

# Community and Assets Committee Meeting

## PUBLIC BUSINESS AGENDA

A Community and Assets Committee Meeting  
will be held in the Council Chamber,  
Torphin Crescent, Tokoroa  
on Thursday 18 April 2019  
Commencing at the conclusion of  
Council Public Business

### OUR VISION

“Healthy people thriving in a safe, vibrant and sustainable community.”

## **Community and Assets Committee**

**Reporting to** - Council

**Constitution** - full Council

**Meeting frequency** - six-weekly

**Objective** - To overview and, where necessary, determine activities in the Community and Assets Groups

### **Scope of activity**

- To formulate policy, planning and evaluation of performance in activities that foster recreation, arts, culture and heritage and community development
- To consider proposals of an economic and/or community development nature
- To monitor and review economic and community development strategies
- To monitor a sound physical infrastructure for the District, including policy, planning and evaluation of performance
- To consider and determine such reports as are placed before the Committee regarding the activities of the Community and Assets Group
- To consider and determine matters which would normally fall within the Scope of Activity of the Corporate and Environment Committee

### **Power to act**

Pursuant to Clause 32 of Schedule 7 to the Local Government 2002 Council delegates all of its responsibilities, duties and powers to the Community and Assets Committee, with the following exceptions:

- a) The power to make a rate
- b) The power to make a bylaw
- c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan
- d) The power to adopt a long-term plan, annual plan, or annual report
- e) The power to appoint a Chief Executive
- f) The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term council community plan or developed for the purpose of the local governance statement
- g) The adoption of bylaws, reviewed district plans or district plan changes

**Management responsibility** - Group Managers Community and Assets

## Attendees

Members	Chairperson (Deputy Mayor)	J Gash
	Mayor (Deputy Chairperson)	J Shattock
	Councillors	G Baldwin A Bell W Cook M Glucina T Lee W Machen A Ngapo-Lipscombe P Schulte H Van Rooijen
Staff	Chief Executive	B Smit
	Group Manager Assets	T Anderson
	Group Manager Regulatory	S Robinson
	Group Manager Strategy & Risk	G Naidoo
	Acting Group Manager Community	H Gaby
	Chief Financial Officer	F Ferrar
	Communications Manager	K Fabrie
	Personal Assistant (Minutes)	S Curreen

## Agenda Confirmed by:

B Smit

**Acting Chief Executive**

## Presentations

Time	Item	Business
10.30am		Brian Nicholas – Police Quarterly Report

*RECOMMENDATIONS contained in Reports are NOT to be construed as COUNCIL DECISIONS.  
Refer to Council Minutes for RESOLUTIONS.*

## Order of Business

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1. **Apologies**

2. **Confirmation of Agenda**

3. **Conflicts of Interest**

## **4. Confirmation of Minutes**

### **4.1 Confirmation of Minutes - Public**

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#### **Document Information**

Report To: Community and Assets  
Meeting Date: Thursday, 18 April 2019  
Author: J Gash  
Author Title: Chairperson  
Report Date: Thursday, 4 April 2019

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#### **Purpose of Report**

This report is for information purposes only.

The purpose of this report is to present past Minutes.

#### **Recommendation**

##### **Community and Assets - Thursday 7 March 2019**

##### **Public Business**

1. *That the Minutes of the Public Business of the Community and Assets Committee Meeting held on Thursday 7 March 2019 are confirmed as a true and accurate record and the Recommendations therein approved.*
2. *That the Action Sheet, as attached, be received.*

#### **Attachment**

Public Minutes – 7 March 2019

Action Sheet

# Community and Assets Committee Meeting

## PUBLIC BUSINESS MINUTES

A Community and Assets Committee Meeting was held in the Council Chamber, Torphin Crescent, Tokoroa on Thursday 7 March 2019 Commencing at 9.55am

### Attendees

Members	Chairperson (Deputy Mayor)	J Gash
	Councillors	G Baldwin A Bell M Glucina W Machen A Ngapo-Lipscombe P Schulte H Van Rooijen
Staff	Chief Executive Group Manager Assets Group Manager Regulatory Acting Group Manager Community Chief Financial Officer Communications Manager Personal Assistant (Minutes)	B Smit T Anderson S Robinson H Gaby F Ferrar K Fabrie S Curreen

### 1. Apologies

**19/54 Resolved**

**Cr Schulte / Cr Van Rooijen**

*That apologies from Her Worship the Mayor, Cr Lee and Cr Cook were received and sustained.*

### 2. Confirmation of Agenda

**19/55 Resolved**

**Cr Machen / Cr Schulte**

*That the Agenda, as circulated, with the addition of receiving a late report item 5. 5 'Proposed re-classification of Grey Street Reserve' and the order of the Waikato River Authority presentation, be confirmed.*

### 3. Conflicts of Interest

There were no conflicts were declared.

## Confirmation of Minutes

### 4.1 Confirmation of Minutes - Public

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#### **Matters of Fact**

There were no matters of fact.

#### **19/56 Resolved**

**Cr Schulte / Cr Bell**

3. *That the Minutes of the Public Business of the Community and Assets Committee Meeting held on Thursday 24 January 2019 are confirmed as a true and accurate record and the Recommendations therein approved.*
4. *That the Action Sheet, as attached, be received.*

#### **Matters Arising**

There were no matters arising.

## 5. Reports

### 5.2 Assets Group Report

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The report was taken as read.

The GM Assets advised the Whakamaru pine trees are in the process of being removed, will report back in six weeks. The contract was for restoration work to be undertaken, but the allocated \$20,000 wasn't enough and Waikato River trails were going to plant trees as part of the restoration work.

Cr Machen raised the main road issue expressing disappointment on the delays of the SH 1 work. It was to be completed at the end of summer. The GM Assets responded that the Transport Agency will keep the road safe over the winter and the ghosting lines will be dealt with. They are aware a portion of the road needing rehabilitation over some time and will be putting down a temporary coating to protect the subbase, this will be ripped up when the final work is done. There is a 90% chance the work will be completed mid-December.

The complexity of the stormwater upgrade is holding up the work. Council will install the stormwater works in a few weeks and have to be diligent on how the traffic is managed with a coordinated Traffic Management Plan. There will be an impact on the businesses.

Cr Glucina stated that if the chip seal is being laid over the whole road it won't last, why not a hotmix over the centre of the road? The GM Assets replied he will ask about the use of hotmix over the centre of the road. The north bound lane will be totally closed when work is being undertaken on the road and when completed the south bound lane will be closed to complete the work. Cr Glucina advised to be firm and not let them have an easy fix which isn't a good look for the town.

The Chief Executive advised staff will be seeking technical advice, but want to get rid of the ghosting with a temporary reseal because it is dangerous.

The Chairperson requested an update on the Tokoroa wastewater compliance issues. The GM Assets advised there were high levels of ammonia and with changes to the operations and manual cleaning ammonia levels have improved. Staff are providing weekly reports to Regional Council.

#### **19/57 Resolved**

**Cr Machen / Cr Bell**

*That Report No 2019-468157, Assets Group Report – February 2019, be received.*

### 5.3 Community Group Report

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The report was taken as read.

Cr Van Rooijen asked if there has been any development with China, does Council have a sister city and where does the relationship sit at the moment. The Acting GM Community stated there hasn't been any developments from the meeting. The Mayor has a strong relationship with China and not aware of how it is progressing. Council does have a sister city in China which is Yichun City, Jiangxi Province.

**19/58 Resolved**

**Cr Baldwin / Cr Van Rooijen**

*That Report No 2019-468159, Community Group Report – February 2019, be received.*

### 5.5 Proposed re-classification of Grey Street Reserve

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The report was taken as read.

The Chief Executive advised the need to change the classification of the reserve as the community gardens need to move from their existing site. The reserve wasn't classified in the past and requires classification to enable the gardens to move. A public notice process is required.

The playground equipment will be moved to Barnett Street, which is now a dog exercise. It is planned to move the dog exercise area to Totara Park.

Cr Van Rooijen has been involved in the process, he is a member of the Trust. The Trust would like to go ahead with the move and continue to supply the community with food. This would be subject to Council's decision.

The Chief Executive stated the reserve wasn't classified, (it isn't a reclassification but a classification). There are risks with moving the gardens before the classification is complete, but recommends Council does this.

**19/59 Resolved**

**Cr Baldwin / Cr Bell**

1. *That Report No 2019-470330, "Proposed re-classification of Grey Street Reserve", be received.*
2. *That Council resolve to notify the Department of Conservation of their desire to classify Grey Street Reserve as a Local Purpose Reserve for the purpose of providing a Community Garden.*

### 5.1 Waikato River Authority Presentation

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A presentation to Councillors by Phillip Burton, Communications Advisor, Peter Buckley and WRA board member Weo Maag (appointee from Maniapoto), on the Waikato River Authority was held initiating a better relationship with the Waikato River Authority.

The Chief Executive asked what is the biggest issues in the South Waikato? Mr Burton responded the biggest issue is having a sustainable forest along the streams, roading and fencing off from the streams, stopping the farm nutrients getting in the stream.

Cr Van Rooijen asked is there research being undertaken to protecting the soil as erosion is a huge problem. Looking at the slopes and planting trees that are best for the area which protects the soil preventing erosion.

Cr Machen stated concern of road run off into streams. Councillors were advised there has been some gully restoration, wanting to see what progress is being made with the city's stormwater. There is a lot of work to be done with Hamilton City.

Presentation completed at 11.06pm.

**19/60 Resolved**

**Cr Baldwin / Cr Bell**

*That Report No 2019–469391, Waikato River Authority Presentation, be received.  
Meeting adjourned at 11.08am and reconvened at 11.20am.*

**19/61 Resolved**

**Cr Van Rooijen / Cr Baldwin**

*Moved that the meeting go into Public Excluded.  
The Public meeting reconvened at 1.00pm.*

**5.4 Dynamo Team Cycling Series Presentation**

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A presentation to Councillors by Stephen Cox, Event Manager, on the Dynamo Cycling Series commencing at 1.02pm speaking on the 2018/19 season.

Photos and videos were put up on Facebook, which has received positive comments. 89% of the competitors advised they would come back again.

There were 68 teams, two more than the previous year as other events held, eg Taupo, entries have declined.

Have a good relationship with Council and Handcock Forest. Haven't had any issues in the forest, no angry residents.

The biggest challenge for cycling events is having suitable roads for the event. Gravel racing is the new trend. Races can range between 54km – 80km, but generally range between 60 – 100km for the general road race.

**19/62 Resolved**

**Cr Baldwin / Cr Machen**

*That Report No 2019–469393, Dynamo Team Cycling Series Presentation, be received.*

**6. Members Information Requests**

No member's information requests were raised.

**7. Public Excluded—Resolution to Exclude the Public**

*Section 48, Local Government Official Information and Meetings Act 1987.*

**19/63 Resolved**

**Cr Van Rooijen / Cr Baldwin**

*That the public be excluded from the following parts 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 are as follows:*

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution</b>	<b>Ground(s) Under Section 48(1) for the passing of the resolution</b>
<i>Community and Assets Committee – 24 January 2019 Public Excluded</i>	<i>Reason(s) for excluding the public are recorded in the Public Minutes of the Meeting 24 January 2019.</i>	<i>The public conduct of this part of the meeting would be likely to result in the disclosure of information for which there is good reason for it being withheld. Section 48(1)(a)</i>

<p><i>Town Centre Manager Options for Tokoroa</i></p>	<p>This report is <b>CONFIDENTIAL</b> in accordance with section 46A (8) and 46A (9) of the Local Government Official Information and Meetings Act 1987, being a report that the Chief Executive of the South Waikato District Council reasonably expects will be discussed with the public excluded.</p> <p><i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to enable the local authority holding the information to carry on, without prejudice or disadvantage, commercial activities – Section 48(1)(a); Section 7 (2)(h)</i></p>	<p><i>The public conduct of this part of the meeting would be likely to result in the disclosure of information for which there is good reason for it being withheld. Section 48(1)(a)</i></p>
<p><i>i-SITE Contract Options for Tokoroa and Tirau</i></p>	<p>This report is <b>CONFIDENTIAL</b> in accordance with section 46A (8) and 46A (9) of the Local Government Official Information and Meetings Act 1987, being a report that the Chief Executive of the South Waikato District Council reasonably expects will be discussed with the public excluded.</p> <p><i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to enable the local authority holding the information to carry on, without prejudice or disadvantage, commercial activities – Section 48(1)(a); Section 7 (2)(h)</i></p>	<p><i>The public conduct of this part of the meeting would be likely to result in the disclosure of information for which there is good reason for it being withheld. Section 48(1)(a)</i></p>

*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.*

The meeting closed at 1.20pm.

J Gash  
**CHAIRPERSON**

**COUNCIL/COMMITTEE ACTION SHEET 2019****PUBLIC - CURRENT**

<b>No</b>	<b>Meeting</b>	<b>Action Point/ Requester</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Action Taken/ Completion Date</b>
4	Corporate and Regulatory 28/03/2019	That the information relating to the Ombudsman official information request be provided to Councillors.	GM Regulatory	18/04/2019	GM Regulatory has emailed the request to Councillors dated 28 March 2019.
5	Finance, Audit and Risk 28/03/2019	A report to be presented to the next Finance, Audit and Risk meeting regarding the Local Government Funding Agency (LGFA).	Chief Financial Officer	09/05/2019	The report will be presented at the next Finance, Audit and Risk meeting (9 May 2019)
6		Chief Financial Officer to follow up on rates arrears query and provide an update.	Chief Financial Officer	18/04/2019	The Chief Financial Officer emailed the response through to the Councillors following the meeting.
7		Staff to investigate the process undertaken for acknowledgement of the reserve blessings.	Parks and Reserves Manager	18/04/2019	As agreed in discussions with Nigel Te Hiko from Raukawa in planning the blessing ceremonies Council will provide a koha to Raukawa for providing this service. A letter formally acknowledging Raukawa has been completed.

## 5. Reports

### 5.1 Assets Group Report

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#### Document Information

Report To:	Community and Assets Committee
Meeting Date:	Thursday, 18 April 2019
Author:	Ted Anderson
Author Title:	Group Manager Assets
Report Date:	Thursday, 4 April 2019

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#### Executive Summary

##### Parks and Reserves

Capex and operational works progressing well with no major issues.

Parks contractor still facing challenges with maintenance work due to staff vacancies.

##### Property

Completing capital works projects on Halls.

Office reconfiguration project gaining momentum and staff/team movements are underway

##### Services

Capex and operational works progressing well with no major issues.

##### Roads

Capex and operational works progressing well with no major issues.

#### Recommendation

*That Report No 2019–473375, Assets Group Report – March 2019, be received.*

#### Purpose of Report

This report is for information purposes only.

To advise the Community and Assets Committee of current activities, developments and issues in the Assets Group.

### 1 Parks & Reserves (Includes toilets on Parks and Reserves)

#### 1.1 Planned Activities for next 6-weeks

##### ***Whakamaru Pine Tree Removal Project***

Harvesting is progressing well with no health and safety incidents. This work will be completed by the end of May 2019.

##### ***Tourism Infrastructure Fund Projects***

An application of \$361,400 to MBIE's TIF funding for installing shower blocks, barbeque and shelters, waste/recycling bin stations and picnic tables in Whakamaru reserve was made.

### ***Oraka Reserve Walkway Project***

The metalled pathway has been constructed, tree trimming either side of the path is continuing, and a handrail will be constructed for the steeper areas in the coming weeks.

### ***Tirau Domain Project***

Bollards were installed off SH1/SH5 roundabout to create car parking area. Ramp (concreted portion) and railway pedestrian crossing (rubber track mat, fencing, signalling) are expected to be completed by end of April. This will allow the public to use in the rail crossing. Paths (Bridge Street extension; Bridge Street-Crossing; Domain loop track) is scheduled to be completed this financial year.

### ***Okoroire-Prospect Reserve Project***

Skate pad construction has commenced. Skate items to be installed by end of April.

### ***Tree Inspections***

Reserve and street trees that are in poor condition are continuing to be assessed and where deemed necessary, removed.

### ***Tokoroa Cemetery***

Rock profile scanning work has now been completed at the Tokoroa Cemetery extension area. A preliminary design is being developed which includes an internal road layout, carpark area, adult and baby burial berms, ash gardens, RSA area, toilet block and sexton shed.

### ***Putāruru Waterpark Project***

Design will commence following final release of the design framework document by Urbanismplus in late April and appointment of a supplier (landscape architect consultant) to progress with design. The first Concept Design phase will not be funded from Council's Waterpark budget as PIP/PMF would like to expand the concept scope (area covered by the Concept Design only, not the project scope) to produce a concept that works for an area larger than the existing Waterpark – therefore PIP has agreed to fund this phase through the concept plan \$5million fund. The scope of Council's Waterpark project will remain as the redevelopment of the existing Waterpark area only.

Over time, PMF and PIP would like to see areas adjacent to the existing Waterpark developed, in accordance with the Putāruru Concept Plan. They have committed to finding additional funding in order to achieve this extra development e.g. business sponsorship. As the additional development will be centred around the Waterpark, the ideas and themes used in the design of the Waterpark should be able to be applied to the wider Putāruru Precinct 1 (Putāruru Concept Plan) CBD area, hence the expansion in scope of the Concept Design. As PIP/PMF are relying on the Waterpark redevelopment to be achievable, timely and successful, they are committed to ensuring the Waterpark project remains within original scope and budget parameters.

Phasing of design over the coming year:

#### **2018/19**

1. Concept Design phase has these outputs:
  - Concept Design – Waterpark area only
  - Concept Design – expanded area

#### **2019/20**

1. Public engagement (Concept Design)
2. Finalised Concept Design
3. Detailed Design – Waterpark area only

This will be followed by Design finalisation, Build tender/procurement and Build – timelines won't be known till design contract is awarded and costs will be evaluated as part of the Concept Design phase.

## **1.2 Issues and Challenges**

The Parks Contract Officer continues to monitor, address any maintenance issues, and maintain effective communication with Downer management and staff.

Three Ramarama native medium sized trees at the Jim Barnett Reserve were identified having the Myrtle Rust disease, and have now been removed as per MPI guidelines.

## **2 Property (Includes depots, buildings, toilets (not on parks), Council offices, community halls, pensioner housing)**

### **2.1 Planned Activities for the next 6 Weeks**

- Continuation of the Tokoroa office reconfiguration. New furniture has been ordered for the bulk of the building. Temporary moves have been made to allow teams to be working within the same space.
- Ventilation Project- Due to contractor staffing levels, no works have taken place during this last period. This project is scheduled to recommence shortly.
- Fleet Management- Ongoing works on fleet management to optimise utilisation.
- Continuation of Capital works

### **2.2 Issues and Challenges**

The availability of suitably qualified contractors, especially builders.

## **3 Services (Includes potable water, wastewater, stormwater and solid waste (including collection, treatment, distribution and disposal where applicable))**

### **3.1 Recent Achievements - Capital/Operational**

The fences around the leachate ponds at the Tokoroa Landfill have now been erected.

The Tokoroa Water Safety Plan has been resubmitted to the Drinking Water Assessor. It is anticipated the plan will be approved by the middle of April.

### **3.2 Priority Work - Short term**

The ammoniacal nitrogen investigation remains a top priority at the Tokoroa Wastewater Treatment Plant.

Council are meeting with GHD consultants to workshop the Water Allocation Review for the Tokoroa and Putāruru water supplies.

Resubmitting the Putāruru Water Safety Plan which has been amended to include the recommendations made by the Drinking Water Assessor.

Every five years Council must renew Log Credits for the individual water supplies. The Lichfield Log Credits are due for renewal. The assessments required for the renewal are currently being undertaken. Once completed the application will be submitted to Population Health.

### **3.3 Trends**

Water usage is dropping now the district has received rain. Staff continue to monitor the aquifer levels to see if any changes occur.

### **3.4 Issues and Challenges**

Staff are still working towards finding the reason for the high ammoniacal nitrogen levels at the Tokoroa Wastewater Treatment Plant. It appears the issue is in the Fast Activated Sludge Treatment (FAST) tank and remedial work is being undertaken. The levels have improved significantly but are still not fully compliant.

A full report to Waikato Regional Council outlining the issue and remedial actions which have been undertaken to date was sent on 1 April 2019. Council are waiting on feedback.

### **3.5 Forward Focus**

- Gaining compliance at the Tokoroa Wastewater Treatment Plant
- Conducting the workshop for the Water Allocation Review
- Submitting the Log Credit Allocation for the Lichfield Water Supply

## **4 Rooding**

Downer has commenced work on the 2018/19 footpath programme. The forward works programme will focus on the heavily trafficked streets with high numbers of young school children or elderly pedestrians. Work has started in both Tokoroa and Putāruru.

Work on the urban reseal sites are progressing well. The only remaining sites largely consist of asphaltic surfacing which are programmed to be completed over the next month.

Bridge and stock underpass inspections have been completed. Maintenance work will now be prioritised to within available budget allocations.

The installation of improved parking signage along SH1 and on adjacent local streets in Tirau has been commissioned in order to provide guidance to motorists searching for parking facilities. Work has been completed.

The upgrade work in Tirau, involving the construction of a new pedestrian crossing on SH1 near the intersection with Okororie Road, relocation of the existing bus stops and adjustments to the pedestrian crossing near the SH1/SH27 intersection, has been deferred. The work will be tendered in accordance with Council's procurement policy. This will mean that the work will not commence until the new financial year after 30 June 2019.

There is a proposal to install a flush median (white diagonal lines painted down the centre of the road used for turning vehicles) in Tirau at the top of the hill outside the hotel on SH1. NZ Transport Agency approval has been obtained for the work to proceed. It is anticipated that work should be completed prior to 30 June 2019.

The replacement of the 1050mm diameter culvert on Waotu South Road has been completed. The culvert is located at the junction of Waotu Road rehabilitation Stage 1 and Stage 2 projects which are programmed for completion in the 2019/20 financial year.

Bayly Road rehabilitation, which was a replacement for the deferred Waotu Road Stage 1 project, is well advanced. It is anticipated that first coat sealing should be completed by early to mid-April.

Old Taupo Road rehabilitation and improvements is completed. First coat sealing was undertaken 9 March 2019.

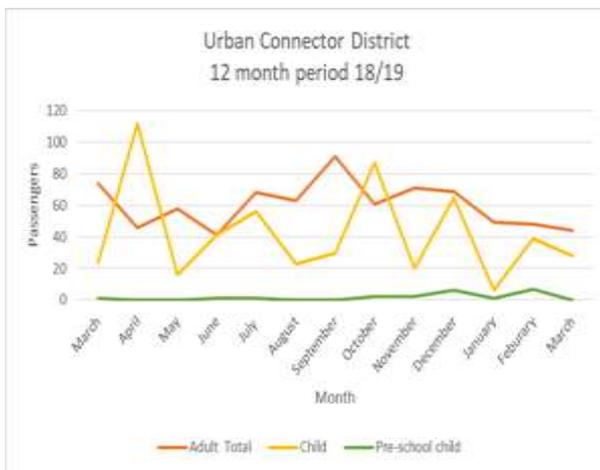
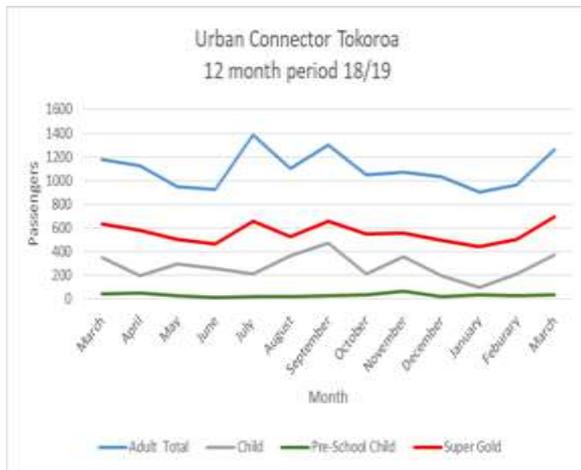


*Traffic running through the recently sealed section of Old Taupo Road.*

The forward works programme for 2019/20 is under preparation. The rehabilitation sites have, for the part, been confirmed (Waotu South Road Stages 1 and 2) and the reseal programme is being investigated. Other rehabilitation site candidates will be prioritised for inclusion in the 19/20 programme should funds be available.

### Urban Connector usage update

The graphs below reflect the Urban Connector passenger numbers per month for the last twelve months.



## 5.2 Community Group Report

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### Document Information

Report To:	Community and Assets
Meeting Date:	Thursday, 18 April 2019
Author:	Heather Gaby
Author Title:	Acting Group Manager Community
Report Date:	Thursday, 4 April 2019

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### Executive Summary

The Southern Waikato Economic Development Action Plan (SWEAP) has been completed. Twenty-five projects were included in the Plan which will be considered by the Provincial Development Unit over the next couple of months.

The Economic Development team delivered a successful symposium targeting the Forestry sector to discuss issues currently experienced in the sector. These included labour shortages, career opportunities, sustainability and government support.

The Community Development team is supporting the South Waikato YMCA on the development of a Youth Strategy for the district.

Libraries have been working on a new plan for delivery of school holiday programme activities. An example is attached.

Seasonal Pools have closed and the season has proved successful. Extra programmes were delivered to encourage increased use of the facilities including classes for Toddlers to encourage water confidence in Putāruru, Tīrau Learn to Swim classes and a fun day for dogs in Putāruru and Tīrau.

Work has begun toward the development of a Business/Retailers Association or similar, for Tokoroa, with the view of employment of a Town Centre Officer and promotion and activation of the town.

Eleven representatives from the Pacific Peoples' Visioning group have met for the second time and continue to develop opportunities to support cultural awareness in the district.

### Recommendation

*That Report No 2019–473377, Community Group Report – March 2019, be received.*

### Purpose of Report

This report is for information purposes only.

To advise the Community and Assets Committee of current activities, developments and issues in the Community Group.

### Background

The issues discussed in this report are aligned with the Council vision, community outcomes, Council policies and the Council Strategy.

The following services are included in the Community Group:

- Economic Development and District Promotion
- Community Development
- Libraries
- Sport and Events Centre
- Swimming Pools
- Customer Services

## **1 Economic Development and District Promotion**

### **1.1. Achievements**

#### **Meetings with potential investors within the South Waikato District**

A number of face to face and telephone meetings have taken place between Council staff and potential investors during this period.

Period	Number of Investor Meetings by Current Location		
	Waikato NZ	Other NZ	International
February 2019 -March 2019	3	1	0

#### **South Waikato Investment Fund Trust (SWIFT)**

Two meetings have taken place between Council staff and SWIFT regarding collaborative work to promote the district to potential domestic and overseas investors. The Mayor, Chief Executive and Economic Development Manager attended the SWIFT board meeting on the 19 March 2019.

#### **Developer Meetings**

One meeting has taken place between Council staff and a property developer during this period.

#### **SWEAP**

A package of 25 projects has been prepared for submission to the Government's Provincial Development Unit on behalf of South Waikato District Council, Otorohanga District Council and Waitomo District Council.

#### **Raukawa Iwi Development Limited**

Staff have met with representatives from Wellington to discuss opportunities for future alignment of economic development and investment within the district.

#### **Secondary Schools Employers Partnerships (SSEP)**

Staff have provided mentoring support to two groups of business studies students from Tokoroa High School during the month. A group of students visited Council and a wide group of staff delivered presentations on the different roles within Council.

#### **Forestry Industry Symposium**

Staff, Mayor Jenny Shattock and Chief Executive Ben Smit, hosted a forestry industry symposium attended by over 60 representatives from across the sector to discuss the current challenges and opportunities now and for the future. The symposium was also attended by senior officials from Forestry New Zealand.

## Marketing workshop with elected members

The workshop informed elected members of the market research undertaken to understand business owner's thoughts on relocation to the district. The insights from this research has been utilised for the development of the South Waikato business attraction website. The websites branding, structure and features were discussed in detail.

### 1.2 Priority Work – Short Term

- **Economic Development Strategy:** Staff will continue to work on the development of this report during the next period.
- **Recruitment:** Staff recruitment to fill the vacant Marketing Officer position after Andrew Chapman's resignation.
- **Business Attraction Website:** Complete work on the 'Invest' section and launch in April.

### 1.3 Progress Monitoring (including KPA's, KPI's and Key Projects)

#### South Waikato Innovation Client Meetings 2018

Month	Client meetings	Outcomes			
		Mentors	Other services	R&D	\$ Value grants issued
Jan-18	0	-	-	-	-
Feb-18	1	-	-	-	5,000
Mar-18	0	-	-	-	
Apr-18	1	-	-	-	
May-18	2	-	-	-	
Jun-18	1	-	-	-	
Jul-18	1	-	-	1	6,449
Aug-18	2	1		-	-
Sep-18	4	1	-	-	
Oct-18	2	-	-	-	900
Nov-18	2	-	-	-	5,890
Dec-18	0	-	-	-	-
Jan-19	1	-	-	-	-
Feb-19	2	-	1	-	1,450
Mar-19					
Apr-19					
May-19					
Jun-19					
<b>TOTAL</b>	<b>19</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>\$19,689</b>

## 1.4 Issues and Challenges encountered during reporting period

Regretfully we have received the resignation from our current Marketing Officer, Andrew Chapman. Andrew's last day will be 10 April.

## 1.5 Forward Focus

Discussions on Growth Planning and support of the work on establishing a Tokoroa Business Association.

# 2 Community Development

## 2.1 Achievements

### South Waikato Super Sports 2019

Assistance with this year's Super Sports event was given by way of facility costs, resources at the venues, traffic management plan and with running events. Twenty-five teams of two participated in the event which was slightly down on last year, however an increase in the number of secondary school age teams competing was encouraging for the future of the event.

### Children's Day 2019

Support for this year's event was again in the form of resources and venue costs. Over 650 people attended the event. Council staff from the Regulatory team assisted on the day.

### Shining a Light on the Dark

In its second year, close to 40 teams of ten or more walkers attended this event, which highlighted mental health and suicide prevention. Held at the Putāruru Rugby Football sports ground the South Waikato District Council entered three teams. This was an opportunity to support each other, team building and also engage with the local, mostly Putāruru participants.

### Resources for community events

Community team gazebos and chairs were updated recently. These resources are used extensively by both staff and our cooperative community groups.

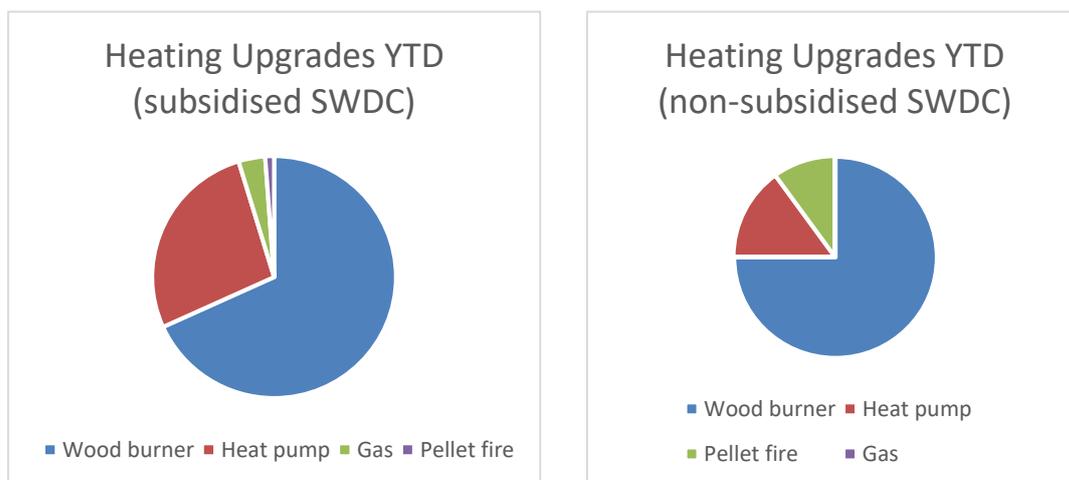
### Tokoroa Business/Retailers Association

Staff are working alongside a small team of enthusiastic business members in the development of a Business/Retailers Association for Tokoroa. An initial meeting is being held on 11 April to determine interest and ideas for development.

### Warm Home Clean Air

Incentive Scheme	Target Number of Houses	Total Homes Committed (YTD)	Homes in the Pipeline (YTD)
SWDC Split the Bill	98	90	9
WRC On The House	37	25	0
SWDC Buy Now Pay Later	None (Rate Payer Funded)	25	1

Waikato Regional Council funds the entire cost of installation so that it is completely free for the homeowner occupier known as On the House (OTH).



- Wood burners remain the preferred option across the schemes.
- Heat pumps continue to be the second preferred heating option across both schemes.
- Pellet fires and gas continue to be least preferred options for all schemes.
- Wood burners are the largest contributors to PM<sup>10</sup>

### **Education and Behaviour Change**

Waikato Regional Council (WRC) continue to use social media as their preferred method of communication focussing on gathering wood in the warmer months and raising awareness around dry wood giving more heat and producing less smoke. WRC ran a wood stacking competition over a month (22 January – 22 February) with firewood as prizes.

The statistics were:

Campaign	People reached	Reactions, comments and shares	Post clicks
Wood Stacking	14,303	535	1,778

Council staff await the release of information gathered from the recent stakeholder interviews which are to inform the benchmarks to be used for the Warm Homes Clean Air (WHCA) programme.

Ministry for the Environment (MfE) have informed Regional Council that the public consultation around the National Environmental Standards for Air Quality will now not occur in July due to the current priority MfE has on freshwater management.

### **Grants**

Two vacant roles on the Allocation Committee for Creative Communities Scheme has received three expressions of interest to date. The closing date is 16 April.

The Community Development and Creative Communities Grants application close on 26 April

### **Health Expo**

Twenty-nine organisations attended the expo hosted by South Waikato Pacific Island Community Services (SWPICS). Stallholders were both local and regional and promoted health, disability and community services.

## **South Waikato Youth Strategy**

The YMCA (through Te Puni Kokiri) have funding to lead a district-wide Youth Strategy with a particular focus on resilience. A number of community organizations, including South Waikato District Council attended the first workshop to discuss how to move forward in this space.

### **2.2 Priority Work - Short term**

Anzac Day preparations for the services in three towns.

Graeme Dingle Foundation contract to be finalised and signed off mid-April.

Service provider contracts for Warm Home Clean Air review

### **2.3 Issues and Challenges encountered during reporting period**

Nothing to report in this period

### **2.4 Forward Focus**

Dynamo series and Taniwha contract review

Planning of the Events website

## **3 Libraries**

### **3.1 Achievements**

Work is almost complete around the development of a new school holiday programme for South Waikato children. The programme will run across all three term breaks of the 2019 year and features a broad range of activities designed to stimulate imagination and creativity, and encourage community participation and well-being. Inspired by the work of Hastings district library, the South Waikato Tamariki Achievers, Role Models Superstars (S.T.A.R.S) programme was designed and produced in house by Libraries staff with support from our Communications and Information Services teams. The programme name, design and activities link to our district, and local landmarks, icons and attractions (attachments provided). The themes and activities are easily edited, so if successful this new format can be adapted for use over a number of years. S.T.A.R.S will be launched on 12 April 2019. During this coming term break, our usual weekly activity sessions usually held in Tokoroa and Putāruru libraries will also be offered in Tīrau to gauge interest.

Recruitment and training complete for Lisa McKinnon, new permanent part-time staff member at Putāruru.

Tokoroa Library participated in the SWPICS Health Expo. The main focus was on the promotion of the house-bound service. This was a great opportunity for the library to engage with other community groups and health providers.

### **3.2 Priority Work - Short term**

Programme finalisation, advertising, and planning of craft sessions for S.T.A.R.S holiday programme.

Outreach, and service continuity plan (Putāruru).

Recruitment and training of new permanent part time library assistants at Tokoroa Library.

### 3.3 Progress Monitoring

South Waikato District Libraries Trends:

March 2019/2018				
	Mar 2019	YTD Mar 2019	Mar 2018	YTD Mar 2018
<b>Total Issues:</b>	<b>9831</b>	<b>89,098</b>	<b>9,558</b>	<b>88,483</b>
<i>Tokoroa</i>	6,074	52,683	5,772	54,580
<i>Putaruru</i>	2,828	28,477	3,138	28,617
<i>Tirau</i>	65	724	31	812
<i>Online renewals</i>	229	2,153	165	1,517
<i>Virtual issues</i>	635	5,061	452	2,957
<b>Visits to Library (physical):</b>	<b>10,703</b>	<b>100,177</b>	<b>12,226</b>	<b>111,489</b>
<i>Tokoroa</i>	7,504	72,200	8,915	79,217
<i>Putaruru</i>	3,144	27,567	3,267	31,837
<i>Tirau</i>	55	410	44	435
<b>New Members total:</b>	<b>40</b>	<b>414</b>	<b>41</b>	<b>432</b>
<i>Tokoroa</i>	31	293	26	276
<i>Putaruru</i>	8	120	15	154
<i>Tirau</i>	1	1	0	2
<b>Public Internet Usage total:</b>	<b>1,149</b>	<b>10,991</b>	<b>1,428</b>	<b>13,149</b>
<i>Tokoroa Library</i>	855	8,395	1,086	9,610
<i>Putaruru Library</i>	257	2,196	304	2,744
<i>Tirau Library</i>	37	400	38	795
<b>Justice of Peace Service total:</b>	<b>58</b>	<b>602</b>	<b>42</b>	<b>693</b>
<i>Tokoroa Library</i>	43	424	24	476
<i>Putaruru Library</i>	15	182	18	217
<b>Virtual visits, total:</b>	<b>1,982</b>	<b>15,544</b>	<b>1,622</b>	<b>12,684</b>
<i>Library website accessed</i>	1,347	10,483	1,170	9,727
<i>Overdrive &amp; Wheelers sites accessed</i>	635	5,061	452	2,957
<b>Community Group contacts total:</b>	<b>36</b>	<b>192</b>	<b>21</b>	<b>142</b>
<i>Tokoroa</i>	21	111	15	90
<i>Putaruru</i>	15	81	6	52

	<b>February 2019/2018</b>			
	Feb 2019	YTD 2019	Feb 2018	YTD 2018
<b>Total Issues:</b>	<b>8,677</b>	<b>79,267</b>	<b>8,920</b>	<b>78,925</b>
<i>Tokoroa</i>	5,031	46,609	5,634	48,808
<i>Putāruru</i>	2,798	25,649	2,713	25,479
<i>Tirau</i>	116	659	73	781
<i>Online renewals</i>	191	1,924	195	1,352
<i>Virtual issues</i>	541	4,426	305	2,505
<b>Visits to Library</b>	<b>9,630</b>	<b>89,474</b>	<b>10,932</b>	<b>99,263</b>
<i>Tokoroa</i>	6,843	64,696	7,922	70,302
<i>Putāruru</i>	2,737	24,423	2,973	28,570
<i>Tirau</i>	50	355	37	391
<b>New Members total:</b>	<b>66</b>	<b>374</b>	<b>61</b>	<b>391</b>
<i>Tokoroa</i>	49	262	43	250
<i>Putāruru</i>	17	112	18	139
<i>Tirau</i>	0	0	0	2
<b>Public Internet Usage total:</b>	<b>1,089</b>	<b>9,842</b>	<b>1,217</b>	<b>11,721</b>
<i>Tokoroa Library</i>	802	7,540	926	8,524
<i>Putāruru Library</i>	234	1,939	236	2,440
<i>Tirau Library</i>	53	363	55	757
<b>Justice of Peace Service total:</b>	<b>68</b>	<b>544</b>	<b>111</b>	<b>651</b>
<i>Tokoroa Library</i>	39	377	101	452
<i>Putāruru Library</i>	29	167	10	199
<b>Virtual visits, total:</b>	<b>1,674</b>	<b>13,562</b>	<b>1,462</b>	<b>11,062</b>
<i>Library website accessed</i>	1,133	9,136	1,157	8,557
<i>Overdrive &amp; Wheelers sites accessed</i>	541	4,426	305	2,502
<b>Community Group contacts total:</b>	<b>25</b>	<b>156</b>	<b>15</b>	<b>121</b>
<i>Tokoroa</i>	13	90	7	75
<i>Putāruru</i>	12	66	8	46

### 3.4 Issues and Challenges encountered during reporting period.

Nothing to report during the period.

### 3.5 Forward Focus

Preparation for National Simultaneous Story-time.

Reading together programme with SWPICs – final session to be held at Tokoroa Library. This session will include the promotion of library services.

SWPICS home-based café to be hosted at the Tokoroa Library. Mamas and Papas will share ANZAC stories and activities and create wreaths for presentation at the ANZAC service.

South Waikato District Library Strategy development.

## 4 South Waikato Sport and Events Centre

### 4.1 Achievements

User statistics continue to improve, with these months including large crowds at the Festival of Cultures, three weddings and the Dynamo event. Volleyball and netball leagues ran for the term and winter sports leagues for juniors and seniors will begin in term two.

### 4.2 Priority Work - Short term

Work with Tokoroa Basketball Association to secure funding for shot clocks.

### 4.3 Progress Monitoring

Patronage at the South Waikato Sport and Events Centre						
	Feb 2019	Feb 2018	March 2019	March 2018	YTD 2019	YTD 2018
Pre-schoolers	242	48	385	302	2,648	1,939
Children	458	146	858	719	8,555	7,851
Youth	713	211	321	949	6,635	5,267
Adults	1,921	1,140	2,364	1,927	21,375	19,212
Seniors	570	127	421	198	4,572	2,284
<b>Total Users</b>	<b>3,904</b>	<b>1,672</b>	<b>4,349</b>	<b>4,095</b>	<b>43,785</b>	<b>36,553</b>

### 4.4 Issues and Challenges encountered during reporting period

The Assets team is continuing work on coordinating the repair of the entry panels.

### 4.5 Forward Focus

A booking for a large music concert has been requested and is being worked on with the Quality and Risk Manager and the Building team to ensure compliance and safety for all users.

## 5 Swimming Pools

### 5.1 Achievements

User statistics for both seasonal pools were positive this season, regardless of the delayed opening of the Tīrau Pools. This of course could be attributable to the great weather we have experienced this season. Added programmes delivered at the seasonal pools to increase user numbers proved successful and the Pooches Pool Parties were a positive end to the season.

Training continues to be a major focus for Pools staff. This has included breathing apparatus, first aid, Pool Lifeguard Practicing Certificate and water quality training this period.

### 5.2 Priority Work - Short term

Maintenance at Putāruru Pools. A small hole in the Myrtha lining has developed in the main pool and will be repaired by the contractor shortly. Watermark will also carry out maintenance during April to ensure the pools are ready for the November 2019/20 opening.

### 5.3 Progress Monitoring

<b>Patronage at the South Waikato Indoor Pools</b>						
	<b>Feb 2019</b>	<b>Feb 2018</b>	<b>March 2019</b>	<b>March 2018</b>	<b>YTD 2019</b>	<b>YTD 2018</b>
Adults	1,327	1,246	1,242	1,165	11,152	11,073
Children	2,063	2,113	2,369	2,483	18,519	19,270
Seniors	337	463	408	534	3,945	4,630
Spectators	862	863	1,076	1,157	8,186	8,253
Pre-schoolers	368	415	419	439	3,771	4,084
Family groups	847	889	735	878	8,322	8,384
School groups	1,066	1,079	1,997	1,825	4,877	4,892
Complimentary	99	80	140	133	1,305	1,220
<b>Total Users</b>	<b>6,969</b>	<b>7,148</b>	<b>8,386</b>	<b>8,614</b>	<b>60,077</b>	<b>61,806</b>

<b>Patronage at the Putāruru Seasonal Pools</b>						
	<b>Feb 2019</b>	<b>Feb 2018</b>	<b>March 2019</b>	<b>March 2018</b>	<b>YTD 2019</b>	<b>YTD 2018</b>
<b>Total Users</b>	5,497	4,063	2,367	1,204	13,828	12,125

<b>Patronage at the Tirau Seasonal Pools</b>						
	<b>Feb 2019</b>	<b>Feb 2018</b>	<b>March 2019</b>	<b>March 2018</b>	<b>YTD 2019</b>	<b>YTD 2018</b>
<b>Total Users</b>	1,955	785	654	529	3,506	3,465

### 5.4 Issues and Challenges encountered during reporting period

The high temperatures experienced throughout the summer months proved uncomfortable for seasonal pools workers. Hats, sun glasses and sunscreen were provided and cooling scarves to assist body temperature regulation.

### 5.5 Forward Focus

School holiday learn to swim delivery.

## 6 Customer Services

### 6.1 Achievements

Closed the Telephony as a Service project, moved to business as usual

### 6.2 Priority Work - Short term

Capacity planning understanding

Armourguard contract review

Trade Training industry breakfast

## 6. Members Information Requests

## 7. Public Excluded—Resolution to Exclude the Public

*Section 48, Local Government Official Information and Meetings Act 1987.*

### Recommendations

*That the public be excluded from the following parts 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 are as follows:*

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution</b>	<b>Ground(s) Under Section 48(1) for the passing of the resolution</b>
<i>Community and Assets Committee – 7 March 2019 Public Excluded</i>	<i>Reason(s) for excluding the public are recorded in the Public Minutes of the Meeting 7 March 2019.</i>	<i>The public conduct of this part of the meeting would be likely to result in the disclosure of information for which there is good reason for it being withheld. Section 48(1)(a)</i>

*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.*

**Council Outcomes**

- Growth - Activities and strategies that facilitate sustainable economic growth and lift community pride.
- Resilience - A resilient district with good infrastructure, services, a sound financial position, rates affordability and a healthy environment that has the ability to anticipate, resist, respond to and recover from significant change or events.
- Relationships - Strong relationships with Iwi and Māori, Pacific Peoples and community and business groups that can achieve growth and a resilient community.