

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 21 January 2021
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 Development Section and the Assets Group.

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 Community and Assets 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 exceptions required by the LGA (which are also stated in Section 1.1 of this documents).

Management Responsibility

Group Managers Assets & Group Manager Community and Corporate

Attendees

Members	Chairperson (Deputy Mayor)	B Machen
	Mayor (Deputy Chairperson)	J Shattock
	Councillors	H Daine M Glucina A Jansen T Lee H Nelis A Ngapo-Lipscombe G Petley P Schulte S Wallace
	Tirau Community Board (Chairperson)	K Purdy
Staff	Chief Executive	B Smit
	Group Manager Assets	T Anderson
	Group Manager Community and Corporate	G Naidoo
	Group Manager Regulatory	S Robinson
	Chief Financial Officer	F Ferrar
	Communications Manager	K Fabrie
	Personal Assistant (Minutes)	S Curreen

Agenda Confirmed by:

B Smit

Chief Executive

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

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1. Apologies

2. Confirmation of Agenda

3. Conflicts of Interest

4. Confirmation of Minutes

4.1 Confirmation of Minutes - Public

Document Information

Report To: Community and Assets
Meeting Date: Thursday, 21 January 2021
Author: W Machen
Author Title: Chairperson
Report Date: Tuesday, 12 January 2021-

Purpose of Report

This report is for information purposes only.

The purpose of this report is to present past Minutes.

Recommendation

Community and Assets Committee – Thursday 12 November 2020

Public Business

1. *That the Minutes of the Public Business of the Community and Assets Committee Meeting held on Thursday 12 November 2020 are confirmed as a true and accurate record and the Recommendations therein approved.*
2. *That the Action Sheet, as attached, be received.*

Attachment

Minutes – 12 November 2020

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 12 November 2020
Commencing at 11.37am

Attendees

Members	Chairperson (Deputy Mayor)	B Machen
	Mayor (Deputy Chairperson)	J Shattock
Councillors		H Daine
		M Glucina
		A Jansen
		T Lee
		H Nelis
		A Ngapo-Lipscombe
		G Petley
Staff	Tirau Community Board (Chairperson)	K Purdy
	Chief Executive	B Smit
	Group Manager Assets	T Anderson
	Group Manager Community and Corporate	G Naidoo
	Communications Manager	K Fabrie
	Personal Assistant (Minutes)	S Curreen

1. Apologies

20/264 Resolved

Cr Lee / Cr Schulte

Cr Ngapo-Lipscombe asked to be excused for a brief period at 1pm today.

2. Confirmation of Agenda

There were no changes to the Agenda.

3. Conflicts of Interest

There were no conflicts of interest declared.

4. Confirmation of Minutes

4.1 Confirmation of Minutes - Public

Matters of Fact

There were no matters of fact raised.

20/265 Resolved

Cr Schulte / Cr Wallace

1. *That the Minutes of the Public Business of the Community and Assets Committee Meeting held That the Minutes of the Public Business of the Community and Assets Committee Meeting held on Thursday 1 October 2020 are confirmed as a true and accurate record and the Recommendations therein approved.*
2. *That the Action Sheet, as attached, be received.*

Matters Arising

Cr Nelis asked when will the Putāruru Timber Museum Business Plan be resent to Elected Members. GM Community and Corporate, Mr Naidoo, replied he would resend the Business Plan to all Elected Members, as the original file was unable to be opened.

Cr Daine raised that during the Community Contract report the requested financials that were not available have not been received by the Elected Members. Mr Naidoo will follow up and will have them sent out.

Cr Ngapo-Lipscombe raised on page 13, Council to consider supporting the Christmas Parade. The Tokoroa Christmas Parade is being advertised on Facebook so who is in charge of the event. The Chairperson replied there will be a Christmas Parade with the help of the community. Mr Naidoo will provide further information during the Community Report.

The Chief Executive, Mr Smit, will provide an update during the Assets reporting on Mr Burton. Her Worship was disappointed Mr Burton did not accept Council's invitation to present to the Elected Members progress on Leith Place.

5. Reports

5.1 Assets Group Report – October 2020

The Report was taken as read.

The GM Assets, Mr Anderson, provided a summary of the Assets Group Report. Mr Bowman will be speaking on the Tirau footpath and Mr Williams on the Putāruru Waterpark Report.

The Chairperson asked for clarification on the second recommendation. Mr Anderson provided an explanation for recommendation 2.

Her Worship raised 3.1 on page 16 asking how Council was going with the compliance. Mr Anderson replied improvements have been made but not at 100% yet. It is almost completed with key elements increasing the aeration of the blowers. New blowers will be installed when they arrive in January and will only take minimal time for commissioning. Council are at risk of receiving a further letter from Regional Council, but staff are providing deadlines and information on the progress.

Cr Lee was concerned with the damage done to the Memorial Sportsground. Has there been consideration in installing a gate to close off the access at night to stop further damage being done? Mr Anderson responded that it was a night-time activity and is being investigated.

Cr Ngapo-Lipscombe was disappointed to read of the vandalism and asked how much money has been set aside for these damages. There is an actual real cost from ratepayers. People think there are no victims, but this affects the ratepayers. Mr Anderson advised there was limited funds to pay for vandalism.

The Chairperson asked the Communications Manager if a press release with photos of the damages and that it is ratepayers who have to front up the costs for repairs could go out to the public.

Cr Nelis questioned on page 14 why a Senior Water Engineer was involved in repairing a bridge. Mr Anderson replied the Senior Water Engineer is managing the bridge project.

Cr Nelis commented that 18-24 months for the telemetry is a long time. Mr Anderson responded it is one of Council's top ten projects. There is a process that it needs to go through and want to ensure the correct components have gone in. The project is largely funded by Internal Affairs and staff have undertaken as much of the preparation as they could do before finding out what funding would be received. It is being pushed as quickly as it can be.

Cr Nelis asked what were the remaining capital projects? Mr Anderson stated they were:

- Digester – denitrification
- Watermain renewal contract
- Tirau wetlands
- Transfer station (contractors are on board)

Cr Schulte questioned why Council was using fibreglass instead of stainless steel at the Te Waihou toilets. Mr Anderson replied that it was what could be afforded. If you make it too sturdy it gets stolen and a lower standard gets broken.

The Chairperson asked if anyone has been in contact with the flying instructor, if not it would be good for someone to make contact with him. It was reported the flying instructor is based in Taupo and will be coming up to run training in Tokoroa. Cr Daine pointed out that it is early days and there is not anything at the moment as it is a supply and demand. Council will only provide support they will not be leading the process. Updates will be in future reports.

20/266 Resolved

Cr Lee / Cr Schulte

1. *That Report No 2020–541507, Assets Group Report – October 2020, be received.*
2. *That the changes suggested in Section 7.2 Water Supply Bylaw 2020 are incorporated into the Water Supply Bylaw 2020.*

5.2 Tirau Footpath Reinstatement

The Report was taken as read.

Cr Nelis pointed out that one tree in front of the ice cream shop has a bit of a lift. There is one section about 10cm square by 5cm high that needs attention. It is an expensive repair when all is required is a stump grind, fill in with dirt and reinstate pavers.

Cr Schulte added that for a cost-effective solution supports option 1. Mrs Purdy was also in favour of option 1. Having investigated the area there is more than one hump there are several. Would like to keep the trees as the business relies on them for shade.

Her Worship would also like to retain the trees, this is also a solution to future proofing the trees. The pavers are also a trip hazard. Mr Bowman said what is recommended is a duplicate of what is in front of the i-SITE.

The Chairperson suggested the roots are ground. Cr Wallace asked what is the thoughts on this? Mr Bowman received feedback from the arborist and he could not guarantee the tree would survive. The length of the branches is the length of the roots.

Cr Ngapo-Lipscombe asked if Council would receive a subsidy for this work to be undertaken. Mr Bowman replied there would be no subsidy if the wood or steel option was used.

Cr Schulte moved to accept option 1.

20/267 Resolved

Cr Schulte / Cr Ngapo-Lipscombe

1. *That Report No 2020–535800, Tīrau Footpath Reinstatement, be received.*
2. *That Council commits to option 1 (Asphalt Hump) proposed in this report.*
3. *That the footpath repairs take place before 30 June 2021.*

The meeting adjourned at 12.19pm and reconvened at 12.50pm

Cr Ngapo-Lipscombe left the meeting at 12.50pm

Project Manager, Paul White, provided an update on the Three Waters Forum

Council has been successful in gaining funding for the denitrification. The total funding received is \$3.88m. Currently having discussions with the preferred supplier and contractor with positive results. Will be receiving offers of service for the telemetry tomorrow and hope to award the work next week. Stormwater is yet to be decided. Cr Nelis asked if the blowers that are being replaced in Tokoroa could be repurposed for the Putāruru. Mr Anderson replied they will be checked to see what value they have in them and if adequate if they could be used elsewhere.

5.3 Putāruru Waterpark: Engagement Results Report October 2020

The Report was taken as read.

The Senior Projects Manager, Mr Williams, summarised the feedback sessions which were positive. Looking at construction commencing in early April 2021.

Cr Wallace enquired if real turf could be used rather than astro turf. Mr Williams advised real turf would be difficult to maintain that is why astro turf will be used.

Cr Schulte stated he has received good feedback on the project.

It was good that the community took on the historical value and input from Raukawa added significance to the project.

Cr Schulte raised the matter of the bridge is still missing in the Tīrau Domain. Mr Williams replied that it will be missing until the end of the summer. There is a design and procurement process that is required before the project can proceed.

Her Worship is pleased to advise the Waterpark project has not gone over budget. Mr Williams add it was significantly under budget.

20/268 Resolved

Cr Wallace / Cr Nelis

That Report No 2020–540585, Putāruru Waterpark: Engagement Results Report October 2020, be received.

Te Waka Presentation

Mr Hamish Bell, Te Wakaa, provided a PowerPoint presentation to the Elected Members commencing at 1.08pm with the support of Amanda Hemma. The main objectives:

- A champion for the Waikato region
- Growing businesses
- Engaging with others and creating partnerships

5.4 Community Report

The Report was taken as read.

The GM Community and Corporate, Mr Naidoo, provided a summary of the Community Report.

Cr Ngapo-Lipscombe rejoined the meeting at 1.44pm.

Cr Daine asked what was happening with the Christmas parade and the Take a Kid Fishing event. Mr Naidoo advised teams are working together, unfortunately information on Facebook had gone out by others with incorrect information.

The Christmas event is being led by Council and will be held on 12 December working in with the Leith Place development. There will be three parts to the event, the Christmas parade, a night market and entertainment in Leith Place. Posters will be on display in due course.

Cr Ngapo-Lipscombe pointed out it looks like there are two different events.

There will be one event on 22 November of stalls organised by the Tokoroa District Lions Club ladies and the second is a Christmas Block Party with stalls being set up for the 12 December event.

Unfortunately, the original Facebook notice is still up and need to contact the site owner to change the information.

Her Worship advised the Take a Kid Fishing event will be held in February, but the fireworks display will not take place. Asked for feedback on what Elected Members opinions were to hold a fireworks display on Colson Hill on 12 December to finish the night off? Elected Members were in support of this subject to costs.

Mr Naidoo will resend the Timber Museum Business Plan and the late financials out to the Elected Members.

20/269 Resolved

Cr Lee / Cr Petley

That Report No 2020–541508, Community Report – October 2020, be received.

6. Members Information Requests

Her Worship asked Cr Daine how his flight was when he attended the Aero Club Fly in Day. Cr Daine replied that he went up in a tin plane and was the best experience he has had. He said that the South Waikato looks beautiful from the sky and it was just a shame he was the only Elected Member there. The Aero Club would like to invite the Elected Members to a BBQ and it is important they attend. Cr Daine advised it was not a free flight he did have to pay. Tokoroa has a unique airport as it is the only airport in NZ that is tarmac, and you can land a plane in a cross wind.

Cr Ngapo-Lipscombe pointed out that invites for events during the day are often very difficult to attend. Would like to have adequate notice.

Cr Nelis enquired if there was anything special that came out of the Zone 2 meeting last week. Her Worship replied there wasn't anything that would cost Council. There was an overview of the Hauraki district's new trail and discussion on the three waters reform.

Mr Anderson advised the official opening of basketball court will be on 5 December. The off-road parking will be sorted which will be metal until formally marked out. The Chairperson would like to have a drawing of the carparking presented at the next meeting.

Also looking at laying metal at the Leslie Road carpark to extend it with consultation with Raukawa to remove cars off the road. Her Worship asked if there were usage numbers for Leslie Road. Mr Anderson responded there is a counter and even though numbers are down this year they are up on the previous year. There has been a significant number of cars parked at the parking area from time to time, up to 120, and other times it has been as low as 20.

Her Worship asked if there were savings from Leith Place could the funds be used for parking at the skate park. Cr Daine pointed out that if Council are going to lift the level of service where are the public going to park. Mr Smit replied that it needs to have a sealed area. It is going to be difficult for the work to be undertaken prior to Christmas.

Her Worship advised she has received a notice that Bunnings will be temporarily closed. They will still be offering the public an online service, but their retail building is closed.

Meeting closed at 2.18pm.



WE Machen
CHAIRPERSON

7. Public Excluded—Resolution to Exclude the Public

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

20/270 Resolved

Cr Petley / Cr Lee

1. That the Council Public Excluded Business will commence at the conclusion of the Community and Assets Public Business.
2. 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:

General subject of each matter to be considered	Reason for passing this resolution	Ground(s) Under Section 48(1) for the passing of the resolution
Council – 22 October 2020 Public Excluded	Reason(s) for excluding the public are recorded in the Public Minutes of the Meeting 22 October 2020.	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)
Sale of Council Property	<p>This report is CONFIDENTIAL 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>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 to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies. – Section 48(1)(d); Section 7 (2)(i)</p> <p>Section 7 specific details</p> <p>Section 7 (2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	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)
Approval to Purchase Residential Property	This report is CONFIDENTIAL 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	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)

	<p><i>Executive of the South Waikato District Council reasonably expects will be discussed with the public excluded.</i></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 protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied – Section 48(1)(a); Section 7 (2)(c)(i)</i></p>	
<p><i>Proposed Service Level Agreements with Te Waka and Hamilton & Waikato Tourism 2021/22 to 2023/24</i></p>	<p><i>This report is CONFIDENTIAL 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.</i></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>Proposal to sell Council land in Tokoroa to Kainga Ora</i></p>	<p><i>This report is CONFIDENTIAL 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.</i></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</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>

	<i>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>	
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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/COMMITTEE ACTION SHEET 2020

PUBLIC - CURRENT

No	Meeting	Action Point/ Requester	Responsibility	Due Date	Action Taken/ Completion Date
48	Council 03/12/2020	Delegation to Leisure Services Manager to be removed from Delegations Manual	Policy Officer	21/01/2021	This has been removed from the Manual.
49	Council 03/12/2020	Letter to be sent to NZTA requesting upgrade to lighting at SH1 pedestrian crossing. Emphasis to be made on Road to Zero campaign. Copy of letter to be forwarded to Elected Members.	Her Worship/GM Assets	21/01/2021	Letter to Ross l'Anson sent on 14/12/2020 and emailed to Elected Members. Refer ECM 545227.
50	Council 03/12/2020	Response to query regarding trees in Hawick Street, Tokoroa being removed.	GM Assets	04/12/2020	Removed after assessment undertaken by Council staff and arborist. Assessment showed decay and cavities evident due to age. Emailed to Ems 03/12/2020.
51	Council 03/12/2020	Concern with trees that are overhanging between Roslin Street and SH1. Passing freight trucks cause branches to break or fall.	GM Assets	04/12/2020	Staff to inspect trees on Roslin Street and arrange for any trees under the 6m urban envelope to be crown lifted. Emailed to Ems 03/12/2020.
52	Corporate & Regulatory 3/12/2020	To provide Her Worship with the draft Concept Plans for her review.	GM Community and Corporate	21/01/2021	Draft Concept Plans have been shared with Her Worship.
53		Action required as raised by Elected Members for the Tokoroa Transfer Station: <ul style="list-style-type: none"> • Waste accumulation and the frequency of removal. • Extensive wait times when removal of waste is occurring. • Investigate whether rubber tracks are being used on the machinery used on site to prevent 	GM Assets	21/01/2021	The contract requires that waste to be removed within 36 hours. This is being achieved. The waste collected at the Transfer stations is removed once a full truck & trailer load has been deposited. Currently they are removing rubbish at least once per day.

		damage to the concreting.			<p>Regarding excessive wait times. We have placed bins outside the building for public use when the recycling building is closed to the public, while the excavator is operating. Users of the facility have an option to either wait for the building to be reopened, or if they prefer they can use these bins, which are emptied at the end of the day by the contractor.</p> <p>Regarding rubber tracked vehicles the current loader has rubber tyres and is used for moving the waste to within reach of the materials handler. The materials handler remains static on top of the rubbish and loads into the trucks from a single point. New materials handling equipment have been ordered and are expected for delivery to site next month.</p>
54		Investigate shifting the seating outside of the Oxford Hotel in Tīrau to repurpose it for the Tīrau Skatepark.	GM Assets	21/01/2021	Five short bench seats were removed, of which two will be joined together to create a longer bench seat, modified with legs constructed to then be installed into Okoroire-Prospect reserve adjacent to the basketball pad. Other seats will also be modified to be installed into reserves at some point in the future.

55		Investigate the differing FTE staff numbers in the Executive Group Report and Performance Report.	HR Manager	21/01/2021	<p>Finance uses an aggregated FTE figure produced by adding together all employees formal FTE and adding in the hours worked by casuals (in a converted FTE figure). This is a common way to measure employee costs or performance as it equates to hours paid to employees.</p> <p>The figures provided by HR are actual headcount figures and count each employee as one head. This is used to accurately represent turnover, headcount growth workforce size etc.</p>
56		Elected Members to be provided a copy of the funding and commitment agreements for the Three Waters funding received from Government.	Chief Executive	21/01/2021	Elected Members emailed the DIA Funding Agreement and Memorandum of Understanding on 12 January 2021.

5. Reports

5.1 Assets Group Report – December 2020

Document Information

Report To: Community and Assets Committee

Meeting Date: Thursday, 21 January 2021

Author: Ted Anderson

Author Title: Group Manager Assets

Report Date: Tuesday, 12 January 2021

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.

Executive Summary

Staff and the Parks and Reserves Contractor are due to meet in late January to discuss contractual non-performance issues.

Allied Security and Spotless Cleaning have both started their new 5-year contracts with SWDC on 1 December 2020.

Full compliance with the Drinking Water Standards was achieved for December 2020. Staff look forward to achieving this every month into the future.

Almost full compliance with Wastewater Resource Consent Compliance was achieved for December 2020. The exception was due to the on-going issues with nitrite nitrogen at the Tokoroa Wastewater Treatment Plant. In order to comply with the Resource Consent South Waikato District Council (SWDC) will need to fully comply with all the approximate 734 resource consent conditions. SWDC will be fully complaint once the denitification upgrade is completed in June 2022.

Council is on track to have all reseals for 2020/21 (including carry-overs) completed by 31 March 2021.

Recommendation

That Report No 2021-543791, Assets Group Report – December 2020, be received.

1. Parks & Reserves

NB: Includes toilets on Parks and Reserves

1.1 Planned Activities for next six weeks

Tread board replacement on playground modules were completed prior to Christmas. Seat installations, replenishing of metal on reserve carparks and driveways and bollard installations, will be completed over the next three months.

Condition assessments on the Pin Oaks located within the Bridge Street, Campbell Street and Logan Street medians were completed in December. The assessment was undertaken by a level 4 advanced arborist. Over all the trees were found to be in reasonable health with some limb reductions, crown lifting, and dead-wooding being recommended. Two oak trees on Bridge Street required further investigation. Two trees in Logan Street are recommended to be removed. This work will be undertaken in February.

Reserve Management Plan consultation period ends on 18 January 2021 with hearings and deliberations booked for 11 February 2021.

1.2 Issues and Challenges

The Open Space Maintenance Contractor has struggled to maintain sites to contract specifications, particularly with the mowing activity with vegetative growth across the district exacerbated by periods of rain and heat from late spring into early summer.

A contractor debriefing will occur at the end of January to address no-performance matters.

The contractor added resources over summer to meet contract specifications. An additional out-front mower was bought into the contract over summer, two replacement mower operators were employed, an additional mower operator was brought on from outside the South Waikato Contract and overtime was worked by mowing and gardening staff to keep on top of the growth.

Priority was given to high profile areas, cemeteries and pensioner housing areas. Unfortunately, the pattern of rainfall and heat continued over the Christmas/New Year holiday period resulting in several sites being outside the contractual specification.

Early in January 2021 Council issued a statement informing the public that Council and Downer were aware of the non-performance issue and were working to resolve the issues as soon as possible. Staff have requested that a senior person from the Contractor attend the meeting to explain some of the challenges being experienced.

2. Property raises concerns with prioritisation

NB: Includes depots, buildings, toilets (not on parks), Council offices, community halls, pensioner housing

2.1 Planned Activities for the next six weeks

Allied Security and Spotless Cleaning have both started their new 5-year contracts with SWDC on 1 December 2020.

Maintenance issues identified at Tapapa Hall will be addressed in the next three months.

Tirau i-SITE toilet works completed. Staff have received compliments regarding the improvements and cleanliness of these toilets.

75C Fergusson Street unit was vacated on 30 December 2020, with new tenant confirmed and taking occupation on 19 January 2021.

12C Belmont Street unit changed hands during November.

Current pensioner housing waitlist consists out of:

- Category A: 24 Applicants
- Category B: 4 Applicants
- Category C: 20 Applicants

3. Assets Group Compliance

NB: Includes potable water, wastewater, stormwater and solid waste (including collection, treatment, distribution and disposal where applicable)

3.1 Planned Activities for the next six weeks

3.1.1 Prepare and submit the following reports to Waikato Regional Council during January 2021:

- Progress report to WRC regarding the Tokoroa WWTP issues
- Weekly Progress reports to WRC regarding the Tokoroa Landfill biosolids
- Monthly, Bi-annual and Quarterly Reports to the WDHB (Drinking Water Assessor) and WRC (Compliance Officer)
- National Performance Review Audit
- RFI – 3 Waters Reforms (spreadsheet)
- Backflow prevention project

3.1.2 Tokoroa Airport

The Airfield has seen the number of events increase over the summer period. The Drag Racing events have been the largest with over 500 attendees to the December 2020 event.

JANUARY 2021		
16 Jan	Model Jet Event	Model jets flying to 1,000ft AGL - from 9am to 5pm. Airfield open for use.
17 Jan	Model Jet Event	Model jets flying to 1,000ft AGL - from 9am to 5pm. Airfield open for use.
FEBRUARY 2021		
12 Feb	Drag Racing	Airfield CLOSED from noon
13 Feb	Drag Racing	Airfield CLOSED
14 Feb	Drag Racing	Airfield CLOSED up to noon
19 Feb	Model Jet Event	Model jets flying to 1,000ft AGL - from 9am to 5pm. Airfield open for use.
20 Feb	Model Jet Event	Model jets flying to 1,000ft AGL - from 9am to 5pm. Airfield open for use.
21 Feb	Model Jet Event	Model jets flying to 1,000ft AGL - from 9am to 5pm. Airfield open for use.

3.2 Progress Monitoring

Drinking Water Compliance

Head-works compliance for November 2020 has improved significantly.

Headworks	Bacterial Compliance Yes/No	Protozoal Compliance Yes/No	Chemical Compliance Yes/No	Reason for Non-compliance
Billah St	Yes	Yes	Yes	N/A
Waihou	Yes	Yes	Yes	N/A
Reservoir St (Putāruru)	Yes	Yes	Yes	N/A
Oraka (Tīrau)	Yes	Yes	Yes	N/A
Arapuni	Yes	Yes	Yes	N/A
Lichfield	Yes	Yes	Yes	N/A

Reticulation	Bacterial Compliance Yes/No	Chemical Compliance Yes/No	Reason for Non-compliance
Tokoroa	Yes	Yes	N/A
Putāruru	Yes	Yes	N/A
Tīrau	Yes	Yes	N/A
Arapuni	Yes	Yes	N/A
Lichfield	Yes	Yes	N/A
Athol	Yes	Yes	N/A

Water-take Compliance

The backflow prevention project has commenced. This project will be undertaken by the summer student (Cameron Caudwell). The aim of the project is to:

- Create a list of all properties which have boundary devices
- Update last inspection dates
- Arrange inspections if necessary
- Create an SOP in Promapp for this work
- Review the Backflow Prevention Management Plan

Once the project has been completed the Drinking Water Assessor will be notified for their records.

Wastewater Treatment Plant Compliance

Tokoroa, Putāruru, Tīrau and Arapuni Wastewater Plant compliance is shown below:

Plant	Compliance	Reason for Non-compliance
Tokoroa	Non-compliant	On-going issues with nitrite nitrogen.
Putāruru	Compliant	N/A
Tīrau	Compliant	N/A
Arapuni	Compliant	N/A

Programme	Outcomes
SWDC staff continue to work towards progressing the renewals of the consents.	Discussions with WRC have been undertaken regarding the Tokoroa and Arapuni consents. WRC staff have requested SWDC to update the current consent application to reflect the funding Council obtained via the DIA and include the new timelines and other relevant details. The agreed date to submit the revised applications is 28 January 2021.
Raukawa Engagement	SWDC continue to provide Raukawa with updates on the progress made to date.

Solid Waste Compliance

Tok10 has now been sealed as per recommendations from WRC and the Peer Reviewer (Earthtech).

4. Roothing

The main items of work or activities that are being worked on during December / January include:

Rangipai Road rehabilitation complete, pre-reseal repairs, basketball court carpark, Tīrau pedestrian crossing, Mannering Street and Main Street.

4.1 Pre-reseals programme update

With the recent spell of good weather, pre reseal repairs are close to being completed. Higgins will complete the reseals by the end of March.

4.2 Rangipai Road Rehabilitation update

Rangipai Road (off SH27) was completed in November. It was sealed on 4 November and the seal has settled well (see photo below):



Rangipai Road on 24 December 2020

4.3 Mannering Street, Tokoroa and Main Street, Putāruru.

Mannering Street in Tokoroa and Main Street in Putāruru are the next streets that will be getting rehabilitated. Mannering Street is expected to start late in January, with Main Street expected to be started around March or April.

4.4 Tokoroa Basketball Court Carpark

The new carpark for Tokoroa basketball court was started on the 17 December 2020.

It is progressing well and is expected to be completed by early February 2021.



Development of the new carpark as of 23 December

4.5 Tīrau Pedestrian Crossing

In consultation with the Tīrau community, SWDC agreed to shift the pedestrian crossing in Tīrau from where it was (near the intersection of SH1 and SH27), further south in front of the Information Centre.

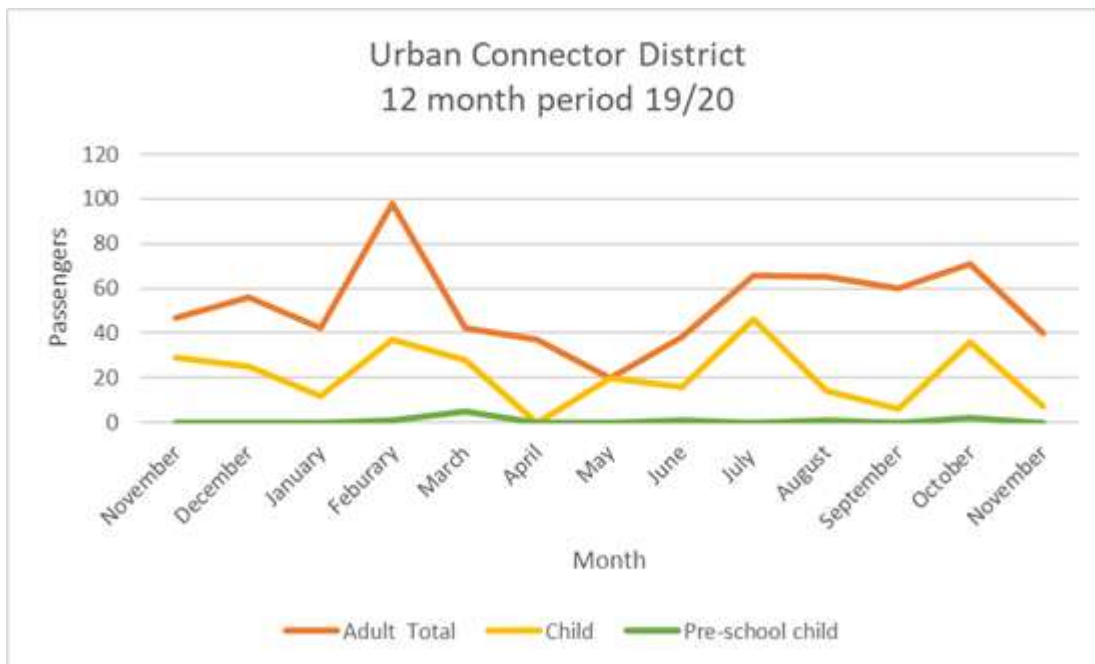
This project proceeded well, and the crossing is now operational.

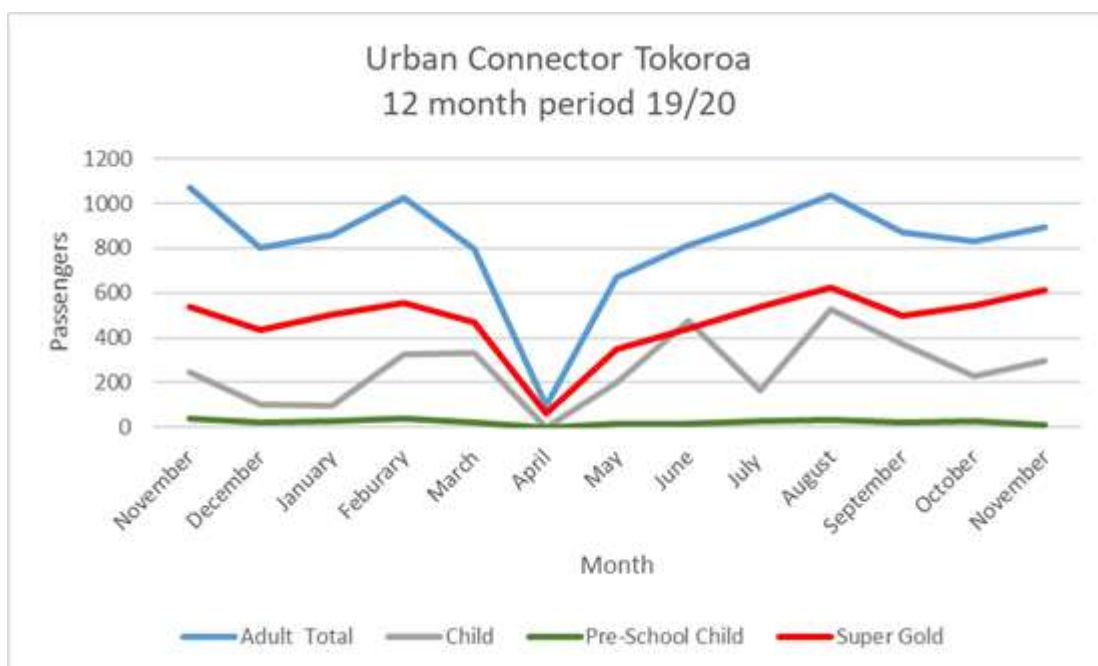


Tiraú pedestrian crossing on 24 December 2020

4.6 Urban Connector usage update

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





5. South Waikato Sport and Events Centre

5.1 Progress Monitoring

Patronage at the South Waikato Sport and Events Centre				
	Dec 2020	Dec 2019	YTD 2020	YTD 2019
Pre-schoolers	169	492	584	1,776
Children	702	1,116	3,076	6,633
Youth	185	1,799	2,530	4,594
Adults	1,080	2,755	14,653	15,406
Seniors	307	510	5,621	6,095
Total Users	2,443	6,672	26,464	34,504

Income from the South Waikato Sport and Events Centre in Dollars				
	Dec 2020	Dec 2019	YTD 2020	YTD 2019
Arena	\$446	\$1,023	\$11,644	\$14,242
Function rooms	\$266	\$3,932	\$23,874	\$29,859
Gymsport Arena	\$0	\$2,070	\$4,140	\$4,140
Catering	\$246	\$4,303	\$19,215	\$20,476
Internal hire	\$0	\$434	\$1,360	\$1,499
Events	\$948	\$2,981	\$14,727	\$12,410
Donations	\$0	\$0	\$0	\$0
Total Income	\$1,906	\$14,743	\$74,960	\$82,626

Several large weddings booked for December were cancelled due to current COVID-19 restrictions not enabling family members to attend from overseas.

6. Swimming Pools

6.1 Progress Monitoring

Patronage at the South Waikato Indoor Pools				
	Dec 2020	Dec 2019	YTD 2020	YTD 2019
Adults	929	957	4,364	7,726
Children	2,159	1,824	7,132	11,514
Seniors	546	451	2,111	2,870
Spectators	995	741	2,775	5,058
Pre-schoolers	357	423	1,234	2,317
Family groups	960	860	3,626	5,323
School groups	632	289	1,003	1,819
Complimentary	220	59	504	974
Total Users	6,798	5,604	15,951	37,601

Income from the South Waikato Indoor Pools in Dollars. Includes all income				
	2020	2019	YTD 2020	YTD 2019
December	\$12,193	\$12,145	\$66,611	\$76,642
November	\$13,847	\$13,785	\$54,418	\$64,497
October	\$12,376	\$13,767	\$40,472	\$50,712

Patronage at the Putāruru Seasonal Pools				
	2020	2019	YTD 2020	YTD 2019
November	664	938	664	938
December	1685	1,843	2349	2,781

Income from the Putaruru Seasonal Pools in Dollars. Includes all income				
	2020	2019	YTD 2020	YTD 2019
November	\$328	\$1,171	\$328	\$1,171
December	\$1,682	\$2,005	\$2,010	\$3,176

Patronage at the Tirau Seasonal Pools				
	2020	2019	YTD 2020	YTD 2019
November	156	558	156	558
December	1003	674	1159	1,232

Income from the Tirau Seasonal Pools in Dollars				
	2020	2019	YTD 2020	YTD 2019
November	\$328	\$1,263	\$328	\$1,263
December	\$447	\$847	\$775	\$2,110

6.2 Issues and Challenges

A survey went out to the Community regarding expected future requirements and offerings from the Tokoroa Indoor Pools facilities.

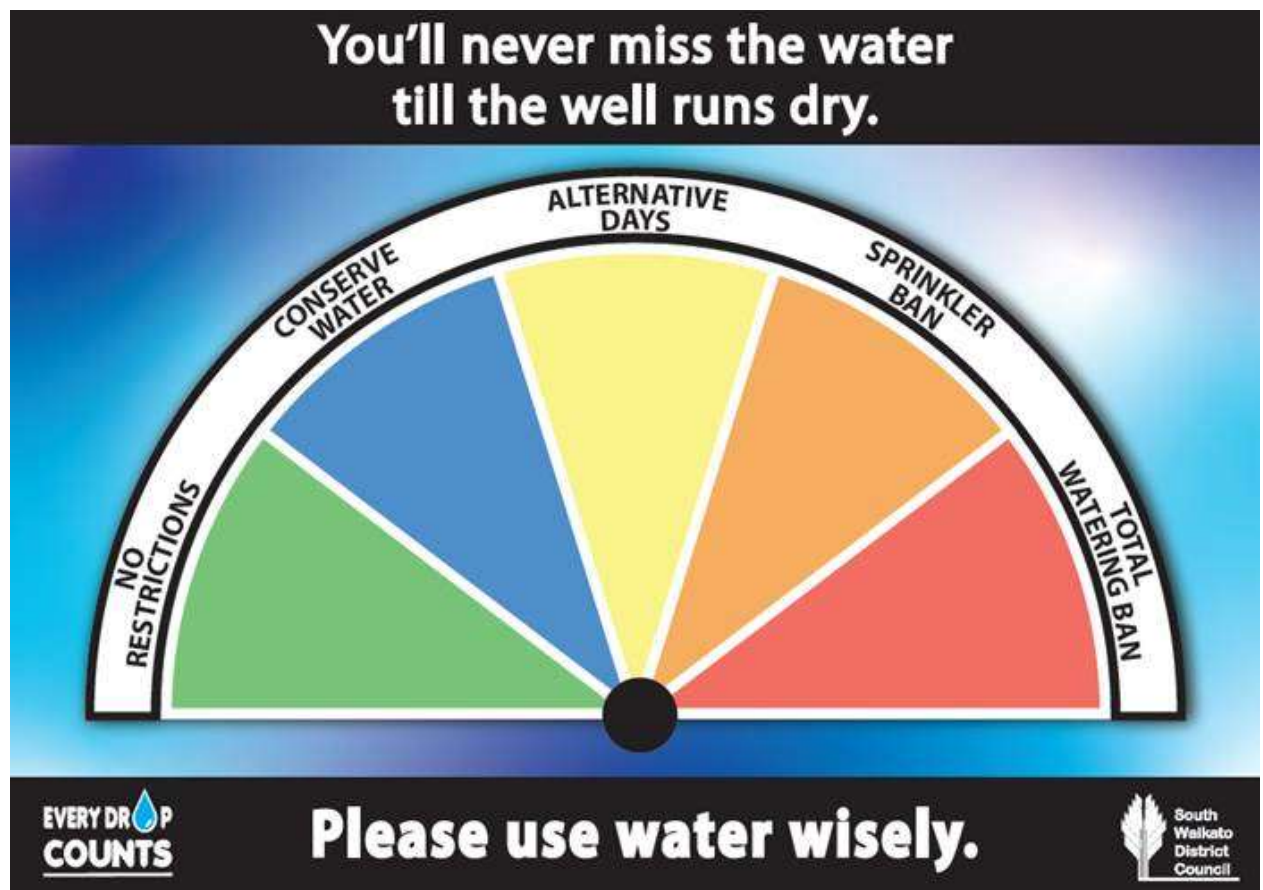
Investigation undertaken at Putāruru Pool as to why the pools were losing water, causing fresh water to be constantly supplied to keep the pool full and therefore the water was cold and chemical usage was high. A faulty valve was repaired and the system is now operating efficiently.

7. Potable Water

7.1 Activities in the past six weeks

The revised water supply bylaw has now been adopted.

A water conservation sign, shown below, was installed at the entrance to Arapuni to assist with managing water usage over the summer months.



7.2 Planned Activities for the next six weeks

It is business as usual for the next six weeks.

7.3 Issues and Challenges

The most significant challenge over the next six weeks will be managing water supplies as the summer months continue.

8. Wastewater

8.1 Activities in the past six weeks

The commissioning of the new biogas flare at the Tokoroa plant is ongoing with minor teething issues being resolved. The second of the new tanks associated with the digester project has been erected.

The six-monthly water jetting of gravity wastewater mains has been completed in Tokoroa, Putāruru and Tirau.

With the closure of the Tokoroa landfill all inlet screenings are now being transported to Hampton Downs landfill by EnviroWaste.

8.2 Planned Activities for the next six weeks

The following activities are planned for the next six weeks:

- Installation of a new magflow meter at The Tokoroa WWTP
- Additional plant sampling programme at Tokoroa to assist in the denitrification design
- Pilot plant to be installed at Tokoroa to investigate phosphorus removal options

8.3 Issues and Challenges

The main challenge will be operating the Tokoroa WWTP around the construction activities.

9. Stormwater

9.1 Planned Activities for the next six weeks

Continue with inspections of the stormwater network in conjunction with the new maintenance contractor CAMEX.

Completion of designs for upgrade works in Putāruru in Golf Street and Reservoir Street with the intention of tendering this work in February

9.2 Issues and Challenges

Continuing fine weather will be essential if this year's construction programme is to be completed.

10. Solidwaste – Rubbish and Recycling

10.1 Activities in the past six weeks

The new transfer station at Newell Road has now been open for two months and is operating well. The new materials handling machine has not yet arrived on site due to a delay within overseas imports. An older hard tracked machine is still being used (photos attached). As the machine has the potential to damage the floor it remains static at the rear of the building and a rubber-tired machine is used to push the refuse to within reach of the machine.



10.2 Planned Activities for the next six weeks

Undertake a tidy-up of the planted swale at the front of the site and formalise an ongoing contract for its continued up-keep.

10.2 Issues and Challenges

Prior to Christmas SWDC along with other councils and recycling operators in NZ were advised by Visy Glass (NZ's only glass recycler) that it could no longer accept clear glass due to urgent repairs required in one of their glass furnaces. This would be for the period 16 December to 17 January. Other colours would still be accepted. This has posed problems for EW with storage of the clear glass but it is intended that collection will continue and that they will be able to store the clear glass until such time that Visy can again accept it.

11. Projects

Project Progress Update – as at 22 December 2020

TĪRAU PROJECTS UPDATE	
1	<p>Tīrau Domain</p> <p>Stream Bridge Tender to be completed and awarded in February 2021, with design over Winter and construction in Autumn.</p> <p>Tīrau Domain Due to receive offers of service for design works and estimates. Once received, decision to be made on elements to be progressed, due to budget constraints.</p>
2	<p>Tīrau SH1 Pedestrian Crossing</p> <p>Installation of a temporary barrier has allowed the crossing to be used. A permanent fence to be installed in February, pending availability.</p>
3	<p>Tīrau Recycling Station</p> <p>Physical works completed. In process of capitalisation and close out.</p>
4	<p>Tīrau Cultural Wetland</p> <p>Meeting with Raukawa scheduled in the new year to progress this project.</p>
5	<p>Tīrau wifi and CCTV</p> <p>Smartcities and McKay are working on a plan to deliver these projects by the end of March.</p>
6	<p>Tīrau i-site upgrade</p> <p>Awaiting approval of the project brief.</p>

PUTĀRURU PROJECTS UPDATE	
1	<p>Putāruru Water Park Redevelopment</p> <p>Gray Matter have confirmed availability and timeframes, with construction likely to commence in April 2021.</p>
2	<p>Putāruru Gravity Main -</p> <p>Design is underway. Awaiting a scheme plan for the KiwiRail application deed of grant.</p>
3	<p>Overdale Pump Station upgrade</p> <p>Design underway.</p>
4	<p>Buckland Pump Station upgrade</p> <p>Design underway.</p>
5	<p>Grey Street Pump Station upgrade</p> <p>Design underway.</p>
6	<p>Glenshea Courts resurfacing</p> <p>Root barrier scheduled for installation in January 2021.</p>
7	<p>Putāruru WWTP Cultural Wetland</p> <p>Meeting with Raukawa scheduled in the new year to progress this project.</p>
8	<p>Glenshea Water Headworks Booster Pumps upgrade</p> <p>Pipeline design completed. Technical specification for bore and booster pumps upgrade and pump station remedial works has been approved and sent to the consultant.</p>
9	<p>Reservoir Street Pipe Upgrade State 1 – Design and Procurement only</p> <p>Procurement plan approved. Drafting of tender documentation underway.</p>
10	<p>Putāruru Reservoir Seismic Assessments</p> <p>Glenshea reservoir report under review. Pinedale reservoir procurement competed and scheduling inspection.</p>

11	Bent Street Skate Park Design	On hold for now. Waiting outcome of the Reserve Management Plan and LTP consultation, for a decision on where to build the skate park. A project carryover is likely.
12	Mountbatten Stormwater Upgrade - support	Risk workshop completed to define the project.
13	Reservoir St Stormwater Upgrade - support	Risk workshop completed to define the project.
14	Golf Road Stormwater Upgrade - support	Risk workshop completed to define the project.
15	Te Waihou – support to Raukawa	Hui scheduled for January to agree the strategy and responsibilities for the landscape plan and operational issues.
16	Putāruru Wifi and CCTV	Smartcities and McKay are working on a plan to deliver these projects by the end of March.

TOKOROA PROJECTS UPDATE		
1	Leith Place/CBD Upgrade	Building contract: practical completion achieved 9 December, but significant completion works (defects) remain. Civils contract: close-out works (mainly sealing) scheduled for January 2021. Downer to confirm concrete remediation works following December concrete issues and remediation. Still significant non-contract works to complete including CCTV, seating, soffit, operational issues.
2	Tokoroa Transfer Station	Transfer Station officially opened. In process of project closeout and preparing for capitalisation.
3	Tokoroa WWTP Digester	Digester tank approximately 70% complete, other tanks under construction. Long lead items ordered. Electrical plan in final review.
4	Tokoroa WWTP Denitrification	DIA funding approval confirmed. Physical works to begin this construction season.
B	Tokoroa WWTP Inlet Screen	Inlet structures have started to arrive on site. Physical works to be included in the main contract.
6	Cemetery Upgrade / Dumfries Rd / Pelikan Place development	Getting quotes from suppliers for subdivision scheme plan to set up land for construction of the cemetery extension, road and subdivision.
7	Tokoroa CBD Roundabout	Project brief required. Discussion around potential change through the Tokoroa Concept Plans.
8	Talking poles – relocation and new poles	Relocation Need to find homes within the CBD for the three Professional & Business Women’s poles as Te Toki Potangata is concreted in and cannot be moved. New Poles Delivery expected in next three months.
9	Maraetai Road Intermodal Business Park	Design underway.

10	Tokoroa Heated Swimming Pools – Seismic Structural Strengthening	Tender closed with no respondents. Report to Tenders Board required to seek direct contractor engagement.
11	Tokoroa Heated Swimming Pools – Master Plan	Options have been developed and priced. Report to be written for LTP Workshops.
12	MSG Entranceway	Capitalisation forms submitted.
13	Skatepark Basketball Court	All works at the court completed and opened for public. Acid wash for the seating area to be done. Installation of water fountains added to the scope and scheduled to do in January/February.
14	Telemetry	DIA funding approval received. Project is out to tender.
15	Tokoroa Landfill aftercare	Project brief completed and approved. Discussion with WRC the option to complete the final capping next summer to allow settlement of fill material.

5.2 Community Report – December 2020

Document Information

Report To:	Community and Assets
Meeting Date:	Thursday, 21 January 2021
Author:	Gordon Naidoo
Author Title:	GM Community & Corporate
Report Date:	Tuesday, 12 January 2021

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.

Executive Summary

- The Warm Home Clean Air programme is making good progress with close to 70% of budget committed to date.
- The Christmas event was a huge success and staff continue to support upcoming events.
- Holiday programmes and other activities planned across the district by the libraries.
- The after-hours call centre outsourcing project is well received with no issues during the Christmas break.
- The Tīrau i-SITE is scheduled to start with the building improvements project.

Recommendation

That Report No 2021-543792, Community and Strategy Report – December 2020, be received.

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:

- Strategy & Engagement
- Libraries
- Customer Services

1 Community

1.1 Achievements

Events

The application to hold events on Council property is on Council's website and live. Staff will be organising workshops to assist event organisers through the process and continue to promote the new

system. The new online system also provides an opportunity for other event organisers to request for their event to be advertised on the Council's website. This will allow Council opportunities to tag on and promote the District.

Basketball court opening

Although this was primarily a Host Lions Club lead with support from the Project Team, the Strategy and Engagement Team were approached to organise an event and program for the opening of the youth park basketball court.



Over 200 people attended the opening of the basketball court. The event included a sausages sizzle, activities organised by Aaron Dean and prizes. A successful event that was well supported.

The Christmas Event

It was a difficult year for many in the community. Following the cancellation of several events for various reasons, Council wanted to deliver a Christmas celebration to foster community cohesiveness, promote local businesses and bring about some Christmas cheer.

South Waikato District Council was proud to support the community collaboration and inaugural Christmas Celebration. This event consisted of the Tokoroa Christmas Parade, the Late-Night Madness Market and the Community Block Party. The evening ending with a firework display from Colson Hill. A huge job in a short period of time. This was only achieved due to the support both internally and externally. Staff would like to thank everyone for the on-going support to ensure a well received event. This included, South Waikato YMCA, WERA Aotearoa Charitable Trust, Creative Arts Tokoroa, Ironic, Raukawa FM, Cruise FM, Raukawa Charitable Trust, Tokoroa City Lions, NZ Police, GO Bus, Downer and the South Waikato Community.

A big thank to the Council's communication's team for promoting and providing updated information of the event through the following media:

Website

1. Homepage feature.
2. Event feature page with the following sub-pages:
 - parade induction
 - event carparking
 - urban connector timetable
 - contacts and supporters
 - programme
 - health & safety

Social media

Seven organic (free) posts were planned during the three-week period (27 November to 12 December), reaching over 12,000 people.

All Facebook, Instagram and antenno posts were linked back to the website (website stats unavailable).

Antenno app

General event promo – District-wide – 7-12 December

Event programme & promo – District-wide – 12 December

Radio advertising

Numerous posts and shoutouts from Raukawa FM & Cruise FM during the four-five weeks leading to the event.

Newspaper advertising

South Waikato News, full page adverts (3 & 10 December)

Print

Over 200 A3 posters and 200 A5 flyers distributed around the town.

FREE Email promo

Event promo via email to all networks (Councillors, community contacts, schools, local MPs, SWN reporter, etc).

The Strategy and Engagement Team estimate that there was approximately 3000+ people present at the event with 25 groups participating in the Christmas parade and around 30 food stalls. The invitation was extended to all in the district with Go Bus providing free public transport through the district including the Urban Connector on the day.





The community flooded social media platforms with posts of the event. There were families who posted videos and photos of the parade and its magnificent floats, delightful food selections, elated children bouncing on the jumping castle, action on the stage at the newly opened Leith Place plaza, shoppers strolling the market and the spectacular finale of colours in the sky. It was an amazing sight, reminding many of the days gone by, where many smiling people in the town. The event truly demonstrated and highlighted South Waikato community and Christmas spirit.



Warm Homes Clean Air (WHCA)

The WHCA programme is progressing extremely well with over \$100,000 of the budget committed to date. Applications for the schemes are on-going. While Central Government funding is available through EECA, the criteria for heating and insulation was lowered on the deprivation index from 8 to 7 due to the impacts of Covid-19. The benefit to the applicants receiving a rebate through EECA funding meant less funding from Council scheme, enabling up to 15 more houses to be subsidised.

Staff are working with key stakeholders who have collectively identified other ways to improve the air quality in the district and will be drafting a plan to share with the community through neighbourhood series events.

Table 1

Warm Homes Clean Air Programme (WHCA) - from 1 Oct 2020 to 31 December 2020	
Split the Bill (STB)	Buy Now Pay Later (BNPL)
20 awaiting installs	5 awaiting installs
47 completed	15 completed
8 in the pipeline	1 in the pipeline

Up and Coming Events

- 9 January – Summer Sizzler, Council is a sponsor
- 6 February – Waitangi and Festival of Culture, Council co-leads
- Take a kid fishing – Council will support with additional resources (advertising, toilets, rubbish, etc).
- 20 February – Electric Timber Festival, Council property - promotion
- 19-21 February - Super Sports, Council property - promotion
- 24 February – Tokoroa Mountain Bike Club Event – Council property (cricket field) - promotion
- 27 February – Water Festival, Council is a sponsor
- 28 February – Dynamo, Council is a sponsor

Grants

The second round funding for the 2020-21 financial year is now open. Staff have already started receiving applications for the Community Development Grant. Plans for the public funding workshops are in place, with advertisement to go out early in 2021.

Council has received an additional \$6,768 for the Creative Communities Scheme. The additional funding is to be processed in January 2021 and available for this round of funding. Currently there is \$14,820 available for the Creative Communities Scheme with the additional funds the total will increase to \$21,588. \$60,000 is available for the Community Development Grant.

Waste Minimisation

The Deed of Funding from the Ministry for the Environment (MfE) has been signed, with planning and procurement activities underway. A communication and engagement plan has been developed including a campaign to raise awareness of the *Changing Waste Ways* project. A focus group of waste champions will be established early in 2021 to advise and work with the community with an aim of changing waste behaviours.

Kate Meads workshops, *Waste free Living* and *Food Lovers Masterclass* are scheduled for February and April. These will run in Putāruru (Timber Museum) and Tokoroa (Events Centre). Promotions of these events are currently underway.

Public Transport

Urban Connector

As a result of Covid-19 and the many challenges it brought in 2020, the renewal of this contract has been delayed from January 2021 to January 2022. The contract is managed by Waikato Regional Council and includes the regional trip (Tokoroa to Hamilton). Regional Council has extended the current contract once again. Unfortunately, for the Urban Connector this means that the new bus will only be replaced once the tender has been awarded.

Discussions are underway with Waikato Regional Council regarding transitioning from cash to a card system. This system – the Bee Card, which is already operational in major centres around New Zealand, is targeted for roll-out in the South Waikato in 2022 and will be part of the new contract. Extensive marketing will be required prior to change of service as the new card system will have implications for the community, especially the elderly, as users will be required to purchase the card, register it online and top up either online or through direct debit. Currently in Hamilton the benefit is lower fares as passengers are charged only for the length of journey they undertake.

Urban Connector statistics to the week ending 20 December 2020 for the South Waikato are shown in the table below:

Urban Connector Month of December Use		
Ticket/Smartcard Type	Passenger count	Ticket/Smartcard Revenue
Adult Cash	236	472.00
Adult Cash District	18	92.00
Child Cash	17	17.00
Child Cash District	100	150.00
Gateway students	1	0.00
Pre-School Child	16	0.00
Pre-school District	0	0.00
Super Gold	467	0.00
	855	\$731.00

Note: Concession for the Super Gold card holders is funded by the Crown and managed by Waka Kotahi NZ Transport Agency on behalf of the Ministry of Transport (MoT).

Mangakino to Tokoroa Return-Service

Taupō District Council (TDC) will be reducing this three-day per week service by one day per week due to lack of funding. This service brings approximately thirteen users per day to the Tokoroa hospital for medical appointments and supermarkets to do their shopping. As this benefits Tokoroa economically, it may be worthwhile for Council to investigate opportunities to fund the Thursday service. Staff are working with TDC and Regional Council to look at benefits against cost.

Total Mobility

This is a nationwide scheme, administered in Tokoroa by Waikato Regional Council, that gives people with disabilities more mobility options. Total Mobility is funded 60% by WRC and 40% by SWDC and is based on the number of trips taken in a month. The scheme gives users a 50 percent discount on taxi fares up to a maximum subsidy. In Tokoroa this is \$15 (\$7.50 discount). The user pays the other half of the fare to the taxi driver. People who use the scheme must carry a valid Total Mobility photo ID card. The scheme is open to any person with a physical, intellectual, sensory or neurological disability that prevents them from undertaking a journey. In Tokoroa, applications are made through the Epilepsy Association and South Waikato Pacific Islands Community Services (SWPICS).

At present, this scheme is under-utilised in Tokoroa with a monthly average of 380 active users. The Community Programme Coordinator will be working with WRC's total mobility team to roll out a promotional campaign early in 2021.

1.2 Priority Work - Short term

Organise public workshops for events and grants applicants.

Collate information for WHCA programme that will contribute to more targeted education programme through the Clean Air forum.

Support Waitangi Day and Festival of Culture events.

1.3 Progress monitoring

Staff are contacting community contractors to discuss six monthly reports and to understand any of their challenges as well as proposing how contractors can contribute further to Council programmes, eg Youth Ambassadors of Council programmes.

1.4 Issues and Challenges encountered during reporting period

Staff continue to support and work with community groups wanting to run events. Groups continue to struggle with meeting timeframes. The timeframes are set to allow staff the appropriate time to investigate and process each application including time for additional information request.

An application requires staff to ensure all requirements are met in order to safeguard public, organisers and Council. The following needs to be addressed, health standards for the serving of food and beverages, footpath occupancy, waste management, health and safety processes and traffic management plans. Staff also have to work with other organisation, eg NZTA and contractors.

1.5 Forward Focus

Improving webpage for community to obtain information regarding events, with more advertising of both the event's calendar, grants application, district demographics, etc.

Improvements to the continuity of management of community contracts and alignment to Council's community outcomes. Identifying if there are any gaps in the provision of these service and procurement of future community services.

2 Libraries

2.1 Achievements

SWPICS- Well Child visit took place at Tokoroa Library on 10 November. The visit was positively received and may become a regular occurrence at the library.



Diwali Celebrations were held across libraries, with a well-attended event held at the Tokoroa Library on 11 November. National Writing Month was also promoted in libraries in November and Christmas displays were constructed during December.





Conflict training was attended by all staff in November and a number of staff also attended Civil Defence Foundation and intermediate training.

The annual summer reading programme was launched in December with 140 spaces available across the district. The programme was promoted at the opening day for the Putāruru and Tīrau seasonal pools in November.

The Putāruru Library participated in the 2020 Putāruru Float Parade, taking the opportunity to promote library services and once again placed second in their category.



Korerorero sessions were launched in the Putāruru Library in December. These are facilitated by a member of the public, with support from library staff and will become a regular opportunity for all speakers of Te Reo Māori to gather together to practice their reo and learn from each other.

Putāruru Library staff attended the opening days at Putāruru and Tīrau pools to promote the summer reading and S.T.A.R.S programme with information and activities for children.

2.2 Priority

Summer reading preparation and reports.

Recruitment for replacement of Māori Liaison Library Assistant.

Recruitment for New Zealand Libraries' Partnership Programme secondees.

2.3 Progress Monitoring

	October 2020/2019 (not reported in previous report)				November 2020/2019			
	Oct 2020	YTD Oct 2020	Oct 2019	YTD Oct 2019	Nov 2020	YTD Nov 2020	Nov 2019	YTD Nov 2019
Total Issues:	9,002	39,380	10,455	40,937	7,520	46,900	10,193	51,130
<i>Tokoroa</i>	7,000	24,818	6,464	24,864	4,298	19,116	6,665	31,529
<i>Putāruru</i>	978	10,292	2,975	12,096	2,361	12,653	2,595	14,691
<i>Tirau</i>	10	179	113	279	33	212	76	355
<i>Online renewals</i>	380	1,561	326	1,194	261	1,822	286	1,480
<i>Virtual issues</i>	634	2,530	577	2,504	567	3,097	571	3,075
Visits to Library	9,755	38,178	13,292	51,420	8,664	46,842	10,367	61,787
<i>Tokoroa</i>	7,315	27,196	9,829	36,195	6,311	33,507	7,552	43,747
<i>Putāruru</i>	2,408	10,854	3,416	15,070	2,323	13,177	2,782	17,852
<i>Tirau</i>	32	128	47	155	30	158	33	188
New Members total:	28	142	68	257	29	171	38	295
<i>Tokoroa</i>	23	105	54	204	18	123	26	230
<i>Putāruru</i>	4	36	13	52	11	47	12	64
<i>Tirau</i>	1	1	1	1	0	1	0	1
Public Internet Usage total:	1,068	3,814	1,537	6,057	1,017	4,831	1,319	7,376
<i>Tokoroa Library</i>	841	2,951	1,172	4,552	794	3,745	1,014	5,566
<i>Putāruru Library</i>	184	754	313	1,275	223	977	248	1,523
<i>Tirau Library</i>	43	109	52	230	0	109	57	287

	October 2020/2019 (not reported in previous report)				November 2020/2019			
	Oct 2020	YTD Oct 2020	Oct 2019	YTD Oct 2019	Nov 2020	YTD Nov 2020	Nov 2019	YTD Nov 2019
Justice of Peace Service total:	35	172	51	280	121	293	55	335
<i>Tokoroa Library</i>	30	73	26	133	22	95	48	181
<i>Putāruru Library</i>	5	99	25	147	99	198	7	154
Virtual visits, total:	1,745	7,819	1,918	7,538	1,649	9,468	1,787	9,325
<i>Library website accessed</i>	1111	5,289	1,341	5,034	1,082	6,371	1,216	6,250
<i>Overdrive & Wheelers sites accessed</i>	634	2,530	577	2,504	567	3,097	571	3,075
Community Group contacts total:	30	85	24	105	25	110	27	132
<i>Tokoroa</i>	20	46	13	64	11	57	16	80
<i>Putāruru</i>	10	39	11	41	14	53	11	52

	December 2020/2019			
	Dec 2020	YTD Dec 2020	Dec 2019	YTD Dec 2019
Total Issues:	8,723	55,623	9,220	60,350
<i>Tokoroa</i>	5,061	34,177	5,579	37,108
<i>Putāruru</i>	2,768	15,421	2,698	17,389
<i>Tirau</i>	64	276	58	413
<i>Online renewals</i>	212	2,034	277	1,757
<i>Virtual issues</i>	618	3,715	608	3,683
Visits to Library	8,270	55,112	10,049	71,836
<i>Tokoroa</i>	5,546	39,053	6,999	50,746
<i>Putāruru</i>	2,694	15,871	3,030	20,882
<i>Tirau</i>	30	188	20	208

	December 2020/2019			
New Members total:	32	203	34	329
<i>Tokoroa</i>	15	138	24	254
<i>Putāruru</i>	14	61	10	74
<i>Tirau</i>	3	4	0	1
Public Internet Usage total:	1,052	5,983	1,186	8,562
<i>Tokoroa Library</i>	705	4,450	873	6,439
<i>Putāruru Library</i>	267	1,244	272	1,795
<i>Tirau Library</i>	80	289	41	328
Justice of Peace Service total:	49	342	46	381
<i>Tokoroa Library</i>	30	125	15	196
<i>Putāruru Library</i>	19	217	31	185
Virtual visits, total:	1,693	11,161	1,744	11,069
<i>Library website accessed</i>	1,075	7,446	1,136	7,386
<i>Overdrive & Wheelers sites accessed</i>	618	3,715	608	3,683
Community Group contacts total:	18	128	10	142
<i>Tokoroa</i>	3	60	3	83
<i>Putāruru</i>	15	68	7	59

2.4 Issues and Challenges encountered during reporting period

Staffing – staff are juggling additional responsibilities while recruitment takes place for the vacant role of the Administrative Library Assistant.

2.5 Forward Focus

ECM project – libraries' file migration from S and H drives set for completion in the New Year.

Makerspace funding – investigations into funding options for makerspace equipment.

Community engagement to seek feedback on library programmes and services.

Staff training and development plans.

3 Customer Services

3.1 Achievements

Conflict training attended by all staff in November, and a number of staff also attended Civil Defence Foundation and Intermediate training.

3.2 Priority Work - Short term

Preparation for after-hours calling handover to Palmerston North from 24 December – 5 January.

3.3 Progress Monitoring

Date	December 2020	December 2019	November 2020	November 2019
Number of Service Requests	967	645	1,092	716

Service Request Breakdown

Top Ten Service Requests Report December 2020		Top Ten Service Requests Report November 2020	
	Totals		Totals
NC Noise Complaints to Armourguard	131	NC Noise Complaints to Armourguard	153
WA Water Leaks and Repairs	85	Call Back	113
No Type Loaded	59	AC Dog Roaming	89
AC Dog Roaming	50	WA Water Leaks and Repairs	82
AC General Enquiry	45	AC General Enquiry	46
PK Parks Maintenance and Contractor Activities	39	PK Parks Maintenance Contractor Activities	37
PL Planning	22	AC Lost Dogs	32
AC Begging in CBD	21	PK Trees	24
AC Freedom Camping	18	AC Barking	22
SE Recycling	18	AC Registrations	20

3.4 Issues and Challenges encountered during reporting period

Nothing to report this period.

3.5 Forward Focus

Knowledge base software initial investigations.

Staff training and development plans.

4 Tīrau i-SITE

4.1 Achievements

Conflict training and Civil Defence intermediate training attended by staff in November.

Pool passes have been made available for sale at the i-SITE for the Tīrau Community.

Summer reading programme registrations have been taken at the i-SITE and a reporting area has been created for Tīrau tamariki at the i-SITE. The reporting area has doubled as a reading and activity corner that has been well-used and enjoyed by families visiting Tīrau.

APNK computer usage is up at the i-SITE and staff are receiving increasing requests for Book-a-Librarian type assistance.

New businesses to town and existing businesses that have recently rebranded have been contacted and added to the Tīrau website and business database.

i-SITE staff have trained to respond to Council's INFO enquiries and managed these during Council office closure period.

4.2 Priority Work - Short term

Building and equipment improvements

4.3 Issues and Challenges encountered during reporting period

While initial feedback about the toilets has been positive, there have been an increasing number of comments and complaints from visitors as traffic increases and town becomes busier. Issues are always communicated to Council's Property Team for resolution.

4.4 Forward Focus

i-SITE training modules and staff training and development plans.

6. Members Information Requests

7. Public Excluded—Resolution to Exclude the Public

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

Recommendations

1. That the Council Public Excluded Business will commence at the conclusion of the Community and Assets Public Business.
2. 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:

General subject of each matter to be considered	Reason for passing this resolution	Ground(s) Under Section 48(1) for the passing of the resolution
Council – 3 December 2020 Public Excluded	Reason(s) for excluding the public are recorded in the Public Minutes of the Meeting 3 December 2020.	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)
Sale of Excess Land – Croad Place	<p>This report is CONFIDENTIAL 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>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 protect the commercial position of the subject of the information – Section 48(1)(a); Section 7 (2)(b)(ii).</p> <p>Section 7 (2)(b) (ii) Protect Information where the making available of the information; (ii) would be likely to prejudice the commercial position of the</p>	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>person who supplied or who is the subject of the information.</i>	
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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.