

Corporate and Operations Committee

Open Minutes



Minutes of a meeting of the Corporate and Operations Committee held in the Council Chambers, 35 Kenrick Street, TE AROHA on Wednesday 25 July 2018 at 9:00am.



Present

Mayor Jan Barnes, JP

Councillors

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

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

Leave of absence

Councillors Neil Goodger
Brian Hunter

Also Present

		Item No.
Don McLeod	Chief Executive Officer	
Meghan Lancaster	Committee Secretary	
Niall Baker	Acting Senior Policy Planner	6.1, 6.2
Sandra Harris	Acting Strategic Policy Manager	6.1, 6.2, 6.5, C1
Mark Naudé	Parks and Facilities Planner	6.3, 6.4
Susanne Kampshof	Asset Manager Strategy and policy	6.3, 6.4
Jesse Gooding	Graduate Policy Planner	6.5
Sandy Barnes	Health and Safety Quality Manager	6.6
Manaia Te Wiata	Group Manager Business Support	6.7, C1
George Ridley	Solid Waste Project & Contract Advisor	6.7, C1
Danny Anglesey	Finance and Business Service Manager	6.7, C1
Aaron Toone	Utilities Asset Engineer	C1

In Attendance

Time In

Time Out

1 Meeting Opening

Chairman Ash Tanner welcomed everyone and declared the meeting open at 9:04am

2 Present

3 Apologies

COMMITTEE RESOLUTION

That the apology from Cr Cronin be accepted and leave of absence from the meeting be granted.

That the apology for lateness from Cr Thomas be accepted (in at 9:40am)

Moved by: Cr D C Arnold

Seconded by: Cr K R Tappin

CARRIED

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

COMMITTEE RESOLUTION

That the minutes of the meeting of the Ordinary Meeting of the Corporate and Operations Committee held on Wednesday, 27 June 2018, be confirmed as a true and correct record of the meeting.

Moved by: Cr J P Sainsbury

Seconded by: Cr D C Arnold

CARRIED

6 Executive

7 Urgent Additional Business

6.1 Elected member remuneration - Remuneration Authority decisions

Executive Summary

The Remuneration Authority ('the Authority') is the independent body responsible for setting Elected Member remuneration. Last year, the Authority sought the views of councils on proposed changes to remuneration and allowances for Local Government elected members. Council considered this at its meeting on 13 December 2017.

Copies of the earlier 'pay for elected members' webinar slides, the consultation document and Remuneration Setting Proposals are attached to this report. A copy of the draft LGNZ submission is also attached. At the December meeting, Council resolved to support the LGNZ submission.

The Authority's information paper regarding the future approach to local government remuneration which records the decisions they have made following the consultation process was discussed. They are introducing a new approach with some transition beginning in the 2018/19 Determination. The 2018/19 determination is currently being drafted.

COMMITTEE RESOLUTION

That:

1. The information be received.

Moved by: Cr A J Wilcock

Seconded by: Cr T M Cornes

CARRIED

Elected member remuneration - Remuneration Authority decisions

Trim No.: 2029858

Executive Summary

The Remuneration Authority ('the Authority') is the independent body responsible for setting Elected Member remuneration. Last year, the Authority sought the views of councils on proposed changes to remuneration and allowances for Local Government elected members. Council considered this at its meeting on 13 December 2017.

Copies of the earlier 'pay for elected members' webinar slides, the consultation document and Remuneration Setting Proposals are attached to this report. A copy of the draft LGNZ submission is also attached. At the December meeting, Council resolved to support the LGNZ submission.

Attached is the Authority's information paper regarding the future approach to local government remuneration which records the decisions they have made following the consultation process. They are introducing a new approach with some transition beginning in the 2018/19 Determination. The 2018/19 determination is currently being drafted.

Recommendation

That:

1. The information be received.

Content

Background

Current remuneration approach for councillors

The Authority has determined what they consider to be the basic role of a councillor. The Authority uses the job sizing exercise and the council's place on the size index to inform the decision on the base councillor remuneration for each council (except Auckland which was initially sized separately).

Councillors can also receive extra remuneration for:

- positions of additional responsibility (including deputy mayor/deputy chairperson);
- taking on significant extra duties during the district/regional plan review process or reviews of district and regional plans; and

There may also be additional positions such as membership of specialist panels, working parties and external bodies.

Fund for Additional Positions of Responsibilities

The Authority current provides for each council to have a capped fund for extra remuneration for those who take on additional positions of responsibility.

The fund for each council is equivalent to twice the base remuneration of one councillor. For example, if the base remuneration for a councillor is \$40,000, then the total fund that council could use for additional remuneration will be capped at \$80,000.

Where a councillor is also formally appointed as a member or chair of a community board, she or he is not automatically entitled to remuneration as a councillor as well as remuneration as a community board member. However, a council may apply to the Authority to pay some extra remuneration to that councillor from its capped fund. There may also be additional positions such as membership of specialist panels, working parties and external bodies. These will vary from council to council.

Before approving any additional remuneration, the Authority expects to see evidence of significant extra workload and/or responsibility required on an ongoing basis for the position. This could include the need to attend regular additional meetings or to gain a technical knowledge base for a particular field of expertise. The maximum total amount of additional remuneration for any council, including that of the deputy mayor, will be 200% of the base councillor remuneration for that council.

An example follows of how the extra remuneration might work:

1. Council A has 10 councillors, each starting with a base remuneration of \$40,000.
2. The Council has a total fund of up to \$80,000 (i.e. 2.0 times the base councillor remuneration) to allocate to some or all of its 10 councillors for positions with extra responsibility.
3. The Council wishes to pay its Deputy Mayor an additional \$16,000 for carrying out the responsibilities of that role. That is 40% of the base councillor remuneration of \$40,000.
4. The Council has up to \$64,000 remaining to allocate to its councillors for any positions of additional responsibility.
5. The Council wishes to pay three of its councillors an extra \$10,000 each to undertake additional responsibilities as chair of a standing committee.
6. That leaves the sum of \$34,000 that could be allocated to councillors for undertaking significant extra duties around the District Plan process.

A council does not have to set extra remuneration for all additional areas of responsibility if it chooses to operate with a flat structure. For example, it may set only one additional payment for the deputy mayor/deputy chair.

Resource Management Act 1991 (RMA) and District/Regional Plan Hearing

Councillors undertaking RMA resource consent hearings and district and regional plan hearings (including Regional Policy Statement) are entitled to additional fees for that work, but those fees are not drawn from the council's capped fund for positions of additional responsibility.

Remuneration for mayors and regional chairs

This is based on a job sizing exercise and the council's relative place in the size index. No additional remuneration can be provided to mayors or chairs, with the exception of fees for resource consent hearings in exceptional circumstances.

Issues

The Remuneration Authority (the Authority) was required to issue a new determination covering local government elected members remuneration and allowances which took effect from 1st July 2017. As part of this, the Authority decided that there is an opportunity for both short term improvements to the system for immediate implementation (i.e. the 2017 determination) as well as some deeper changes which they proposed to introduce in 2019.

The attached consultation document, which was sent to all councils for their feedback, looked at both short and long term measures. It contained three parts:

- Part One – Is a general introduction and it outlines the Authority's legal requirements for setting local government elected members remuneration.
- Part Two – Proposes immediate changes (2017 Determination) that came effective from 1 July 2017. Feedback on these proposals was due on Monday 19th June 2017.
- Part Three – Discusses the longer term proposals which are planned to be introduced in 2019: Feedback on these proposals was due by Friday December 15th 2017.

Local Government New Zealand (LGNZ) prepared a submission to the Authority. A copy of the draft LGNZ submission is attached. At its meeting on 13 December 2017 Council resolved to support the LGNZ submission.

Copies of the earlier 'pay for elected members' webinar slides, the consultation document and Remuneration Setting Proposals are attached to this report.

The consultation document sought feedback on the questions below which Council was asked to consider:

Job Sizing

With regard to the proposed factors to be used for sizing councils

1. Are there significant influences on council size that are not recognised by the factors identified?
2. Are there any factors that we have identified that you believe should not be used and why?
3. When measuring council assets, do you support the inclusion of all council assets, including those commercial companies that are operated by boards?
4. If not, how should the Authority distinguish between different classes of assets?

Weighting

5. Are you aware of evidence that would support or challenge the relativity of the factors for each type of Council?
6. If you believe other factors should be taken into account, where would they sit relative to others?

Mayor and chair remuneration

7. Should Mayor and Chair roles be treated as full time?
8. If not, how should they be treated?
9. Should there be a "base" remuneration level for all mayors/chairs, with additional remuneration according to the size of the council?
10. If so, what should determine "base remuneration"?

Councillor remuneration

11. Should councillor remuneration be decided by each council within the parameters of a governance/representation pool allocated to each council by the Remuneration Authority?
12. If so, should each additional position of responsibility, above a base councillor role, require a formal role description?
13. Should each council be required to gain a 75% majority vote to determine the allocation of remuneration across all its positions?
14. Should external representation roles be able to be remunerated in a similar way to council positions of responsibility?
15. Do the additional demands placed on CCO board members make it fair for elected members appointed to such boards to receive the same director fees as are paid to other CCO board members?

Community Board remuneration

16. Should community board remuneration always come out of the council governance/representation pool?
17. If not, should it be funded by way of targeted rate on the community concerned?
18. If not, what other transparent and fair mechanisms are there for funding the remuneration of community board members?

A local government pay scale

19. Is it appropriate for local government remuneration to be related to parliamentary remuneration, but taking account of differences in job sizes?
20. If so, should that the relativity be capped so the incumbent in the biggest role in local government cannot receive more than a cabinet minister?
21. If not, how should a local government pay scale be determined?

Summary of Remuneration authority decisions

Sizing formulae (Questions 1-4)

The Authority have decided to focus on councils and their overall responsibilities, and have then created a council size index which they have applied to the roles. The final list of factors to measure the relative size of Councils is as follows:

- Population - used as a significant measure for measuring size. This will be based on an annual population estimate available immediately prior to the major determination at the start of each Council triennium.
- Total operating expenditure
- Socio-economic indicators (based on the NZ deprivation index) will be used with Councils with higher proportions of population in higher socio-economic deprivations bands being given a higher weighting.

Measuring transient populations, the size of the visitor sector, ethnic diversity, geographic size and co-governance responsibilities arising from Treaty of Waitangi settlements were considered but will not be included as a factor to measure relative size of territorial authorities.

Weighting (Questions 5-6)

The Authority has decided upon on the relative weightings of the factors which has produced a size index which not only identifies the council rank when ordered by size, but also a measure of the magnitude of the differences.

The order of the Council rankings within the three size indices is attached to the Authority's information paper as Appendix 1.

Mayor and chair remuneration (Questions 7-10)

The Authority have formally decided that the Mayoral role should be remunerated as full time roles according to the rank of the Council on the size index. They have also decided there will be a base remuneration for Mayors with this being approximately 1.25 times the average wage.

The Authority will determine a 'total remuneration' amount for each Mayor. This means that Mayors who chose to have a council car provided will need to have their paid remuneration adjusted accordingly.

They have also decided that there should be a limit on the value of council-supplied vehicles, and these limits are included in the Information paper. Because Mayors will be paid as full-time roles the incumbents will no longer be able to claim a travel time allowance.

Councillor remuneration (Questions 11-15)

The Authority has determined the cost of governance should be closely related to the council size rather than the number of Councillors, given the significant differences in the number of councillors representing similar population sizes across New Zealand.

From the 2019 elections the Authority will be implementing a “governance pool” allocated to each council and aligned with the ranking of the council on the size index.

This will not be a national pool. The governance pool will provide the total amount that can be paid in remuneration to councillors in each council (aside from the Mayor whose remuneration will be determined by the Authority). At this stage the Authority has made no decision as to the application of the pool to community board members.

The pool will not have any relationship to the number of councillors on a council or the number of councillors nation-wide. Thus, if Council wishes to change the number of councillors through the representation review process the size of the governance pool will not change; it will just have to be shared amongst more or fewer Councillors.

Community Board remuneration (Questions 16-18)

Matamata-Piako District Council does not currently have any Community Boards however through the representation review these may be established from the 2019 elections so it a brief note on the Authority’s decision is below.

The Authority has decided community board members will have remuneration adjusted annually by a maximum of the increase in public sector pay the previous year. If councils with community boards wish to increase the remuneration of their community board members, they will need to take the money out of the council governance pool (refer to commentary above).

However, Councils will not be able to decrease the remuneration level of community board members. Chairs of community boards will continue to receive twice the remuneration of other community board members. Councils will be able to decide whether or not to give extra remuneration to any councillors serving on community boards, as part of their package of recommendations to the Authority.

A local government pay scale - Benchmarking to Parliamentary Salaries (Questions 19-20)

The Consultation Document indicated that Parliamentary salaries are the closest identifiable comparator with Councillor pay. The consultation document asked whether there should be a maximum applied so that no Mayor or Chair could be paid more than a Cabinet Minister.

The Authority has confirmed their proposal to use the parliamentary salary scale as an appropriate comparator for local government. They have also decided that it would be inappropriate for any local government elected member to earn more than a cabinet minister, which will thus become the top end comparator for the local government sector.

Having applied the weighted factors to all councils and ranked them within the size index, and having decided to use parliamentary salaries as a comparator, the Authority has brought the two decisions together to create a local government pay scale.

Implementation timetable

At the beginning of each election year the Authority will issue a list showing the new governance pool they propose for each council, to be implemented by the new council immediately following the next election.

The Authority expects councils to submit a proposal in the first part of the calendar year in which the election is scheduled and they will issue a determination in the middle of that year which will have two parts:

- Part One for the period from July 1 till the day on which the new council assumes office, and
- Part Two for implementation when the new council takes office following the election.

All of the changes to the remuneration outlined will be phased in over the next two determinations – 2018/19 and 2019/20.

In 2018/19 the Determination will introduce the first of three steps towards realigning councils to their new ranking on the size index

In early 2019 councils will be advised of the governance pool that they will be allocated following the 2019 local government election. They will be asked by the Authority to provide a formal response outlining how the pool will be allocated to individual roles within their council following the 2019 election.

In the determination to be implemented on 1 July 2019 the following will occur:

- Part One (applying until the new council assumes office following the election) will give similar (though not necessarily identical) rises to those in 2018/19.
- The Authority has not yet any proposal for community board remuneration in either part One or Part Two of the 2019/20 determination.
- Part Two (introducing the governance pool following the 2019 local government election) will apply the whole new governance pool for each council, including the process requirements outlined in this paper. These requirements will be communicated formally to councils during 2018.
- New councils elected in 2019 will have the opportunity to amend proposals submitted to the Authority by the outgoing councils.

Analysis

Options considered

Council is asked to receive the information. No other decisions are required at this stage. Council will need to make the appropriate remuneration determinations at a later date.

These changes will affect elected mayors, chairs and councillors. Part of it will also affect community board members, if applicable.

Legal and statutory requirements

The work of the Authority is governed by the Remuneration Authority Act 1977. This act and the Local Government Act 2002 contain the statutory requirements which the Authority must follow when making determinations for local government elected members.

Impact on policy and bylaws

There is no impact on policies and bylaws.

Consistency with the Long Term Plan / Annual Plan

Council may need to review its budget for elected member remuneration in the future depending on the outcome of this process.

Impact on Significance and Engagement Policy

This issue is not significant. Council is not the decision-maker in this instance – feedback was being sought from Council by an external agency as part of a consultation process. The Authority has now made some decisions in response.

Communication, consultation and decision making processes

There are no communication issues. Council was invited to provide feedback to the Authority and decisions now have been made.

Timeframes

The timeframes are summarised above and are detailed in the attached Information paper.

Financial Impact

i. Cost

The total elected member remuneration paid in 2016/17 was \$413,479. The 2017/18 figure is not yet available.

ii. Funding Source

Elected member remuneration is funded from General Rates.

Attachments

- A. Remuneration Authority - Consultation Document - Local Government Review - refer to Local government website
- B. Remuneration Authority - Appendix 1 - Remuneration Setting Proposals for Local Authorities - refer to Local Government website
- C. Remuneration Authority - Pay for Elected Members - webinar - Available through LGNZ
- D. Response to Remuneration Authority consultation document - Pay for elected members (long-term proposals) - attached
- E. Draft LGNZ Submission - Refer to LGNZ website
- F. Remuneration Authority Information paper - Refer to LGNZ website

Signatories

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

Our Ref: NR – 56352
Enquiries to: Niall Baker

*Attachment F, please refer to the LGNZ for all other attachments

14 December 2017

Dame Fran Wilde
Chair
Remuneration Authority
PO Box 10084
The Terrace
Wellington 6143

SENT VIA EMAIL: info@remauthority.govt.nz

Dear Dame Fran,

Matamata-Piako District Council (Council) thanks the Remuneration Authority (the Authority) for the opportunity to provide feedback on the Authority's Consultation Document - Local Government Review, Part Three – Longer Term Proposals.

The Council appreciates that the Authority has extended the timeframe for comment on the proposed approach to elected member remuneration. We also acknowledge you presenting to the Local Government New Zealand Zone 2 meeting and the webinar held on 13 November 2017. Information provided during these has been useful to help our understanding of the proposals and for elected member awareness.

Council discussed this informally at a workshop in November and met on 13 December 2017 to formally consider the proposals. The following resolution was unanimously passed at the meeting:

That:

- 1. The information be received.*
- 2. Council wishes to support the Local Government New Zealand (LGNZ) submission to the Remuneration Authority.*

The submission by LGNZ dated 14 December 2017 is supported. We look forward to confirmation from the Authority of the remuneration approach for elected members.

If you have any queries or require further information please contact Niall Baker, Acting Senior Policy Planner, on 07 884 0060 or email nbaker@mpdc.govt.nz

Regards



Mayor Jan Barnes JP
On behalf of Council's elected members

Copy to: Dr Mike Reid, Principal Policy Advisor, Local Government New Zealand - by email.

6.2 Waikato Regional Council Representation Review

Executive Summary

The Local Electoral Act 2001 (“Act”) requires the Waikato Regional Council (“WRC”) to undertake a review of its representation arrangements in 2018.

WRC recently undertook preliminary consultation relating to its representation review as a part of its Long Term Plan Roadshow discussions (refer to WRC presentation at 28 March 2018 Corporate & Operations Committee meeting).

A letter from WRC has been received to advise of their initial representation proposal. A copy of the letter is attached. WRC has set a deadline of 3 August 2018 for formal submissions; it is therefore requested that Council consider forwarding a submission to WRC.

COMMITTEE RESOLUTION

That:

1. The information be received.
2. Council has considered Waikato Regional Council’s Representation Arrangements Review 2018 and decided that it wishes to make a submission and has decided to support the status quo proposal.
3. Mayor Jan Barnes to be authorised to sign the submission on behalf of Council.
4. Council does not wish to appear at the Waikato Regional Council hearing on 21 August 2018.

Moved by: Cr A J Wilcock

Seconded by: Cr T M Cornes

CARRIED

Waikato Regional Council Representation Review

Trim No.: 2030769

Executive Summary

The Local Electoral Act 2001 ("Act") requires the Waikato Regional Council ("WRC") to undertake a review of its representation arrangements in 2018.

WRC recently undertook preliminary consultation relating to its representation review as a part of its Long Term Plan Roadshow discussions (refer to WRC presentation at 28 March 2018 Corporate & Operations Committee meeting).

A letter from WRC has been received to advise of their initial representation proposal. A copy of the letter is attached. WRC has set a deadline of 3 August 2018 for formal submissions; it is therefore requested that Council consider forwarding a submission to WRC.

Recommendation

That:

1. The information be received.
2. Council consider Waikato Regional Council's Representation Arrangements Review 2018 and decide if it wishes to make a submission, and if so, decide upon the content of the submission.
3. Mayor Janet E. Barnes to be authorised to sign the submission on behalf of Council.
4. Council consider whether it wishes to appear at the Waikato Regional Council hearing on 21 August 2018 and decide upon a representative/s to present Council's submission.

Content

Background

The Act requires all local authorities to carry out a review of their representation arrangements at least once every six years.

As a part of its earlier representation review in 2006, WRC acknowledged that it would consider establishing Maori constituencies in the future, and as a consequence it reduced its number of Councillors from 14 to 12 in anticipation of 2 Maori Councillors being introduced in the future.

On 27 October 2011 WRC resolved to establish Maori constituencies for the 2013 triennial local authority election. As required by the Act, WRC gave public notice advising that electors of WRC had the right to demand a poll to countermand its resolution. WRC did not receive a valid demand for a poll during the statutory notice period ending on 28 February 2012. This meant that WRC's resolution of 27 October 2011 stood and the 2012 representation review determined how Maori constituencies were to be introduced.

WRC's last representation review was undertaken in 2012 and applied for its 2013 and 2016 triennial elections. As determined by its 2013 review, WRC's current representation arrangements are made up of 14 councillors elected from 6 general constituencies and 2 Councillors elected from 2 Maori constituencies using the FPP electoral system:

- Hamilton Constituency (4 Councillors)
- Taupō-Rotorua General Constituency (1 Councillor)
- Thames-Coromandel General Constituency (1 Councillor)
- Waihou General Constituency (2 Councillors)
- Waikato General Constituency (2 Councillors)
- Waipa-King Country General Constituency (2 Councillors)
- Ngā Hau e Whā Māori Constituency (1 Councillor)
- Ngā Tai Ki Uta Māori Constituency (1 Councillor).

In 2017, WRC decided to retain the FPP electoral system and elected Maori representation.

Issues

WRC's preliminary view was that the current arrangements serve council and its communities, well. Therefore, the current representation arrangements were pre-consulted with WRC's key stakeholders via the Long Term Plan roadshow's (March – May 2018). WRC representatives presented on the representation review to the 28 March 2018 Corporate and Operations Committee meeting.

As a result of its workshop discussions WRC has considered two general and three Māori constituency options as follows:

- a) General constituency option A: status quo
- b) General constituency option B: catchments
- c) Māori constituency option A: status quo
- d) Māori constituency option B: East/West
- e) Māori constituency option C: constituency of the whole

Copies of maps the constituencies for each of the above options are attached to this report for Council's assistance.

Under the Act, there must be between 6 and 14 elected regional councillors. Given the physical size of the region, the number of 'regional communities of interest', and the need to meet the workload requirements of the council all options considered by WRC were based on the maximum number of regional councillors permitted (14 being 12 elected from general constituencies and 2 elected from Māori constituencies).

WRC has resolved as their initial proposal to retain the number of Councillors at 14 and retain the existing eight consistencies (six general consistencies and two Maori constituencies). A letter from WRC has been received to advise of their initial representation proposal. A copy of the letter is attached including the public notice.

General constituency status quo

390,000/12 members = 32,500 +/- 10% = 29,250 – 35,750

General constituency	Population	Councillors	Average	Fits rule	% Variation
Hamilton	140,900	4	35,225	Yes	+8.38%
Taupo-Rotorua	32,600	1	32,600	Yes	+0.31%
Thames-Coromandel	33,800	1	33,800	Yes	+4.00%
Waihou	59,700	2	29,850	Yes	-8.15%
Waikato	60,200	2	30,100	Yes	-7.38%
Waipa-King Country	68,200	2	34,100	Yes	-3.38%

In accordance with section 19V(2) of the Act the population that each member represents falls within the range of 32,500 +/- 10% (29,250 to 35,750).

Māori constituency status quo

70,000/2 members = 35,000 +/- 10% = 31,500 – 38,500

Maori constituency	Population	Councillors	Average	Fits rule	% Variation
Ngā Tai Ki Uta	32,200	1	32,200	Yes	-8.00%
Ngā Hau e Whā	37,800	1	37,800	Yes	+8.00%

In accordance with section 19V(2) Act the population that each member represents falls within the range of 35,000 +/- 10% (31,500 to 38,500).

Matamata-Piako District falls within the Waihou General Constituency and the Nga Tae ki Uta Māori Constituency. People on the Maori electoral roll can vote for candidates standing for the Nga Tae ki Uta Māori Constituency and those on the General Electoral Roll can vote for the General constituency candidates.

The status quo would see 12 Councillors elected from 6 general constituencies and 2 councillors from 2 Māori constituencies.

WRC consider this option reflects the identified 'regional communities of interest', provides effective representation, complies with the fair representation criteria of +/- 10%, and achieves good alignment of proposed constituency boundaries with territorial authority boundaries.

As shown by the 30 June 2017 population estimates from Statistics New Zealand, Maori make up 17.94% of the general electoral population for the WRC region (with a Maori Electoral Population of 70,000 and a General Electoral Population of 390,000). Maori are therefore entitled to two Councillors on the basis of their proportion of the total population.

Communities of interest

Regional communities 'as much as practicable' are to follow boundaries of territorial authorities or their wards (but must follow mesh blocks). However there are other areas of shared community of interest amongst more than one constituency such as the Waikato, Waipa and Waihou rivers and

their catchments, which are natural geographic boundaries, the roading networks and land transport, access to goods and services, lifestyle areas and farming, forestry and tourism.

WRC at its 2012 review, considered the following six communities of interest:

- coastal/recreational/lifestyle (Coromandel, coastal Hauraki)
- largest urban, commercial hub of region (Hamilton City)
- forestry/tourism/lifestyle (Taupo, Rotorua)
- rural/farming, proximity to large urban areas (e.g. Auckland, Hamilton) for employment and business (Waikato)
- rural/farming/integrated river catchment (part Hauraki, Matamata-Piako, South Waikato)
- rural farming (Waipa, Otorohanga, Waitomo).

WRC have considered that the above communities of interest are still relevant for the 2018 representation arrangements review.

Council submission

Back in 2012 Council considered the representation proposal by WRC and provided the attached feedback. At the time Council had concerns about the process for introducing Maori representation and supported the existing boundary arrangements with 12 Councillors elected from eight constituencies.

Council is now asked to consider the above options and decide whether or not to make a formal submission by the deadline of 3 August 2018.

Council may wish to appoint a representative to present Council's submission at the WRC hearing on Tuesday 21 August 2018.

Analysis

Options considered

Council can decide whether or not to submit to WRC's representation review.

Analysis of preferred option

There is no preferred option. This is a political issue and Council should determine what, if any, feedback it wishes to provide to WRC.

Legal and statutory requirements

WRC will need to consider the statutory requirements.

Impact on policy and bylaws

There are no policy or bylaw issues.

Consistency with the Long Term Plan / Annual Plan

This issue is not related to the Long Term Plan / Annual Plan.

Impact on Significance and Engagement Policy

This issue is not considered significant in terms of Council's Significance and Engagement Policy.

Communication, consultation and decision making processes

There are no communication or consultation issues. WRC is inviting a submission from Council. Council is not the decision-maker in this instance.

Timeframes

WRC have proposed the following timetable for its representation review:

Milestone	Date
Council meeting (initial proposal)	28 June 2018
Submission period	1 July to 3 August 2018
Hearing of submissions	21 August 2018
Council meeting (final proposal)	30 August 2018
Objection/appeal period	September – October 2018
Forward material to LGC (if required)	October 2018
LGC decision (if required)	By 10 April 2019

Financial Impact

i. Cost

There is no financial impact other than staff and Councillor time.

Attachments

- A. Waikato Regional Council: 2018 Representation Arrangements Review
- B. WRC Representation Review maps of options considered - refer to WRC website
- C. WRC - representation review - response to request for initial feedback - 2012

Signatories

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

File No. 18/0002
Attention: Mr. Don Brasher



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// bringing change

4 July 2018

RECEIVED
06 JUL 2018

Matamata-Piako District Council
P O Box 266
Te Aroha 3342

MATAMATA-PIAKO DISTRICT COUNCIL

(Attention: Chief Executive)

Dear Don

Re: Waikato Regional Council: 2018 Representation Arrangements Review

Under section 19L of the Local Electoral Act 2001, the Waikato Regional Council is required to advise the constituent territorial authorities within the region of its resolution regarding its 2018 Representation Arrangements Review.

We advise as follows:

The Waikato Regional Council has met on a number of occasions to consider their 2018 representation arrangements review.

The three legislative principles of identifying regional communities of interest, effective representation and fair representation have been considered by the Council.

After due consideration, Council has resolved as their initial proposal to retain the number of councillors at 14 and retain the existing eight constituencies (six general constituencies and two Māori constituencies).

Council believes the initial proposal best reflects current regional communities of interest and provides for fair and effective representation to the citizens of the region.

Accordingly, on 28 June 2018, Council made a resolution of the initial representation arrangements review.

A public notice advising of the review and calling for submissions was made on 3 July 2018, with submissions closing on 3 August 2018 – copy attached.

If you require any additional information regarding this review, please contact the writer direct.

Yours sincerely



Dale Ofoske
Independent Election Services Ltd
for Waikato Regional Council

WRC-mpdc-ltr-4Jul18

WAIKATO REGIONAL COUNCIL REVIEW OF REPRESENTATION ARRANGEMENTS FOR THE 2019 LOCAL ELECTIONS

On 28 June 2018 Waikato Regional Council reviewed its representation arrangements, and resolved that the following proposal apply for the elections to be held on 12 October 2019:

It is proposed that the Council comprise 14 members elected from six general constituencies and two Māori constituencies.

The six general constituencies reflect the following identified communities of interest:

- Thames-Coromandel General Constituency**, comprising Thames-Coromandel District plus area units 534200 (Ohinemuri) and 534400 (Waihi) within Hauraki District.
- Waikato General Constituency** comprising the Waikato District.
- Hamilton General Constituency** comprising Hamilton City.
- Waihou General Constituency** comprising South Waikato District, Matamata-Piako District and Hauraki District minus area units 534200 (Ohinemuri) and 534400 (Waihi), plus area units 538861 (Arahiwi) within Rotorua District.
- Waipa-King Country General Constituency** comprising Waipa District, Otorohanga District and Waitomo District.
- Taupō-Rotorua General Constituency** comprising the parts of Taupō District and Rotorua District, minus area units 538861 (Arahiwi) within the Waikato region.

The population that each member will represent is as follows:

GENERAL CONSTITUENCY	GENERAL ELECTORAL POPULATION	MEMBERS	GENERAL ELECTORAL POPULATION PER MEMBER
THAMES-COROMANDEL	33,800	1	33,800
WAIKATO	60,200	2	30,100
HAMILTON	140,900	4	35,225
WAIHOU	59,700	2	29,850
WAIPA/KING COUNTRY	68,200	2	34,100
TAUPO/ROTORUA	32,600	1	32,600

In accordance with section 19V(2) of the Local Electoral Act 2001 the population that each member represents falls within the range of 32,500 +/- 10% (29,250 to 35,750).

The two Māori constituencies reflect the following identified communities of interest:

- Ngā Hau e Wha Māori Constituency**, comprising Hamilton City and Waikato District.
- Ngā Tae ki Uta Māori Constituency**, comprising Thames-Coromandel District, Hauraki District, Matamata Piako District, Waipa District, Otorohanga District, Waitomo District, South Waikato District, and the parts of Taupō District and Rotorua District within the Waikato region.

The population that each member will represent is as follows:

MAORI CONSTITUENCY	MAORI ELECTORAL POPULATION	MEMBERS	MAORI ELECTORAL POPULATION PER MEMBER
Ngā Hau e Wha	37,800	1	37,800
Ngā Tae ki Uta	32,000	1	32,000

In accordance with section 19V(2) of the Local Electoral Act 2001 the population that each member represents falls within the range of 35,000 +/- 10% (31,500 to 38,500).

Further information

Copies of Waikato Regional Council's resolution and maps setting out the areas of the proposed constituencies may be viewed and obtained from the Council's offices at 401 Grey Street Hamilton East, 33-35 Albert Street Whitianga, 13 Opatito Road Paeroa and corner of Paora Hapi and Titirapunga Streets Taupō.

Any queries regarding the Council's decision should be directed to the Statutory Processes Advisor, Sarah McLeay sarah.mcleay@waikatoregion.govt.nz ph (07) 859 2784. Relevant information is also available on Waikato Regional Council's website, www.waikatoregion.govt.nz.

Submissions are invited

Persons with an interest in the proposed representation arrangements are invited to make written submissions on the Council's representation proposal. Submissions are to be forwarded to the Electoral Officer, Waikato Regional Council, Private Bag 3038, Waikato Mail Centre, Hamilton 3240.

Submissions must be received in writing no later than 4 pm on Tuesday 3 August 2018.

Vaughn Payne
Chief Executive

www.waikatoregion.govt.nz



Our reference: NR 11481
SUP361202

10 May 2012

The Chair and Councillors
Waikato Regional Council
PO Box 4010
Hamilton East 3247

Dear Chair & Councillors,

Feedback to the Waikato Regional Council Representation Review

Matamata-Piako District Council welcomes the opportunity to provide feedback to the Waikato Regional Council on its 2012 representation review. We wish to thank Waikato Regional Council representatives for presenting information on the Waikato Region representation review on 11 April 2012 to Council.

We would like you to consider the following:

Maori constituencies

We understand the Waikato Regional Council originally considered Maori constituencies as part of its 2006 representation review and reduced the number of councillor numbers from 14 to 12 in anticipation of Maori constituencies being established.

The Waikato Regional Council at its meeting on 27 October 2011 resolved to divide the Waikato region into one or more Maori constituencies for electoral purposes to take effect for the 2013 triennial local authority election. As required by legislation, public notice was given advising that electors of the Waikato Regional Council had the right to demand a poll to countermand this resolution. At the close of the statutory period for giving notes (28 February 2012) no valid demand for a poll had been received. Having fulfilled its statutory obligations, the resolution of the regional council to establish Maori constituencies stands.

Although the regional council has complied with its statutory obligations to establish Maori constituencies we would like to ask it to reconsider the process it has used for establishing Maori constituencies and undertake further consultation not only with Maori, but with the wider community on this issue.

Given the length of time since the 2006 representation review and the significant changes that have taken place in Maori participation in local government, particularly the trend towards co-governance, as demonstrated through the Waikato River co-governance arrangements and impending Hauraki treaty settlement, we are of the view that further consultation with the community on this matter is imperative. As an example, very recently the Waikato District Council's community did not support a proposal that Maori wards be established in their district.

Constituency boundaries and councillor numbers

Council supports the position of South Waikato District Council, in that the current boundary arrangements and Councillor numbers should be maintained, that is the election of 12 Councillors from eight constituencies.

Matamata Piako District Council trusts that the points made in our feedback are helpful to Waikato Regional Council when considering the final representation review proposal that it adopts for the statutory consultation process.

If you require clarification of the points raised in this letter, or additional information, please contact Michelle Hawthorne on (07) 884 0060 or email mhawthorne@mpdc.govt.nz.

Yours faithfully

.....
Hugh Vercoe QSM, ED. JP
Mayor

6.3 District Sports Facility Development Plan

Executive Summary

Council has identified “reviewing the provision and suitability of sporting and recreational facilities in the district” as one of its six strategic priorities.

Council adopted a Community Leisure Provision Strategy in 2009. The need to substantially revise the document was identified. A regional sports facility plan for the Waikato was adopted in 2014 and regional sports strategy was adopted in 2016.

Rather than develop a district-level sport and recreation strategy (which would more than likely duplicate much of the regional sports facility plan and sports strategy) it was proposed that Council endorse the regional documents while also developing a local sports facilities plan that aligns with the regional documents and addresses local issues.

Sport Waikato were contracted to help develop the plan. The process included a survey of sports clubs. A 71% response rate was achieved. Drop-in style consultation evenings were held in Matamata, Morrinsville and Te Aroha. Demographic and recreation trends were also analysed.

A draft Matamata-Piako District Sport Facilities and Development Plan (The Plan) has been developed. The Plan is designed to provide direction for future investment and focus for both the Matamata-Piako District Council, Sport Waikato and providers of sport in the district. It seeks to identify opportunities for partner organisations that provide community services in the district, to contribute to sport outcomes. Guidance is based on feedback from Matamata-Piako sport providers, regional sporting codes, Sport New Zealand, sector data and demographic information.

The Plan provides Council with guidance for facility, place and space infrastructure investment. For Sport Waikato, the Plan provides priorities for the delivery of opportunities and services to grow participation. The Plan prioritises projects for financial investment and staff time.

The Draft Plan was brought to Council on 9 May 2018 and workshopped with Council on 11 July 2018. Council is now asked to adopt the plan.

COMMITTEE RESOLUTION

That:

1. The report be received;
2. Council adopts the Matamata-Piako District Sports Facilities and Development Plan 2018.

Moved by: Cr D C Arnold
Seconded by: Cr K R Tappin

CARRIED

District Sports Facility Development Plan

Trim No.: 2033697

Executive Summary

Council has identified “reviewing the provision and suitability of sporting and recreational facilities in the district” as one of its six strategic priorities.

Council adopted a Community Leisure Provision Strategy in 2009. The need to substantially revise the document was identified. A regional sports facility plan for the Waikato was adopted in 2014 and regional sports strategy was adopted in 2016.

Rather than develop a district-level sport and recreation strategy (which would more than likely duplicate much of the regional sports facility plan and sports strategy) it was proposed that Council endorse the regional documents while also developing a local sports facilities plan that aligns with the regional documents and addresses local issues.

Sport Waikato were contracted to help develop the plan. The process included a survey of sports clubs. A 71% response rate was achieved. Drop-in style consultation evenings were held in Matamata, Morrinsville and Te Aroha. Demographic and recreation trends were also analysed.

A draft Matamata-Piako District Sport Facilities and Development Plan (The Plan) has been developed. The Plan is designed to provide direction for future investment and focus for both the Matamata-Piako District Council, Sport Waikato and providers of sport in the district. It seeks to identify opportunities for partner organisations that provide community services in the district, to contribute to sport outcomes. Guidance is based on feedback from Matamata-Piako sport providers, regional sporting codes, Sport New Zealand, sector data and demographic information.

The Plan provides Council with guidance for facility, place and space infrastructure investment. For Sport Waikato, the Plan provides priorities for the delivery of opportunities and services to grow participation. The Plan prioritises projects for financial investment and staff time.

The Draft Plan was brought to Council on 9 May 2018 and workshopped with Council on 11 July 2018. Council is now asked to adopt the plan.

Recommendation

That:

1. **The report be received;**
2. **Council adopts the Matamata-Piako District Sports Facilities and Development Plan 2018.**

Content

Background

The Matamata-Piako District’s vision for “The Place of Choice” aims to provide Lifestyle, Opportunities and Home. Council has identified six strategic priorities in its Draft Long Term Plan 2018-28, one of which is “reviewing the provision and suitability of sporting and recreational facilities in the district.”

The sport and recreation sector is strong in Matamata-Piako; there is a long tradition of providing opportunities for community participation and competition in sport, recreation and physical activity.

Growth in the district towns, alongside changing participation trends, mean opportunities exist to optimise existing sporting facility assets and to consider the development of new facilities in partnership across the region. Opportunities also exist for organisations across the district and broader Waikato region to work together to enhance outcomes for participation in sport, recreation and physical activity.

In partnership Matamata-Piako District Council and Sport Waikato support the provision of sport, recreation and physical activity opportunities for the Matamata-Piako District community. Together both organisations recognize a need to deliver a coordinated, collaborative and clear plan to lead, enable and guide this provision.

The Matamata-Piako District Sport Facilities and Development Plan (The Plan) is designed to provide direction for future investment and focus for both the Matamata-Piako District Council, Sport Waikato and providers of sport in the district. It seeks to identify opportunities for partner organisations that provide community services in the district, to contribute to sport outcomes. Guidance is based on feedback from Matamata-Piako sport providers, regional sporting codes, Sport New Zealand, sector data and demographic information. Specifically, for Council, the Plan provides guidance for facility, place and space infrastructure investment. For Sport Waikato, the Plan provides priorities for the delivery of opportunities and services to grow participation. The Plan prioritises projects for financial investment and staff time.

Council adopted a Community Leisure Provision Strategy in 2009. The need to either substantially revise the document or to develop a new Sport and Recreation Strategy was discussed in the 2015-25 activity management plans (AMP). A regional sports facility plan for the Waikato was adopted in 2014. A regional sports strategy ('Moving Waikato 2025') has also been developed (adopted in 2016) aimed at promoting an active lifestyle and increasing participation levels.

Rather than develop a local 'Sport and Recreation Strategy' at District-level, which would more than likely duplicate much of the regional sports facility plan and sports strategy, it was proposed that Council may wish to endorse the regional strategic documents while developing a local sports facilities plan. The local plan would align with the regional strategic documents and address local issues.

Sport Waikato were contracted to assist in the development of the plan. This involved surveying the sports clubs on Sport Waikato's database. A 71% response rate was achieved. Drop-in style consultation evenings were also held in Matamata, Morrinsville and Te Aroha.

A draft Sports Facility Development Plan was drafted and discussed at Council on 9 May 2018 and at Council Workshops in February and July 2018. Due to the size of the document a copy of the plan has been circulated separate to the Agenda.

Issues

Strategic alignment

The Plan aligns with the Waikato Sports Facility Plan 2014 and the regional sport strategy 'Moving Waikato 2025' (published in 2016) while focussing on local issues and aspirations.

Data limitations

The Plan has been prepared based on available data at the time of writing the report. Given the reliance on data from third parties it is important to recognise that some data omissions may exist. The Plan however, represents the most comprehensive data source currently available.

Priorities

Local projects are the main focus of the Plan. These have been identified from the feedback received from the community through the survey and drop-in evenings. The priorities were determined based on the feedback from sports groups and a subsequent technical assessment conducted by Sport Waikato and Council staff.

Extent of consultation

In late 2017 all Matamata-Piako sports clubs registered on the Sport Waikato database were invited to participate in a survey. The survey was also promoted online to reach any groups that might not be registered with Sport Waikato. A 71% response rate was received. Sport Waikato have confirmed that is currently the highest response rate to this particular type of survey that they have received to date. Drop-in style consultation evenings were also held in the three main towns. The Draft Plan was developed based on data from this survey

Council may wish to consider whether it regards the consultation to date as sufficient or whether Council wishes to consult any further. Consultation options were discussed at the Council Workshop on 11 July 2018. The majority view was that consultation to date was adequate and that further consultation was not essential.

Analysis

Options considered

1. Adopt the Matamata-Piako District Sports Facilities Development Plan.
2. Approve the draft plan for consultation and determine the form of consultation to be undertaken.

Analysis of preferred option

There is no preferred option.

Legal and statutory requirements

None.

Impact on policy and bylaws

None.

Consistency with the Long Term Plan / Annual Plan

Council has identified “reviewing the provision and suitability of sporting and recreational facilities in the district” as one of its six strategic priorities.

Impact on Significance and Engagement Policy

The Significance and Engagement Policy provides the guidelines to assess the degree of significance of a proposal or decision. Potentially relevant factors include:

- Whether there is a legal requirement to engage with the community
- The level of financial consequences

- Whether it will affect a large portion of the community
- Likely impact on present and future interests of the community
- Whether the proposal affects a significant activity
- Whether community interest is high
- Whether the likely consequences are controversial.

Council's Significance and Engagement Policy identifies the 'provision of...sport and recreation parks....aquatic facilities....event centres...' as significant activities. As the plan provides guidelines on these matter it is appropriate to consult the community.

The development of the draft plan included consultation via a survey as well as drop-in style information evenings.

Contribution to Community Outcomes

The Plan contributes towards the following outcomes:

- Connected Infrastructure.
- Health Communities.
- Vibrant Cultural Values.

Financial Impact

i. Cost

The cost of developing the draft plan has been \$25,000. Further consultation is likely to add another \$2,000 to \$5,000.

ii. Funding Source

Development of the plan has been funded from existing budgets.

Attachments

There are no attachments for this report.

Signatories

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

6.4 Naming of Reserve in Morrinsville

Executive Summary

Council received a request to name a walkway between Seales Road and Deanna Avenue, Morrinsville located on Seales Road Reserve. The widow of the developer of the subdivision wishes to have the walkway named 'Gregdon Walkway' after her sons Gregory and Brendon.

Leaving the Reserve named Seales Road Reserve while naming and signposting the walkway as Gregdon Walkway is likely to cause confusion given the small size of the Reserve.

Council considered the request on 13 December 2017 and resolved that:

"Council recommends renaming the reserve known as Seales Road Reserve and proceeds with the consultation process as per the General Policies Reserve Management Plan."

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

The naming process is as follows:

- Council consults with donors, user groups, community groups and Iwi in the vicinity and come up with a short list of potential names
- Council makes a Resolution to name/rename the Reserve with list of suggested names to go out for consultation
- A month is allowed for public consultation
- Council considers submissions from the public
- A Council Resolution approves the chosen name
- A Gazette Notice is published naming the Reserve.

Ngāti Hauā Iwi Trust and Te Manawhenua Forum were subsequently approached for comment on the proposal.

As donors and Iwi have been consulted, Council is now asked to put forward a list of potential names for the Reserve to enable Staff to proceed with the necessary public notices and consultation process.

COMMITTEE RESOLUTION

That:

1. The report be received;
2. Council identifies Gregdon as a potential name for the Reserve to enable Staff to proceed with the necessary public notices and consultation process.

Moved by: Cr P M Jager
Seconded by: Cr J P Sainsbury

CARRIED

Naming of Reserve in Morrinsville

Trim No.: 2028221

Executive Summary

Council received a request to name a walkway between Seales Road and Deanna Avenue, Morrinsville located on Seales Road Reserve. The widow of the developer of the subdivision wishes to have the walkway named 'Gregdon Walkway' after her sons Gregory and Brendon.

Leaving the Reserve named Seales Road Reserve while naming and signposting the walkway as Gregdon Walkway is likely to cause confusion given the small size of the Reserve.

Council considered the request on 13 December 2017 and resolved that:

"Council recommends renaming the reserve known as Seales Road Reserve and proceeds with the consultation process as per the General Policies Reserve Management Plan."

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

The naming process is as follows:

- Council consults with donors, user groups, community groups and Iwi in the vicinity and come up with a short list of potential names
- Council makes a Resolution to name/rename the Reserve with list of suggested names to go out for consultation
- A month is allowed for public consultation
- Council considers submissions from the public
- A Council Resolution approves the chosen name
- A Gazette Notice is published naming the Reserve.

Ngāti Hauā Iwi Trust and Te Manawhenua Forum were subsequently approached for comment on the proposal.

As donors and Iwi have been consulted, Council is now asked to put forward a list of potential names for the Reserve to enable Staff to proceed with the necessary public notices and consultation process.

Recommendation

That:

1. The report be received;
2. Council identifies potential names for the Reserve to enable Staff to proceed with the necessary public notices and consultation process.

Content

Background

Council received a request to name a walkway between Seales Road and Deanna Avenue, Morrinsville located on Seales Road Reserve.



The walkway has no official name but the reserve is known as Seales Road Reserve. The widow of the developer of the subdivision wishes to have the walkway named 'Gregdon Walkway' after her sons, Gregory and Brendon.

Leaving the Reserve named Seales Road Reserve while naming and signposting the walkway as Gregdon Walkway is likely to cause confusion given the small size of the Reserve.

Council considered the request on 13 December 2017 and resolved that:

"Council recommends renaming the reserve known as Seales Road Reserve and proceeds with the consultation process as per the General Policies Reserve Management Plan."

As the walkway is on a gazetted Recreation Reserve the requirements of the Reserves Act 1977 and the policies of the reserve management plan need to be followed.

The General Policies Reserve Management Plan 2009 prescribes the following process when wishing to name/rename a Reserve:

- Council consults with donors, user groups, community groups and Iwi in the vicinity and come up with a short list of potential names
- Council makes a Resolution to name/rename the Reserve with list of suggested names to go out for consultation
- A month is allowed for public consultation
- Council considers submissions from the public
- A Council Resolution approves the chosen name
- A Gazette Notice is published naming the Reserve.

Ngāti Hauā Iwi Trust was approached in May 2018 for comment on the proposal to formally name the Reserve. On 11 June 2018 Council were advised that “Ngāti Hauā Iwi Trust have not raised any issues of concern with the proposed naming and are happy to leave this with the Manawhenua Forum”.

On 5 June 2018 the matter was raised at the meeting of Te Manawhenua Forum mo Matamata-Piako. No specific name suggestions or concerns were expressed by the Forum.

As donors and Iwi have been consulted, Council is now asked to put forward a list of potential names for the Reserve to enable Staff to proceed with the necessary public notices and consultation process.

Issues

Benefits of naming a Reserve

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

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

Guidance on the naming of Reserves

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

The Draft General Policies Reserve Management Plan (under development) suggests that the following factors should be considered when naming a reserve:

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

There are no specific guidelines either adopted by Council or in draft form that prescribe how a Linkage Park such as this one ought to be named. It is however a fairly common convention to name accessways and Reserves that provide a linkage between two named streets after the streets that they connect e.g. "Seales Road-Deanna Place Reserve".

Potential names

Council is now asked to put forward a list of potential name(s) for the Reserve. The options can then be published by public notice and submissions called for.

Analysis

Options considered

Council is asked to suggest name options for further consultation.

Analysis of preferred option

There is no preferred option.

Legal and statutory requirements

Sections 16 (10) & (10A) of the Reserves Act 1977 prescribe the process for formally naming a Reserve.

Impact on policy and bylaws

Council needs to follow the naming/renaming process as outlines in the Reserve Management Plan to meet the requirements of the Reserves Act.

Consistency with the Long Term Plan / Annual Plan

Not applicable.

Impact on Significance and Engagement Policy

Not applicable.

Communication, consultation and decision making processes

The process as prescribed by the General Policies Reserve Management Plan 2009 is to be followed.

Consent issues

None.

Timeframes

Council has to allow a month for submissions. Formalising the name will depend on the timing of when submissions are considered by Council, a decision is made and the name is published in the Gazette.

Financial Impact

i. Cost

Staff time plus the cost of public notices and Gazette notices and consultation. Estimated to be up to \$2,000. The cost to supply and install signs will be approximately \$500.

ii. Funding Source

Operational budgets.

Attachments

There are no attachments for this report.

Signatories

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

6.5 Annual Report 2017/18 Interim Management Report

Executive Summary

The Local Government Act 2002 requires Council to prepare and adopt an annual report for each financial year. The annual report is required to be audited by independent auditors. The auditors appointed to audit Council by the Auditor General are Audit New Zealand (Audit NZ).

During each financial year Audit NZ carries out an interim audit (completed in May 2018) prior to the final audit conducted in August/September. The purpose of this report is to advise of the findings of the interim audit and present the Interim Management Report.

The Audit NZ Interim Management Report including management comments is attached. The Report has concluded that the internal controls and process are operationally effective, and can be relied upon.

COMMITTEE RESOLUTION

That:

1. The report is received.

Moved by: Cr K R Tappin
Seconded by: Cr J P Sainsbury

CARRIED

Annual Report 2017/18 Interim Management Report

Trim No.: 2031380

Executive Summary

The Local Government Act 2002 requires Council to prepare and adopt an annual report for each financial year. The annual report is required to be audited by independent auditors. The auditors appointed to audit Council by the Auditor General are Audit New Zealand (Audit NZ).

During each financial year Audit NZ carries out an interim audit (completed in May 2018) prior to the final audit conducted in August/September. The purpose of this report is to advise of the findings of the interim audit and present the Interim Management Report.

The Audit NZ Interim Management Report including management comments is attached. The Report has concluded that the internal controls and process are operationally effective, and can be relied upon.

Recommendation

That:

1. The report is received.

Content

Background

Section 98 of the Local Government Act 2002 requires Council to prepare and adopt in respect of each financial year an annual report. The annual report contains information regarding the Council's financial and non-financial performance for that year against budgets and specified performance targets. The annual report is required to be audited by independent auditors. The auditors appointed to audit Council by the Auditor General are Audit New Zealand (Audit NZ).

During each financial year Audit NZ carries out an interim audit (completed in May 2018) prior to the final audit conducted in August/September. The purpose of this report is to advise of the findings of the interim audit and present the Interim Management Report.

Issues

The Interim Management Report covers issues raised by Audit NZ and includes comments from Council's management as to what has and will be done to address these issues.

The Interim Management Report has concluded that the internal controls and process are operationally effective, and can be relied upon. Issues discussed with staff and included in the Interim Management Report include recommendations on how to improve our IT service desk system, our customer request reporting for the mandatory performance measures and a requirement to update policies.

Audit NZ Management Report	Management comment
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Item 6.5

Audit NZ Management Report	Management comment
<p>2.1 IT Service Desk calls completion.</p> <p>As the IT Service Desk system is the main recording system for monitoring service delivery management, we recommend up-to-date records are maintained.</p>	<p>Many of these problems and requests have already been resolved but not acknowledged in the system. An additional resource has been budgeted for IT in the 2018/19 budget year.</p>
<p>2.2 We recommend the Council ensures there is sufficient documentation in the system to support resolution times of reported faults in instances where resolution times are not captured due to technical faults in the system.</p> <p>We further recommend, before a request is closed, the categories be confirmed to allow more accurate reporting.</p>	<p>Customer Services staff generally take the initial phone call and log these into the CRM system, staff try and log these in the correct manner and category however sometimes this is initially captured wrong due to incorrect information being supplied by the customer or other reason. The majority of calls are responded to by KVS, KC or Water/Wastewater staff, these staff when completing comments and resolution times within the CRM system should be ensuring that the correct information is entered and the correct category has been selected, and if not should change this prior to completion. These staff have received training for this before and throughout the financial year to try and lessen errors, incorrect categories or multiple calls. Reporting staff have been attending various team meetings during May/June 2018 to ensure the staff that update and close the calls are aware of the importance of selecting the correct category and having the correct information. We will continue working with staff regarding the updating and re-categorisation of calls to get this information as accurate as possible. Please note reporting staff look through all relevant CRMs and comments to also try and confirm that the correct information has been included and the correct categories have been selected if possible.</p> <p>We are also currently investigating being able to update CRMs remotely so that staff working in the field can remotely update the CRM at the time of attendance/resolution in a timely manner.</p>
<p>2.3 We recommend policies be reviewed regularly to ensure they remain relevant and take into account any changes in best practice.</p>	<p>Agreed. These policies have been prioritised for review.</p>

Audit NZ Management Report	Management comment
<p>Outstanding Matters</p> <p>We continue to recommend that regular, full reviews of users and their access levels in the Council's systems be performed to ensure that access remains appropriate.</p> <p>Additional resource should be assigned to perform administration and support of the Authority system to ensure that the system maintains security and accuracy of the Council's data.</p>	<p>The outstanding matter in relation to the upgrade has been resolved. During this year's audit it was noted that all 'financial officer' roles have access to creditor master details and parameter settings, we are going to set up a new role to restrict those staff numbers to two or three.</p> <p>An additional resource has been budgeted for IT in the 2018/19 budget year.</p>

Analysis

Analysis of preferred option

There is no preferred option.

Legal and statutory requirements

Section 98 of the Local Government Act 2002 requires Council to prepare and adopt an annual report each financial year.

Consistency with the Long Term Plan / Annual Plan

Funding is allocated in each Long Term Plan/Annual Plan to produce and audit the Annual Report.

Communication, consultation and decision making processes

There are no communication, consultation or decision making issues.

Timeframes

Key dates for the Annual Report 2017/18 are as follows:

Annual Report	Date
Interim audit	14 -18 May 2018
Final audit	27 August – 7 September 2018
Draft final Management Report issued	28 September 2018
Draft audit opinion and Letter of representation available	28 September 2018
Review of audit and Annual Report by Audit and Risk Committee	9 October 2018
Council adoption of Annual Report and Summary	10 October 2018
Annual Report Summary publicly available	7 November 2018

Financial Impact

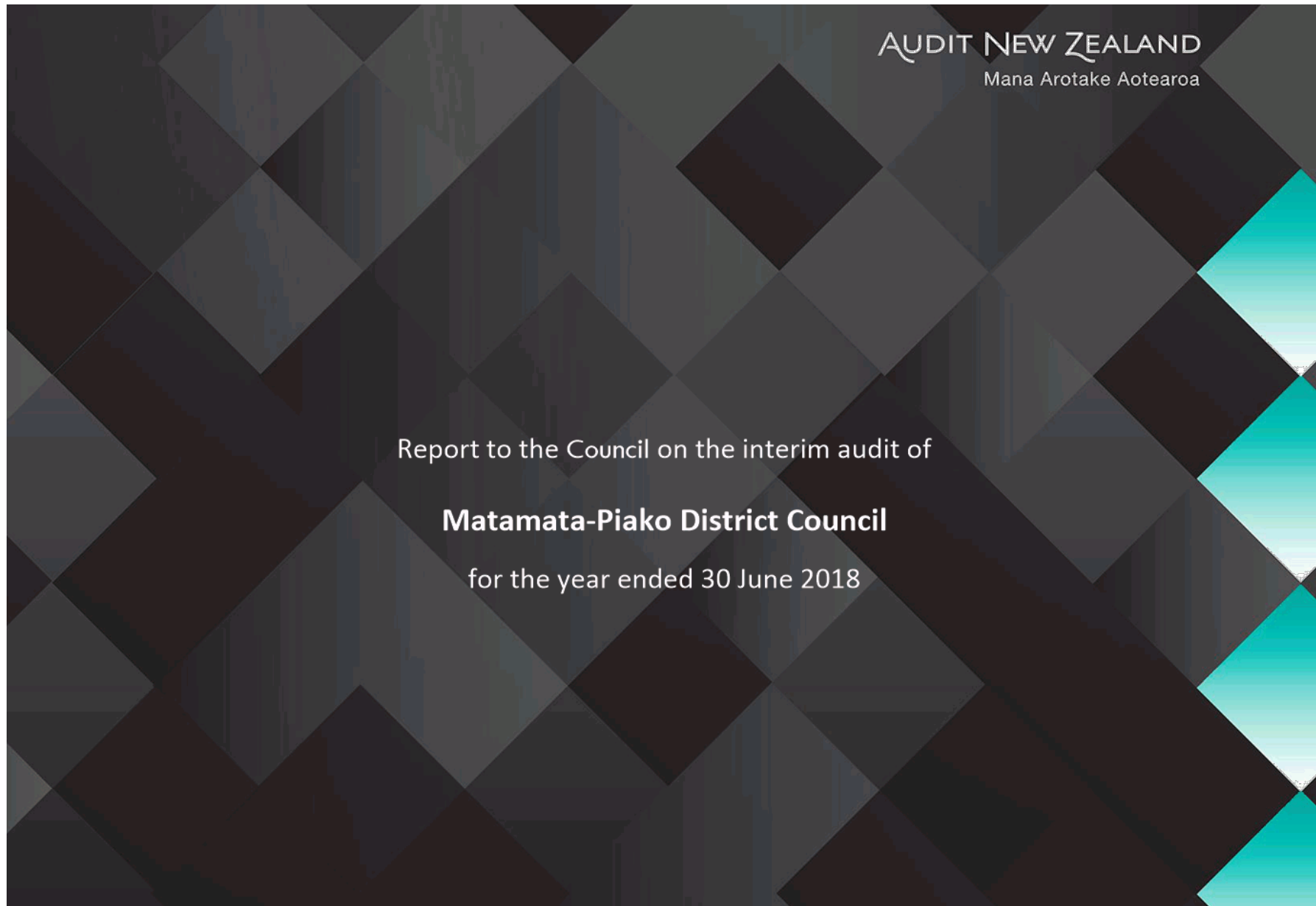
There are no financial issues related to the Interim Management Report. Funding for the Annual Report and audit has been included in Council's budgets.

Attachments

A. Interim audit report - Year ended 30 June 2018

Signatories

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



Key messages

Summary

We have completed our interim audit work for Matamata-Piako District Council (the Council). The primary purpose of this visit was to update our understanding of your control environment, gain a better understanding of the issues facing the Council and how these are being addressed.

Overall we have concluded that the internal controls and processes at the Council are both design and operationally effective, and can be relied upon for the purpose of planning and undertaking the most effective and efficient audit approach.

During this interim audit we reviewed the key assumptions and methodology used in the Council's revaluation of roading and utility assets as at 1 July 2017. At the final audit we will complete the remaining work in relation to the processing of revaluation movements and review Council's assessment as to whether the fair value of these assets as at 30 June 2018 are not materially different from the carrying value.

We have identified three new minor areas for improvement during our visit, these are detailed in sections 2.1 to 2.3 of the report. Details of issues raised in prior years which were considered during the interim audit are discussed in Appendix 2 of this report.

Issues identified during the audit

The following table summarises our recommendations and their priority:

Recommendation	Urgent	Necessary	Beneficial
Maintain up-to-date records of IT ServiceDesk calls completion. (Refer to 2.1.)		✓	
Address inconsistencies within performance reporting. (Refer to 2.2.)		✓	
Regularly review and update internal policies. (Refer to 2.3.)			✓

There is an explanation of the priority rating system in Appendix 1.

Thank you

We would like to thank the Council and management for the assistance they provided in facilitating a smooth and efficient audit.



B H Halford
Director
3 July 2018

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1 Assessment of your control environment

We have performed a high-level assessment of the control environment. This assessment was performed for the purpose of planning the most effective and efficient audit approach, in order to enable us to express an audit opinion on the Council's financial statements and the non-financial information. We considered the overall attitude, awareness, and actions of the Council and management in establishing and maintaining effective management procedures and internal controls.

In performing this assessment we consider both the "design effectiveness"¹ and "operational effectiveness"² of internal control. The explanation of these terms is outlined below. However, it is not the purpose of our assessment to provide you with assurance on internal control in its own right. As such we provide no assurance that our assessment will necessarily identify and detect all matters in relation to internal control.

Internal controls

We reviewed the internal controls in place for your key financial and non-financial information systems, as detailed below. Internal controls are the policies and processes that are designed to provide reasonable assurance as to reliability and accuracy of financial and non-financial reporting, as well as compliance with significant legislative requirements. These internal controls are designed, implemented and maintained by the Council and management. Both "design effective" and

"operationally effective" internal control is important to minimising the risk of either fraud or misstatement occurring. The responsibility for the effective design, implementation and maintenance of internal control rests with the governing body.

We have identified areas where we believe the internal controls can be improved upon. These are detailed in section 2 of this report.

2 Audit Findings

2.1 IT ServiceDesk calls completion

Findings

At the time of our IS audit visit there were 169 outstanding unresolved IT ServiceDesk calls, of which 110 had been assigned to the IT Manager. This raises the risk that IT service levels are not being met.

We understand from the IT Manager that many of these problems and requests have already been resolved but not acknowledged in the system, and that additional resource has been budgeted for IT in the 2018/19 year.

¹ Control is effective to either prevent or detect a material error in either the financial statements and/or non-financial information. The control is "fit for purpose".

² Control has operated effectively throughout the period tested.

Recommendation

As the IT ServiceDesk system is the main recording system for monitoring service delivery management, we recommend up-to-date records are maintained.

Management comment

Many of these problems and requests have already been resolved but not acknowledged in the system. An additional resource has been budgeted for IT in the 2018/19 budget year.

2.2 Inconsistencies noted during performance measure testing

Findings

While testing controls around the Customer Request Management system (CRM) and performance reporting, the following inconsistencies were noted:

- Three dry weather wastewater overflows (CRM 199568, 207187, 207039) were selected from the CRM system for testing, however, during internal performance measure reporting processes, these three events were deemed not to be dry weather wastewater overflows, so were amended for reporting purposes, but not in the source CRM system.
- One urgent water fault (CRM 206825) was selected from the CRM system for testing, however, during

internal performance measure reporting processes, this event was deemed to be a wastewater fault, and reported as such, but not amended in the source CRM system.

- One urgent water fault (CRM 193644) was selected from the CRM system for testing, but it was noted that the system did not record the date and time of the resolution.
- Three urgent water faults (CRM 204232, 188675, 204370) have been inconsistently reported upon in determining the resolution time and the median resolution time.

Recommendation

We recommend the Council ensures there is sufficient documentation in the system to support resolution times of reported faults in instances where resolution times are not captured due to technical faults in the system.

We further recommend, before a request is closed, the categories be confirmed to allow more accurate reporting.

Management comment

Customer Services staff generally take the initial phone call and log these into the CRM system, staff try and log these in the correct manner and category however sometimes this is initially captured wrong due to incorrect information being supplied by

the customer or other reason. The majority of calls are responded to by KVS, KC or Water/Wastewater staff, these staff when completing comments and resolution times within the CRM system should be ensuring that the correct information is entered and the correct category has been selected, and if not should change this prior to completion. These staff have received training for this before and throughout the financial year to try and lessen errors, incorrect categories or multiple calls. Reporting staff have been attending various team meetings during May/June 2018 to ensure the staff that update and close the calls are aware of the importance of selecting the correct category and having the correct information. We will continue working with staff regarding the updating and re-categorisation of calls to get this information as accurate as possible. Please note reporting staff look through all relevant CRMs and comments to also try and confirm that the correct information has been included and the correct categories have been selected if possible.

We are also currently investigating being able to update CRMs remotely so that staff working in the field can remotely update the CRM at the time of attendance/resolution in a timely manner.

2.3 Policies requiring updating

Findings

We identified the following policies which had not been updated recently:

- Sensitive Expenditure Policy (last updated in February 2013).
- Credit Card Policy (last updated in October 2013).
- Gift Policy (last updated in November 2014).
- Staff Expense Policy (last updated in March 2015).
- Council Vehicle Policy (last updated in June 2014).
- Capitalisation Policy (last updated in 2012).

Recommendation

We recommend policies be reviewed regularly to ensure they remain relevant and take into account any changes in best practice.

Management comment

Agreed. These policies have been prioritised for review.

3 Summary of recommendations

Set out below is a summary of the priority of new recommendations raised during the current year's audit as well as the status and priority of previous years' audit recommendations.

The details of those recommendations not already discussed above are contained in Appendix 2.

	Priority			Total
	Urgent	Necessary	Beneficial	
New matters	-	2	1	3
Prior year matters still outstanding	-	-	-	0
Prior year matters in progress	1	-	-	1
Prior year matters to be followed up during final audit	-	2	-	2
Total open or outstanding matters	1	4	1	6
Cleared matters	-	1	-	1

This summary needs to be read in conjunction with the status of recommendations raised in previous years' management reports as detailed at Appendix 2.

Appendix 1: Explanation of priority rating system

Our recommendations for improvement and their priority are based on our assessment of how far short the Council is from a standard that is appropriate for the size, nature, and complexity of its business. We have developed the following ratings for our recommendations:

<p>Urgent</p> <p>Major improvements required</p>	<p>Needs to be addressed <i>urgently</i></p> <p>These recommendations relate to a serious deficiency that exposes the Council to significant risk. Risks could include a material error in the financial statements and the non-financial information; a breach of significant legislation; or the risk of reputational harm.</p>
<p>Necessary</p> <p>Improvements are necessary</p>	<p>Address at the earliest reasonable opportunity, <i>generally within six months</i></p> <p>These recommendations relate to deficiencies that need to be addressed to meet expected standards of good practice. These include any control weakness that could undermine the system of internal control or create operational inefficiency.</p>
<p>Beneficial</p> <p>Some improvement required</p>	<p>Address, <i>generally within six to 12 months</i></p> <p>These recommendations relate to deficiencies that result in the Council falling short of best practice. These include weaknesses that do not result in internal controls being undermined or create a risk to operational effectiveness. However, in our view it is beneficial for management to address these.</p>

Appendix 2: Status of recommendations

Outstanding matters

Recommendation	Current status	Priority	Management's proposed action
Review Authority users access to ensure it remains appropriate			
<p>We continue to recommend that regular, full reviews of users and their access levels in the Council's systems be performed to ensure that access remains appropriate.</p> <p>Additional resource should be assigned to perform administration and support of the Authority system to ensure that the system maintains security and accuracy of the Council's data.</p>	<p>Users' access levels in the Authority system were altered during the last Authority system upgrade in 2017.</p> <p>As a result, access to menus which should be locked down to specific people, has been opened to a much larger number of staff.</p> <p>We noted that access was not correct for these roles tested. They were changed when we noted them during our visit but there will be others that are not correct:</p> <ul style="list-style-type: none"> • staff able to maintain Creditors; • staff able to change Delegated Financial Authorities; and • staff able to change system parameters. 	Urgent	<p>Management response 2017</p> <p><i>During the recent audit there was a concern raised that after a recent upgrade that the finance staff had increased permissions in Authority and that they now had the ability to increase the access available to all staff. During the upgrade a system bug was identified in the Hierarchy Manager where any changes were applied to all "leaves" on the hierarchy branch rather than the individual node. (As noted, this should have been identified by the users during testing and corrected - this has now been completed). This resulted in additional menu items appearing in the users menu choices in Authority. However without the appropriate "role" permission the user is still unable to run the program. Hierarchy Access is based on assigned Roles.</i></p>

Recommendation	Current status	Priority	Management's proposed action
	<p>This raises the risk that data and system parameters have been changed inappropriately.</p> <p>We noted that due to the small number of staff within IT and IM, the Council has engaged Civica to perform release upgrades.</p>		<p>Management response 2018</p> <p><i>The outstanding matter in relation to the upgrade has been resolved. During this year's audit it was noted that all 'financial officer' roles have access to creditor master details and parameter settings, we are going to set up a new role to restrict those staff numbers to two or three.</i></p> <p><i>An additional resource has been budgeted for IT in the 2018/19 budget year.</i></p>

Matters that have been resolved

Recommendation	Outcome
Logging requests in ServiceDesk and CRM, for new users' access and changes of access	
We recommended that requests for new access to the Council's network and applications should be logged in the IT ServiceDesk system and/or Customer Request Management system (CRM). We also recommend that scans of the hard copy user access request forms are attached to the electronic request to confirm what levels of access have been authorised.	Requests for adding and removing users are now being logged in CRM and ServiceDesk.

6.6 Health and Safety report June 2018

Executive Summary

The Health and safety report for the month of June 2018 is attached.

The health and safety manager will be in attendance to discuss the report.

COMMITTEE RESOLUTION

That:

1. The report be received.

Moved by: Cr A J Wilcock

Seconded by: Cr D C Arnold

CARRIED

The meeting adjourned for morning tea 10:10am and reconvened at 10:37am

Health and Safety report June 2018

Trim No.: 2034235

Executive Summary

The Health and safety report for the month of June 2018 is attached.

The health and safety manager will be in attendance to discuss the report.

Recommendation

That:

1. The report be received.

Attachments

- A. June 2018 Health and safety report

Signatories

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



Health & Safety Report – June 2018

Introduction

A Health and Safety/Quality Coordinator has been appointed for KVS and her training programme is underway. This will initially require significant time involvement from the H&S team.

The team hosted a Te Aroha College student for a day who has an interest in the H&S profession.

Seven of the near misses and injuries reported this month were slip/trip/falls, several of which related to slippery wet or icy conditions. Two of these were lost time injuries. There were three instances of verbal abuse: public – staff, staff – staff, contractor – staff.

The H&S team project schedule is currently being reviewed.

Annual Key Objectives

Our key objectives for 2018 are:

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

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

Monitoring risk

Risk Management

Hazard/Risk tracking

# new risks identified	5	Mobile scaffolding (KVS), Switchboard (Te Aroha Library), Working on the Road (Retic/Works), Temporary Septage Unit (Morrinsville WWTP), Ferric Chloride (Waihou WWTP).

# existing risks reviewed	90
# risk control (CA's) completed	30

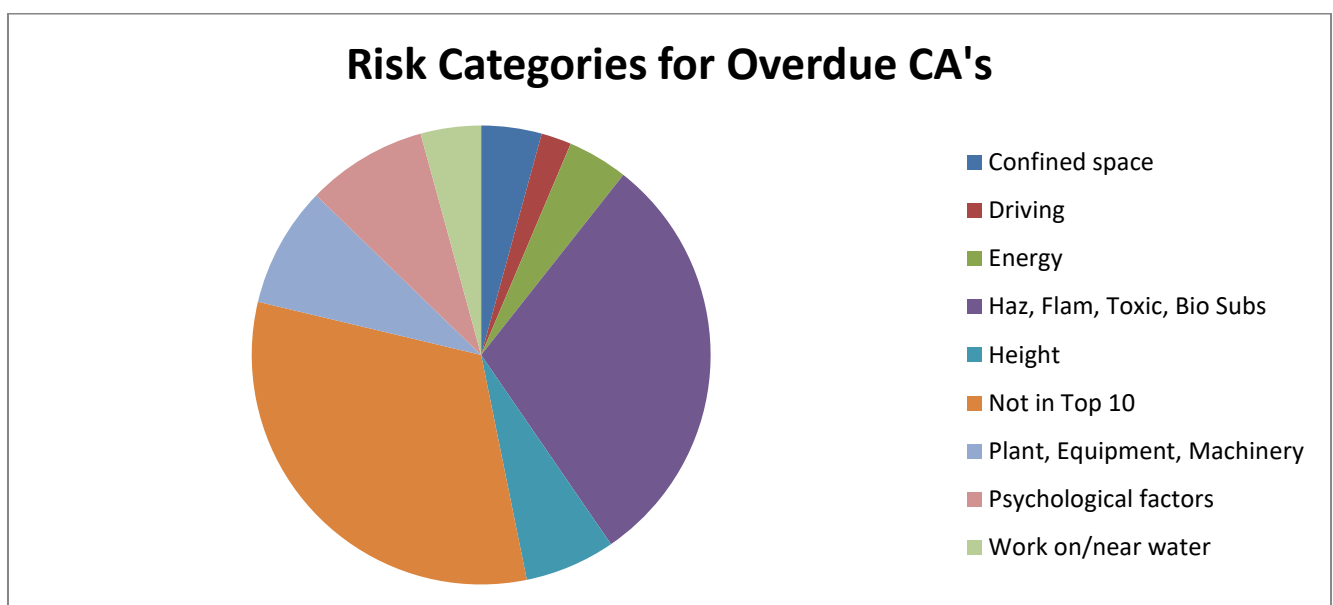
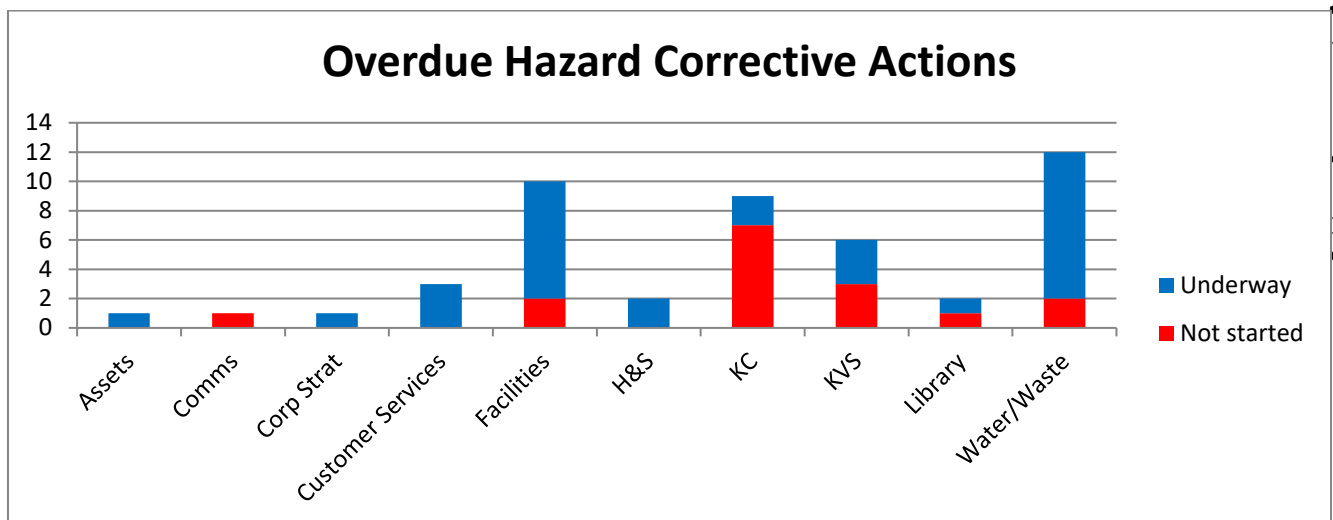
# existing risks overdue for review	0
# risk control (CA's) overdue 15+ days**	47

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

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

The two graphs below explain

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



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

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

RISK / HAZARD	ACTION TAKEN
Hazardous, flammable, toxic, biological substances	<ul style="list-style-type: none"> Asbestos Management Plan for MPDC adopted by Council. Priority buildings are being tested. Expert assistance to be engaged for writing of procedures.
Driving on the roads	
Psychological factors	<ul style="list-style-type: none"> 3 incidents of verbal abuse reported.
Confined space entry	
Working on the road	<ul style="list-style-type: none"> Engineering Administrator is in training. STMS audits are not currently being undertaken by KC.
Working at heights	
Energy	
Excavations	
Working over / near water	<ul style="list-style-type: none"> One wet rescue at Swim Zone reported.
Plant, equipment, machinery	<ul style="list-style-type: none"> Second incident of driving with gull wing toolbox left open on ute – alarm switches are being fitted.

Risk register reviews – The following risk register reviews will be conducted by our H&S Reps.

Risk register reviews	Auditor	Due date
Te Aroha Waste Water Treatment Plant	Ross Hall	Completed
Waihou Waste Water Treatment Plant	Rick Smith	Completed
Te Aroha Mineral Spas	Hayley Coetzer	July 2018
Morrinsville Waste Water Treatment Plant	Trudy Haines	July 2018
Park and Reserves Arborist/Mowing	Tony Watts	August 2018
Parks and Reserves Gardening	Gary Robinson	August 2018
Waihou Depot	Kenneth Ranger	August 2018
Te Aroha Water Treatment Plant	Bryan Turner	September 2018
Te Aroha (Silver Fern Farms) Event Centre	Rochelle Rogers	October 2018
Swim Zone Morrinsville	Nalisha Jackson	October 2018
Park and Reserves Refuse/cleaning	Stacey Blake	October 2018
Matamata Waste Water Treatment Plant	Kerry Tanner	November 2018
Refuse transfer station	Vicki Black	November 2018
Swim Zone Matamata	Charissa Tarry	December 2018

Staff inductions

# staff inductions completed	5	# staff inductions outstanding	0
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Procurement

# procurement assessments completed	2	Compactor truck (KVS), Ute with crane (Waste Water)
# procurement assessments outstanding	2	Awaiting completed assessment for: Ferric Chloride, Civil Defence Drone

Plant, equipment & machinery

# incidents / near misses where plant/equipment design is a contributing factor	1	Partition doors at Matamata Civic Centre: manual handling hazard due to height of doors in main hall
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The partition doors at the Matamata Civic Centre will create an on-going issue to manage. Currently only one staff member has approval to shift the doors which will create issues when he is unavailable. Further investigation is required.

Review & Audits

# internal audits conducted	3	• Refer to schedule below.
# internal audits outstanding*	7	• Refer to schedule below.
# external audits conducted	0	

Schedule of audits to be conducted by H&S Reps

Process / Risk / Hazard	Top 10 Risk Category	Auditor	Due date
General Maintenance at Transfer Stations	Substances	Bryan Turner	April
Epipen Use	Critical incidents	Charissa Tarry	Completed
Vacuum Cleaner : Safe method to remove filter and dust bag	Plant, equip, mach.	Kenneth Ranger	April
Stumpgrinder Safe Work Procedure	Plant, equip, mach.	Tony Watts	Completed
Pressure DE filter washdown	Substances	Trudy Haines	Completed
Lifting a pump from a well (with safety rails)	Working on/over water	Hayley Coetzer	Completed
Jacobson Mower Safe Work Procedure	Plant, equip, mach.	Stacey Blake	Completed
Tie Down & Lifting Chain Inspection	Plant, equip. Mach.	Kerry Tanner	May
Mowing Waharoa Aerodrome	Plant, equip, machinery	Gary Robinson	Completed
Safe work with Asbestos Cement Pipes (AC Pipes)	Substances	Daniel Wright	May
Hazardous Waste Sheds – Refuse Transfer Stations	Substances	Kenneth Ranger	June
Cleaning Septage Unit	Substances	Vicki Black	June
Safe work around an excavator & Excavator Loading & Unloading PL625	Excavations	Sandy Barnes	June
Self Contained Breathing Apparatus	Plant, equip, mach.	Charissa Tarry	Completed
Safe Work with a Harness	Working at Heights	Rochelle Rogers	June
Operating crane vehicle	Plant, equip, mach.	Sandy Barnes	July
Investigate and repair a Catchpit Tomo	Working over /near water	Nalisha Jackson	July
Annual Ladder inspections	Plant, equip, mach.	Stacey Blake	Completed
Te Poi – 200L PACL drum deliveries	Substances	Vicki Black	August
Disposal of screenings MVWWTP	Substances	Rick Smith	August
Lightning Emergency Procedure	Energy	Kerry Tanner	August
Agrichemical Application	Substances	Nalisha Jackson	August
Monitoring Sodium Hypo Liquid Bulk Delivery – SZMM &	Substances	Ross Hall	August

Sodium Hypo Safety Procedure			
KVS Escalation – Working Alone Serv.	Critical incidents	Rochelle Rogers	August
Hedge Trimming Safe Work Procedure	Plant, equip, mach.	Hayley Coetzer	September
Lifting manhole lids (Retic)	Working over/near water	Trudy Haines	September
Lock Out Process for Electrical, Air or Hydraulic Driven Machinery	Plant, equip, mach.	Gary Robinson	October
Safe Access to Silver Fern Farms Events Centre roof	Working at Heights	Daniel Wright	October
Fitting extensions to Fork Hoist	Plant, equip. Mach.	Ross Hall	November
Emergency Safety Shower & Eye Wash Test	Plant, equip, mach.	Rick Smith	November
Safe Work on Water – Using a Boat	Working on/near water	Bryan Turner	November
MMWWTP - Entering Influent Chamber for Routine Washdown	Confined Space	Tony Watts	December

Emergency Management

% Emergency Response Plans (ERP) completed		The ERP's for the minor water treatment plants and waste water treatment plants are near completion. However, changes to the Hazardous Substances Regulations will delay the final release until we have conducted our inventory reviews into the required calculator. We will then have a definitive idea of which sites require a formal ERP.
% Emergency Response Plans (ERP) tested by due date	100%	
% Trial evacuations completed on time	100%	Te Aroha Office – 28 June
% Trial evacuations/training programmes completed on time for Council halls	100%	
# equipment checks conducted	0	

Staff health / monitoring

Hand sanitiser has been provided to offices/facilities with the onset of winter and its nasty germs.

Drug testing

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

Return to work (RTW) programmes

# work related RTW programmes	2	
# pending work related RTW programmes	5	
# non-work related	4	Currently underway. One progressing well and the other still experiencing considerable pain.

Health

# pre-employment medical checks conducted (includes drug testing)	4	
# inoculations conducted	4	
# workstation assessments conducted	0	
# fit for work assessments	0	
# respirator fit tests conducted	11	Building team & SZMM team
# respirator fit tests outstanding	51	Have been booked for 26 – 27 July & 10 August at KVS - to be done by a WOHC nurse

Site safety audits (non-Contractor sites)

# audits conducted	4	Waihou WWTP, Firth Tower Museum, Te Aroha Office, Te Aroha iSite
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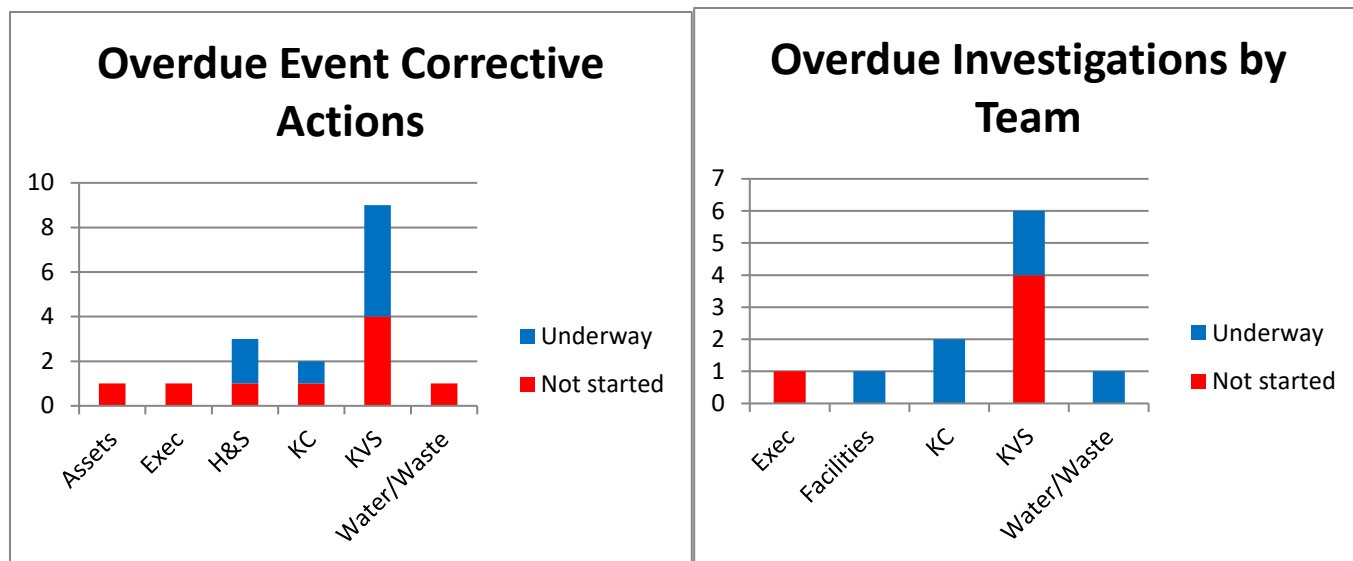
Events* (Accident / Incidents)

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

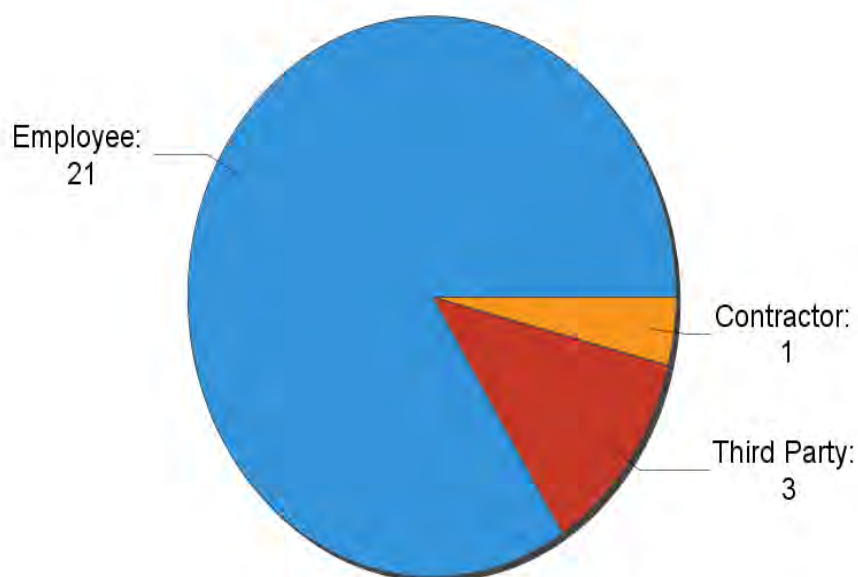
# incidents for period	25	# incidents notifiable to WorkSafe	0
# of LTI's	3	# ACC claims	4

Investigations not completed by due date*	11	Underway: 6 Not started: 5
Incident Corrective actions not completed by due date^	17	Underway: 8 Not started: 9

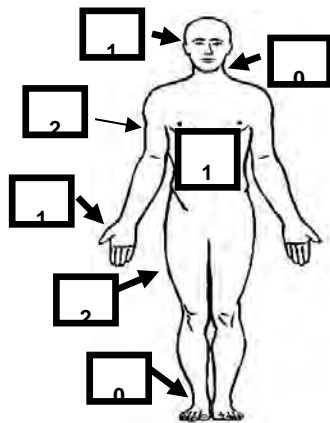
^ Accident/event corrective actions overdue by more than 15 days



Incident by person



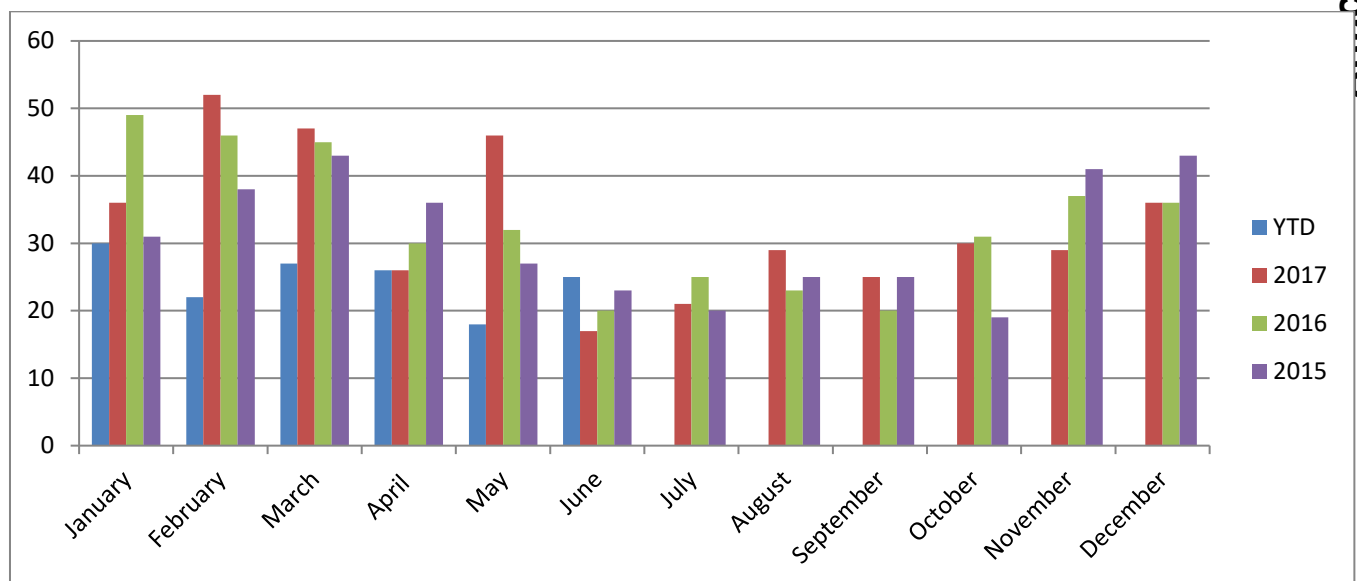
Staff injury by body location:



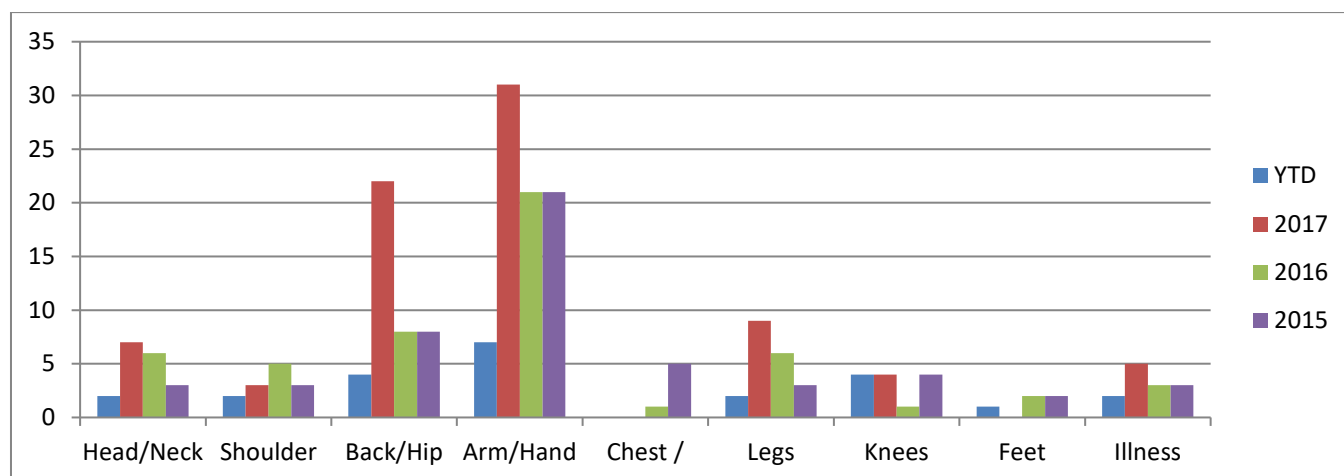
Incidents by site

KVS Parks	1	SZMV	1	KVS Water	1
SZTA	2	TA Office	5	Firth Tower	1
KVS Works	2	MM Office	4	KVS Retic	1
MV Event Centre	1	Off Site	2	MM Lib	1
KVS Waihou	1	MV Lib	1	MV Office	1

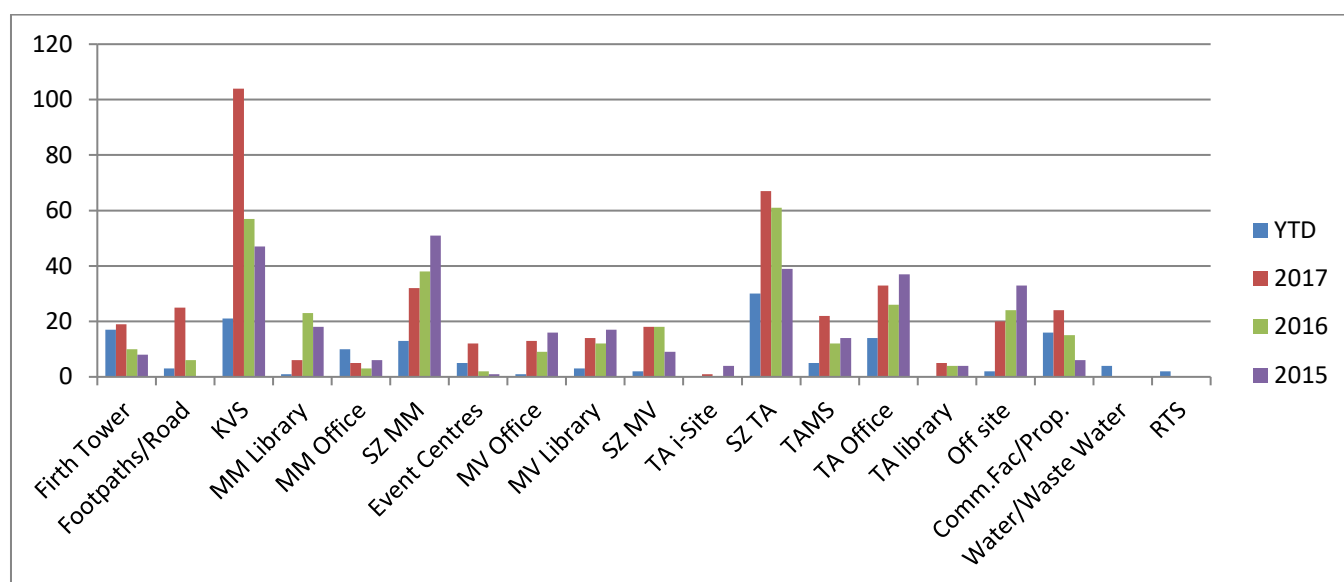
Total Incidents by month



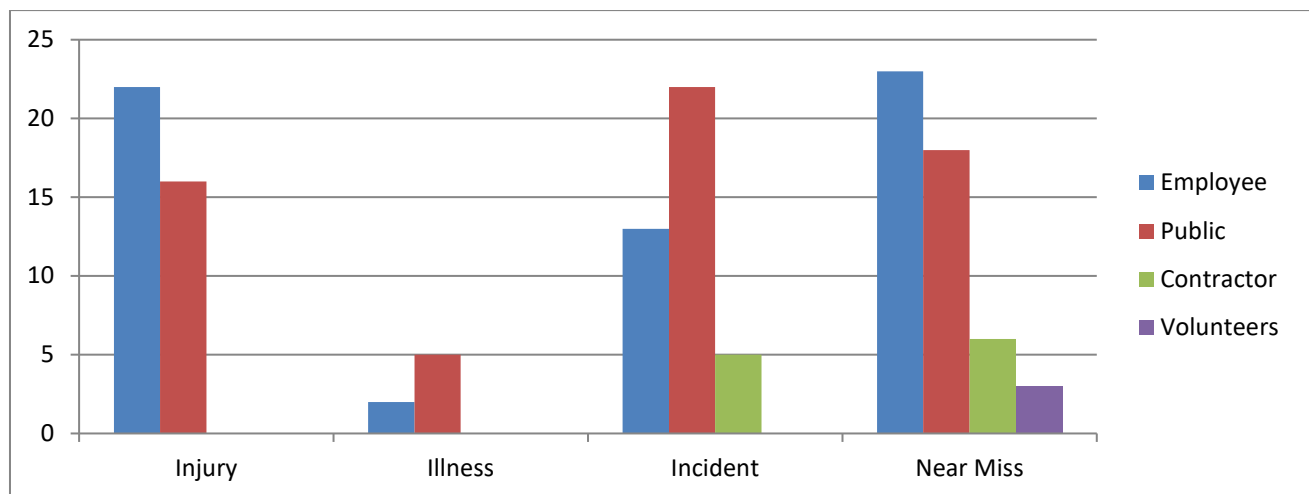
Breakdown of body location - staff injuries/illness



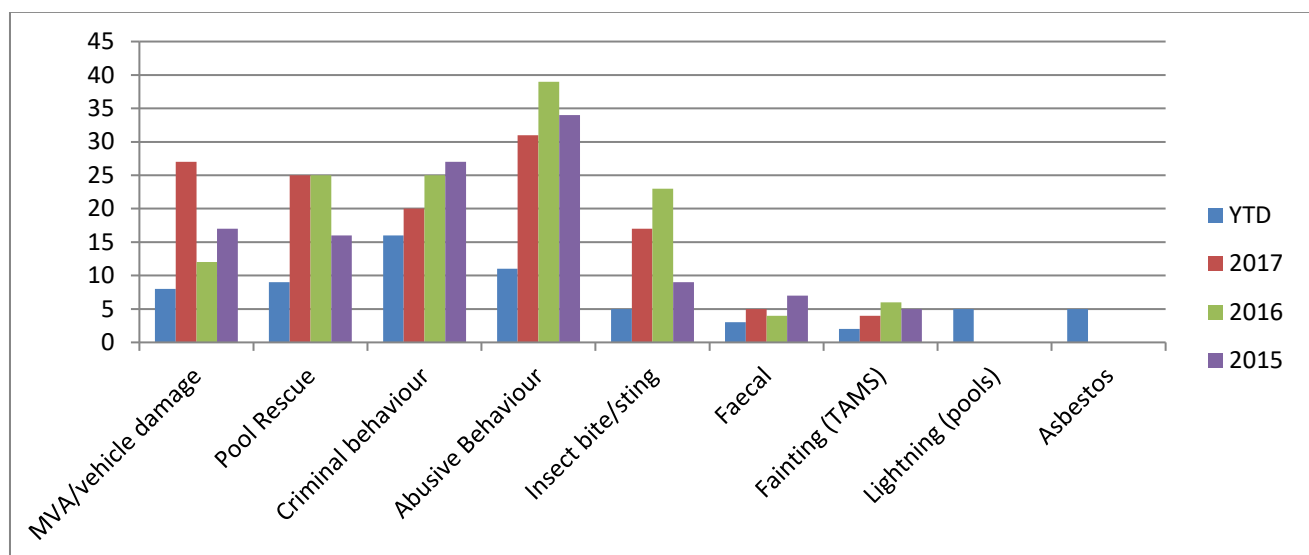
Breakdown of incidents by site



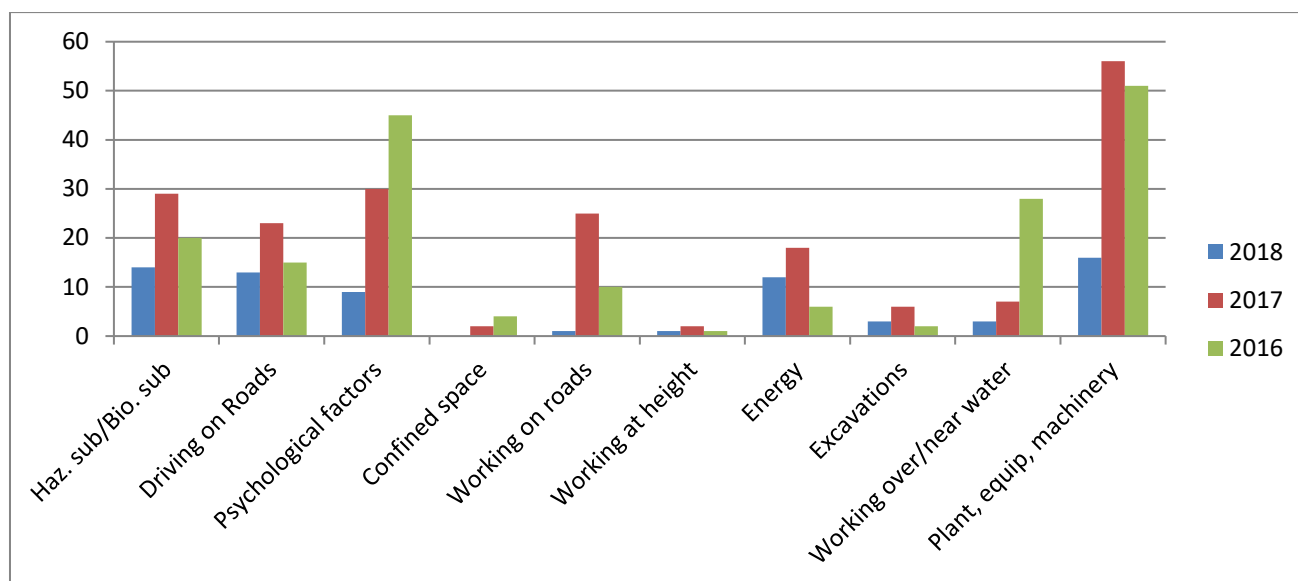
Breakdown of incidents by person type 2018 YTD



Frequently recurring issues



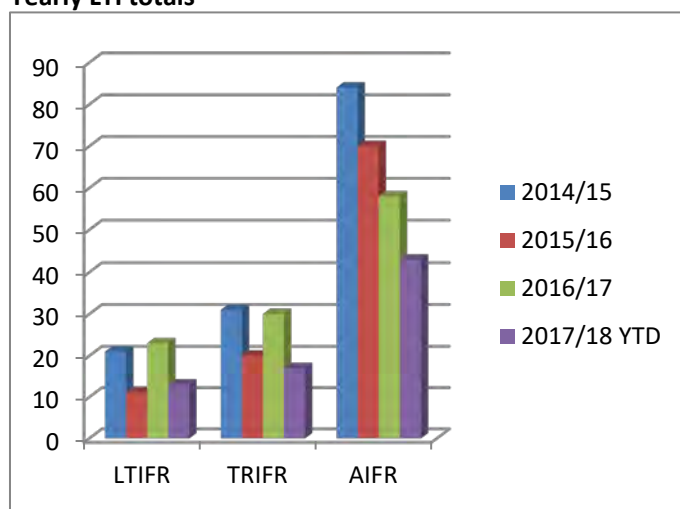
Incidents related to "Top 10 Hazards/Risks"



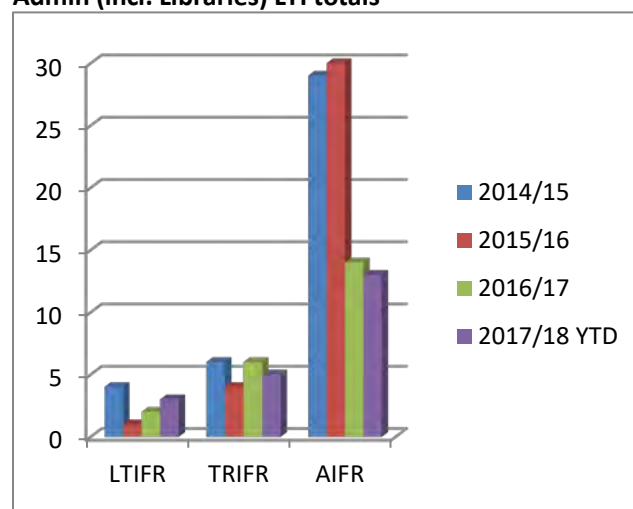
LTI statistics

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

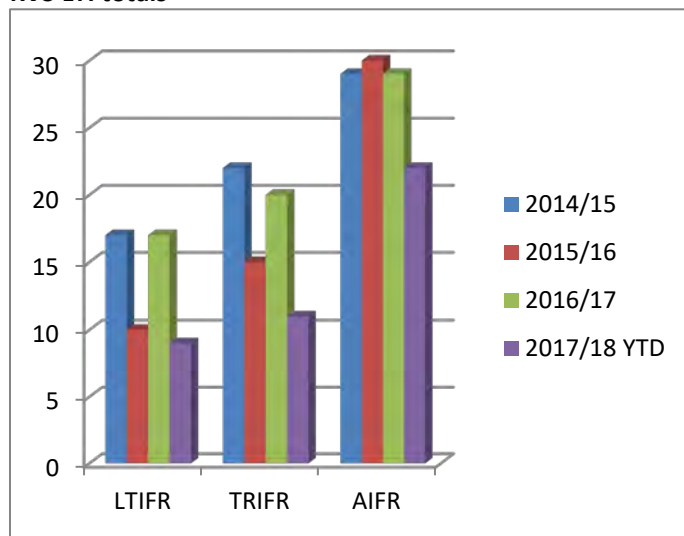
Yearly LTI totals



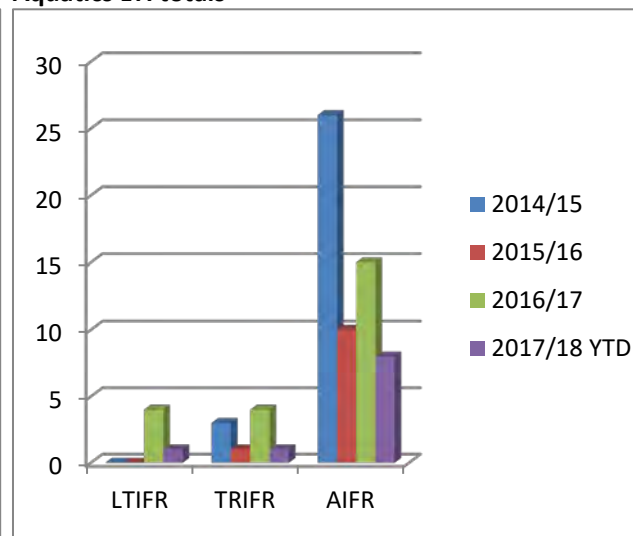
Admin (incl. Libraries) LTI totals



KVS LTI totals



Aquatics LTI totals



Monitoring relationships

Wellbeing initiatives

- Staff group walk around town – 20 June
- Cake Decorating Workshop – 27 June

Volunteers

Nothing to report

WorkSafe New Zealand

Nothing to report

Internal worker engagement

Meeting attendance

# E-Team meetings where H&S was discussed	3	Key outcomes:	Recorded in minutes.
# H&S Committee meetings	0	Key outcomes:	Recorded in minutes.
# other H&S meetings conducted	2	Key outcomes:	H&S Facilitator attended Building and Corp Strategy team meetings: 4 issues raised.
# HR / H&S Manager meetings	3	Key outcomes:	Recorded in Trello.
# KVS H&S meeting for team leaders & H&S Reps	2	Key outcomes:	Recorded in minutes

# REACH Rep meetings	1	Key outcomes:	
# REACH Rep discussions with staff	1	Key outcomes:	Relates to an aggressive Contractor.

Refusal to undertake work

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

Forum	# attended	Key actions
Waikato LASS (6 weekly)	1	Regional H&S Framework and associated Best Practice Guides is still underway.
Waikato/BOP Local Government H&S Forum (quarterly)	1	
Waikato LG H&S Managers & WorkSafe NZ (6 weekly)	1	Waikato H&S Managers to discuss Building team co-operation with WorkSafe at their next LASS meeting scheduled for July.
Meetings with ACC	0	
NZISM meetings	1	Presentation from ACC on disputing ACC claims.

Waikato LASS H&S Working Party projects

Project	Status	Comments
Development of KPI's and PPI's	Underway	MPDC H&S Facilitator is on this working party. Draft KPI's to be presented at February WLASS meeting. Work on PPI's may follow completion of KPI's.

Contractor Management

# unapproved contractors used	4	2 were specialist contractors, 1 had not supplied their insurance certificate and was restored to the prequalified list the following day.
-------------------------------	---	--

Contractor auditing

# Site safety audits conducted*	1	Downer
---------------------------------	---	--------

*Site safety observation: Fibre Networks

Contractor inductions

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

Celebrating success

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

Monitoring resourcing

Process management

# processes created in Promapp	4
# processes in Promapp overdue for review (primarily by the H&S team)	33
# corrective actions in Promapp Improvement Module not closed	5

# procedures in Promapp reviewed	21
# feedback in Promapp with no responses	4

Policy management

Staff Occupational Health Monitoring Policy

The policy is now in its second round of consultation and submissions close in early July.

Training

Training course	# identified	# completed	Key outcomes/commentary	Complete / Outstanding
Simpson Grierson – HSWA : Lessons from the first two years seminar	3	3	Free session – very informative	Completed
First-aid Training	69	24		Underway
Fire Warden & Extinguisher	30	23		Underway
Traffic Controller	14	8	July training scheduled	Underway
Confined Space	8			
Breathing Apparatus	8		August training scheduled	Underway
STMS – Level 1	9	3	July training scheduled	Underway
Customer Conflict Awareness including Suspicious Package/Bomb Threat	41	16		Underway
Electrical Testing	6			
Civil Defence – Induction	11			
Civil Defence – Other	33			
Chemical Handling	14			
Approved Handler (Chlorine only)	5			
Forklift Operators Certificate	10			
Manual Handling	15	8		Underway
Height Safety Introduction	8	4		Underway
H&S Representative Training	11	15		Underway
Operate Road/Concrete Saw Training	5	4		Completed
SiteSafe – Construction	6			
Dangerous Goods	6			
WorkSafe CEO Video	All	13		Underway
LifeCare Consultants “Cardiovascular Disease Webinar”	All	39		Underway
LifeCare Consultants “Hearing Webinar”	All	36		Underway
LifeCare Consultants “Lung Function Webinar”	All	32		Underway
LifeCare Consultants “Sun Smart & Hydration Webinar”	All	43		Underway
LifeCare Consultants “Poor Health = Risk Webinar”	All	41		Underway

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

An upgrade to the latest version of Vault is scheduled for 3 July 2018. This should provide additional functionality for users.

Additional work is required on the system and a business case will be prepared to engage an ex-Tauranga City Council staff member who has specific skills in this software.

Item 6.6

Attachment A

Health & Safety Team 2018/19 project plan

This plan is currently under review.

Underway

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

2018 priorities (not started)

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

Officer (elected member) due diligence

Policy & Planning

1. **Keep up-to-date with health & safety matters**
 - Alert24 news
 - WorkSafe NZ media release : Enforceable Undertaking from Airtech Limited and NZ Hot House Limited
2. **Understand the nature of our business and its hazards and risks**
 - Monthly report to Council

Delivery

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

Monitor

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

Review

6. Verify

Due Diligence information received from Crs

- H&S inductions with new farm staff at season change over.
- WorkSafe H&S news releases read.
- Discussion Lone Worker policy with H&S Manager.
- Reporting to Waikato DHB on health and safety issues at Waikato Hospital.
- Reporting on health & safety in personal blog.
- Completion of first aid course.

APPENDIX A – 2018 H&S Objectives

2018 Health & Safety Objectives			
Objective	How achieved	Measured by	Status
Improving Contractor H&S management	<p><u>Auditing</u></p> <ul style="list-style-type: none"> Contract managers conduct safety audits of their contractors and provide completed reports to the H&S team. Third tier managers to monitor their teams to ensure audits are being conducted within required timeframes. <p><u>Inductions</u></p> <ul style="list-style-type: none"> Develop an induction system for providing Contractor inductions appropriate to the worksite and level of risk. 	<p>5 large contracts and 5 smaller contractor jobs (works order) audited at the end of 2018 to check whether they:</p> <ul style="list-style-type: none"> Completed a H&S Risk Assessment at the start Provided an appropriate induction for the contractor Had an appropriate plan for auditing the contractor and complied with it Completed a post contract review (where applicable) <p>with a target of 50% compliance on each of those measures.</p> <ul style="list-style-type: none"> Contractor induction system prepared and ready for launch in 2018. 	<p>Audits are very slow coming through. We still don't have the culture or seeing H&S as a key aspect of our business and not a hinderance.</p> <p>Site specific induction form launched for high risk sites.</p> <p>Training provided for contract managers in planning for contractor H&S management.</p>
Improving safety collaboration	<ul style="list-style-type: none"> Increased H&S rep participation in risk register reviews and process audits. Review of the worker participation (H&S Rep/Committee) system and structure in line with new HSWA. 	<ul style="list-style-type: none"> H&S reps to complete at least two process audits in an area outside their area of work per year. H&S reps to complete at least one risk register review per year. Worker participation system meets requirements of regulations. 	<p>Audit schedule provided to H&S reps – 30 scheduled, 8 complete, 7 overdue</p> <p>Schedule provided to H&S reps – 14 scheduled, 2 complete</p> <p>Process is complete.</p>

	<ul style="list-style-type: none"> Develop system for providing sharing of learnings with staff on events, risks etc. Encouraging a “no blame” culture to ensure staff feel comfortable reporting incidents, risks etc without fear of ridicule or repercussions. Promote near miss reporting. 	<ul style="list-style-type: none"> H&S Committee meetings to be attended by at least 50% of H&S Reps. Improved feedback in staff climate survey on the reporting back of issues raised: Q31 (<i>I believe the outcome of accident investigations is adequately communicated to those involved</i>) improvement in never & occasionally combined to less than 10%. 2016 results were 13%, 2017 results were 12.95% Management Group and Team Leaders to view the Dr Todd Conklin video about “failing safely”. “Failing Safely” and “no blame” culture to be regularly discussed at Management Group meetings. Information provided to H&S Committee on what “failing safely” means and seeking their suggestions on how we can support this and encourage engagement Health and safety section to be added to expected behaviours section of PDT forms. Improved feedback in staff climate survey on Q30 (<i>I report near misses</i>) never/occasionally to go down to no more than 10%. 2017 results were 12.14% 	<p>February – 8/10 March – 11/15 May – 11/16</p> <p>PDT system is under review.</p>
Improving accessibility to H&S information	<ul style="list-style-type: none"> Promapp refresher training sessions conducted (relevant to sites). 	<ul style="list-style-type: none"> All staff to have access to Promapp and RM. (Requires consultation with Records/IT) and refresher Promapp sessions conducted throughout the year. Improved feedback in staff climate survey on accessibility of H&S information: Q4 (<i>H&S information is easy to find, communicated in a simple way</i>) ‘occasionally’ to go down to no more than 10%. 2016 results were 21.99%, 2017 results were 17.61% Q22 (<i>Safety processes are appropriate, logical and easy to follow</i>) ‘occasionally’ to go down to no more than 7%. 	

Corporate and Operations Committee
25 July 2018

	<ul style="list-style-type: none"> Information on risks specific to each team to be provided to team members. 	<p>2016 results were 10.71%, 2017 results were 11.35%</p> <ul style="list-style-type: none"> Teams to identify their high risk areas of work/tasks where this has not already been done (i.e. site hazard registers). (Requires consultation with teams and is expected to take some time to complete). 	
<p>Improving health and wellbeing (improve general health, stress and bullying reduction)</p>	<ul style="list-style-type: none"> Develop guidelines for fatigue management and provide education to relevant staff. Review stress management policy to provide more user friendly staff guide. Develop an “unacceptable workplace behaviours” poster and associated education to encourage a reduction of bullying. Promote health and wellbeing. 	<ul style="list-style-type: none"> New guidance on fatigue published by October 2018 and training provided. New guidance on stress management published by May 2017 and training provided. Improved feedback in staff climate survey on Q37 (<i>‘Do you feel the demands placed on you at work are generally more than you are able to cope with?’</i>) always/often responses to go down to no more than 15%. 2016 results were 20%, 2017 results were 18.44% Improved feedback in staff climate survey on Q38 (<i>‘Have you experienced negative work related stress in the last 12 months?’</i>) always/often responses to go down to no more than 20%. 2016 results were 25%, 2017 results were 20.71% H&S Committee to drive this initiative by seeking feedback in the Bulletin and then preparing a draft document for E-Team approval. Run two campaigns during the year on health and wellbeing topics such as healthy eating, exercise, sun smart (melanoma), work/life balance etc. 	

6.7 Chief Executive Officers report for June 2018

A copy of the Chief Executive Officer's report for June 2018 is attached.

COMMITTEE RESOLUTION

That the report be received.

Moved by: Cr J A F Thomas

Seconded by: Cr D C Arnold

CARRIED

Chief Executive Officers report for June 2018

Trim No.: 2032864

A copy of the Chief Executive Officer's report for June 2018 is attached.

Recommendation

That the report be received.

Attachments

- A. Final CEO report for month ending June 2018 (COC meeting on 25 July 2018)
- B. June COC meeting Project Spreadsheet
- C. Council Consents Received June 2018

Signatories

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

June 2018

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1. CEO overview

1.1 National

Staff have attended a range of workshops regarding reviews that Government are in the process of doing.

Reports and thoughts on these will be brought forward for Council information in due course. These include matters associated with the RMA, Housing, 3 Waters and Regional Spatial Plan.

2. Finance and Business Services

FINANCE AND BUSINESS SERVICES FINANCIAL REPORT – JUNE 2018

1. Financial Performance Summary

EXECUTIVE SUMMARY

The monthly Financial Reports to Council during the second half of the financial year have reported a surplus. The trend has continued to the end of the year. Financial Staff have commenced the end of year process. There is no complete data to report to Council at this date. We intend to provide preliminary financial results for the 2018 financial year in next month's report.

The total Rates Levied in 2017/2018 was an increase of \$461,502 on the previous year (2016/2017).

The outstanding rates at 30 June 2018 are \$50,050 less than at the same date last year.

1. Rates

The total rates levied for the 2017/2018 year were \$37,388,536 (16/17 \$36,927,034) .The balance of current rates owing at 30 June 2018 is \$476,573 representing a collection rate of 98.73% (16/17 98.54%) The collection rate of arrears for the year is 63.84%. (16/17 69.29%)

RATES STATUS REPORT As at 30 June 2018		
Notes	June 2017 \$000	
Rates for 2017/18		
Total annual rates levied	37,388	
Balance of total current rates owing	477	
Current year rates collected YTD	36,911	
Percentage of current rates collected YTD	98.73%	
Arrears from prior years		
Opening balance	930	
Less statute barred arrears written-off	(13)	
Less arrears collected this year	(594)	
Total owing from prior years	336	
Percentage of arrears collected YTD	63.84%	
	2018	2017
Penalty applied for 1st installment	39	43
Penalty applied for 2nd installment	44	43
Penalty applied for 3rd installment	45	38
Penalty applied for 4th installment	34	36
Rates collection		
Number of rateable properties	14,559	14,488
Number of assessments paid by direct debit		
Weekly	444	288
Fortnightly	475	292
Monthly	957	906
Quarterly	2,448	2,260
Annually	14	17
TOTAL	4,338	3,763
Staff have processed 207 Change of Ownerships during June 2018 (184 June 2017).		

2. External Borrowing

Council Interest Rate Position as at 30 June 2018

Matamata Piako DC Interest Rate Position			
12 Month Forecast Core Debt:	28.6	30-Jun-18	
Policy Limits	55% - 90%		
Overall Fixed: Floating Mix	82%		
Policy Compliance	Y		
Liquidity Ratio:	110%		
Actual	149%		
Policy Compliance	Y		
Fixed Rate Maturity Profile:			
Years	1 - 3 years	3 - 5 years	5 years plus
Policy Limits	15% - 60%	15% - 60%	15% - 60%
Actual Position %	17%	26%	57%
Actual \$m	4.00	6.11	13.40
Policy Compliance	Y	Y	Y
Funding Maturity Profile:			
Years	0 - 3 years	3 - 5 years	5 years plus
Policy Limits	15% - 50%	15% - 60%	10% - 40%
Actual Position %	41%	33%	26%
Actual \$m	12.63	10.00	8.00
Policy Compliance	Y	Y	Y
Weighted Average Duration:			
Funding		3.97 Years	
Fixed Rate Portfolio (swaps and fixed rate loans)		5.32 Years	
Weighted average fixed rate on current borrower swaps*:			
Swap Portfolio	4.31%	* Note: non-active forward starts are not included.	
Counterparty Credit Risk (Interest Rate Risk Mgmt Instruments and investments)			
Policy Credit Limit (NZ\$) per NZ Registered Bank (Interest rate risk management)		\$	10,000,000
Policy Credit Limit (NZ\$) per NZ Registered Bank (Investments)		\$	20,000,000
Policy Credit Limit (NZ\$) per NZ Registered Bank (Total maximum per counterparty)		\$	30,000,000
	Credit Exposure (Swaps) (\$m)	Credit Exposure (Investments) (\$m)	Compliance
WPC	4.19	4.15	Y
ANZ	0.00	0.00	Y
ASB	0.00	1.00	Y
BNZ	0.72	9.40	Y
Kiwibank	0.00	0.00	Y
CBA	0.00	0.00	Y

3. Funding Maturity as at 30 June 2018

30-Jun-18

Matamata Piako DC

Funding & Liquidity Risk Position

Committed Loan/Stock/Facilities/Investments \$42m

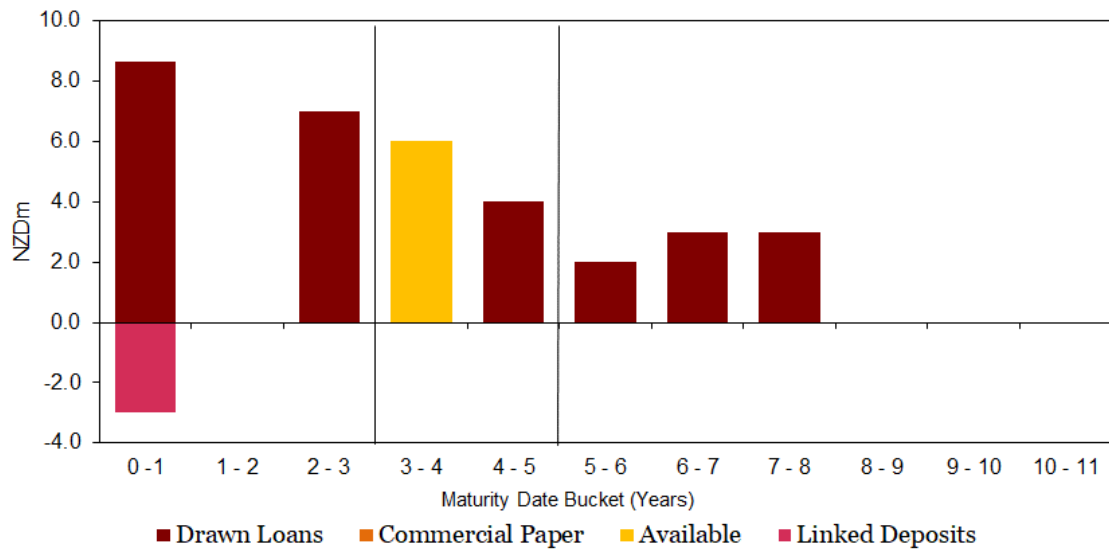
Current External Debt \$24.7m

Current Net Debt \$16.2m

Policy Liquidity Ratio $\geq 110\%$

Actual Liquidity Ratio 149%

	0 - 3 years	3 - 5 years	5 years plus
Policy Target Band	15%-50%	15%-60%	10%-40%
Actual	41%	33%	26%
Actual (NZD m)	12.63	10.00	8.00

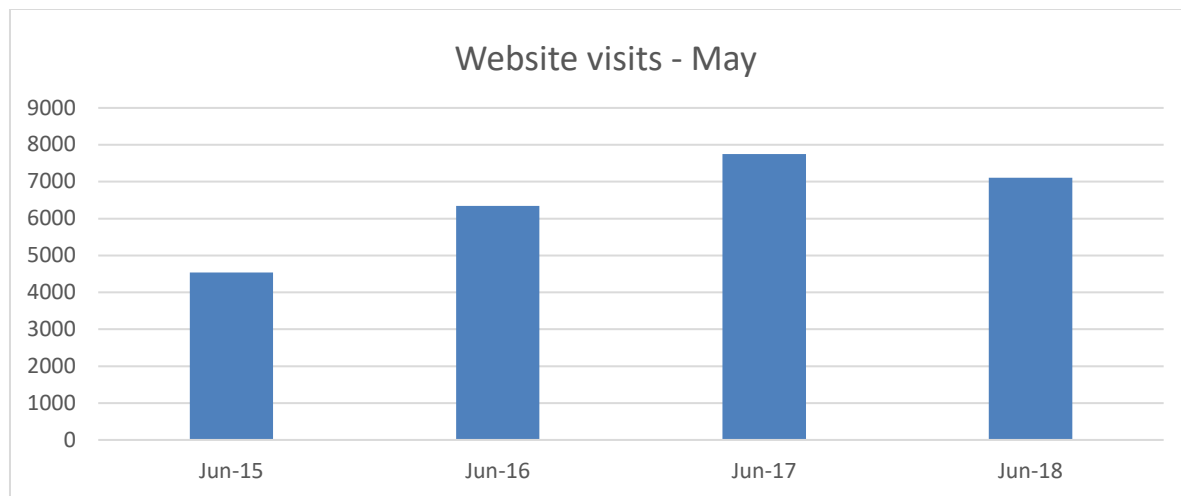


4. Treasury Investments at 30 June 2018

TREASURY INVESTMENTS						
As at 30 June 2018						
Deal number	Investment type	Counter party	Maturity date	Term (days)	Interest rate	Amount invested
Long-term Investments						
944	Borrower Notes	LGFA	15-Mar-19	2209	2.43%	96,000
951	Borrower Notes	LGFA	17-May-21	2639	2.41%	56,000
956	Borrower Notes	LGFA	15-Apr-23	3253	2.42%	64,000
957	Borrower Notes	LGFA	15-Mar-19	1726	2.22%	40,000
958	Borrower Notes	LGFA	17-May-21	2520	2.40%	56,000
1024	Borrower Notes	LGFA	15-Apr-24	2527	2.31%	32,000
1025	Borrower Notes	LGFA	15-Apr-25	2892	2.35%	48,000
1048	Borrower Notes	LGFA	15-Apr-26	2892	2.46%	48,000
Total Long-term Investments as at					30-Jun-18	440,000
Short-term and call investments						
1040	Term Deposit	BNZ	08-Aug-18	181	3.47%	5,400,000
1044	Term Deposit	ASB	20-Jul-18	81	3.04%	1,000,000
1045	Term Deposit	Westpac	20-Aug-18	112	3.19%	2,750,000
1046	Term Deposit	BNZ	30-Oct-18	183	2.45%	1,000,000
1047	Term Deposit	BNZ	14-Mar-19	303	3.70%	3,000,000
1051	Term Deposit	Westpac	20-Jul-18	52	2.62%	1,400,000
Call	23 account	BNZ			1.75%	1,332,531
Total short-term and call Investments as at					30-Jun-18	15,882,531
Weighted Average Interest Rate						
This month		2.97%				
YTD		3.21%				
Investment Policy Compliance						
Complied						

3. Corporate Overview

3.1 Communications



Events

- A workshop was held on 12 June at the Matamata-Piako Civic and Memorial Centre for business opportunities associated with the Te Aroha to Matamata Hauraki Rail Trail extension with over 50 people in attendance.
- A volunteer evening was held on 21 June at Kaimai Cheese to recognise and thank the groups and individuals who volunteer in our community. Volunteers are the heart of any caring community and many services could not exist without these individuals and groups who freely give of their time and expertise.
- Planning is underway for the Business Night Out, to be held on 11 October at the Matamata-Piako Civic and Memorial Centre. This year's keynote speaker is Lilia Tarawa, who grew up in the religious community Gloriavale, and is now a business consultant, with a focus on leadership, self-respect and confidence.

Economic Development

- Staff attended a meeting to discuss the partnership agreement with the new Waikato Regional Economic Development Agency (REDA).
- Staff also attended a Waikato Events Symposium to learn about opportunities for marketing conference venues, and subsequently with representatives from Hamilton Waikato Tourism to discuss the promotion of our facilities at the Matamata-Piako Civic and Memorial Centre.
- Staff attended the local BA5s, Morrinsville Chamber of Commerce meeting, and Te Aroha Business Association AGM. A regular monthly meeting was also established with the Chairs of the local business associations.
- Event funding grants were approved for the Aroha Cruise In and Santa Parade (Te Aroha Business Association application) and the Morrinsville Fireworks.

Communications and Marketing

- Consultation materials were developed for the Representation Review, including an animated explainer video. Boosting the video on Facebook and Neighbourly saw a direct increase in the number of submissions.
- Advertising continued around the changes to rubbish bags, with display stands also provided to supermarkets to highlight this change.

3.2 Human Resources

Staff turnover figures for year to date from 1 July 2017 to 30 April 2018 are:

Year to date at	Office	KVS	Libraries	Facilities	Total
	%	%	%	%	%
July 2017	0	1.7	0	0	.45
August 2017	0	3.42	0	5.48	1.83
September	0	3.42	0	5.48	1.825
October	0	6.9	6.67	8.22	3.64
November	0	6.9	6.67	14.01	4.56
December	0	6.9	6.67	13.89	4.55
January	2.73	12.28	6.67	13.89	7.34
February	2.73	12.28	6.67	13.89	7.34
March	2.71	15.93	29.63	16.00	10.09
April	5.43	17.54	29.63	18.67	12.41
May	5.43	21.05	37.04	27.40	15.21
June	5.43	22.81	37.04	27.40	15.63

Total permanent staff resigned up to 30 June = 34

3.3 Corporate and Legal Services

Policies and Bylaws

Staff are undertaking a rolling review of the bylaws. The following updates work on these bylaws, at this stage policy review is limited outside of the LTP project -

- Fires in open spaces bylaw - a review of the bylaw will now focus on the revocation of any powers that duplicate those held by the new authority. Staff have contacted FENZ to start consultation on the revocation of the Fires Bylaw (as required by legislation).
- Grants policies - overall review of all policies to align with LTP in 2018 is needed (non-statutory), this is scheduled to occur late 2018.
- Sustainability policy - review required (non-statutory) Work on the review of the sustainability policy has not yet started as is awaiting outcome of potential change to legislation (Zero Carbon Act).

A number of other policies/bylaws have been identified for review, most of this work will commence in the second half of 2018, once the bulk of the work on the Long Term Plan is completed – subject to team and Council approval:

Policies/Bylaws to review:

- Utilities Bylaw
- Transport Bylaw – Speed limits and Bridge weights (Bylaw schedule)
- Legal Highs Policy
- Gambling & TAB Policy – due 2019
- Introductory Bylaw (due 2020)
- Trade Waste (due 2021)
- Solid Waste licensing clauses (implementation)

Annual Report

Audit NZ have completed their interim audit from 14 - 18 May. The draft management report was presented to Audit and Risk Committee in June and the final management report will be presented to Council in July.

Long Term Plan

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

Treaty Settlements

Hauraki Treaty Settlements - Ngāti Rahiri Tumutumu

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

Hauraki Treaty Settlements - Co-governance

An update was sent to Council in February regarding the co-governance proposals which have largely been settled. An MOU regarding RMA mechanisms has been discussed at the Council workshop on 1 November. Further discussions are underway with the other affected Councils and the Crown on the content of the MOU. Council will be updated once a second draft is made available.

Ngāti Hinerangi Treaty Settlements

Staff were approached early 2016 regarding the Ngāti Hinerangi Treaty Settlement process, a report updating Council was sent to its May 2016 meeting with arrangements with Ngāti Hinerangi

largely settled, Staff are awaiting deed/legislation drafting. No further updates are available at this stage.

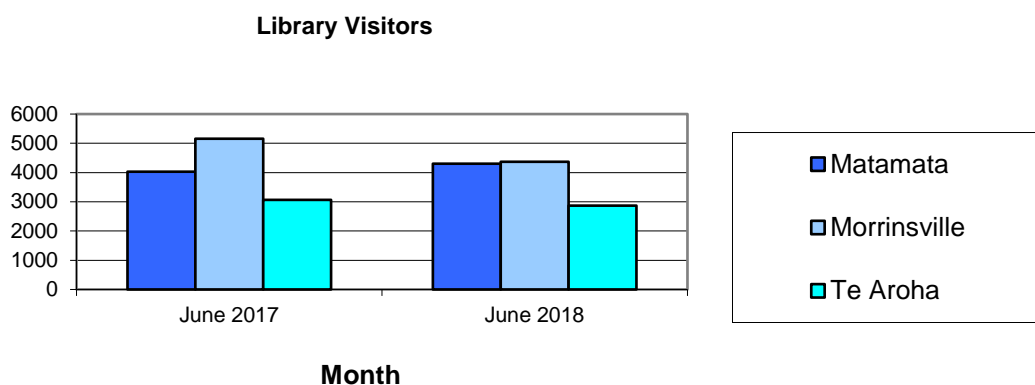
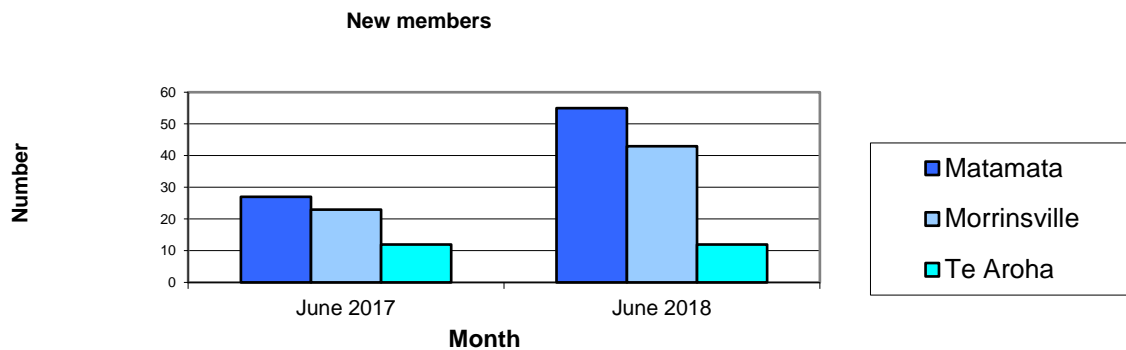
LGNZ Excellence Programme – Action Plan

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

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

4. Community Development Overview

4.1 Libraries

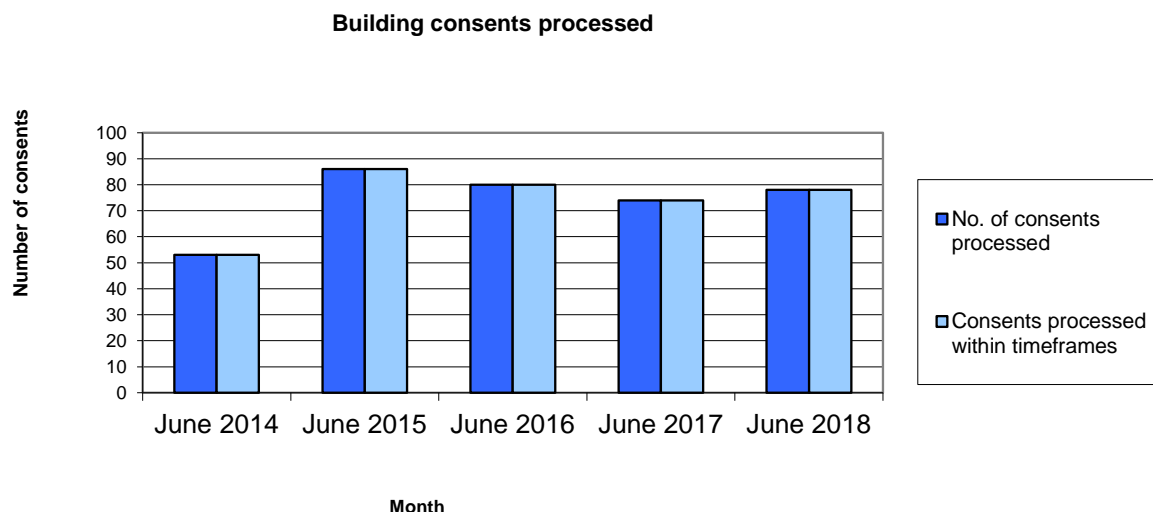


Libraries comments

- All libraries are now offering pre-school programmes regularly and receiving steady attendance despite the cold weather, with an increase in average attendance from May to June.
- There continue to be issues with Te Aroha Library in terms of building matters but solutions are in place:
 - Dehumidifiers are working - are pulling out plenty of water and needing to be emptied twice a day.
 - Heater in non-fiction room stopped working. Two more heaters for this area are ordered so some shelving was removed to accommodate this.
 - Surge protector has been put on gates, to see if this will help with power supply to them.
 - Eft-pos now working on both kiosks after months of issues.
- Morrinsville Library swapped spare seating from Customer Services into the teen area. This has improved the area but unfortunately the mouldy carpet remains visible. It has been a little warmer in Morrinsville Library lately although some days are still chilly - around 17 or 18 at lunchtime.
- Matamata Library is currently prioritising furniture needs for the next financial year.
- Staff continue to be creative with the themes for their displays with “How to deal with your in-laws” drawing many chuckles. Our displays on Matariki were also popular.
- Our use of a reasonably new collection management tool Collection HQ reports is proving helpful. Collection HQ enables us to use evidence-based reports to manage our collections. This ensures our users’ needs are being met at each library, and that our stock is current and targeted.

- The return of the Online Cenotaph kiosk to Morrinsville has been popular, with 170 users in June. This is in addition to the 165 users in April before it was shifted to Matamata in time for their opening. Online Cenotaph is described by Auckland Museum as “our digital social space where enthusiasts, families, and researchers can share and contribute to the records of those who served for Aotearoa New Zealand.”
- Although the number of hard copy issues this month has dropped compared to last June, there has been an increase in the number of people joining up, and increased use of the library website and e-books. District Librarian and Communications staff have developed a plan to further promote online resources and e-books over the coming months.

4.2 Building



Building highlights:

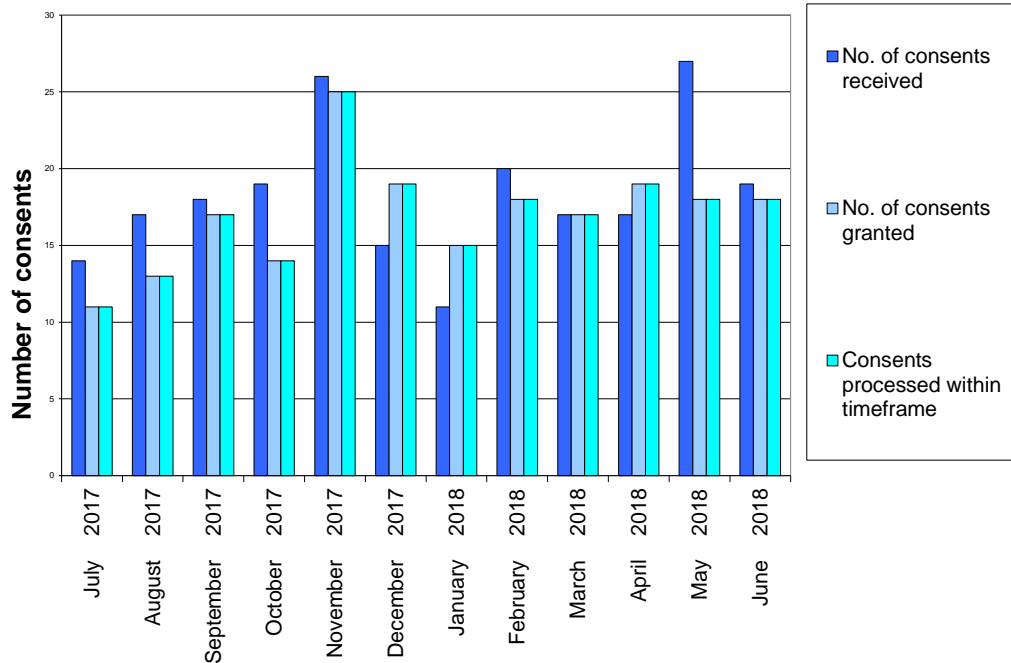
- All building consents were processed within legislative 20 day timeframe
- 14 Swimming Pool Inspections
- Five Building Warrant of Fitness Inspections

4.3 Planning

Resource Consents

Resource Consents – June 2018

Resource consents processed



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

In June, Council received 19 resource consents and granted 18 consents, all of which were processed within the statutory timeframe.

Limited or Publicly Notified Resource Consents:

There were six Limited or Publicly Notified Resource Consents for June 2018.

RC Reference	Applicant	Property	Limited/Public	Date Notified	Close of submissions	Pre-Hearing Date	Hearing Date
102.2017.11421	Caro Ltd	153 Hill Road, Te Aroha	Public	16/05/2018	14/06/2018	TBC	TBC
102.2018.11571	Deli Thyme	9 Alexandra Road, Te Aroha	Limited	31/05/2018	29/06/2018	TBC	TBC
102.2017.11504	Pukewai Poultry	214 Stopford Road, Matamata	Limited	01/06/2018	02/07/2018	TBC	TBC
102.2018.11565	Timothy Vedder	1094 Tauranga Road, RD 3, Matamata	Limited	27/06/2018	25/07/2018	TBC	TBC
102.2018.11606	Relocatable Houses	Tahuna-Ohinewai Road, RD 3, Morrinsville	Limited	25/06/2018	23/07/2018	TBC	TBC
102.2018.11614	Matamata Poultry (Sutherland)	466 Maiseys Road, RD 1, Matamata	Limited	29/06/2018	27/07/2018	TBC	TBC

Policy Planning

- Plan your town (PC 47) – Currently awaiting the Environment Courts decision on whether Calcutta's submission is within scope.
- Waharoa zoning and development (PC 49) – Draft documentation issued to panel for comments with the intension of formally issuing the request for quotation in July.
- Settlements (PC53) – Currently drafting documentation to circulate to the panel
- Planning standards – The Government has just released the draft New Zealand Planning Standards inviting submissions. We will be workshopping the effects of this with Council late July / early August to enable us to lodge a submission by the 17 August.

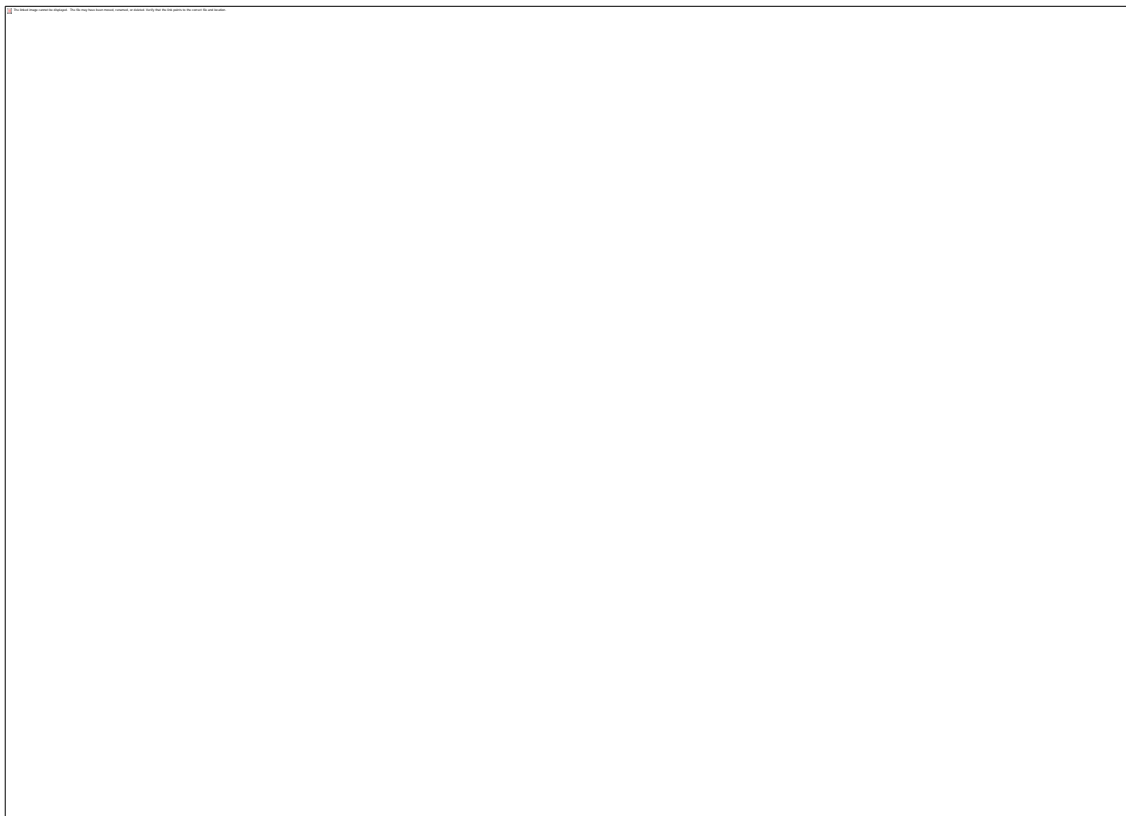
Health

- On the 18 June, MPI announced that they will be auditing all Territorial Authorities over and eight month period on their implementation of the Food Act 2014. We are one of the first Council's to be audited with our audit dates set on the 11 and 12 of July.

Noise

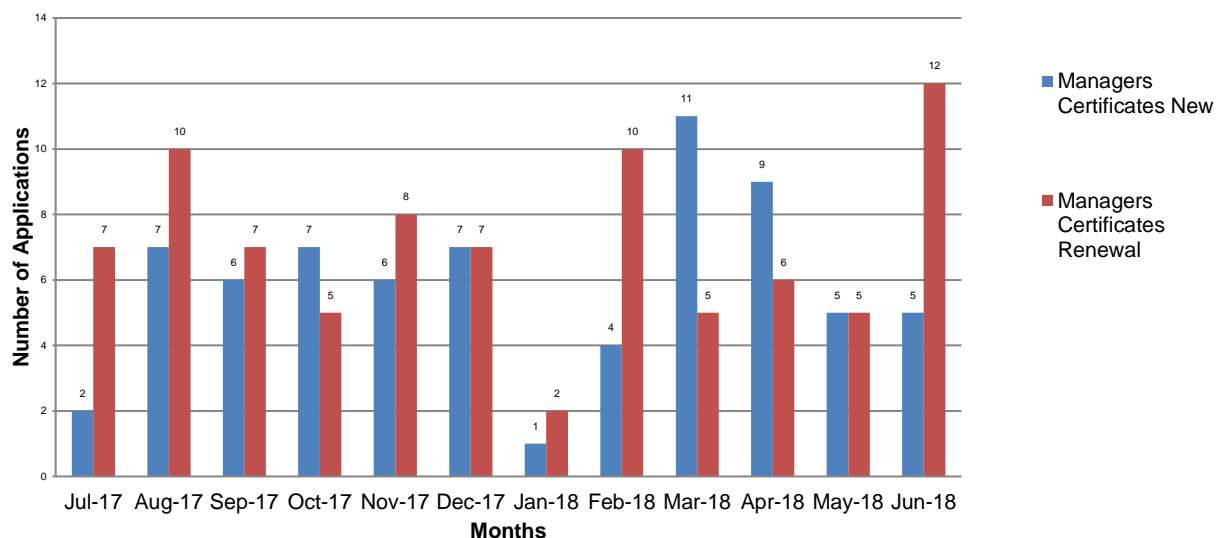
Noise Stats – June 2018

	Jun-14	Jun-15	Jun-16	Jun-17	Jun-18
Matamata	5	10	7	8	3
Morrinsville	5	10	7	8	4
Te Aroha	9	3	5	1	3
All wards	19	23	19	17	10



Alcohol

Manager Certificate Applications



New/ Renewal Licences June 2018

Agency Application Number	Applicant Name	Type of Licence
162.1997.96.8	Te Aroha Tennis and Squash Club	Renewal Club Licence
162.2017.1241.2	TeAroha Supermarket	Renewal Off Licence
162.2017.1248.2	Loxy & Co. Eatery	Renewal On Licence
162.2017.1239.2	Ironique Café	Renewal On Licence
162.2014.934.3	Thai Delight Restaurant	Renewal On Licence

Special Licences June 2018

Agency Application Number	Applicant Name	Event
162.2018.1355	Rotary Club Matamata	Annual Changeover of Officers
162.2018.1357	Morrinsville Rugby & Sports	2 x 50 th Birthdays
162.2018.1358	Bruce Austin	Charity Fundraising Luncheon
162.2018.1359	Matamata Club	Curling Competition
162.2018.1360	Te Aroha RSA	Multiple Events
162.2018.1361	Te Aroha Jockey Club	Events Aug 2018 – Jan 2019
162.2018.1362	Te Aroha Jockey Club	Events Feb 2019 – July 2019
162.2018.1363	Te Aroha Jockey Club	Breeders Race Day April 2019
162.2018.1364	Nina Martin	Wardville Beerfest

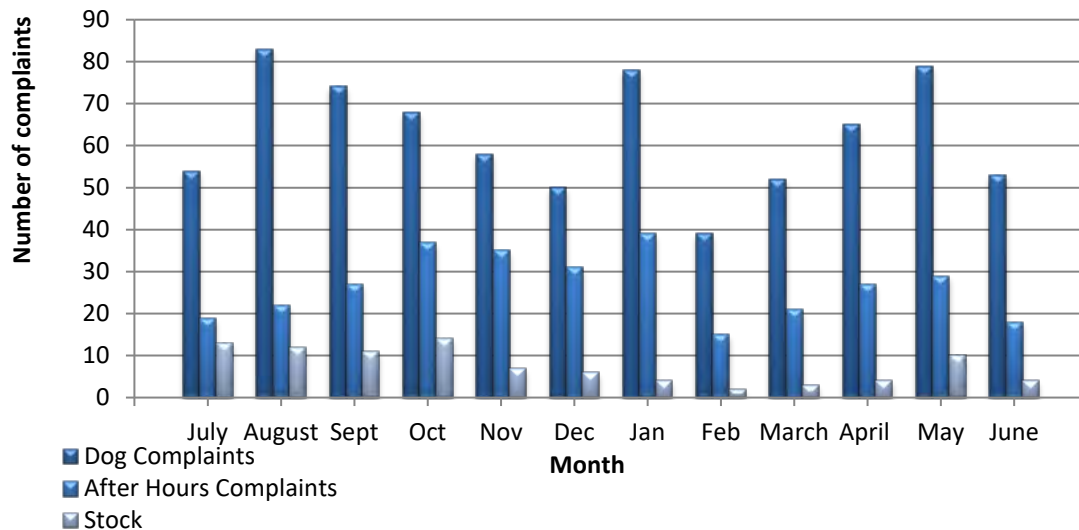
4.4 Civil Defence

- Discussion with Julian Snowball, Manager/Controller on staff training for the year and meeting the training targets set by the CEG (Co-ordinating Executive Group).

- Pre-winter meeting for all CD staff with Julian Snowball. Thus included a thank you for the work conducted by staff during the Thames/Kaiaua event in January.

4.5 Animal Control

Animal Control Complaints 2017-2018



June Statistics

57 calls in total were received 15 Matamata, 22 Morrinsville, 20 Te Aroha

- 53 of these calls received were regarding dog complaints
- 4 of these calls were wandering stock calls
- 18 calls were received after hours
- 17 dogs were impounded during the month

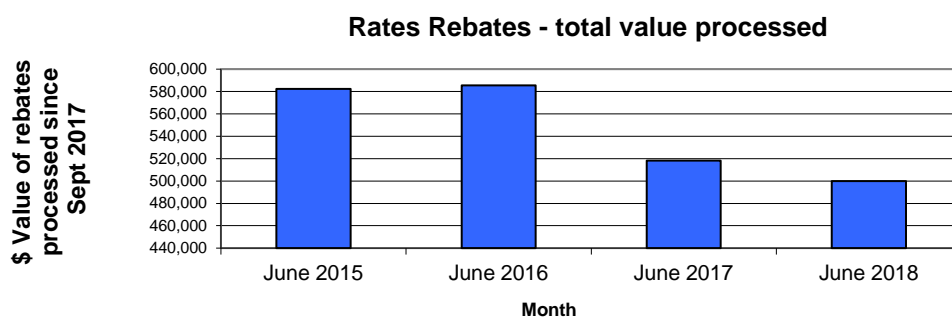
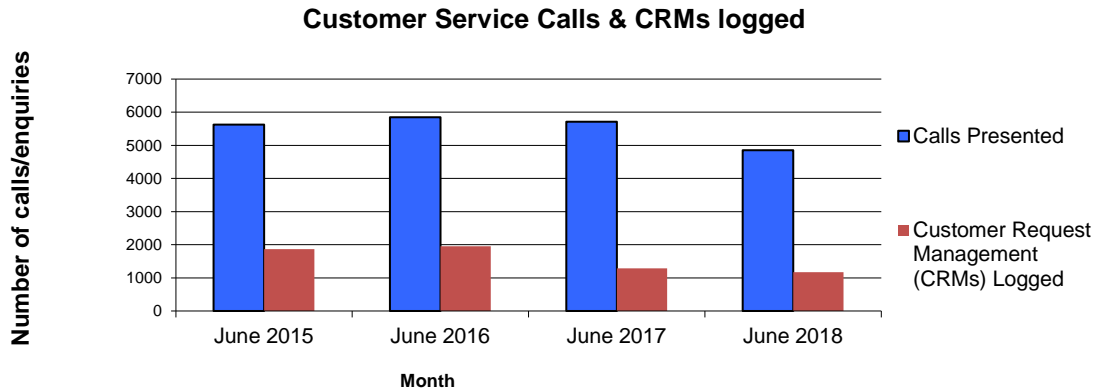
Complaints per Ward



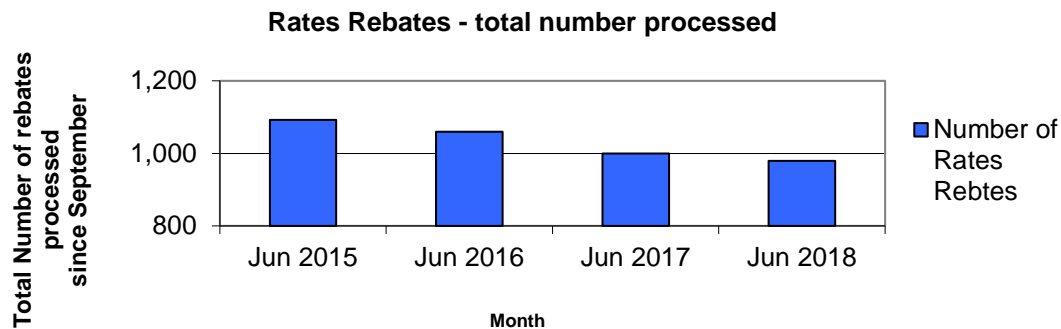
■ Matamata ■ Morrinsville ■ Te Aroha

5. Service Delivery Overview

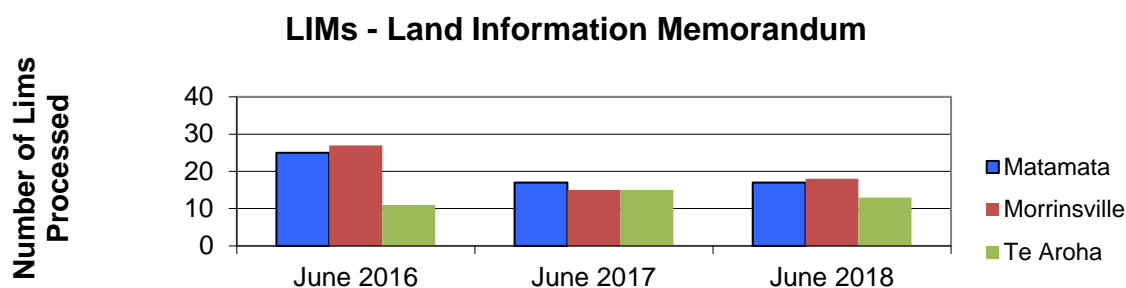
5.1 Customer Services



In the 2017 year rules around rates rebates changed so that only the current years rebate could be claimed, not backdated for previous years. This is a factor in the drop between 2016 and 2017 year.



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



LIM

(Land Information Memorandum) – 48 applications were received in June, 21 of these were urgent requests.

5.2 Kaimai Consultants

5.2.1 Roothing

Maintenance Contract – Fulton Hogan June 2018 activities – Contract 1985

- The cyclic crews completed an intensive round of culvert cleaning across the network along with the regular maintenance repairs to potholes, EMP (edge marker posts) replacements and detritus removal.
- The stabilising crew completed a small number of patches but were limited by inclement weather conditions.
- The hotmix crew carried out a small number of asphalt repairs across the network.
- The drainage crew completed high shoulder removal across the network, as well as sandbag walls and culvert maintenance.
- Contract 1985 expires on 30 June 2019. We are now working towards putting a new maintenance contract out to tender. Issues under review are;
 - procurement
 - which delivery model suits our needs
 - key and secondary drivers
 - desired outcomes
 - contract specifications
 - contract duration
 - critical success factors
 - preferred “contract culture”

Other Contracts and Activities

Contract No. 2178 Supply and Installation of LED Streetlights 2017/2018

- This contract was awarded to McKay Limited and entails the replacement of existing lights (scheduled) with LED lights in Morrinsville, Matamata and Te Aroha. 206 LED's have been installed. Final payment was made on 20 April 2018. Contract is complete.

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

- This contract was awarded to Downer New Zealand Limited and entails the replacement of 329 existing lights (scheduled) with LED lights in Morrinsville, Matamata and Te Aroha. Work commenced last week. 98 LED's have been installed to date.

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

- This contract was awarded to McKay Limited and entails the replacement of existing lights (scheduled) with LED lights in Morrinsville, Matamata and Te Aroha. Lights have been ordered and are expected to arrive mid-July when installation of the lights will commence.
- Reseals – Contract 2098 – Fulton Hogan. This is a 2+1+1 Contract. Contractor now proceeding with reseals across the district. 2017/18 Reseals programme completed.
- Bridge 53 Rail Replacement - Contract 2193 – Works completed
- Road Marking – Contract 2177 awarded to Roadmarkers New Zealand. 2017/18 remarking programme complete.
- Signs – Contract 2119. Contractor – Directions (3+1+1 contract). Works ongoing
- Corridor Access Requests – Sixteen (16) CAR's were processed in June.
- High Productivity Motor Vehicle (HPMV) Permits – No (0) HPMV permits were processed in June.
- Overweight Permits – Seventeen (17) overweight permit applications were processed in June.
- Stock Droving Permits – We issued eleven (11) stock droving permits during June. There were no recorded incidents or issues.

Works Programme 2017/18

- Matuku Road (section between Hangawera Rd and Reay and Watson Rd) - Contract 2163 awarded to J Swap Contractors. Complete.

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

- Okauia Springs Rd (RAMM 50-1100). Pavement rehabilitation. Complete
- Peria Rd (RAMM 928-1935). Pavement rehabilitation. Complete

Package 2. Contract 2180 – Contract awarded to J Swap Contractors.

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

Package 3. Contract 2185 – Contract awarded to J Swap Contractors.

- Morrinsville-Tahuna Rd (RAMM 8375-8625). Minor Improvement works to improve alignment on bend. Complete.
- Rawhiti Rd Matamata (RAMM 600-1100). Pavement Rehabilitation works complete. Informal pedestrian crossing adjacent to Pohlen Hospital. Complete.

Package 4. Contract 2189 – Contract awarded to Schick Construction

- Piako Rd (RAMM 1878-3275). Pavement rehab. Complete
- Waterworks Rd (RAMM 833-7400). Minor Improvement works. This entails pavement works (seal widening) that complement the earthworks that were undertaken last financial year to improve the alignment and visibility on this narrow rural road. Complete.
- Woodlands Rd Seal Extension. Fulton Hogan did this job under their maintenance contract rates. Complete.
- Stanley Road South rehab. (RAMM 1823-2416). Fulton Hogan did this job under their maintenance contract rates. Complete.

2018/2019 Forward Works Programme

- The roading survey / design team is now busy doing surveys / designs for the 2018/19 forward works programme.

Package 1. Contract 2201 has been put out to tender and the tender closes on 8 August 2018.

- Studholme St South (RAMM 20-660)
- Okauia Springs Rd (RAMM 1100-2500)

Events and Road Closures

- *All Events within the Road Reserve are subject to formal approval by Council and NZTA (if held on a State Highway). Road Closures are subject to formal approval including advertising, insurance and traffic management approval.*
- There are no events on our calendar for July 2018.
- The 2018 Aroha Cruise-In has just been confirmed for 6 October. We are now waiting for the formal application for road closures.

5.3 Kaimai Valley Services

5.3.1 Parks and Reserves

Gardens

- The replanting plan for the winter plantings has been completed and plants ordered.
- Pruning of carpet roses was completed in Matamata; still to finish Morrinsville and Te Aroha.
- Removed and replanted the Piako Cemetery RSA hedge with a red camellia hedge.
- The hanging baskets in Matamata have been removed.



Mowing

- Grass growth has slowed and the ground conditions have become wetter under foot, so the mower operators are carrying out winter maintenance and/or assisting the gardeners.

Trees

- Mangawhero Road Oaks in Matamata were pruned / tidied up for \$20K (approved at the Council Workshop - KVS Levels of Service in March 2018).
- A tree assessment was completed on the large tree in the middle of the CBD in Matamata and the tree has been recommended to be removed ASAP.
- A large windblown tree on Bald Spur track was removed and then the track reinstated back to its original condition.
- Leaf fall has nearly finished and the combination of Contractor and KVS staff picking up the leaves has led to a reasonably successful season.



Cleaning and Rubbish Collection

- The cleaning contract at the council buildings is continuing but there has been a number of issues with the standards of cleaning. We propose to review and report on the delivery of the cleaning services over the next three months.
- The winter weather conditions has not yet resulted in a decrease in the amount of rubbish collected. The amount of rubbish from the nightly rubbish collection is 1/3rd more than the same time of the year last year.

5.3.2 Retic and Works

CRM's

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

	Water	Sewer	Stormwater	Works
Total Received	44	17	17	68
Total Completed	35	7	10	51

Retic

- Installed a new 150mm water connection to a new subdivision in Jellicoe Road, Matamata.
- The sewer manholes in Matamata causing subsidence at 29 Tower Road and 40 Peria Road have been repaired.
- Contractors have completed the main pipeline in Elizabeth Street; work is continuing on Smith Street, Matamata, and; work has started in Follis Street Te Aroha.
- Completed annual stock take of materials.

Works

- The major blockage of the open drain in Gordon Ave, Te Aroha has been partially cleared. Strategy and Policy staff are liaising with Kiwi Rail re: clearing the blockage completely.
- 357m² of footpath renewal was completed in Stanley Ave and Whitaker Street, Te Aroha.
- Leaf pick up is continuing.

Building Maintenance / Renewals

- Completed end of year Asset Capitalisation work.
- Designing a Security Alarm Operating Programme in conjunction with Select Alarms, for the new Matamata-Piako Civic and Memorial Centre.
- Extensive investigation work associated with the roof leaks at the Te Aroha Events Centre.
- Investigative and repair work associated with the Matamata Sports Centre car park pole lights.
- Scoping capital works projects for the Waihou Refuse Transfer Station and Roache Rd Refuse Transfer Station.
- The Ngarua Hall doorways and windows have been boarded up to prevent intruders gaining entry.

5.3.3 Admin

Staff

- Approval to recruit for the additional person for Te Aroha Domain has started and it is expected that this position will be filled before the spring.
- Two new staff have been appointed as Walker Mower operators and have both started in July for training before the spring growth.
- Two cleaning positions for the Matamata-Piako Civic and Memorial Centre were advertised. One position was filled, the second position has been re-advertised. In the interim, the Parks & Reserves Assistant Team Leader and the new cleaner are covering the duties.
- The new Matamata cleaner has also started collecting loose rubbish in the Matamata CBD three days a week.
- Advertisements for fixed term and casual Works / Parks & Reserves staff have been placed. No appointments have yet been made.
- The previous KVS administrator has been appointed as the KVS / Three Waters Health and Safety Coordinator and has commenced working in this role.
- The KVS Administrator position has been advertised and applications close later in July.
- A Projects Advisor (Casual) has commenced work and is currently carrying out a plant audit.

Training

- Approximately 262 hours of training were undertaken by KVS staff in the last quarter.

Plant / Vehicle Replacement

- The plant replacement for the 2017/18 financial year was confirmed and the last of the replacement vehicles e.g. mowers, tractors, trailers, utes and trucks are expected to be delivered and fitted out over the next two / three months.

5.4 Water and Waste Water

5.4.1 Water Team

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

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

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

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

Summary of Plant Compliance – June 2018

Plant	Protozoa	Bacteriological	Chemical	Resource Consents
Hinuera	Compliant	Compliant	Compliant	Compliant
Matamata Tills Road	Failed	Compliant	Compliant	Failed
Matamata Burwood Road	Compliant	Compliant	Compliant	Compliant
Matamata Tawari Street	Failed	Compliant	Compliant	Compliant
Morrinsville Waterworks Rd	Failed	Compliant	Compliant	Compliant
Morrinsville Scotts Road	Failed	Compliant	Compliant	Compliant
Tahuna	Failed	Compliant	Compliant	Compliant
Te Aroha	Compliant	Compliant	Compliant	Compliant
Te Aroha West	Failed	Compliant	Compliant	Compliant
Te Poi	Compliant	Compliant	Compliant	Compliant

All plants and distribution systems achieved bacterial compliance demonstrated by E. coli testing. All plants monitored in ID achieved resource consent compliance, except Matamata Tills Rd, which will likely not be able to meet its conditions in the current plant configuration. This is being investigated and will be reported on next month. Matamata Tills Rd and Morrinsville Waterworks Rd failed compliance this month because of one missing minute value. Ergo Consulting have been engaged to investigate the causes of missing minutes: the report will recommend industry best practice options in hardware and software.

With the exception of Tills Road, the plants in the table above that failed the protozoa compliance did so due to the absence of a catchment assessment report that confirms the plant is able to achieve protozoa removal. Tonkin and Taylor consultants have been approached to provide a proposal to complete the reports.

Sites with no [major](#) issues for the month:

Tahuna Water Treatment Plant (WTP) Te Aroha Water Treatment Plant (WTP) Te Aroha West Water Treatment Plant Matamata (Tawari Street) WTP Waharoa Water supply.	Te Poi Water Treatment Plant. Hinuera Water Treatment Plant. Raungaiti Water Supply.
--	--

5.4.2 Wastewater Team

Sites with issues, and or major works:

Waihou Waste Water Plant:

- Currently non-compliant in four of the eight resource consent parameters including biological oxygen demand suspended solids and ammonia.
- A change in the consent has been lodged with the Waikato Regional Council to formally allow irrigation all year round, and increase the nitrogen limits. A consent change was suggested by the Waikato Regional Council to prevent the escalation of a formal warning issued in 2015.
- Chemical dosing trial has begun to assist in achieving compliance.

Matamata Waste Water Plant:

- Compliant in all parameters except the ammonia one in twelve discharge limit and total nitrogen median.

Morrinsville Waste Water Plant:

- A formal letter is being drafted to the suppliers of the faulty mixers in the sequenced batch reactor (SBR). It requests confirmation of proposed actions in repairing or replacing the mixers with a new warranty.

Sites with full compliance and no issues for the month:

Morrinsville Wastewater Treatment Plant Te Aroha Wastewater Treatment Plant Tahuna Wastewater Treatment Plant	Temporary Septic Screening Unit is operational
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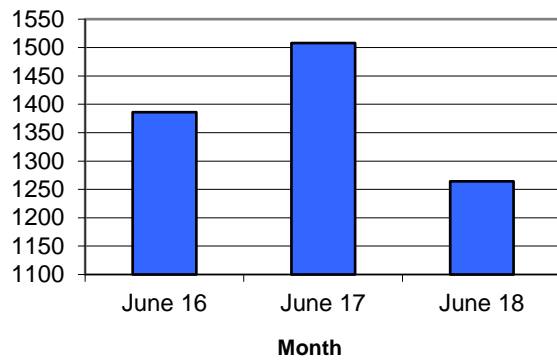
District Wastewater Overview.

Waikato Regional Council has written to all councils reminding them of the need to report on wastewater overflows from pump stations, network and treatment plants. We have sought clarification on the form of response required and have sent on copies of the forms we use to capture such information.

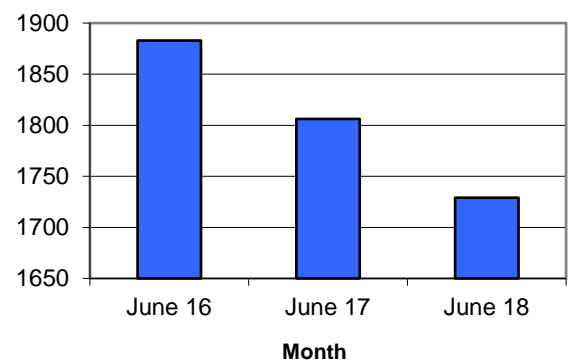
6. Business Support Overview

6.1 Community Facilities Operations

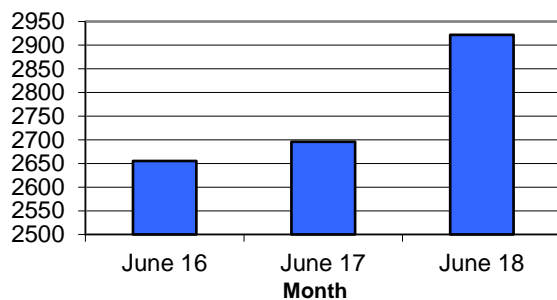
Te Aroha i-SITE
Number of visitors
Door counter



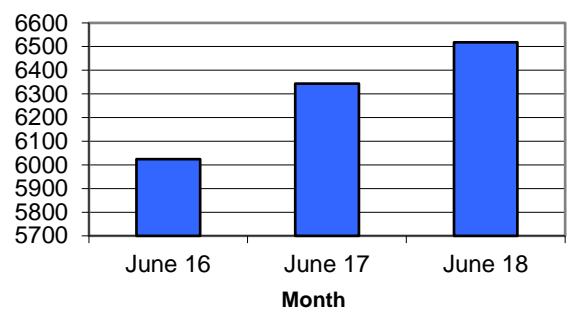
Swim Zone Te Aroha
Cash Register Reports
Number of visitors



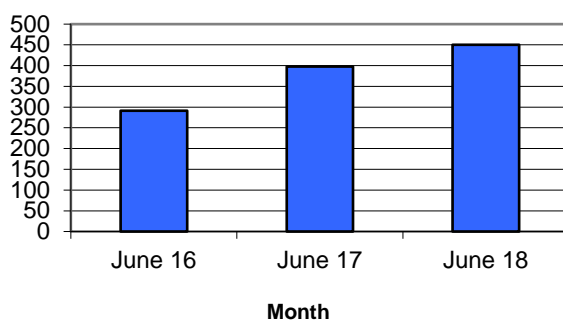
Te Aroha Mineral Spas
Cash Register Reports
Number of visitors



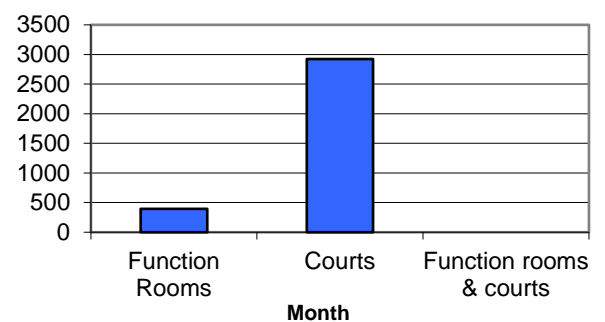
Swim Zone Matamata
Cash Register reports
Number of visitors



Firth Tower Visitor Numbers (manual count)



Silver Fern Farms Events Centre
Users & Spectators
June 2018



Te Aroha Mineral Spas.

- Spa visitor numbers have been very good this month with most days being booked out for the Spas and Spa therapy. New spa therapist has been appointed to start in July.

Firth Tower Museum.

- Visitor numbers are well up for June 2018 compared to the previous year. Two school visits and one wedding were held this month

Swim Zone Matamata.

- Water temperature problems have been solved for the indoor pool. Investigations have found a major leak in pipework. Pool operating temperatures have increased from 28 degrees C to 32 degrees C after the leaks were repaired.

Swim Zone Te Aroha

- Maintenance work has been completed on the heat pumps and filters

Matamata Aerodrome.

- Pest and bird control has been carried out on the main runway. Repairs to access roadway has been completed.

Te Aroha Silver Fern Farms Event Centre

- Spa Town Teams Bridge Tournament the only large event this month.
- 26972 users/attendees for year ending 30/06/2018

Te Aroha i-SITE

- Visitor numbers down on this time last year. The front entrance was cordoned off for a week for work to upgrade the footpath. June 2017 brought extra visitors with the British Lions Tour last year and boosted numbers. Visitors year ending 30/06/2018 = 24,545

Domain Pavilion

- Regular users keas/cubs/scouts and pilates

Domain House

- No bookings in June

6.2 Assets Strategy and Policy

Development contributions and LIMS

- Development Contributions processed - (27) Building Consents, (1) PIMs (6) Landuse Consents, (11) Subdivision Consents
- (1) Special Assessments
- (47) Lim Enquiries

Parks & Facilities

- Parks & Facilities Planner participated in LGNZ Working Group to provide feedback to the Minister for Tourism about the Tourism Infrastructure Fund (TIF). A draft submission has been developed by LGNZ which includes issues we raised. LGNZ have discussed this with MBIE staff and some improvements have already been made (e.g. improved explanations on certain criteria of in MBIE guidance documents for applicants). Other changes proposed by LGNZ will require Ministerial approval. Final LGNZ submission to be available end of June.
- Staff met with representatives of Rotary Matamata, the Stanley Family and the Walkways Access Commission to discuss the option of declaring the portion of the Peria Road-Dawson St walkway that is on private land (owned by the Stanley Family) as a “public walkway” under the provisions of the Walking Access Act 2008. The rest of the walkway is on Recreation Reserve vested in Council. Declaring a “public walkway” would effectively create a perpetual easement over the private land (for the purpose of a public walkway) with Council appointed as the “controlling authority” for the walkway (a similar arrangement to “control and management” of a Crown Reserve). It would also clarify and limit the private landowner's liability in terms of Health & Safety legislation. Other options include Council leasing the land or acquiring it as Reserve. More information was requested from the Walkways Commission. Council Staff are to summarise the options and report back to the parties and Council on options.
- Staff met with regional chair of NZ Motorcaravan Association to discuss LTP projects and other topics of interest.
- Xyst Consultants have started work on a landscape concept development plan to help guide future use and development of the Morrinsville Recreation Ground. Initial discussions have been held with some interested parties such as the A&P Society, Motorcaravan Association and David Sing. Landscape architect to put together concept drawings for future consultation with users and interested parties.
- Work progressing on Headon Stadium Upgrade. Initial consultation phase with users (led by Xyst Consultants) completed. Building project manager seeking ROI from architects in order to select preferred architect.
- Working Group formed to progress feasibility phase of new Matamata stadium project. Working group comprises two representatives from Matamata Futures (Frank Healey, Bruce Magan) and two Council representatives (from Xyst Consultants & Council's Parks & Facilities Planner). First meeting held at Civic Centre. Terms of Reference were agreed to. The Group will investigate a list of potential sites and summaries the advantages, disadvantages and issues associated with each site. The group will also share and review data on sports participation, demographics, economics, etc. to identify and address any potential gaps. Two members of the group have subsequently met with the Principal of Matamata College to discuss the project. A further meeting has been arranged to include representatives of the Board of Trustees and the Education Ministry.

Utilities

- Council has now approved the installation of backflow preventers at the boundary of all high and medium risk properties; and the application of medium risk to hairdressers and lifestyle properties under 2 ha where no stock is grazed.
The intention is to send out letters to the highest priority soon after the comms team publish some advance information on the need etc. They will be given 4 months to comply; then the next group 4 months later and the final 4 months after that so that boundary backflow devices should all be in place within 12 months when the first cycle of annual recertification will commence.
There will be provision for those who cannot comply within the time frame of an extension of time.
- Some progress made on reviewing the Business Continuity Plan for Water and Waste water.
- Stormwater proposals for three major subdivisions in Matamata have been received and Council staff had some initial concerns over these but after discussion with the surveyor, these matters have been resolved.
- General Stormwater problems and issues continue to take up significant time.
- Staff investigated an instability issue at the Morrinsville Closed Landfill which we found was based on monitoring the incorrect bore. The last readings of the correct bores was in 2008 and there was no problem up till then.
However one of the correct bores has been located and the level is now about 8-9 metres higher than then which is well within the area of concern. There is an urgent need to investigate the lowering of the water level and we must keep the Waikato Regional Council informed.
- A publicity Handout on the correct disposal of concrete slurry has been prepared in conjunction with the communication team and is now ready for distribution to our contractors and be included in the Building consent application packs.
- A meeting was held with Fonterra and the discussion around formalising the water use and water take from their Morrinsville site is progressing. It is planned to work on a joint Memorandum of Understanding.

Roading

- Attended a Safety in Design workshop for the Waikato Level Crossing Programme sites. Four sites in the district are to have safety improvements, 3 on State Highways and 1 on Local roads.
- A letter was sent out to the adjoining properties of Designation 52, the proposed extension of Charleston Street in Morrinsville, to ask whether they had any issues with the Designation being removed and replies are being received.
- The Consultant for the NZ Transport Agency is working on options for improving the pedestrian threshold on State Highway 27 next to the roundabout in Matamata. They are in discussion with us around how this is best communicated with the residents and looking at what outcomes we required.
- Staff met with Waikato Regional Council Staff to discuss Stock Truck Effluent Multi party Funding Agreement. Still being negotiated.
- Update Footpath section of Activity management Plan. This was at the request of NZ Transport Agency due to subsidised funding now being available for footpaths maintenance and Renewals.
- Staff attended East Waikato Road Safety Action Plan meeting in Thames to discuss safety priorities and issues in the east Waikato.

				Current Activity Status			
					Serious issue, one or more targets will not be met		
					Identified issue may cause problems to one or more targets, may require delay or further reports to council		
					On track to time, budget and resource targets.		
					Complete		
Project	Project Manager	Project Start Date	Project Finish Date	Current Activity Status	Comments on Activity	Interdependencies	Reporting
Mt Misery Replacement Reservoir	Aaron Toone	01/07/2014	30/06/2017		Old reservoir demolition and hydroseeding complete, grass is starting to strike. Remaining drainage work, farm water tanks and supply line, and final fencing to begin within a fortnight.	Comms, KVS, IT, Assets, H&S, Planning, Building, Legal, CS	Council
PC 47 - Three Towns, Development Control, Subdivisions and Zoning	Ally van Kuijk				Majority of PC 47 became operative end March 2018. Kuranui Rd has no appeals and will become operative in June. Banks Rd appeal progressing with Judge currently considering all submissions regarding 'on/off scope'.	Comms, CS, IT, S&P, KC, FABS, Legal	Council
PC 49 - Waharoa Zoning and Development	Ally van Kuijk	01/03/2016			Project plan approved, external assistance currently being engaged.	Comms, IT, Records, CS, FABS, S&P, Legal	Council
Regional RMA Policy	Ally van Kuijk	01/11/2015			The regional council have indicated that they are undertaking a variation to review the rules regarding the Waihou and Piako catchment in the regional plan, this work is to be started once the Hauraki Iwi Settlement in finalised. They are also initiating a review of the whole regional plan, and starting other work streams for the implementation of the RPS (heritage and biodiversity being two of these). We are dependent on WRC re timing . We will investigate the feasibility of collaborating with other TAs on this project where we have mutual interests. Plan Change 1 - Health Rivers has closed and Council has lodged a submission. Hearings will be held later in 2018.	S&P, Legal, Comms	Council
RMA Changes	Ally van Kuijk	01/07/2017			Implemented new changes that came into force on 17 October. Initiated discussion with Ngati Haua around Iwi agreements.	S&P, Legal, Comms	Council
Add tags to existing book stock for RFID	Claire Scott	01/06/2017	01/10/2017		Tagging project now completed at all libraries.	Libraries	Council
Water meters Tills Road Supply	Graham Robertson				Not a priority at present.	Planning, Legal, FABS	Council
Online Voting	Jenni Cochrane				Auckland Council offered to lead joint procurement on behalf of all interested Councils for the 2019 online voting trial. The project was workshopped with Council on 6 June to confirm Council's interest in proceeding with a trial in principal (pending suitable costs, security). This will be bought back to Council as a formal report during June.	Comms, Corp Legal	Council
RM/Website integration	Jenni Cochrane	01/07/2015	30/06/2017		Work has begun on this project, with a document structure set up in RM ready for testing to begin. An initial prototype has been developed. We are working with IT to setup the necessary infrastructure that will allow the web publisher to run from the perimeter network and serve the website with RM records that have been made accessible to the public. A pilot test is being set up to publish a set of documents from RM on the website (completed date ammended). Project on hold	Records, CS, IT, Quality	Council
World Challenge Day	Jenni Cochrane	01/09/2017	07/06/2018		World Challenge Day took place on 30 May, attracting 18.091 participants (59.34% of the district population). Unfortunately this was not enough to beat Kitakami, who had 66% of their population take part. This project is largely complete, with a few final actions still to take place (e.g. confirming advertising of our district at the 2019 Rugby World Cup)	Comms, CS	Council

Project	Project Manager	Project Start Date	Project Finish Date	Current Activity Status	Comments on Activity	Interdependencies	Reporting
District boundary signage (Welcome/Farewell)	Mark Naude				The construction of the signs are progressing.		Council
Review of Leisure Strategy and regional facilities	Mark Naude	01/07/2016			The draft findings/recommendation on the Recreation Facilities strategy were presented to a council workshop in February. Another workshop on this has been programmed for July.	Community Facilities	Council
Review Track Strategy	Mark Naude	01/08/2015			Drafting of new strategy has begun in preparation for a workshop with the new Council. Timing to be confirmed as Council workshop timetable is heavily focused on LTP at this time.	KC, Planning, CS, Records, KVS, Legal	Council
Annual Report 17/18	Michelle Staines-Hawthorne	01/04/2017	31/10/2018		Audit NZ have completed their interim audit from 14 - 18 May. A draft management report is expected to be received in June and reports prepared for Audit and Risk Committee and Council in June.	FABs, Communications, Assets	Council
Bylaw and Policy review 17/18	Michelle Staines-Hawthorne	01/10/2017	30/06/2018		17/18 Project At this stage policy review is limited outside of the LTP project - - Fires in open spaces bylaw - a review of the bylaw will now focus on the revocation of any powers that duplicate those held by the new authority. Staff have contacted FENZ to start consultation on the revocation of the Fires Bylaw (as required by legislation) and are waiting for a response. - Grants policies - overall review of all policies to align with LTP in 2018 is needed (non-statutory). - Sustainability policy - review required (non-statutory) Work on the review of the sustainability policy has not yet started.	Comms, Rural Fire, Assets	Council
Community Grants 17/18	Michelle Staines-Hawthorne	01/07/2017	30/06/2018		Both funding rounds for 17/18 have now been completed and reported to Council. Grant recipients have all been advised and payment is currently being arranged with recipients.	FABs, Planning, Community Facilities, Assets	Council
Community Resource Consent Grant	Michelle Staines-Hawthorne	01/07/2017	30/06/2018		17/18 Project - one funding application has been received this financial year. This was reported to Council's November 8 Meeting for a decision. No further applications have been received.	FABs, Planning, Community Facilities, Assets	Council
Development Contributions Review	Michelle Staines-Hawthorne	01/07/2016	30/06/2018		The development contributions review is being undertaken alongside the LTP project. Consultation has closed, a hearing was held on 16/17 May, final adoption is scheduled for 27 June.	FABs, Assets, Planning	Council
Economic Development/UFB application	Michelle Staines-Hawthorne	01/05/2015	30/06/2017		Council has included an additional \$50k for Economic Development initiatives for the Draft Long Term Plan 2018-28. A Big Business Breakfast was held on 12 April at the Te Aroha Council Office.	Assets, KVS, KC, Planning, Comms, LIBS, IT	Council
Heritage Buildings Sites Protection	Michelle Staines-Hawthorne	01/07/2017	30/06/2018		17/18 Project - no funding applications have been received this financial year.	FABs, Planning, Community Facilities, Assets	Council
LGNZ Excellence Programme improvements	Michelle Staines-Hawthorne	01/10/2017	30/06/2018		Please refer to the CEO's report for details on progress on improvement recommendations.	Comms, Assets, FABs and Eteam	Council
LTP 2018-28	Michelle Staines-Hawthorne	01/09/2016	30/07/2018		Consultation has now closed and a hearing was held on 16 and 17 May. All submitters have been informed of Council decisions via email or letter. Council's website has been updated with decisions and a full page newspaper ad is scheduled on 13 June with decisions. The LTP audit is currently underway scheduled from 28 May to 1 June May with adoption scheduled for 27 June	All managers	Council

Project	Project Manager	Project Start Date	Project Finish Date	Current Activity Status	Comments on Activity	Interdependencies	Reporting
LTP/Annual Plan Grants	Michelle Staines-Hawthorne	01/07/2017	30/06/2018		All grants for the 17/18 year have been paid	FABs, Planning, Community Facilities, Assets	Council
Own your own housing review	Michelle Staines-Hawthorne	01/07/2015	01/12/2016		Review of management structure of the own your own housing scheme in Morrinsville. This project was anticipated to commence in the second quarter, however with changes in staff this is currently not anticipated to take place until 2019	KC, Assets	Council
Representation Review	Michelle Staines-Hawthorne	01/07/2017	30/06/2018		A formal report will be sent to Council on 13 June to determine the initial proposal. Public consultation will then open from 20 June to 20 July. A hearing is scheduled for 15 August if required with the adoption of a final proposal to occur in August	Comms	Council
Section 17a LGA review	Michelle Staines-Hawthorne	01/10/2015	01/12/2016		Council is required to review all services under 17a of the LGA by 2017, these reviews have been completed and a paper was sent to Council's August meeting for approval. The project will now move in to a forward planning phase for the six yearly review process.	All managers	Council
Significant Natural Features 17/18	Michelle Staines-Hawthorne	01/07/2017	30/06/2018		17/18 Project - funding round is currently open, we have received one formal application to date which staff are currently working through. Staff will continue to work with current grant holders to get works and protection mechanisms completed.	FABs, Planning, Community Facilities, Assets	Council
Treaty Settlements	Michelle Staines-Hawthorne	31/10/2013	30/06/2017		<p>Hauraki Treaty Settlements - Ngati Rahiri Tumutumu</p> <p>Council has discussed the Hauraki Treaty Settlements and these discussions with the Crown and Ngati Rahiri Tumutumu are on-going. Timelines are driven by Crown and Iwi. Draft legislation and easements have been received for review by staff, with feedback being provided to the Crown. We are currently waiting on updated versions of the deed drafting and settlement legislation for review. No further updates are available at this stage.</p> <p>Hauraki Treaty Settlements - Co-governance</p> <p>An update was sent to Council in February regarding the co-governance proposals which have largely been settled. Further discussions on an MOU regarding RMA mechanisms has been discussed informally with Council at its 1 November meeting.</p> <p>Ngati Hinerangi Treaty Settlements</p> <p>Staff were approached early 2016 regarding the Ngati Hinerangi Treaty Settlement process, a report updating Council was sent to its May meeting with arrangements with Ngati Hinerangi largely settled, Staff are awaiting deed/legislation drafting. No further updates are available at this stage.</p>	Planning, Assets	Council
Waikato Spatial Plan (Regional Collaboration)	Michelle Staines-Hawthorne	01/11/2014	15/12/2016		<p>Council adopted the Waikato Plan at its meeting on 12 July 2017. Council also endorsed the setup of the Waikato Plan Leadership Group to oversee the implementation of the plan with delegations and membership as per an agreement and terms of reference. This provided that the Joint Committee membership will be as follows:</p> <ul style="list-style-type: none"> • Independent Chairperson (non-elected member) • Local Government – five representatives • Tāngata whenua – up to six representatives • Business / Community – up to four representatives • Government Agencies – up to four representatives (non-voting) <p>An update on the Waikato Plan was provided at the May Council meeting, along with the last minutes of the committee.</p>	Planning, Assets, Comms,	Council

Project	Project Manager	Project Start Date	Project Finish Date	Current Activity Status	Comments on Activity	Interdependencies	Reporting
Youth	Michelle Staines-Hawthorne	01/11/2017	31/12/2018		Work with the VYA has been continuing, specifically focusing on organising the youth awards and Wils programme.	FABs, Community Facilities, Assets	Council
Amend Stock underpasses ownership. Person paying for the installation to take ownership.	Raymond Short	01/07/2015			Project deferred pending other priorities.	Legal, KC	Council
District parking review	Raymond Short	01/07/2016			Staff and the Mayor have met with the Morrinsville Business Association and their comments will be incorporated into the Council report in June.	Planning, Legal,	Council
Investigate structural Loading capacity for Bridges with unknown capacity	Raymond Short	01/07/2015			A desk-top assessment of a number of bridges was undertaken in preparation for Vehicle Dimension and Mass rule changes due in December 2017. HPMV restrictions are posted on Council's website. 50 max restrictions are to be posted. It has been decided to undertake more detailed investigations on timber bridges.	KC, Comms, CS	Council
Morrinsville Crossings - look at signage and road marking to improve visibility of current informal crossings and progressively renew these	Raymond Short	01/07/2015			This work has been completed. There have been some complaints about the pedestrian crossing being unsafe and more warning is required. Staff have looked into providing more signage but this is not feasible and the pedestrian crossing meets the marking and signage requirements. An article has been placed into the local papers to ensure the community are aware of the new pedestrian crossing.	KC, Assets, KVS, Comms, CS	Council
Wardville / Tower / Armidale upgrade	Raymond Short	01/07/2015			Electronic signage installed. Periodic monitoring of intersection underway to assess effectiveness. Progress report given to Council in March 2017. A further report will be prepared for Council consideration.		Council
Matamata Civic Centre Upgrade	Roger Lamberth	01/07/2014	01/03/2018		Practicle completion issued dated 3 May 2018. Code compliance is expect end of month once enhanced hearing equipment has been installed. Meeting Rooms and Hall are being used by community groups. 99% Positive comments. Foyer left open dawn to dusk Anzac Day, approx 150 visitors between end of Civic service and dusk	All	Council
Cemetery data entry	Sheree O'Brien	01/08/2015	31/12/2016		6123 records now online	KVS, Comms, IT	Council
Continue discussion with Campbell/Bedford Park re Asset maintenance	Susanne Kampshof	01/07/2015			Campbell Park Trust has advised verbally that it does not wish to change the settlor to Council.	Assets, KVS,KC	Council
Investigations into surplus property	Susanne Kampshof	01/07/2015			New working group has been set up by Council to discuss these further.	KC, FABS, S&P, KVS	Council
Matamata Inner Walkway Land Acquisition - Part 1	Susanne Kampshof	01/07/2015			Matamata Rotary has completed the Peria Road to Dawson Street section. No other projects underway at this time.	All	Council
Morrinsville River Walkway Extension Land Acquisition	Susanne Kampshof	01/07/2015			The lease for Greenlea's is being developed after survey completed. The work on the survey and valuation is being completed for the Chattfield land and negotiations have started again with the property owern.	All	Council

Council Consents Received Report

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

Start Date: 01/06/2018

End Date: 30/06/2018



Printed: 05/07/2018

RC NUMBER	APPLICANT	DATE LODGED	CONTACT	ADDRESS	WARD	PROPOSAL	ACTIVITY STATUS	NOTIFICATION
102-1997-5221-2	Mr Rene Rutten Ms Velma Rutten	05/06/2018	Mr Rene Rutten Ms Velma Rutten	277 No 8 RD RD 4	Morrinsville Rural	Extension to existing Broiler Farm	Discretionary Activity	Non Notified Application
101-2011-10357-3	Mr Brian Wallace	21/06/2018	CKL Surveys Limited Hamilton	Morgan RD RD 1	Matamata Rural	Vary conditions of consent relating to telecommunications	Discretionary Activity	Non Notified Application
102-2016-11196-2	Sunridge Park Limited	15/06/2018	Cogswell Surveyors Limited	Snell ST Morrinsville	Morrinsville Urban	Vary conditions relating to soil remediation report and completion timeframe	Discretionary Activity	Non Notified Application
101-2016-11268-5	Parkwood Morrinsville	12/06/2018	CKL Surveys Limited Hamilton	Fairway DR Morrinsville	Morrinsville Urban	Vary conditions of Stage B of 101.2016.11268 to reduce the number of residential lots from 43 lots to 21 lots. Stage B to be split into 2stages, resulting in Stages B & E	Discretionary Activity	Non Notified Application
101-2016-11268-6	Parkwood Morrinsville	12/06/2018	CKL Surveys Limited Hamilton	Fairway DR Morrinsville	Morrinsville Urban	Vary conditions of 101.2016.11268 to create Stage E comprising 22 residential lots being the balance of the original Stage B. Originally comprised 43 lots (i.e, New Stage B= 21 lots + Stage E= 22 lots, totalling 43 lots being the original Stage B)	Discretionary Activity	Non Notified Application
106-2016-11312-1	Mr Aaron Collett	11/06/2018	Mr Aaron Collett	15 Strathmore ST Morrinsville	Morrinsville Urban	To vary a consent notice relating to minimum floor level on Lot 1	Discretionary Activity	Non Notified Application
101-2016-11312-3	Mr Aaron Collett	11/06/2018	Mr Aaron Collett	15 Strathmore ST Morrinsville	Morrinsville Urban	Vary a consent notice relating to minimum floor level on lot 1	Discretionary Activity	Non Notified Application
101-2018-11602-1	Mr Graham Davis Ms Alison Leslie	06/06/2018	Barr & Harris Surveyors Limited	2063 A Old Te Aroha RD RD 1	Te Aroha Rural	Undertake a two lot subdivision encompassing two existing dwellings within the Rural Zone	Non Complying Activity	Non Notified Application
101-2018-11611-1	Powerco Limited	01/06/2018	CKL Surveys Limited Hamilton	179 Thames ST Morrinsville	Morrinsville Urban	Amendment to Existing Unit Title for commercial buildings where the existing transformer is being relocated on the site	Controlled Activity	Non Notified Application
103-2018-11612-1	Mr Jason Reid Mrs Paula Reid	01/06/2018	Mr Jason Reid Mrs Paula Reid	Tauhei RD RD 5	Morrinsville Rural	Construct a dwelling within the side and rear yard setback	Permitted Boundary Activity	Not Applicable
101-2018-11613-1	Ratanui Partnership	05/06/2018	Cogswell Surveyors Limited	1050 A Buckland RD RD 4	Matamata Rural	Create a Small Rural lot and Rural Balance lot	Controlled Activity	Non Notified Application
102-2018-11614-1	Mrs Hannah Sutherland Mr Mathew Sutherland	05/06/2018	Opus International Consultants Limited Hamilton	466 Maiseys RD RD 1	Matamata Rural	Land use consent to establish/operate a new commercial free-range meat chicken farm with a rearing capacity of approximately 242,000 birds per production run	Discretionary Activity	Limited Notified Application
101-2018-11616-1	Mr Gregory Aspinall Mrs Naretta Aspinall	11/06/2018	Planners Plus Limited	2 Burwood RD Matamata	Matamata Urban	Undertake a three lot subdivision in the Residential Zone	Controlled Activity	Non Notified Application
102-2018-11617-1	Ms Pauline Van den Mr Darryl Van Den Heuvel	08/06/2018	Opus International Consultants Limited Hamilton	351 Wairakau RD RD 1	Te Aroha Rural	Land-use consent to expand an existing four shed commercial free-range meat chicken farm with a rearing capacity of 120,000 birds per production cycle, by the construction of a fifth shed there by expanding the rearing capacity to 160,000 birds per production run.	Non Complying Activity	Non Notified Application
103-2018-11619-1	Ms Sheryl Allison	14/06/2018	Ekco Drafting Limited	26 Follis ST Te Aroha	Te Aroha Urban	Erect an extension to the dwelling that enroaches the side yard requirement	Permitted Boundary Activity	Not Applicable

Council Consents Received Report

Type(s): 100 - Resource Management , 101 - Subdivision , 102 - Landuse , 103 - Certificate of Compliance , 104 - Designations ,
Start Date: 01/06/2018
End Date: 30/06/2018



Printed: 05/07/2018

RC NUMBER	APPLICANT	DATE LODGED	CONTACT	ADDRESS	WARD	PROPOSAL	ACTIVITY STATUS	NOTIFICATION
102-2018-11621-1	Mr Timothy Rigter Mrs Kristen Rigter	18/06/2018	Mr Timothy Rigter Mrs Kristen Rigter	5251 State Highway 26 RD 2	Te Aroha Rural	Construct an implement shed within the Rural Zone front yard requirement	Restricted Discretionary Activity	Non Notified Application
103-2018-11622-1	Mr Mark Fouhy Mrs Sarah Fouhy	19/06/2018	Mr Mark Fouhy Mrs Sarah Fouhy	86 Te Tuhi RD RD 1	Matamata Rural	Convert the existing barn into a dwelling	Permitted Boundary Activity	Not Applicable
102-2018-11626-1	Pounamu Orchards Limited	29/06/2018	Pounamu Orchards Limited	272 Kuranui RD RD 2	Morrinsville Rural	Operate an accommodation facility in conjunction with an orchard activity	Discretionary Activity	Non Notified Application

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

The following motion is submitted for consideration:

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

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

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

C1 Wastewater Waharoa

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

8 Procedural motion to exclude the public

COMMITTEE RESOLUTION

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

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

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The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

Moved by: Cr A J Wilcock

Seconded by: Cr K R Tappin

CARRIED

11:14am The public were excluded.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not public available.

12:18 pm The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF CORPORATE AND
OPERATIONS COMMITTEE HELD ON 25 July 2018

DATE:.....

CHAIRPERSON:.....
Ash Tanner