career progressed he continued to push the sport with world firsts; such as the 22ft spillway step up and the multiple double flip combinations featured in the award-winning film 'Prime'.



Brad then won the 2014 trick of the year award with the worlds first double tantrum (back flip) to blind over a mega ramp. Unfortunately, just weeks later, Brad took a heavy crash attempting to land that same trick again, resulting in him breaking his neck, leaving him a quadriplegic.

Brad now inspires people worldwide with his tenacity to not only regain movement, but also to live a full and action packed life, regardless of his debilitating injury. He has remained involved in his sport as a commentator at international wakeboarding events.

A greater purpose has also been found in Brads life – he is now a motivational speaker at schools, as well as charity and corporate events, inspiring people of all ages through his story of resilience and how he found happiness after his life changing injury.

He's also passionate about raising awareness and funding for spinal cord injury research, and helping others facing similar life changing circumstances.

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#### **Unleashing Potential Award**

This year there is a "Wild Card" award. This winner is chosen from all the nominations and is judged separately from the other award categories. The winners of the other six awards are not eligible for this award. This award highlights a nominee that has potential leadership or ability but isn't always given the opportunity to be able to utilize these skills fully.

This award has a prize attached to help give them the opportunity to unleash their full potential and also enhance and build a new skill set that they are able to use later in life.

This award includes a prize of 2 x tickets to the Festival of the Future in Wellington and 2 x return tickets from Wellington. Accommodation is not included in the prize and will be at winner's expense.

#### Festival of the Future

Festival for the Future is an action-packed weekend of inspiring speakers, future-focused panels, workshops and a marketplace for great ideas. It is held on the 26–28th July 2019.

What do people get out of the Festival?

- Connections and networking the chance to connect with emerging leaders and
  influencers from a diverse range of sectors government, business, community and
  education sectors. Attendees come from every region nationwide, and increasingly
  the Asia–Pacific region.
- The chance to engage with leaders, influencers and innovators most of our speakers attend the whole Festival weekend. Our speakers and contributors include CEO's, Government Ministers, Mayor's, entrepreneurs, as well as awesome humans under the radar.
- Be inspired we all know the big issues of our time can be overwhelming. The
  Festival is a chance to hear from a diverse range of inspiring people. Many of them
  have overcome major challenges, are dreaming big and pushing boundaries to make
  a difference for our future.
- Build your knowledge, ideas and skills the unique mix of inspiring speakers, futurefocused panel discussions and hands-on workshops give you the chance to customise your own Festival experience. See the programme for more detail.
- Learn how you can make a real difference for our future explore mega trends and the big issues of our time with thought-leaders from a range of different sectors.
- A marketplace for ideas & opportunities connect with purpose-driven organisations, meet potential collaborators, and discover possible pathways for further development.

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#### **Judges**

There are 6 judges for the six main awards, two judges cover all six awards and another judge is included per award from the sponsorship. The main awards are judged using a marking matrix and individual scores tallied to create an overall total to determine the winner of the award.

The wildcard award is judged by the sponsor and another independent judge. Winners of the six main awards are excluded from this judging as they have already proven their ability and skills. This award is to highlight a youth that needs extra support or encouragement to reach their full potential.

#### **Why Nominate**

Youth who get nominated for the awards are recognised at the event. This builds their own self-confidence, it is something that is able to go on their C.V. The selected youth that win awards gains acknowledgement of their achievements on a district scale.

These event create a recognition program to honour youth for any number of community achievements. Recognition is designed to award all types of youth, mostly these achievements highlighted are outside of school norms and is directed away from academic and sporting achievements and has a wider district base achievement.

This event bolsters youth and their achievements within the district. The VYA and Council want to showcase and highlight the amazing talent that the Matamata-Piako district youth have.

Nominating youth for these awards adds substance to the event on the night as well as encouraging other youth to become involved with different activities outside their social norms. These awards help build key character skills for youth and allows youth to dedicate a night to themselves and gain life lessons from our guest speaker and other businesses that attend.





Volunteer Youth Awards Nomination Form

#### Eligibility Criteria

Nominee's Details:

- All nominees must be aged 12-24 years on 5 July 2019.
- All nominees must live within Matamata-Piako District during 2019.
- You cannot nominate yourself.
- Members of the Volunteer Youth Ambassadors cannot be nominated.
- Members of the judging panel are not eligible to submit a nomination.

First Name:
Last Name:
Age:
Email:
Address:
Parent/Guardian Details (if nominee is aged between 12-17):
Parent/Guardian Name:
Parent/Guardian phone/email:
Nominator's Details:
First Name:
Last Name:
Age:
Email:

Address:





#### Award Categories:

- Overcoming Adversity to recognise a young person in the Matamata Piako District who has overcome challenges to achieve success.
- Arts & Music to recognise a young person in the Matamata Piako District has achieved or made a significant contribution to the performing, visual, or literary arts.
- The Boltholder Entrepreneur and Innovation Award to recognise a young person in the Matamata Piako District who displays entrepreneurial spirit and who demonstrates potential to be a future business leader or excells in science and innovation.
- Cultural Contribution Award to recognise a young person in the Matamata Piako District who positively portrays their ethnic and cultural heritage.
- Fonterra Environmental Commitment Award to recognise a young person in the Matamata Piako District who strives to improve their environment.
- The Employee Award to recognise a young person in the Matamata Piako District who displays a great work ethic and willingness to learn and develop new skills in their place of employment.

Describe how the nominee has stood out in the community. Include groups the nominee chairs, organises or volunteers within, where these qualities have been expressed and shown.





Please list any relevant awards of achievement or recognition, newspaper articles including publication source and publication date or any other comments supporting your nomination.

Please attach any supporting documents such as copies of certificates, letters of recommendation or newspaper articles to this submission.

o I declare that the information included in this nomination form is true and correct and accurately represents the nominee and his/her achievements.



Priority	Principles and Functions	Key VYA Focus	Event/ work details	Timeline	Budget	Resources
HIGH	-Highlight youth achievement across the district in various categoriesYouth orientatedCelebrates youth achievements outside of schoolAllows the members to interact with people not from their normal social circlesEngages the VYA with wider community youth.	- Celebrating youth - Youth character building	-Youth Awards	June/July	\$10,000	6 x 1 hr meetings 8hrs outside school time per VYA student, 120hrs individual time 3 x Council Staff 4 x Councillors 15 x VYA students
HIGH	Develops: -Leadership -Mentoring -Patience -Creativity -Trustworthiness -RespectEngages the VYA with wider community youth.	- Leadership/mentoring other youth in the districtYouth character building.	-WILSS	Annual event TBD	\$2000	1 x hr meeting 8 hrs outside school time per VYA student, 120hrs 2 x Council staff

Priority	Principles and Functions	Key VYA Focus	Event/ work details	Timeline	Budget	Resources
HIGH	Brings community awareness to a selected problem among or affecting the youthEducates youth on how to handle their issues and to support their friendsCreates a self-awareness of common factors that affect youthHelps establish an understanding of the issues facing youth and how to overcome and manage them Engages the VYA with wider community youth.	- Leadership/mentoring other youth in the district Raising awareness of pressing youth issues.	Gumboot Friday Design your own gumboot competition	1 March – 5 April 2019	N/A	1 x hr meeting 8 hrs outside school time per VYA student, 120hrs 2 x Council staff
MEDIUM	Develops: -Leadership -Mentoring -Patience -Creativity -Trustworthiness -Respect	<ul> <li>Leadership/mentoring other youth in the district.</li> <li>Youth character building.</li> </ul>	-WILSS (May 2020)	Annual event TBD	\$2000	1 x hr meeting 8 hrs outside school time per VYA student, 120hrs 2 x Council staff



Priority	Principles and Functions	Key VYA Focus	Event/ work details	Timeline	Budget	Resources
	Engages the VYA with wider community youth.					
MEDIUM	Develops: -Leadership -Mentoring -Patience -Creativity -Trustworthiness -Respect -Engages the VYA to communicate outside the group and establish meetingsAllows the members to interact with people not from their normal social circles.	- Youth character building.	-VYA team building - The Effect training course - Paintballing -Laser Tag -Day walks around the district to boost morale and team build.	5 events - Every second month	\$500 per event \$2500 total cost	5 x 1hr meetings  2hrs outside school time per VYA member, per session, 150 hrs total
LOW	-Allows the members to interact with people not from their normal social circlesEngages youth with New Zealand culture and significance of Waitangi	<ul><li>-Youth character building.</li><li>- Cultural awareness.</li><li>- Volunteering in the wider community.</li></ul>	-Waitangi Day 2020	Thursday 6 February 2020	\$2500	3 x Council staff 7hrs outside school time per VYA member, 105 hrs total



Priority	Principles and Functions	Key VYA Focus	Event/ work details	Timeline	Budget	Resources
	Day -Educates youth on the importance of cultural awareness and understandingEngages with the wider community.					
LOW	-Allows youth to engage with the wider communityEstablishes key skills: - Respect of others - Compassion - Self-worth -Time management -Allows the members to interact with people not from their normal social circlesEngages the VYA with wider community youth.	-Youth character building Volunteering in the wider community.	-Volunteer in the community	Throughout the year	N/A	8 hrs outside school time per VYA member, 120 hrs 2 x Council Staff
LOW	-Allows the members to interact with people not from their normal social circles.	<ul><li>Youth character building.</li><li>Volunteering in the wider community.</li></ul>	-Be collective	Throughout the year 3 events per town	\$1000 per event \$3000 total cost	2hrs outside school time per VYA member, 30 hrs total 2 x Council staff



Priority	Principles and Functions	Key VYA Focus	Event/ work details	Timeline	Budget	Resources
			dotano			
	-Allows youth to engage	- Leadership/mentoring				
	with the wider community.	other youth in the district.				
	-Establishes key skills:					
	- Respect to others					
	- Compassion					
	- self-worth					
	-Time management					



## **Health and Safety Report - April 2019**

**Trim No.:** 2146917

## **Executive Summary**

The Health and Safety report for April 2019 is attached. The Health and Safety Manager will be in attendance to discuss the report with Council.

Re	ecommendation	
Tha	at:	
1.	The information be received.	

#### **Attachments**

A. April 2019 Monthly H&S Report

**Signatories** 

Signatorie	<b>5</b>	
Author(s)	Sandy Barnes	
	Health & Safety/Quality Manager	
Approved by	Dennis Bellamy	
	Group Manager Community Development	
	Don McLeod	
	Chief Executive Officer	







## Health & Safety Report - April 2019

#### 1. Introduction

The Cosman audit report recommended the development of a Health & Safety Improvement Plan for the major areas of work still to be completed. This has now been completed. All other minor issues have been allocated to the appropriate staff member and are being managed in a spreadsheet format. Both these documents are being reviewed by the E-Team monthly. Mr Cosman will be presenting his report to the Audit & Risk Committee in June.

Flu vaccinations were provided to 64 staff and elected members. This is a significant increase on previous years.

Random drug and alcohol testing was conducted during the month. There were no issues.

The H&S team came up with the idea of decorating gumboots for Mike King's Gumboot Friday. This was subsequently picked up by the Communications team and run as a Council initiative. Staff held a bake sale and donate \$400 to the cause.

Our Asbestos Management Plan has now been peer reviewed. A lot of great work has been done on this document and it would appear we are ahead of a number of other Councils. We still have a lot of work to be done to be fully compliant however.

The scheme provider for the Waikato LASS Contractor Pre-qualification Scheme was audited in March and the report presented to the Governance Group. There were a number of issues identified and these have subsequently been added to a project plan to be managed. The H&S Manager is responsible for the team reviewing the question set and model answers. This work is due to commence in May and be completed by the end of August.

Work continues on the review and improvement of managing staff who work alone. The next step is to undertake an assessment of the lone worker device requirements across the organisation. Progress on this project is very slow.

## 2. Annual Key Objectives

The 2019 objectives are included in Appendix A.



## 3. Monitoring risk

#### 3.1 Risk Management

#### Hazard/Risk tracking

# new risks identified  Solid Waste Contract, Power Transformer Ro
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# existing risks reviewed	42
# risk control (CA's) completed	20

# existing risks overdue for review	21*
# risk control (CA's) overdue 15+ days**	75

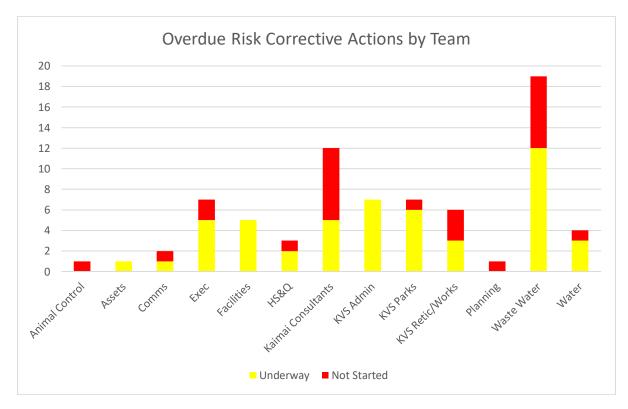
<sup>\*</sup>Risks overdue for review: the Burwood Road Water Treatment Plant risks were not reviewed due to limited staffing for the water team. Review is to be completed in May.

#### \*\* Explanation of risk control CA's

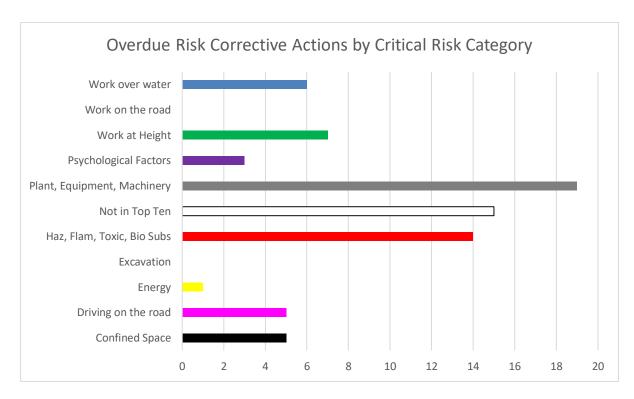
During a risk review corrective controls are identified. These are then loaded into Vault and allocated to the appropriate staff member to action. A timeframe is placed on the CA for completion. These controls are therefore 15+ days over the timeframe placed for completion. This figure does not differentiate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

#### 3.2 Critical Risks

#### Council's organisation wide "Top 10 critical risks" categories

RISK / HAZARD	ACTION TAKEN	RISK / HAZARD	ACTION TAKEN
FLAMMAN PLANTAGE TO A STANTAGE	<ul> <li>Hazardous substance inventories are being compiled at all MPDC sites.</li> <li>Concerns have been raised by the cleaners regarding hygiene at the Waharoa toilets. Foreign tourists are not flushing used toilet paper. The Comms team are assisting the Parks team with strategies to resolve the issue. These facilities are scheduled for improvement.</li> <li>One faecal incident at the Te Aroha Spas</li> </ul>	GRANG ON THE ROBE	
S. CHOLOGICAL FACTOR	<ul> <li>Staff were invited to participate in Gumboot Friday to raise awareness of mental health for young people.</li> <li>H&amp;S Facilitator met with management</li> </ul>	CANAD SPACE OF	Man hole (which is deemed a confined space with a significant fall hazard) was left



	teams for facilities and libraries to initiate a review of controls in place to protect staff in the event of a threat of violence.		open at an unattended site.  Meeting was held with contractor and team involved to discuss learnings.
ARTHURS ON THE ROLE		AT HEAT WEEK	A ladder was left in place allowing access to a scaffolding at an unattended site. The site was made safe immediately.
ENERGY		¢4 <sub>CAVATION</sub> 6	
ONERINE AR HIT		P. MACHINERY EQUITIES	Morrinsville library lift malfunction. This has been an ongoing issue so staff are trained in how to reset the lift.

## 3.3 Staff inductions

# staff inductions completed 4 #	staff inductions outstanding 0
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## 3.4 Plant, equipment & machinery

# incidents / near misses where plant/equipment	1	Morrinsville library lift
design is a contributing factor		

#### 3.5 Review & Audits

# internal audits conducted	0	KPMG previously met with the E-Team & H&S/Quality Manager to discuss high level auditing opportunities. A report has been received and is currently being reviewed.
# internal audits outstanding*	0	
# external audits conducted	0	
# Site safety audits conducted (non-contractor sites)	0	



## 3.6 Emergency Management

#### **Emergency Response Plan testing**

Emergency Response Plans (ERP) still to be written	4	Waste Water plants. This is a legislative requirement and is very overdue.
Emergency Response Plans (ERP) tested by due date	0	
Emergency Response Plans (ERP) test overdue	0	

#### **Building Trial Evacuations**

Trial evacuations completed on time	2	Te Aroha Event Centre and Westpac Event Centre.
Trial evacuations overdue	4	Morrinsville WWTP, Tahuna WWTP, Te Aroha WWTP, Tahuna WWTP
Trial evacuations completed for Council halls	0	
Trial evacuations/training programmes overdue for Council halls	0	

#### **Emergency Equipment checks**

# equipment checks conducted	1	Suspicious Mail Kit
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## 3.7 Staff health / monitoring

#### Review of roles for health monitoring

We recently conducted a review of the roles requiring health monitoring. Staff were invited to make comment on whether the monitoring for their role was correct. Submissions were considered by the E-Team and final decisions have been communicated to staff.

#### Health monitoring conducted

Summary of testing provided	Number completed	Issues or referrals to another health professional
Annual/repeat health monitoring	10	Abnormal spirometry x1, abnormal audiometry x6
Pre-employment testing	1	
Exit medical screening		
Wellness (voluntary)	9	One staff member also checked for high BP and referred to GP
		(note this staff member was not scheduled but took the opportunity
		to seek help while the nurse was on-site.
Workstation Assessments		
Health promotion/tool box talks		
Vaccinations	8	Hep A, Hep B, Diptheria and/or Tetanus
Bloods	13	
Respirator fit tests conducted		



#### Health monitoring declined

Several aquatic facilities staff. Further investigation being conducted.

#### **Drug testing**

# pre-employment drug tests		No issues.
# post incident drug tests conducted	0	
# reasonable cause drug tests	0	
# random drug tests conducted	10	No issues.

#### Return to work (RTW) programmes

# work related RTW programmes	2	
# pending work related RTW programmes	0	
# non-work related RTW programmes	1	
# pending non-work related RTW programmes	2	

#### Wellbeing initiatives

64 flu vaccinations provided to staff and elected members.

## 3.8 Events (Accident / Incidents)

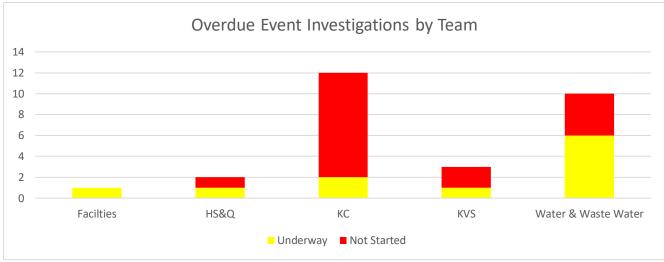
# incidents for period	19
# of LTI's	0

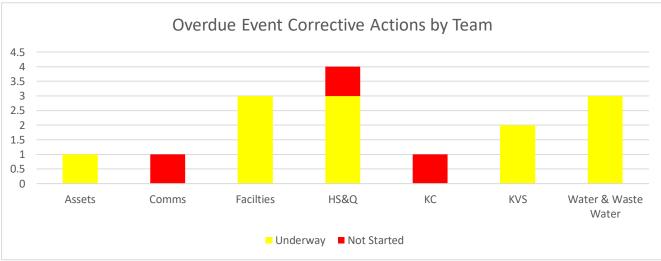
# incidents notifiable to WorkSafe	0
# ACC claims	0

Investigations not completed by due date*	28
Incident Corrective actions not completed by	16
due date^	



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

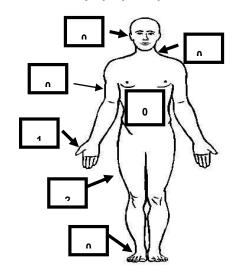




#### Incident by person

# Worker: 9 Contracted Worker: 1 Third Party:

#### Staff injury by body location:

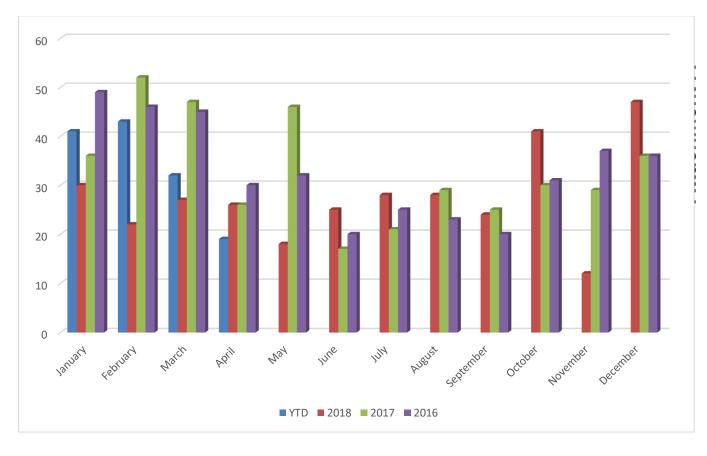




#### **Location of incidents**

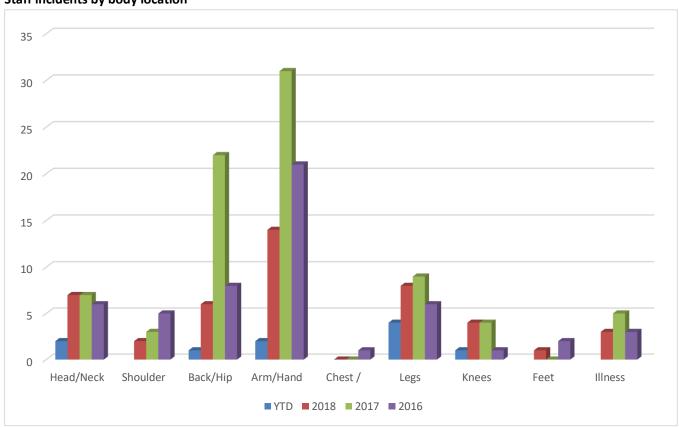
Firth Tower	1	MM Office	2	Off Site	3	Spas	1	SwimZone TA	6
Aerodrome	1	TA Library	1	MV WWTP	1	MM Cemetery	1	MV Office/ Library	1
Waharoa Toilets	1								

#### **Total Incidents by month**

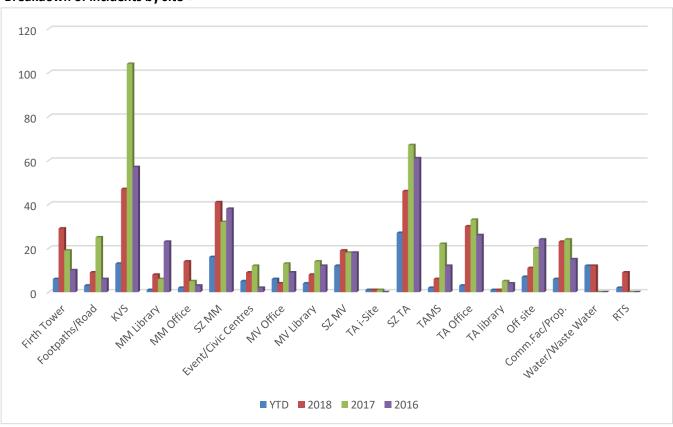




#### Staff incidents by body location

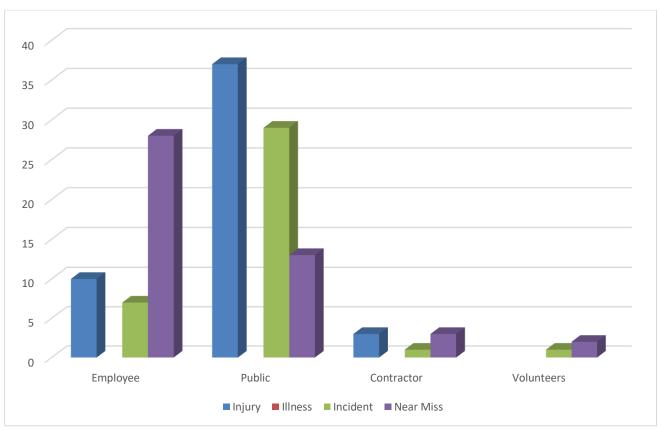


#### Breakdown of incidents by site

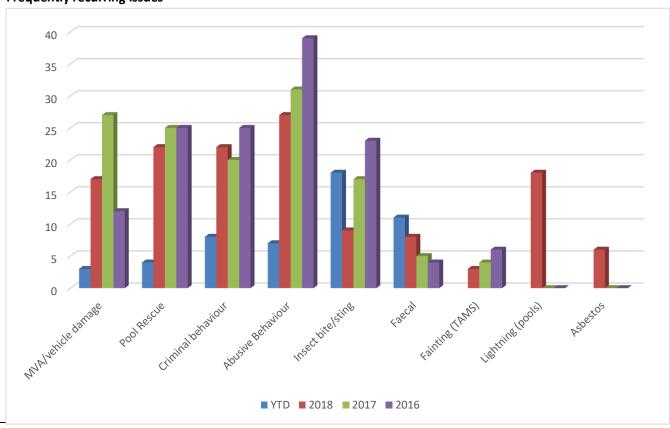




#### Breakdown of incidents by person type YTD



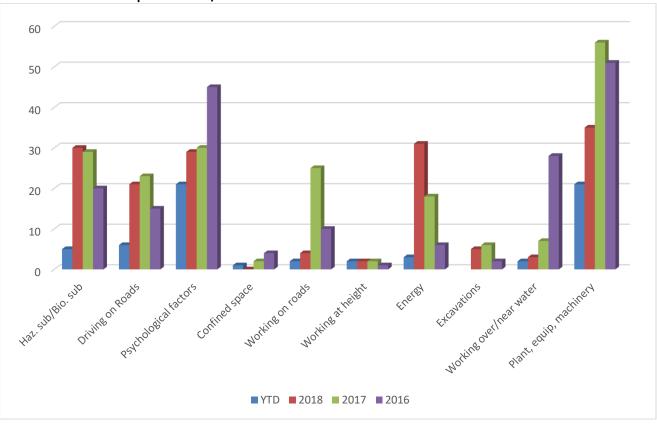
#### Frequently recurring issues





Faecal and insect bite/stings are already over the 2018 figures.

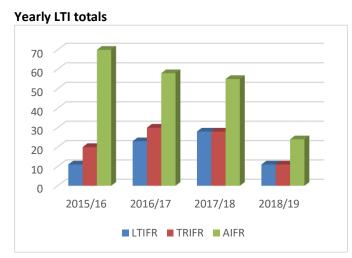


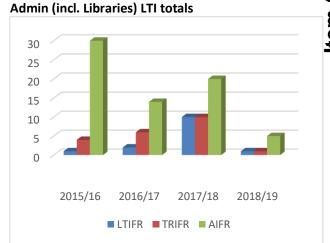


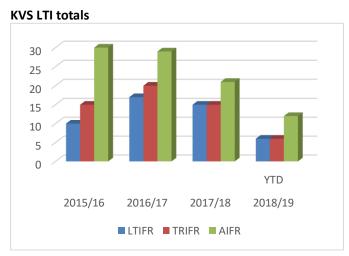
Psychological factors are likely to exceed the 2018 figures. In most instances this relates to abusive or aggressive customers at offices, libraries or aquatic facilities.

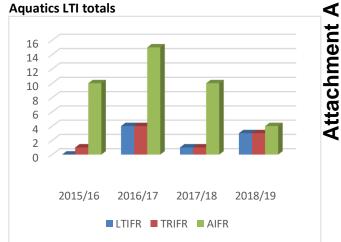
#### LTI statistics

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.









## 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
2018/19 YTD	24	3 incidents \$2,2196.70	5 incidents \$1,124.74	One
2017/18	55	14 incidents \$4,518.66	18 incidents \$61,502.65	None
2016/17	78	19 incidents \$10,395.00	14 incidents \$40,622.57	None
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

## 4. Monitoring relationships

#### 4.1 Volunteers

A H&S consultant conducted H&S inductions for the Matamata Lions Club. There were approximately 20 attendees.

#### 4.2 Internal worker engagement

Currently preparing a training plan for our H&S Reps. This will be discussed at their May H&S Committee meeting.

#### 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	0	Key outcomes:	Recorded in minutes
# REACH Rep meetings	0	Key outcomes:	Recorded in minutes.
# REACH Rep discussions with staff	0	Key outcomes:	

#### Refusal to undertake work

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

#### 4.3 External engagement

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



#### WorkSafe New Zealand

News release items are provided to Councillors, E-Team, Managers and relevant staff as they are received.

#### Waikato LASS H&S Working Party projects

Project	Status	Comments
Review & re-audit of SHE Contractor Pre-	Underway	Audits due in July & October 2019.
qualification scheme		Considerable work underway on reviewing the
		question set and model answers.

#### 4.4 Contractor Management

#### **Contractor auditing**

# Contractor Site safety audits 4	J Swap (2), Geotech, Splice	
conducted		nt

#### **Contractor inductions**

# on-site contractor inductions completed and provided to H&S team	3		
# Council (2 yearly) Contractor inductions conducted by H&S team	0	# attendees	OVERDUE

## 4.5 Celebrating success

0	Staff/contractors/volunteers celebrated for
	eir actions to support good H&S

## 5. Monitoring resourcing

#### **Process management**

# processes created in Promapp	2
# processes in Promapp overdue for review (primarily by the H&S team)	5
# corrective actions in Promapp Improvement Module not closed	0

# procedures in Promapp reviewed	2
# feedback in Promapp with no	3
responses	

## 5.1 Policy management

Nothing to report



## 5.2 Training

Draft schedule of training for health and safety representatives has been sent to representatives for feedback.

Training course	# completed	Key outcomes/commentary
First-aid Training	7	Scheduled for May, July & August
STMS Level 1 Refresher	5	
Management and handling of hazardous substances	1	
Hazardous Substances certified handler	1	Discussed training required for other staff – still additional certified handlers to do but the majority only require some awareness training.
Supervisor (Site Safe)	1	
Traffic Controller – New	0	Scheduled for May
Asbestos Removal Class B	0	Scheduled for May & June
GrowSafe Refresher	0	Scheduled for May
Fire Warden & Extinguisher	0	Scheduled for May, June & July
Confined Space	0	Scheduled for May
Electrical Testing	0	Scheduled for May
Asbestos Awareness Seminar	0	Scheduled for July
HRINZ Stress webinar	1	Viewed by H&S Facilitator

#### 5.3 Vault Management System

Nothing to report.

#### 5.4 2019 Health & Safety Team work plan

Priority 1

Fatigue Management Policy
 Health monitoring programme
 Mental Health Strategy
 HASNO – compliance to new Regulations
 UNDERWAY
 NOT STARTED
 UNDERWAY

Priority 2

RFT for H&S training courses/providers
 Drug & Alcohol Policy review
 Lone worker
 NOT STARTED
 UNDERWAY

Priority 3

Risk management UNDERWAY



## 6. Officer (elected member) due diligence

#### Policy & Planning

- Keep up-to-date with health & safety matters
  - Alert 24 Man dies in sawmill accident
  - Alert 24 Farmer ordered to pay \$73,000 after stock loading ramp falls on driver
  - Alert 24 Southern DHB and contractor fined heavily after builder almost loses arm in workplace accident
  - Alert 24 Int. Australian scaffolding company in court over workplace accident, pleads not guilty
  - Alert 24 Talley's Group Ltd v WorkSafe New Zealand
  - Alert 24 Worker bullied and harassed by employer, constructively dismissed, awarded more than \$45.000
  - o WorkSafe NZ media release Always turn power off when carrying out electrical work
  - Alert 24 Man killed on logging v essel berthed in Gisborne
  - o Alert 24 Former staff claim workplace bullying and lack of staff support at Wellington Zoo
  - Alert 24 Ensuring the health and safety of employees outside of the workplace
  - Alert 24 WorkSafe New Zealand v Agricentre South Ltd
  - Alert 24 WorkSafe prosection against Talley's regarding workplace paralysis injury to go ahead says Supreme Court
  - Health & Safety Update : Sentencing trends & Enforceable Undertakings
  - o Health & Safety Update : Is WorkSafe shifting its focus on Officers & Directors?
  - Health & Safety Inspections and Improvement or Prohibition Notices (Case Review)
  - o Failures of Health & Safety Consultants may lead to prosecution
  - o Health & Safety at Work (Volunteer Associations) Amendment Bill
- 2. Understand the nature of our business and its hazards and risks
  - o 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
  - o Accident/incident information included in monthly report.
  - o 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

#### **Executive Team**

None received.





## APPENDIX A – 2019 H&S Objectives

Objective	How achieved	Measured by	Status
Improve understanding and management of fatigue	Implementation of a Current Best Practice (CBP) guide on fatigue management.     Training provided for staff	<ul> <li>CBP prepared, consulted with staff and implemented.</li> <li>Specific key accountabilities added to job descriptions</li> <li>Training rolled out to staff, particularly those in roles involved in after hours work.</li> </ul>	Draft has been prepared and currently being discussed with HR. Will go to staff consultation in May 2019.
Improve our performance against the new Hazardous Substances Regulation	Site inventories reviewed or created.     Training plan prepared and implemented for staff.     Emergency Response Plans (ERP) implemented.     Management system implemented	<ul> <li>All identified sites (primarily those where staff work regularly and our high use community centres) have an updated inventory.</li> <li>Training plan prepared for staff who work with hazardous substances.</li> <li>Staff with supervisory roles for chemicals complete appropriate training for their role.</li> <li>Emergency Response Plans (ERP) implemented for applicable sites and a management system implemented.</li> <li>Management system implemented for HSNO management.</li> </ul>	Majority of inventories have been completed. Inventories to be entered into HSNO calculator.  Training needs have been identified and H&S team will be scheduling training courses starting in May.  Draft high-level risk summary discussed with E-team. Risk control group to meet in May. Work has commenced on creating simple task-based summary information for chemicals.
Improve our systems for staff who work alone	Implementation of a Current Best Practice (CBP) guide on lone worker management.     Training provided for staff.     Adopt devices or solutions and roll-out to staff.	CBP prepared, consulted with staff and implemented.     Training rolled out to staff.     Appropriate devices issues to staff following risk management reviews.	Project has commenced but is progressing very slowly.
Improve our management of contractor H&S	Clearly assign responsibilities for H&S management of contractors and improve staff capabilities in areas such as H&S risk assessment, auditing and induction.	<ul> <li>Contract Administration Procedures review is completed and health and safety contractor management systems are integrated into these procedures.</li> <li>Refresher training for key staff in risk assessment and contractor auditing and inductions.</li> </ul>	Contract Procedures Manual Working Party to meet in May as project commences.  Timeframe for completion likely to be 18 months.



Improving health and wellbeing	<ul> <li>Implementation of a Mental Health Strategy (or CBP).</li> <li>Conduct a staff stress survey.</li> <li>Promotion of health &amp; wellbeing initiatives</li> </ul>	<ul> <li>CBP prepared, consulted with staff and implemented.</li> <li>Training rolled out to staff.</li> <li>Outcomes from bullying survey determined and actioned.</li> <li>Stress survey conducted, results analysed and actions considered.</li> <li>Run two campaigns during the year on health and wellbeing topics such as healthy eating, exercise, sun smart, work cancers, work/life balance etc.</li> <li>H&amp;S Committee to conduct one initiative per year relating to workplace health and wellbeing.</li> </ul>	Gumboot Friday (Mental Health) Weekly health tips in the bulletin. Bullying survey conducted and results currently being analysed.
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# **Spotlight on Safety**

Trim No.: 2136486

## **Executive Summary**

Mr Steve Turfrey, Monitoring Officer will be in attendance to receive a Spotlight on Safety Award.

#### Recommendation

That Steve Turfrey be congratulated on his Spotlight on Safety Award.

#### **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	

Spotlight on Safety Page 57



# **Chief Executive Officers Report April 2019**

Trim No.: 2146421

A copy of the Chief Executive Officer's report for April 2019 is attached.

Recommendation	
That the report be received.	

#### **Attachments**

A. Chief Executive Officers Report April 2019

B<u>J</u>. Third Quarter Performance Measures

C. Consents Received April 2019

## **Signatories**

Signatorie	Signatories				
Author(s)	Debbie Burge				
	Executive Assistant to the Mayor				
Approved by	Don McLeod				
	Chief Executive Officer				

















# Chief Executive Report

**April 2019** 



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## 1. Corporate Overview

#### 1.1 Communications



#### **Events**

- ANZAC Day services were attended and supported by the Communications Team
- Gumboot Friday VYA initiative
- Planning under way for the Industry Training Graduation and the Youth Awards
- Planning for Citizenship Ceremony on 20 May

#### **Economic Development**

 Continuing to build relationships with the business associations and chamber of commerce committees.

#### Communications and Marketing

- **Elections** the communications plan is out, the website was updated after the representation review decision early April.
- **Consultations** The communications team supported community engagement on the various consultations that were out.
- VYA support and community engagement for the Gumboots for Hope initiative.

#### **Online and Digital Services**

- Antenno The project team are almost ready to finish integration of the software and start testing, ready for roll out in May.
- Audio visual equipment has been purchased for our event facilities. Wi-Fi will be available to people holding functions if requested.

1.2



#### 1.3 Human Resources

Staff turnover figures for year to date from 1 July 2018 to 31 March 2019 are:

			Water &			
			Waste			
Year to date at	Office	KVS	Water	Libraries	Facilities	Total
	%	%	%	%	%	%
July 2018	1.81	0	0	0	2.7	1.39
August 2018	1.79	2.38	0	0	2.63	1.83
September 2018	4.48	2.41	0	0	10.96	4.58
October 2018	4.42	4.82	0	0	10.81	5.00
November 2018	6.25	7.23	0	0	16.00	7.29
December 2018	6.22	7.23	0	0	16.00	7.27
January 2019	7.11	7.23	0	0	18.92	8.20
February 2019	8.97	7.06	0	0	17.72	9.01
March 2019	8.93	6.98	6.06	0	23.68	10.36
April 2019	8.89	9.41	0	0	25.97	11.24

Total permanent staff resigned up to 30 April 2019 = 25

## 1.4 Corporate and Legal Services

#### **Policies and Bylaws**

- The Wastewater and Land Transport Bylaw required some technical updates, these were approved for consultation in December 2018.
- The Dog Control Bylaw Council decided at its meeting on 30 January to consult the community on removal of the dog exercise area adjacent to the Waihou River known as the Te Aroha Boat Ramp and replace it with a new dog exercise area known as the 'Spur Street Reserve'.
- The Fees and Charges The fees and charges for 2019/20 have been developed in conjunction with the Annual Plan. Council approved the draft Fees and Charges on 5 December 2018, with the exception of the refuse bag fee which was reported back to Council on 13 March for confirmation.
- The Fires in Open Spaces Bylaw with the changes made by the creation of Fire and Emergency New Zealand (FENZ) the majority of the clauses within our current Fires Bylaw are redundant. There are a few clauses which refer to 'smoke nuisance' which are still required by Council's enforcement team where FENZ do not have sufficient powers of enforcement. Council approved incorporating these clauses into the Public Safety Bylaw and revocation of the Fires Bylaw in November 2018.
- The Legal Highs, Gambling Venue and TAB Board Venue Policies were reviewed, and approved for consultation in December 2018.
- Earthquake Prone Buildings: priority thoroughfares and routes of strategic importance Council approved the Statement of Proposal and maps on 30 January. Letters were sent to directly



affected property owners in early February to ensure they are well informed and have sufficient time to ask any questions and prepare submissions.

Consultation on the above bylaws/policies opened on 20 March and will close on 22 April.

- Grants policies an overall review of all policies to align with LTP in 2018 is needed (non-statutory), this project has begun with initial research taking place, it is expected staff will be able to workshop this with Council in 2019.
- The General Policies Reserve Management Plan sets objectives and policies which will apply
  to all reserves managed by Council. This Plan has a two-month consultation period from 20
  February 22 April. Staff are assisting Asset Strategy and Policy with the consultation process.
- Smokefree policy staff are developing a policy encouraging public outdoor areas to be smokefree. This was on workshopped with Council on 13 February and again on 20 March. This will be reported formally to for consultation approval on 24 April (refer separate item on this meeting agenda).
- Housing strategy A workshop was held with Council on 27 February. Council provided direction on the way forward with staff to report back with further information.
- Freedom camping a workshop was held with Council on 13 February. Staff are currently investigating a bylaw. This will be reported back to Council in 2019.

#### **Provincial Growth Fund**

- Project planning and formation of the governance groups for the Waharoa and Te Aroha
  projects is underway. A workshop was held with Council on 13 February to discuss project
  implementation. A further workshop took place on 13 March 2019 and Council approved the
  formation of the Programme Governance Group at its meeting on 27 March 2019 (public
  excluded session).
- The first meeting of the Programme Governance Group is planned for Thursday 30 May.

#### **Annual Plan / Annual Report**

- The draft 2019/20 Annual Plan was received by Council on 27 February. The draft Annual Plan will be available on Council's website throughout the consultation period (20 March 22 April) despite not formally consulting on the Annual Plan but rather for informing the community.
- Annual Report The first quarter report for 2018/19 was presented to Council in November and the six-month report was reported to COC on 27 February. The report was also presented to the Audit and Risk Committee on 12 March.
- The Third quarter results are being processed. These will be provided to the Committee on 22 May 2019 along with the customer satisfaction survey results.

#### **Customer Feedback Project**

- To further improve our understanding of the customer experience when dealing with council's services and activities, a project has been set up to gather customer feedback following an interaction between council and the customer. The Corporate Strategy team are co-ordinating this project working with each activity manager to identify the most appropriate method for gathering this feedback and setting up surveys.
- Over the summer period an online survey was available for the three Swim Zone facilities and our libraries. The results from these surveys can be found under those activities section of this CEO report. Work is currently underway to prepare surveys for the Customer Services team, Resource Consent processing and Building Consent processing.



#### Representation review

- Council has been working through a process to review its representation arrangements, as
  required by the Local Electoral Act 2001. Council's initial proposal was essentially to maintain
  the status quo representation structure, with an exemption sought from the +/- 10% rule.
  Council received a total of 195 submissions on the initial proposal. A hearing was held on 15
  August 2018. Council then confirmed its initial proposal as its final proposal without amendment
  (i.e. no change from the initial proposal).
- The Local Government Commission issued a determination on 9 April 2019. This has confirmed the existing representation arrangements will apply for the election on 12 October 2019.

#### Long Term Plan

• The Long Term Plan along with a number of other documents were approved by Council on 27 June 2018, these all came into force 1 July 2018. We are working on preparing a timeline for the 2021-31 LTP and will start working on initial population projections early 2019.

#### **Elections**

- An Electoral Officer has been appointed for the 2019 Elections, this was reported to Council for confirmation in 2017.
- Staff have met with the Electoral staff from other Councils in the Waikato and are undertaking preparations for the elections.
- The Audit & Risk Committee considered the elections readiness 'Warrant of Fitness' and risk register, at its meeting on 12 March.
- Council decided to arrange voting documents in alphabetical order of candidate surnames at its meeting on 13 March. Council also adopted the Office of the Auditor General communication guidelines for use in the lead-up to the elections.

#### Grants

- The second funding round for the Community Ward Grants opened on 13 February and closed on 20 March. Councillors met on 10 April to determine these. 10 Applications were received from the Matamata Ward, 7 applications were received from the Morrinsville Ward and 5 applications from the Te Aroha Ward. A record of the decisions made by the Ward Councillors will be reported to the Council meeting on 8 May 2019.
- The Significant Natural Features funding round opened on 20 March and closes 20 June.
- The Hinuera Rugby Club resource consent to build a viewing structure has had its resource consent approved and grant funds have been uplifted.

#### Youth

- A work programme has been set for the Volunteer Youth Ambassadors (VYA) and work is underway to identify priorities.
- The VYA have kicked off a project around youth mental wellbeing in association with Mike King's gumboot Friday, which took place on 5 April. Top prizes were kindly sponsored by Fonterra. Winning gumboots were displayed at the Wallace Art Gallery in Morrinsville, for the month of April.
- An application for Ministry of Youth Development funding has been submitted. The outcome should be known in April 2019.
- The planning for District Youth Awards is underway, and this event will be held on 5 July at Kamai Cheese Café, with the overall winner receiving an overall prize to the Festival of the Future conference in Wellington.



• Planning is also underway for the WILSS Leadership Programme which will be rolled out across the district in May at the intermediate and high schools.

#### **Treaty Settlements**

#### Hauraki Treaty Settlements - Ngāti Rahiri Tumutumu and Co-governance

• 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

Ngāti Hinerangi and the Crown initialled a Deed of Settlement on 14 December 2018. An
update will be provided to Council when available.

#### Third Quarter performance report

The report for the quarter July 2018 to March 2019 is attached as appendix B to this report.



**LGNZ Excellence Programme – Action Plan** 

LGNZ Excellence Programme – Action Plan				
Areas for Improvement	Response			
OVERVIEW – pages 4-5				
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     In the new Long Term Plan, Council performance	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.  Completed - This has been completed			
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.	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 plan for the ongoing reviews has been initiated.			
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.	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 cogovernance structures. Council will explore future opportunities for engagement as and when they present themselves.  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. Treaty settlement negotiations have been engaged in in good faith, updates on these can be found above.			



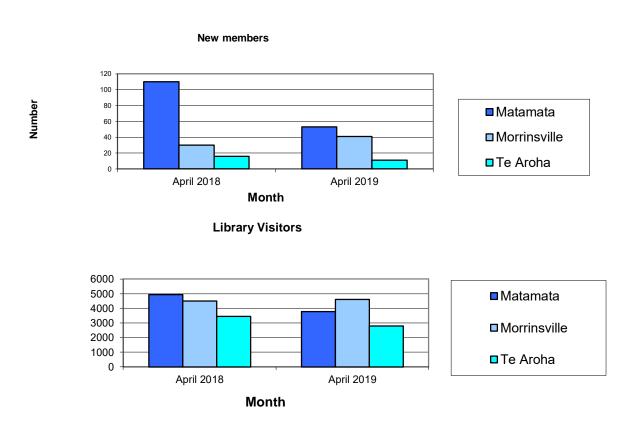
7 The Council requires an overarching engagement and communications strategy.	Iwi will also be engaged with on the Provincial Growth Fund projects, for Te Aroha and Waharoa. Council will give consideration to governance group appointments, including iwi members.  Underway - This will be covered as part of the Communications and Events Activity
33	Plan
Governance, leadership and strategy – pages 6-8	
8 There is a need for the Council to fully understand growth outlook for its district, and to translate its aspiration into a simple and clear vision for the Long Term Plan.	Refer 1 under Overview.
9 Not all councillors have undertaken governance training. More needs to be done on developing the knowledge and skills required for governance.	<b>Underway -</b> A training needs assessment will be undertaken.
10 The Annual Report would benefit from improved transparency, particularly of projects that were not completed.	Completed – Projects budgeted for in the current year and not completed have been included in the 2017/18 Annual Report to improve transparency. These projects will also be 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	<b>Underway -</b> 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	Completed - A new external staff survey has recently been undertaken. The survey is called AskYourTeam and is a continuous business improvement tool and allows for local government benchmarking. Results have been analysed and the overall results were very positive. Some opportunities for improvement have been identified and plans are in place to address these areas.
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 – pag	ges 9-10
14 The Council should separate its financial strategy ("why") from its financial plans ("how" and "what")	<b>Completed -</b> 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	<b>Underway -</b> Executive Management to consider.



Service delivery and asset management - pages 1	1-12
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



#### Library activities

- Easter and school holiday activities were well-received and included an Easter Egg Hunt, craft making, and a large snakes and ladders floor mat.
- Reconditioned chromebooks have been purchased for the use of Code Club which will commence on Tuesday 7 May in Matamata. There is interest in Morrinsville and Te Aroha in running this programme also, and this will depend on availability of suitably skilled volunteers.
- Lego Club commenced in Te Aroha on 1 May to an enthusiastic crowd of 9 who made a range of towers.



- Representatives from the New Zealand Islamic Centre visited Te Aroha Library to give thanks
  for the support of the Te Aroha people over this sad time. They donated to two Englishtranslated Qurans and offered to provide any educational material that we wish.
- Plans are well under way for a special author event to celebrate New Zealand children's author Phyllis Johnston. Born in Morrinsville and previously of Matamata, Phyllis has recently published the final book in her series of 5 books which began with No One Went to Town in 1980. The event will take place in Tainui Room, Sunday 19 May at 1 pm.

#### **Library collections**

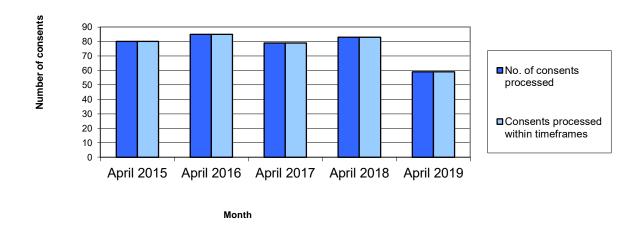
- The past few months have seen us focusing hard on ordering new material to bring our collection levels up. We had become a little behind with our ordering during the busy time of our staffing review.
- Our stock at Matamata is lower than is ideal due to space restrictions, so to boost stock
  collections there we have organised to purchase more shelving which should be in place in
  June or July.
- With the increase in usage of e-books, we are also looking at ways to increase our purchasing
  of these.
- A recent upgrade to Enterprise (our library catalogue), has meant that customers can now
  place holds themselves on items which are on order, rather than having to ask staff to do this
  for them.

#### **Library Visitors**

 Staff from Tauranga Libraries visited Matamata and Te Aroha Libraries as part of a professional development day for library assistants.

## 2.2 Building

#### **Building consents processed**



#### **Building highlights and comments:**

No large building projects submitted in April 2019. 40 Swimming Pool inspections for the month.

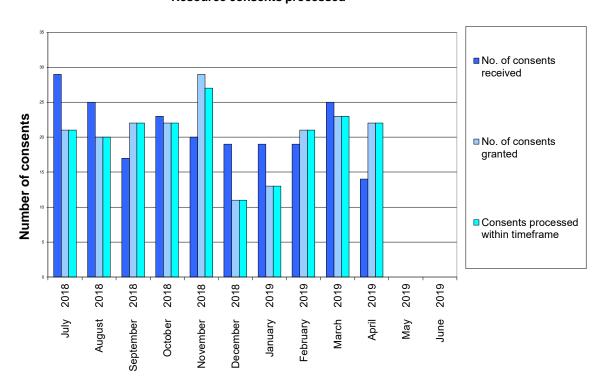


## 2.3 Planning

#### **Resource Consents**

#### **Resource Consents – April 2019**

#### Resource consents processed



# A report on resource consents received for April 2019 is included as Appendix C to this report.

In April, Council received 14 resource consents and granted 22 consents processed within the timeframe for the month of April 2019.

Limited or Publicly Notified Resource Consents:

There were three Limited Notified Resource Consents for April 2019.

RC Reference	Applicant	Property	Limited/ Public	Date Notified		Pre-Hearing Date	Hearing Date
102.2018.11695.1	Shari Properties	432 Thames Street, Morrinsville	Limited	31 January 2019	1 March 2019	NA	10 May 2019
102.2018.11660	Katherine Warrington	225 Whitaker Street, Te Aroha	Limited	2 October 2018		23 January 2019	16 May 2019
102.2018.11688	Cluitt Family Farm	680 Old Te Aroha Road, RD 1, Matamata	Limited	29 April 2019	29 May 2019		



#### **District Plan Policy**

- Plan your Town (PC 47) A hearing has been set down for 29 July at the Environment Court unless matters are resolved prior to then.
- · Waharoa zoning and development on hold pending the PGF
- Hobbiton (PC 50) A hearing was held on the 8 and 9 April and then adjourned until the 29 May when the applicant will deliver their right of reply.
- Open Country Dairy (PC 51) This plan change will become operative on the 5 June 2019.
- Tatua Dairy Company (PC 52) A decision to approve this plan change subject to amendments was made by Council on the 24 April. This decision is now subject to a 30-day appeal period.
- Settlements (PC 53) An initial workshop was held with Council in April and staff are now working on provisions to bring back to Council.
- Papakainga (PC 54) An initial workshop has been held with both Council and the Te Mana Whenua Forum and the launch of this plan change is schedule for 27 May.
- Healthy Rivers WRC PC 1 Phase 1 hearings have been held and Cr James Thomas and Murray Kivell (Planning evidence) present evidence on behalf of Council. Phase 2 evidence has been submitted in collaboration with South Waikato District Council.

#### Health

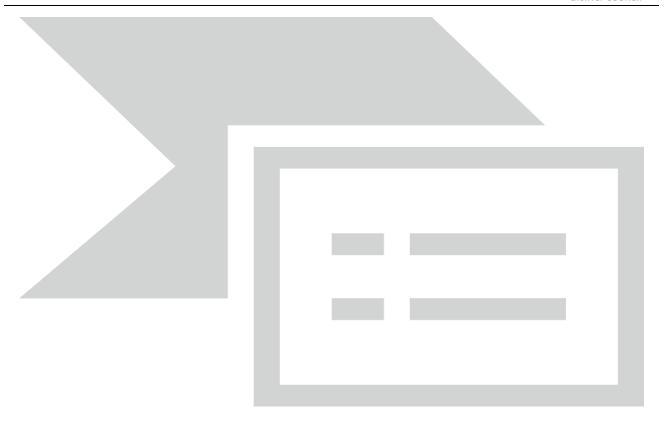
- We are currently processing applications for hair dressers, funeral directors and camping ground to ensure that they are licenced by 31 May (funeral directors) and 30 June (hairdressers and camping grounds).
- We are scheduled to be audited for National Programmes in the middle of June so we are currently fine-tuning our processes.

#### Noise

#### Noise Stats April 2019

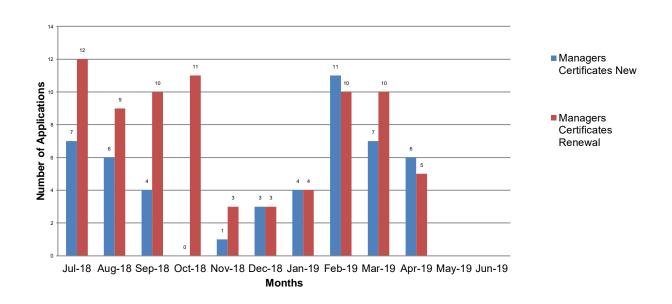
	Apr-15	Apr-16	Apr-17	Apr-18	Apr-19
Matamata	7	14	11	8	11
Morrinsville	9	11	10	18	8
Te Aroha	6	4	3	0	1
All wards	22	29	24	26	20





#### Alcohol

#### **Manager Certificate Applications**





## New/ Renewal Licences

Agency Application Number	Applicant Name	Type of Licence
162.2019.1446.1	Matamata Memorial	Renewal Club
162.2019.1447.1	Redoubt Bar & Eatery Morrinsville	New On
162.2015.997.3	Taj Indian Takeaways	Renewal On
162.2015.995.3	Kaimai Cheese	Renewal On

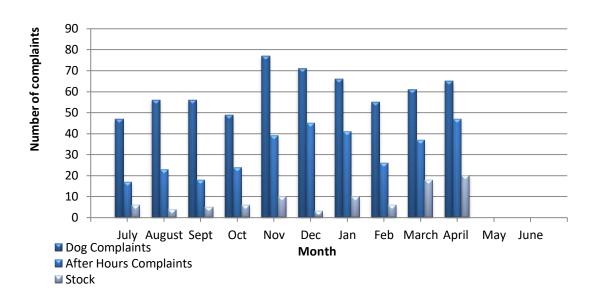
## **Special Licences**

Agency Application Number	Applicant Name	Event
162.2019.1449	Kereone Rugby Club	100 Year Centenery
162.2019.1450	Twenty 20 Netball	Quiz Night
162.2019.1451	Tauhei Combined School	Hunting & Fishing Competition
162.2019.1452	Matamata College	Quiz Night
162.2019.1453	Te Aroha Memorial RSA	4 x Events
162.2019.1454	Matamata Club	21st Birthday & Quiz Night
162.2019.1455	Te Poi School	Annual Quiz Night



#### 2.4 Animal Control

# **Animal Control Complaints 2018-2019**



#### **April Statistics**

#### 85 calls in total were received 31 Matamata, 24 Morrinsville, 30 Te Aroha

- 65 of these calls received were regarding dog complaints
- 20 of these calls were wandering stock calls
- 47 calls were received after hours
- 15 dogs were impounded during the month

# **Complaints per Ward**



#### Dog Complaints responded to

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



Town	Apr Day Time	Apr After Hours	<b>Total YTD</b>	YTD ERT
Matamata	18	10	194	93.81%
Morrinsville	8	9	228	91.22%
Te Aroha	10	10	181	91.71%
District	36	29	603	92.20%

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

#### Street Patrols undertaken

Performance measure: 10 per month per town

Town	Apr	YTD	
Matamata	32	421	
Morrinsville	23	354	
Te Aroha	21	234	
District	76	1009	

#### Properties visited regarding dogs

Performance measure: 600 properties visited per year

Town	Apr	YTD	
Matamata	10	132	
Morrinsville	13	225	
Te Aroha	9	181	
District	32	538	

#### **Stock Control**

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

Town	April	YTD	Responded in timeframe		
Matamata	3	24	79.16%		
Morrinsville	7	33	90.90%		
Te Aroha	10	31	80.65%		
District	20	88	84.09%		



#### **Dogs Impounded April 2018**

	Apr Imp	Apr Claim	Apr Dest	Imp YTD	Dest YTD	Claimed YTD
Matamata	5	3	2	44	20	21
Morrinsville	7	4	3	51	23	23
Te Aroha	3	3	0	27	8	16
District	15	10	5	122	51	60

#### Stock Impounded April 2018

	Apr Imp	Apr Claim	Apr Dest	Imp YTD	Dest YTD	Claimed YTD
Matamata	0	0	0	2	0	2
Morrinsville	0	0	0	1	0	0
Te Aroha	0	0	0	1	1	0
District	0	0	0	4	1	2

The above table includes 1 goat impounded and destroyed in Aug, Te Aroha The above table includes 2 Cows impounded and claimed in Sep, Matamata The above table includes 1 sheep impounded and sold at auction in Mar, Morrinsville

#### **Re-homed Animals YTD**

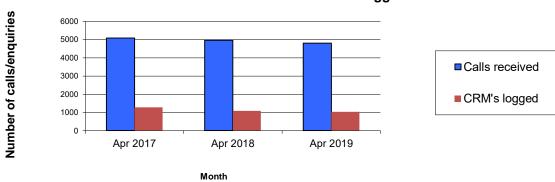
Matamata 2Morrinsville 2Te Aroha 1District 5



## 3. Service Delivery Overview

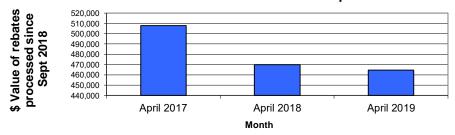
## 3.1 Customer Services

## **Customer Service Calls & CRM's logged**

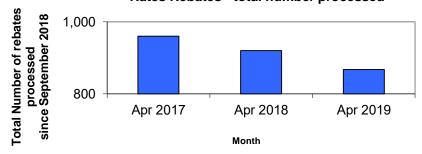


## **Rates Rebates**

#### Rates Rebates - total value processed



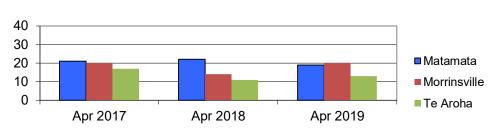
## Rates Rebates - total number processed





## **LIMs - Land Information Memorandum**

Number of Lims Processed



## LIM (Land Information Memorandum) -

**52** applications were received in **April**, **18** of these were urgent requests.

#### **Antenno**

- Testing has now been completed; a couple of minor issues are currently being resolved with the provider with the expectation of going live on 13 May 2019.
- The next stage will be undertaking training with MPDC staff and then launching Antenno to the public.

## 3.2 Water and Waste Water

## 3.2.1 Water Team

## **Summary of Water Treatment Plant Compliance – March 2019**

Plant	Protozoa	Bacteriological	Chemical	Resource Consents
Hinuera	Compliant	Compliant	Compliant	Compliant
Matamata Tills Road	Failed <sup>2</sup>	Compliant	Compliant	Pending <sup>3</sup>
Matamata Burwood Road	In Progress <sup>1</sup>	Compliant	Compliant	Compliant
Matamata Tawari Street	In Progress <sup>1</sup>	Compliant	Compliant	Compliant
Morrinsville Waterworks Rd	Compliant	Compliant	Compliant	Compliant
Morrinsville Scotts Road	In Progress <sup>1</sup>	Compliant	Compliant	Compliant
Tahuna	Compliant	Compliant	Compliant	Pending <sup>3</sup>
Te Aroha	Compliant	Compliant	Compliant	Compliant
Te Poi	Compliant	Compliant	Compliant	Compliant

<sup>1, 2, 3, 4</sup> See below explanation for failed / pending results



Guideline to Compliance States:

Failed: True failure as a result of laboratory sampling or plant process failure.

In Progress: Technical failure, but a solution has been found and implementation is underway.

**Pending**: Technical failure and a solution has been found but not implemented (may require options assessment or further work).

## **Compliance Summary**

- 1. Protozoa 'In Progress' 1-3: Burwood Road, Scott Road and Tawari Street will become fully compliant once the ultraviolet disinfection (UV) units are installed. These are underway and due to be completed by June 2019.
- 2. A turbidity spike of over 3 minutes occurred after a rain event in one of the filters. These are ongoing issues that are being addressed as part of the compliance recovery program of works.
- 3. Tills Road has been exceeding backwash rates by small amounts each day. An application to the Waikato Regional Council to increase the discharge rate is underway. Tahuna exceeds the abstraction rate on a regular basis. The compliance recovery program plans to address this issue.

#### 3.2.2 Wastewater Team

The following table shows the compliance status of the wastewater treatment plants. Table - Overview of WWTP Compliance

	Matamata	Morrinsville	Tahuna	Te Aroha	Waihou
RC Number	110031	118885	118187	120309.01.01	120703
Volumes, Flows	Compliant	Compliant	Failed	Compliant	Compliant
Sampling & Effluent Quality Requirements	Failed	Compliant	Compliant	Compliant	Failed

- Waihou failed two effluent quality conditions. The plant is unlikely to achieve compliance
  without a major resource consent change. A project is underway that is looking at the
  feasibility in combining all the wastewater consents into one, and off-set failures at one plant
  to another. The first stage of this is due to be completed by the end of May.
- After 3 years of full compliance, Matamata will be non-compliant in 2018/19 due to two
  ammonia samples in November exceeding the maximum allowable limit. However,
  investigations has revealed the likely cause of these exceedances originate from a trade
  waste source that cause a toxic shock to the bacteria responsible for reducing ammonia in the
  discharge. The Wastewater Operations Manager is managing a project to mitigate this risk to
  ensure long-term compliance.
- Tahuna exceeded the discharge rate for 1 day in early April. An investigation has still not determined the cause. Further work is underway in addressing this.

## 3.2.3 Water and Wastewater Projects

The following four projects are currently underway as they have been identified as critical or high-priority projects:



- **Te Aroha West Water Connection**: Water has been connected to all properties and quality testing is underway in order to formally remove the boil water notice. Testing has found that the chlorine levels are low at the end of the line (Mace Road). The existing raw water pipe is due to be further cleaned and disinfected by the end of May.
- **Te Aroha Water Treatment Plant Sludge Recovery**: The contract documents are still being prepared for tender: project design documents are due by the end of May.
- Scott Road Compound Pipework: Heb Contractors have completed stage 1 of the project implementing the return of the up line to Mount Misery reservoir. Stage 2 investigations has begun which involves tidying up the 'y section' that was damaged in December 2017. This is expected to be completed by early June 2019.
- Matamata Burwood Road and Tawari Street UV: Scott Road and Burwood Road installations have started with full project completion due by May/June 2019.

## 3.3 Kaimai Consultants

## 3.3.1 Roading

Maintenance Contract - Fulton Hogan April 2019 activities - Contract 1985

## Overview Report

- The cyclic crews carried out routine maintenance across the network including a round of EMP (edge marker posts) and RRPM (raised reflective pavement markers) night Inspections, unsealed road potholes, small tree removal, traffic management, CMP and EMP replacements, rubbish removal, sweeping of entrance ways, cleaning culverts and pothole repairs.
- The stabilising and hotmix crews completed a minimal amount of programmed repairs in keeping with the remaining budget.
- The drainage crew completed some resheeting and maintenance metalling on a number of roads as per the program.
- We have met with Fulton Hogan to discuss the maintenance contract budget. They have been instructed to ensure that they monitor the budget closely and that there is no unauthorised expenditure of this budget. We are also monitoring this budget.

## Road Network Maintenance Contract 3/23/2192 2019-2022 (+2+2)

- Contract 1985 expires on 30 June 2019. A new Contract (3/23/2192) was put out to tender late 2018. The tender has now closed and the Tender Evaluation Team (TET) have completed the Tender Evaluation process.
- Fulton Hogan are the preferred tenderer. We have had several pre-let meetings with them and we are satisfied with the additional details / clarifications to our pre-let queries.
- We are now going through the process of awarding this contract to Fulton Hogan for 1 July 2019 start.

#### 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. 329 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 911 existing lights (scheduled) with LED lights in Morrinsville, Matamata and Te Aroha. 901 LED's have been installed to date.

#### Contract No 2215

- Mace Road Bridge The water main has been removed and now work will start to install new bridge rails. The timber rails on this bridge are rotten and the installation of W Section and Thrie-Beam rails has been recommended to increase the safety of road users as this bridge will be shared by normal vehicular traffic and cyclists using the cycleway. Works to start 13 May.
- Bridge 45, Morrinsville Tahuna Rd To improve safety at this site the existing W-Section rails require extending. This entails removing existing X-350 ends, supply and install standard W-Section rails and reinstallation of the X-350 ends.

Walton School Electronic Signs - have been installed and activated.

- Reseals Contract 2098 Fulton Hogan. This is a 2+1+1 Contract. Approx 99% reseals now completed. Just a few Asphalt sites to complete.
- Road Marking Contract 2177 Roadmarkers New Zealand. Urban and Rural marking now complete.
- <u>Signs</u> Contract 2119. Contractor Directions (3+1+1 contract). Works ongoing <u>Corridor Access Requests</u>
- Twenty seven (27) CAR's were processed in April.

#### **HPMV** Permits

• Six (6) HPMV permits were processed in April

#### Works Programme 2018/19

- Package 1. Contract 3/23/2201 Awarded to J Swap Contractors.
  - Okauia Springs Rd (RAMM 1100-2500). Complete.
  - Studholme St South (RAMM 20-660). The watermain is now in place and is going through pressure and Ecoli testing. The old watermain has been filled with grout so it doesn't collapse and cause a failure in the pavement above it. We hope to connect the new main mid-May. KiwiRail and Watermain installation issues have put the Studholme Street rehab works approx. 5 weeks behind schedule. We are now considering the implications about starting a roading job this late in the year.
- Package 2. Contract 3/23/2202. Awarded to Broadspectrum. Start date to be confirmed once all documents provided and signed off.
  - o Matuku Rd rehabilitation (RAMM 700-1200). Complete.
  - o Matuku Rd rehabilitation (RAMM 4050-4640). Complete.
  - o Piako Rd rehabilitation (RAMM 3000-4225). Complete.
- Package 3. Contract 3/23/2217. Awarded to J Swap Contractors.
  - Tills Road slip repairs. This entails tree removal, stabilising the bank, cutting in a platform, installing gabion baskets, backfilling back to road level and constructing a kerb and channel. Works now under way.



- Douglas Road pavement widening. This is to do some seal widening to improve safety on a crest where there have been a few near miss incidents. Works now under way.
- Valintine Road. A 400m section of pavement at the northern end of Valintine Road has now been stabilised and resurfaced. We will be seeking 50% of costs from Waikato District Council.

### **Events and Road Closures**

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

## Events and Works - Road Closures

- Targa New Zealand has road closures for three stages of the Targa Rotorua Hawkes Bay 2019 tarmac motorsport event on 17 May 2019. We didn't receive any submissions for the closures that closed 10 April 2019.
- The three stages are:
- <u>Kakahu</u> Closure from 8:50am 12:50pm. Roads to be closed are Waiomou Rd, Kakahu Rd and Pakaraka Rd,
- <u>Richmond Downs</u> Closure from 9:40am 1:40pm. Roads to be closed are Peria Rd, Morgan Rd, Piakoiti Rd, Piakonui Rd, Paratu Rd and Paku Rd,
- Waterworks Closure from 10:10am 2:10pm. Roads to be closed are Waterworks Rd, Te Miro Rd and Aspin Rd
- Mace Road To be closed from 7:00am to 7:00pm 15<sup>th</sup> May until 24<sup>th</sup> May either side of Bridge 92 so the bridge rails can be replaced.
- Murray Rd will be closed Wednesday 15<sup>th</sup> May from 6:00am to 6:00pm so KiwiRail can upgrade the railway level crossing. Access to Roache Rd will not be possible from Morrinsville via Murray Rd and vehicles cannot turn right over the bridge onto Roache Rd. We have advertised this closure in the Piako Post, on our MPDC website and on MPDC's Facebook page. We also have a VMS (variable message sign) trailer parked beside the crossing on Murray Rd advising all road users of the closure. We planned this closure not to coincide with Morrinsvilles refuse pick-up (Fridays) and Transfer Station hours (closed Wednesdays).
- Thames Street (from Moorhouse St to Lorne St) will be closed from 6.00pm Sunday 19<sup>th</sup> May until 6.00am Monday 20<sup>th</sup> May so the pedestrian crossings either side of the roundabout can be upgraded.
- Studholme St (from Allen St to just north of the Thames St roundabout) will be closed from 6.00pm Sunday 19<sup>th</sup> May until 6.00am Monday 20<sup>th</sup> May so the pedestrian crossings either side of the roundabout can be upgraded.
- We are currently in discussions with Walkway Solutions about road closures for the installation
  of four of the bridges for the cycleway. Dates for the closures have been confirmed. We will
  now go through the advertising process for the closures.
- Starfish Social Services has applied for a road closure on the southern end of Arawa St /
  Hetana St for a youth event from 4.00pm to 12.00 midnight on 21 June. We have advertised
  this proposed closure and submission close 22 May.



## 3.3.2 Community Projects

#### **Matamata Hetana Street**

Four new seats have been delivered. These need to be assembled and then installed. Two
have been paid for by Kiwanis and two by Matamata I Site. These seats will be located under
the Oak trees around the I Site building.



## **Keep Matamata Beautiful (KMMB)**

- KMMB have commissioned a full size statute of a Horse with Jockey to be sculptured by Adrian Worsley. It will be located in the centre reservation of Broadway just east of the clock tower.
- The license to occupy has been signed off by both MPDC and NZTA.
- Members of the KMMB & the Matamata Racing Club have meet on site at Adrian's Gallery to check on the progress and make any changes/suggestions



Frame of the horse and jockey

KMMB have also purchased 25 more hanging baskets for a winter display to go up in May



## Te Miro

- Over 500 rats have now been neutralised.
- A large increase in the number of mice kills this month may be related to the decrease of rat numbers.
- Volunteers are reporting an increase in fantail/Piwaiwaka population as they check their traps.

## 3.4 Kaimai Valley Services

## 3.4.1 Parks and Reserves

#### **Gardens**

- Prepared Annual Garden Beds for the planting of winter annuals including topping up with 20m³ of Daltons Garden Mix;
- Completed planting of the Winter annuals;
- Completed preparations of the gardens for Easter and Anzac Day commemorations;
- Completed the bi-annual cutting of the hedges at the Matamata Cemetery;
- Sprayed, weeded, tidied and/or removed untidy gardens from the plots in the old section of Te Aroha cemetery.

#### **Mowing**

- Completed weekly mowing of the Rugby and Football (soccer) fields (while there is still
  enough growth to warrant the frequency to achieve the standards);
- The slowing of the grass growth has also allowed the mowing team to assist with other Parks tasks i.e. grave compacting and tree pruning;
- Turf Works started the Autumn renovations on the sports fields (in accordance with the turf consultants report);

## **Cleaning and Rubbish Collection**

- A preferred contractor for the cleaning of Council Offices, Libraries and Civic Centres has been identified. Work is underway to confirm/agree specifications and that budgets are sufficient to progress with implementing a single (syndicated) contractor for all sites.
- The rubbish compactor truck is working well and is helping with maintaining the increased levels of service for rubbish collection.
- There is frustration from the public toilet cleaners re: the Waharoa toilets. The increasing number of tourists using this reserve is causing issues with being able to clean the toilets as well as keeping the toilets clean between visits





## 3.4.2 Retic and Works

#### CRM's

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

	Water	Sewer	Stormwater	Works
Total Received	76	5	8	49
Total Completed	68	5	8	39

#### Retic

 Contractors have achieved practical completion on the water main renewal works in Te Aroha:

Loca	tion	% Complete	Comments
	Follis Street	100%	The contract supervisor has identified a
	Carlton Street	100%	number of defects and given the list to the
ра	Lawrence Ave	100%	contractor to remedy.
	Eawrence Ave Barclay Ave	100%	
_e	Russell Ave	100%	
	Churchill Ave	100%	
	Wyatt Street	100%	

#### Works

- Footpath renewals are 100% complete.
- Installed a new cemetery berm in Matamata Cemetery.
- Leaf fall has started and our road sweeping contractor is now working in Matamata two days/week until the end of the season.

### **Building Maintenance / Renewals**

No information received.

#### 3.4.3 Admin

#### **Plant / Vehicles**



 Argus (Council's GPS provider) have developed a measure to record the number and severity of speeding events of Council's fleet and report this as risk points per vehicle per month. For April, MPDC is reporting 21 risk points per vehicle per month (Argus Industry Average is tracking at 52 risk points per vehicle per month);





- In April 822 individual overspeed events of 10kph+ were recorded across the fleet. This is an average of 11 overspeeds per vehicle across the 71 road going vehicles (excluding mowers) in MPDC.
- This is an improvement on the 869 events recorded during March and explains the improvement in the risk points recorded.

#### Other

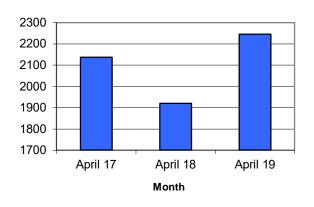
- A long reach excavator removed the weed in the stormwater retention pond at Holmwood Park. This work is carried out every three years;
- The new flag pole was installed at Howie Park in time for Anzac day;
- Thieves broke into the Sexton Shed at Matamata Cemetery and stole a Walker Mower. The burglary has been reported to the police.
- Completed demolition and removal of the two old sexton sheds at Matamata Cemetery.



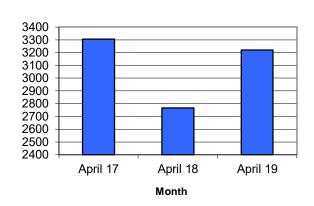
## 4. Business Support Overview

## 4.1 Community Facilities Operations

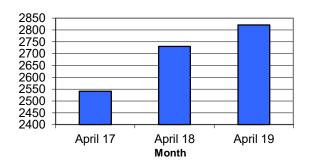
Te Aroha i-SITE Number of visitors Door counter



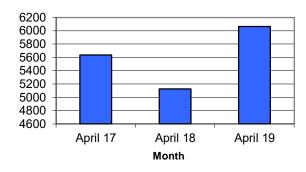
Swim Zone Te Aroha Cash Register Reports Number of visitors



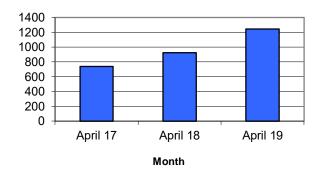
Te Aroha Mineral Spas Cash Register Reports Number of visitors



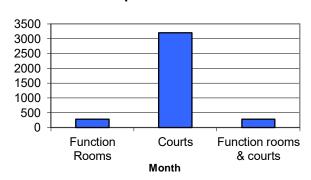
Swim Zone Matamata Cash Register reports Number of visitors



Firth Tower Visitor Numbers (manual count)



Silver Fern Farms Events Centre Users & Spectators April 2019





### Te Aroha Mineral Spas

 April school holidays and Easter were very busy. Geyser and hot water pipes have been cleaned and repaired. No 2 Spa room upgrade completed. No 7 and No 9 spa rooms require upgrades and spa renewals 2019/2020. Project plans are underway.

#### Firth Tower Museum.

· Campervan visits were up on last April.

#### Swim Zone Matamata.

Dive pool and toddlers pool are closed for the winter period.

#### Swim Zone Te Aroha

Learn to swim programme is going well this term

#### **Swim Zone Morrinsville**

Closed until November 2019

#### Matamata Aerodrome.

Maintenance to be carried out on main runway

## Swim Zone Pool users Survey.

Presented to Council.

## Te Aroha i-SITE

- Visitor mix 75% domestic; 25% international
- New DOC interpretation panels installed in main office. These are proving to be very popular with visitors

**Domain Pavilion users this month -** Pilates, Keas and cubs regular users; MPDC staff luncheon, Family gathering

Domain House - no users in April

### Silver Fern Farms Events Centre - Users this month:

 Te Aroha Basketball games, practice and meeting, Social badminton, COBRAS netball, Te Aroha netball, Twenty/20 netball, Te Aroha College netball, BEKO Netball game, Te Aroha Federated Farmers, Te Aroha Athletics prize giving, Neighbourhood Support meeting, VYA Gumboot Friday



## 4.2 Assets Strategy and Policy

## **Development contributions and LIMS**

- Development Contributions processed (16) Building Consents, (3) Landuse Consents, (15) Subdivision Consents,
- (57) Lim Enquiries

#### **Parks & Facilities**

- The Draft General Polices Reserve Management Plan out for public consultation until 22 April
- Parks & Facilities Planner attended Recreation Aotearoa regional committee meeting.
- Sanitary Services Assessment of Public Toilets and Cemeteries completed and workshopped with Council. Formal report to follow.
- Submission period for proposed Reserves along Spur Street closed.
- Drafting of a submission on the proposed changes to delegations under the Reserves Act is underway.
- Started assessing tenders for WaiLASS Professional Services Panel

#### Roading

- Staff attended RATA meeting re regional road widths for the different road classifications i.e. One Network Road Classifications (ONRC)
- Staff prompting Waikato Regional Council re Stock Truck Effluent facility to expand the research, derive probable expenses and take ownership



# PERFORMANCE MEASURES

Below is a summary of Council's progress from 1 July 2018 - 31 March 2019 against its performance measures.

Not achieved

Not on track

On track

PERFORMANCE MEASURE	TARGET	TRACKING	
<b>Community Facilities and Property</b>			
Carparks and Street Furniture			
90% or more of damage, vandalism and graffiti complaints regarding Council carparks and street furniture will be responded to within the assigned timeframe.  One (1) complaint went over time regarding a broken bollard caused by a truck	90% or more	92% response rate. (12/13)	
Cemeteries			
Percentage of people who have visited a Council cemetery in the last year who are satisfied with the cemeteries.	80% or more	90% of visitors were satisfied with Council cemeteries.	
Housing and Property Management			
Percentage of elderly persons housing tenants who are satisfied with the standard of maintenance and accommodation.	80% or more satisfied	Information not available.	
Elderly persons survey is carried out annually and is planned for March/April 2019.			
Rent charged for elderly persons housing will be below the market median for the district.	Rents are below the market median	Rent is below market median.	
At least 95% of elderly persons housing will be occupied.	95% or more	98% of elderly persons housing was occupied.	
Libraries			
The number of people visiting our libraries.			
Matamata - 36,000 Morrinsville - 45,229 Te Aroha - 27,455	Visitor and online user numbers will be within 5% of the five year average.  (149.612 is the July - March	146,632 visitor and online users.	
The number of people accessing library information online.	average)		
Online users - 37,948			
The number of library members who have been active (used their library card) in the last 12 months.	2018/19 benchmark	9593 library members used their library card.	
The percentage of users who are satisfied with library services.	90% satisfied or more	89% of users satisfied with Council libraries.	
Parks and Tracks			
Percentage of users satisfied with sports fields.	80% or more of users satisfied	81% of users were satisfied with sports fields.	
Percentage of users satisfied with parks and reserves.	80% or more of users satisfied	82% of users were satisfied with parks and reserves.	
Playground safety will be assessed on a regular basis.	Inspections will be undertaken once every two weeks, and once every week during school holidays. An external audit will be undertaken annually to evaluate compliance with the relevant New Zealand standard.	All scheduled inspections for the third quarter have been undertaken.	
Pools and Spas			
Four independent safety and quality audits will be carried out on Swim Zone Te Aroha, Swim Zone Matamata and Te Aroha Mineral Spas. Two independent safety and quality audits will be carried out on Swim Zone Morrinsville.	Achieved	Achieved.	
During the first nine months Watershed has completed four audits for the Te Aroha Mineral Spas, Te Aroha and Matamata Swim Zone and three audit completed for Morrinsville Swim Zone.	, is neved	Actioned.	
Percentage of users satisfied or very satisfied with pool facilities.	80% or more of customers satisfied	74% of customers were satisfied with pool facilities.	
The number of customers using our pool facilities will be maintained.			
Swim Zone Matamata - 105,962 Swim Zone Te Aroha - 28,394 Swim Zone Morrinsville - 12,550 Te Aroha Mineral Spas -25,423	Visitor numbers will be within 5% of the five year average, (110,523 is the third quarter average)	172,309 visitors to our pools and spas.	

Not on track

On track

PERFORMANCE MEASURE	<b>TARGET</b>	TRACKING	
Public Toilets			
The number of complaints received regarding dissatisfaction with the cleanliness of public toilets.	20 or fewer complaints		
These complaints came from across the district.	about cleanliness per year	33 complaints.	
Recreation Facilities and Heritage			
90% or more of damage, vandalism and graffiti complaints regarding recreation and heritage facilities will be responded to within the assigned timeframe.	90% or more	86% response rate. (13/15)	
Two complaints went over time regarding a damaged picnic table and graffiti.			
Strategy and Engagement			
Civil Defence			
We will have sufficient trained staff within the Thames Valley Emergency Management Operating Area.	/F0/ av maava	Information not ovailable	
Due to resource issues with Thames Valley Emergency Management this quarter results are not available.	45% or more	Information not available.	
Communications and Events			
We will hold one function annually to recognise volunteers, ANZAC Day commemorations and two functions to contribute to economic development	We will hold on function annually to recognise volunteers, ANZAC Day commemorations and two functions to contribute to economic development	On track - the Annual Business Night Out was held on 12 October 2018, with over 250 tickets sold.	
We will develop one new digital service per year to allow customer to exchange money or information with Council. $\ $	One new transaction or service per year	Information not available.	
Percentage of residents who are satisfied with ease of access to Council information.	63% or more of residents satisfied	74% satisfied.	
Community Leadership			
Percentage of the community satisfied with the leadership of the Councillors and Mayor.			
Previous measure was PERFORMANCE of Mayor and Councillors. This year LEADERSHIP of Councillors and Mayor is measured.	2018/19 Benchmark	65% satisfied.	
Percentage of Te Manawhenua Forum members satisfied with progress made towards achieving the identified work streams.	2018/19 Benchmark	Information not available.	
The Annual Survey of Te Manawhenua Forum members will be undertaken in 2019.			
Monthly reporting to Council showing our progress towards health and safety targets.	11 Reports to Council per year	On track - nine (9) health and safety reports were presented to Council.	
Strategies and Plans			
Percentage of the community satisfied that they have been provided with an opportunity to be involved in consultation processes.	52% (maintain 2015/16 benchmark)	65% satisfied.	
State of the Environment monitoring reports will be updated on Council's website each year.	20 November each year	The State of Environment Report 2018 was published on our website by 20 November 2018.	

Not on track

On track

PERFORMANCE MEASURE	TARGET	TRACKING	
Infrastructure			
Roading			
The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network expressed as a number.  Comparison with 2017/18 will be provided at the end of the financial year.	A reduction in the number of fatal and serious crashes from the previous year	Information not available.	
The average quality of ride on a sealed local road network, measured by smooth travel exposure.  This is a biannual survey, This will be carried out early April and results will be ready for the final report.	97% or more	Information not available.	
The percentage of the sealed local road network that is resurfaced.  We are expecting to reach our target of 8.5% by the end of the year.	8.5% or more	7.9% of sealed local roads that are resurfaced.	
The percentage of footpaths within our district that fall within the level of service standard for the condition of footpaths that is set out in our relevant documents (such as our annual plan, activity management plan, asset management plan, annual works program or Long Term Plan).	95% or more within the acceptable level of service	Information not available.	
This is a biannual survey, This will be carried out early April and results will be ready for the final report.  The percentage of customer service requests relating to roads and footpaths that the territorial authority responds to within the time frame specified in the Long Term Plan.	90% of urgent requests responded to within one working day	100% response rate.	
Eight (8) urgent roading requests were received and 471 non-urgent roading request were received, of which 450 were responded to within assigned time frames.	90% of non-urgent requests responded to within five working days	96% response rate.	
Rubbish and Recycling			
Percentage of residents satisfied with kerbside, rubbish and recycling collection services and transfer stations.	80% or more satisfied or very satisfied	83% of residents satisfied with Council rubbish services.	
Number of complaints about kerbside refuse and recycling not collected on the usual collection day.  During the period July to March we received 47 complaints about missed property.	20 or less complaints on average per month	5.2 complaints on average per month.	
Total quantity of kerbside household waste sent to landfill.	Reduction of 1% per person per year	Information not available.	
This information will be reported on annually.  Proportion of waste diverted (recycled or composted) from the transfer station and kerbside recycling collection service.	45% or more of the total waste diverted from landfill	36.85% of total waste was diverted from landfill	
Stormwater			
The number of flooding events that occur in our district.  For each flooding event, the number of habitable floors affected (expressed per 1,000 properties connected to our stormwater system).	0 flooding events 0 habitable floors affected	Zero (0) received.	
Compliance with our resource consents for discharge from our stormwater system, (measured by the number of: abatement notices, infringement notices, enforcement orders, and convictions received in relation to those resource consents).	Zero	Zero (0) received.	
The median response time to attend a flooding event, measured from the time that we receive notification to the time that the service personnel reach the site.	Median: 4 hours	The median response time was 0 minutes (0.0 hours)	
The number of complaints we received about the performance of our stormwater system (expressed per 1,000 properties connected to our stormwater system).  These were spread over the district.	4 complaints per 1,000 connections per year (32 in total)	Twenty seven (27) complaints were received.	
Wastewater			
The number of dry weather sewage overflows from our wastewater system (expressed per 1,000 connections per year to our wastewater system).  These overflows occurred across the district.	1complaint per 1,000 connections per year (8 total)	Sixteen (16) dry weather overflows.	
Compliance with our resource consents for discharge from our wastewater. (measured by the number of: abatement notices, infringement notices, enforcement orders, and convictions received in relation to those resource consents).	Zero	Zero (0) received.	
Where we attend to sewage overflows resulting from a blockage or other fault in our wastewater system, we will measure the following median response times:			
Attendance time: from the time that we receive notification to the time that service personal reach the site	Median: 4 hours	The median attendance time was 75 minutes. (1.25 hours)	
Resolution time: from the time that we receive notification to the time that service personal confirm resolution of the blockage or other fault.	Median 24 hours	The median resolution time was 338 minutes. (5.6 hours)	

Not on track

On track

PERFORMANCE MEASURE	TARGET	TRACKING	
The total number of complaints received by Council about any of the following (expressed as 1,000 connections per year):			
Sewage odour Two (2) complaints regarding the sewage odour.	_		
Wastewater system faults Seven (7) complaints regarding wastewater system faults.	17 complaints per 1,000	18 complaints.	
Wastewater system blockages Nine (9) complaints regarding wastewater blockages.	connections (128 total)	,	
Council's response to issues with our wastewater system			
Water			
The extent to which Council drinking water supply complies with:			
Part 4 of the drinking-water standards (bacteria compliance criteria).  The drinking water compliance report is completed annually and is expected to be completed in 2019.	— Compliant	Information not available.	
Part 5 of the drinking-water standards (protozoal compliance criteria).  The drinking water compliance report is completed annually and is expected to be completed in 2019.	Compilant	information not available.	
The percentage of real water loss from Council's networked reticulation system (using minimum night flow analysis). $ \frac{1}{2} \left( \frac{1}{2} - \frac{1}{2} \right) \left( \frac{1}{2} - \frac{1}{2} - \frac{1}{2} \right) \left( \frac{1}{2} - \frac{1}{2$	25% or less	Information not available.	
Where we attend a call-out in response to a fault or unplanned interruption to our networked reticulation system, we will measure the following median response times:			
Attendance for urgent call-outs: from the time that we receive notification to the time that service personal reach the site.  Twenty (20) calls outs were received for the thrid quarter. Due to after hour calls and work being completed before a CRM was logged the time of personal reaching the site is zero (0)	Median: 4 hours or less	0 minutes (or 0.00 hours).	
Resolution of urgent call-outs: from the time that we receive notification to the time that service personnel confirm resolution of the fault or interruption.  Twenty (20) calls outs were received for the thrid quarter.	Median: 24 hours or less	135 minutes (or 2.25hours).	
Where we attend to a call-out in response to a fault or unplanned interruption to our network reticulation system, we will measure the following median response times:  Two hundred and ninty two (292) calls outs were received for the thrid quarter.			
Attendance for non-urgent call-outs: from the time we receive notification to the time that service personnel reach the site	Median: 3 working days or less	One (1) working day.	
Two hundred and ninty two (292) calls outs were received for the thrid quarter.			
Resolution of non-urgent call-outs: from the time that we receive notification to the time that service personnel confirm resolution of the fault or interruption.  There are still three (3) requests that are open, One (1) in relation to leaking fire hydrants and two (2) are missing relevant details.	Median: 5 working days or less	Two (2) working days.	
The total number of complaints received by Council about any of the following (expressed per 1,000 connections per year):			
Drinking water clarity.	_		
Forty two (42) complaints regarding the drinking water clarity. 10 were from 13/09/2018 from the same incident in Te Aroha and 17 were from an incident in January located in Morrinsville that spanned over a series of days. The remiaing fifteen (15) were spread across the district.			
Drinking water taste.			
Three (3) complaints regarding the drinking water taste.	_		
Drinking water odour.	9 complaints per 1,000 connections across all		
One (1) complaint regarding the drinking water odour.	categories (total of 72 complaints based on 8,000	66 complaints in total.	
Drinking water pressure or flow.	connections)		
Seventeen (17) complaints regarding the drinking water pressure or flow.	_		
Continuity of supply.  Two (2) complaints regarding the continuity of supply.			
Council's response to any of these issues.	_		
One (1) complaint about Council's response to any of these issues.			
The average consumption of drinking water per day per resident within the district.	500 litres per urban resident per day	Information not available.	

Not on track

On track

PERFORMANCE MEASURE	TARGET	TRACKING	
Consents and Licensing			
Animal Control			
Complaints will be investigated within set timeframes.	95% within adopted timeframes	92% were investigated within adopted timeframe	
Number of property visits per year	At least 600 property visits per year	560 properties were visited	
Number of street patrols undertaken in each of the three main towns.  Our average street patrols per town per month is:  Matamata - 43  Morrinsville - 37  Te Aroha - 23	At least an average of 10 per month per town	34 patrols per month per town.	
Building Consents and Monitoring			
Building consents processing timeframes. 585/586 consents were processed within timeframes.  Due to resourcing issues one consent granted in March exceeded the time frames.	100% of building consents will be processed within statutory time frames	99% of building consents were processed within statutory timeframes.	
Complaints to be responded to within 10 working days.	100% of complaints to be responded to within 10 working days	76% (16/24)	
Licensing and Enforcement			
Food premise, hairdressers and camping grounds will be inspected or audited in accordance with legislation.  Under the existing Health Act the majority of Health Licences are inspected in the second half of the			
financial year - we are on track to achieving this. All applications under the new Health Act 2014 which set individual anniversary dates are currently meeting statutory requirements and are on track to being inspected within the required timeframe.	100% inspected or audited	On track.	
On, Off and Club alcohol licensed premises will be inspected annually to ensure they comply with alcohol licensing standards.	100% inspected annually	On track.	
We space these inspections throughout the year, we are currently on track to having these all inspected by 30 June 2019.	100% inspected armidally	Off track.	
Percentage of after-hours (between 5pm and 8am, weekends and public holidays) noise complaints responded to within two hours.	100% responded to within two hours	100% responded to withi two hours.	
Resource Consents and Monitoring			
Percentage of resource consents processed within statutory timelines.  Due to resourcing issues two of the consents granted in November exceeded the timeframe.	100%	99% of which were processed within the statutory timeframes. (180/182)	
Percentage of land use consents monitored within four months of being granted.	100%	100% landuse consents were monitored within for months of being granted (107/107)	

## **Council Consents Received Report**

Type(s): 100 - Resource Management, 101 - Subdivision, 102 - Landuse, 103 - Certificate of Compliance, 104 - Designations,

Start Date: 01/04/2019 End Date: 30/04/2019



Printed: 03/05/201	9							
RC NUMBER	APPLICANT	DATE LODGED	CONTACT	ADDRESS	WARD	PROPOSAL	ACTIVITY STATUS	NOTIFICATION
101-2019-11811-1	Mr James Fletcher	08/04/2019	Barr & Harris Surveyors Limited	22 Bedford CR Matamata	Matamata Urban	Residential Additional Lot	Restricted Discretionary Activity	Non Notified Application
101-2019-11832-1	Forbes Development	03/04/2019	Barr & Harris Surveyors Limited	21 Mowbray RD Waharoa	Matamata Urban	Create two residential lots from an existing title	Discretionary Activity	Non Notified Application
102-2019-11832-1	Forbes Development	03/04/2019	Barr & Harris Surveyors Limited	21 Mowbray RD Waharoa	Matamata Urban	Relocate a second-hand dwelling onto the site as the second dwelling prior to subdivision	Discretionary Activity	Non Notified Application
103-2019-11834-1	Mr Logan Haines Mrs Trudy Haines	02/04/2019	Mr Logan Haines Mrs Trudy Haines	8 Barclay AVE Te Aroha	Te Aroha Urban	Erect a shed encroaching the Residential Zone side yard setback and HIRB	Permitted Boundary Activity	Not Applicable
102-2019-11835-1	Mrs Amy Paetai Mr Gary Paetai	02/04/2019	Mrs Amy Paetai Mr Gary Paetai	56 Koromiko ST Te Aroha	Te Aroha Urban	Construct a new shed encroaching the Residential Zone front yard setback requirement & HIRB requirement	Restricted Discretionary Activity	Non Notified Application
102-2019-11836-1	Ms Diana Vollebregt	04/04/2019	Ms Diana Vollebregt	342 Endowment RD RD 3	Te Aroha Rural	To construct a new shed in the Peat Hazard Zone	Discretionary Activity	Non Notified Application
102-2019-11838-1	Mr Richard Hayr	04/04/2019	O'Neill Engineering Limited	198 A Hangawera RD RD 5	Morrinsville Rural	To construct a shed within the Peat Hazard Zone	Discretionary Activity	Non Notified Application
101-2019-11839-1	H L Holdings Limited	04/04/2019	GeoMetrix Limited	13 Thames ST Morrinsville	Morrinsville Rural	To create six lots in the Business Zone	Non Complying Activity	Non Notified Application
101-2019-11840-1	Mr Robert Klaus	05/04/2019	Barr & Harris Surveyors Limited	109 A Te Tuhi RD RD 1	Matamata Rural	To create two rural lifestyle lots, a small rural lot and balance lot to be amalgamated	Non Complying Activity	Non Notified Application
102-2019-11843-1	Mr Mark Cresswell	08/04/2019	Mr Mark Cresswell	Waghorn RD RD 1	Matamata Rural	Establish and operate a commercial free range meat chicken farm to comprise of six (6) sheds	Discretionary Activity	Non Notified Application
102-2019-11846-1	Mr Peter Carter	17/04/2019	Ekco Drafting Limited	37 Bailey RD RD 3	Te Aroha Rural	Construct a new farmworker dwelling for the kennels	Controlled Activity	Non Notified Application
102-2019-11847-1	Mr Graham Ward Ms Allison Ward	17/04/2019	Mr Graham Ward	124 Grattan RD RD 2	Te Aroha Rural	Relocate building under Rule 2.2.1.3	Discretionary Activity	Non Notified Application
101-2019-11849-1	Aratiatia Limited	23/04/2019	Barr & Harris Surveyors Limited	305 Tower RD RD 1	Matamata Rural	For a Rural Subdivision for lifestyle lot and small rural lot	Restricted Discretionary Activity	Non Notified Application
102-2019-11851-1	Ms Tracey Aubin	24/04/2019	Louise Feathers Planning Limited	Morrinsville-Walton RD RD 1	Morrinsville Rural	Construct and operate a childcare facility and bush school for 147children	Discretionary Activity	Non Notified Application