

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 7 March 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
	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	5.1	Waikato River Authority – Julian Williams
1.00pm	5.4	Dynamo Team Cycling – Stephen Cox

*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

Document Information

Report To: Community and Assets
Meeting Date: Thursday, 7 March 2019
Author: J Gash
Author Title: Chairperson
Report Date: Thursday, 28 February 2019

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 24 January 2019

Public Business

1. *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.*
2. *That the Action Sheet, as attached, be received.*

Attachment

Minutes Public – 24 January 2019

Action Sheet

Community and Assets Committee Meeting

PUBLIC BUSINESS MINUTES

A was held in the Council Chamber,
Torphin Crescent, Tokoroa
on Thursday 24 January 2019
Commencing at 10.40am

Attendees

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

1. Apologies

19/11 Resolved

Cr Cook / Cr Glucina

That apologies from Crs Van Rooijen, Lee and Ngapo-Lipscombe (from 9.55am) were received and sustained.

2. Confirmation of Agenda

There were no changes to the Agenda.

3. Conflicts of Interest

There were no conflicts were declared.

4. Confirmation of Minutes

4.1 Confirmation of Minutes - Public

Matters of Fact

There were no matters of fact.

19/12 Resolved

Cr Bell / Cr Schulte

3. *That the Minutes of the Public Business of the Community and Assets Committee Meeting held on Thursday 15 November 2018 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

5.1 Community Contracts - Verbal Presentation

Community contractors listed in the report gave verbal presentations from the quarter 1 October to 31 December 2018. Points of discussion from each presentation are provided below.

Sport Waikato – Lisa Mansell

- Good sports – a new initiative aimed to transform sporting behaviours and cultures of the community
- Putaruru Sports Plan is underway
- Support with local events
- Development of a Food and Nutrition Policy

TCOSS – Josiah Teokotai

- Financial problems for many members of our community presenting following the Christmas period
- Youth violence increasing
- Counselling service volumes increasing

Overdale Centre – Yvonne Carter

- Housing issues in Putāruru – houses are lacking affordability and availability
- Tokoroa is inheriting issues from people who are relocating
- Budgeting services – increase in families who have paid employment using the service
- Lack of parenting programmes within the district

PIP – Stu Edmeades and Raewyn Whiteman-Thorne

- The Prattler's success – newspaper migrating to the website
- Putāruru Christmas parade route was altered and feedback has been positive
- Projects are progressing – concept plan/water park

Waikato River Trails – Glyn Wooller

- Strategy refresh – shared visions, goals and business plan
- Tree plantings are planned to occur. Glyn has engaged the GM Assets and Parks and Reserves Manager to collaborate and spoke about plans to rehabilitate the Whakamaru reserve post tree removal
- Social media used more prominently for promotions
- Counters providing decent data and comparative data is occurring
- Recent events (Taniwha and Summer Sizzler) were successful

Tokoroa/Tirau i-Site – Garry Brunton

- Tokoroa i-Site move – only offline for two hours. Experiencing good foot traffic
- Buses have been busy over Christmas period
- Business after 5 in Tirau was a success
- Our neighbourhood party in Tirau was a hit

SWAT – Emma Harrison and Bobbie Sheriff

- Hosted 10 public events – major dance event brought huge numbers to the Plaza
- Collaboration with stakeholders – picking up the overflow of events from other regions
- Reputation is becoming more prominent – events are asking to come to the Plaza
- Both social and print advertising occurring
- Emma has been providing a personalised touch to emails for visitors

19/13 Resolved

Cr Bell / Cr Schulte

That Report No 2019-462916, Community Contracts Quarterly Reports - Verbal Presentations (October - December 2018), be received.

Cr Ngapo-Lipscombe returned to the meeting at 12.10pm.

The meeting adjourned at 12.15pm and reconvened at 12.50pm.

The Chief Executive left the meeting at 12.50pm.

5.2 Assets Group Report

The report was taken as read.

Her Worship noted the email the GM Assets sent the night prior regarding wastewater resource consent compliance issues.

Waikato Regional Council have requested more action to resolve ongoing compliance issues with the Tokoroa Wastewater Plant.

The GM Assets commented on the grass and weed growth and litter in the parks and reserves through the summer period. He acknowledged that there has been improvement since recent years but there is room for improvement as staff capacity over this time can be compromised due to holidays.

Te Waihou is busy with the Leslie Road entrance being used more. Although congested, there have been no reports of compliance matters raised with regulatory staff.

Numerous requests regarding the Airport were raised, some of these points were; metal dumping, vehicles incorrectly parked, events being double booked. These issues were acknowledged and explanations were provided by the GM Assets. He noted that an Airport strategy has been resolved by Council and is in place, however a review of this may be required.

19/14 Resolved

Cr Machen / Cr Gash

That Report No 2019–463165, Assets Group Report - November/December 2018, be received.

Sergeant Brian Nicholas representing the Tokoroa Police presented a verbal report. Points of discussion included: Youth Crime, CCTV cameras, Drugs, Violence and Gangs.

The Chief Executive returned to the meeting at 1.30pm.

5.4 The Taniwha Post-event Evaluation

The report was taken as read.

Aaron Carter from Total Sport presented a verbal report on the Taniwha to support the report. He noted that there was inclusion of e-bikes in the Taniwha Event.

19/15 Resolved

Cr Cook / Cr Gash

That Report No 2019–465539, The Taniwha Post-event Evaluation, be received.

5.3 Community Group Report

The report was taken as read.

The Acting GM Community highlighted that the seasonal pools are running well – Tīrau pool opening was delayed. Tīrau pools will be undertaking learn to swim classes.

She noted that she is working through the issues following the feedback received from the fireworks display at the Take-a-kid fishing event.

Cr Ngapo-Lipscombe queried the IT hub project being investigated by the Marketing team, stating that the YMCA are considering a similar project. Ms Gaby elaborated that the two groups are working collaboratively. The concepts are similar but the programmes will not be.

19/16 Resolved

Cr Cook / Cr Glucina

That Report No 2019–463164, Community Group Report - November/December 2018, be received.

5.5 Communications and Media Quarterly Report - October to December 2018

The report was taken as read.

The Communications Manager highlighted that training in Antenno with Customer Service Officers has been undertaken to enable them to pull through requests for service.

Antenno installs have reached 785.

Works are being undertaken to migrate the website to a new look. Communications around the changes are pending.

19/17 Resolved

Cr Bell / Cr Schulte

That Report No 2019–465409, Communications and Media Quarterly Report - October to December 2018, be received.

6. Members Information Requests

There were no member's information requests.

7. Public Excluded—Resolution to Exclude the Public

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

19/18 Resolved

Cr Machen / Cr Bell

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
<i>Community and Assets Committee - 15 November 2018 Public Excluded</i>	<i>Reason(s) for excluding the public are recorded in the Public Minutes of the Meeting 15 November 2018.</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.

The meeting closed at 2.13pm.

J Shattock
DEPUTY CHAIRPERSON

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

No	Meeting	Action Point/ Requester	Responsibility	Due Date	Action Taken/ Completion Date
2	Council 14/02/2019	Further information to be obtained from NZTA on Tokoroa SH1 one laning and reported back to Council.	Infrastructure & Maintenance Manager	07/03/2019	Staff are working closely with NZTA and Police to ensure that the temporary one-laning safely achieves the objective it was designed for. A report will follow once the NZTA safety audit team has reviewed.

5. Reports

5.1 Waikato River Authority Presentation

Document Information

Report To:	Community and Assets
Meeting Date:	Thursday, 7 March 2019
Author:	Julian Williams
Author Title:	Principal Advisor, Engagement & Policy – Waikato River Authority
Report Date:	Monday, 25 February 2019

Purpose of Report

This report is for information purposes only.

A presentation to Council to initiate a better relationship and to provide the following:

- Background to our establishment
- Update on current works
- Vision & Strategy Review
- Funding Strategy 2019
- Restoration Strategy
- Report Card
- Discussion around the best way for us to engage

Recommendation

That Report No 2019–469391, Waikato River Authority Presentation, be received.

5.2 Assets Group Report

Document Information

Report To:	Community and Assets Committee
Meeting Date:	Thursday, 7 March 2019
Author:	Ted Anderson
Author Title:	Group Manager Assets
Report Date:	Thursday, 21 February 2019

Executive Summary

Financial results including income and expenditure (operational and capital) are reported six weekly to the Audit and Risk Committee.

Monitoring of key performance indicators are reported six weekly to the Audit and Risk Committee.

Progress on capital Projects are reported six weekly to the Audit and Risk Committee.

This report focusses on exceptions and highlights potential issues and challenges and identifies key activities planned over the next three months.

All strategic issue (when applicable) will be address in a specific and separate report.

Recommendation

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

Purpose of Report

This report is for information purposes only.

To highlight exceptions, and key developments or potential issues within the Assets Group.

1 Parks & Reserves

1.1 Planned Activities for next 6-weeks

Whakamaru Pine Tree Removal Project

Harvesting started on 18th February and will be completed by April.

Jim Barnett Reserve Bridge remedial works commenced 18 February.

Tirau Cemetery pathway commenced 19 February.

Tourism Infrastructure Fund Projects

Waste/recycling bin stations and shower blocks now installed and available for public use. Barbeque and shelters installed, awaiting solar panels to be attached and connected to unit's end of February.

Oraka Reserve metalled pathway project is proceeding well.

Tirau Domain Project

Ramp pathway upon ex-landfill entrance site progressing.

Contractor Health and Safety Audits completed on contractors with good results.

Tree inspections for all street and reserve trees to produce an updated tree works programme has commenced.

Park's Open Space Maintenance Contractor has kept on top of the mowing with the amount of growth in January but has struggled with the gardens and spraying programme. Extra staff have been bought in to assist.

1.2 Issues and Challenges

The Parks Open Space Maintenance Contractor's Operational Supervisor resigned in November. Downer are advertising for a replacement. Two staff members have been given supervisory roles in the meantime to cover this gap. The Parks Contract Officer continues to monitor, address any maintenance issues, and maintain effective communication with Downer management and staff. Downer is confident that a slowdown in growth will enable them to get all maintenance areas to specifications and to then maintain at that level of service.

2 Property

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

2.1 Planned Activities for next 6-weeks

- Gutter replacement at Upper Atiamuri Hall.
- Gutter and leak repairs at Recycle Centre, Croad Place.
- Main Office, Tokoroa- Continuation of ventilation installation.
- Main Office, Tokoroa- HVAC repairs.
- Main Office, Tokoroa- Office reconfiguration. Finalisation of plans and ordering of furniture for new layout. Some staff movements already taking place to bring teams together, where possible within the same area to where the plan has them situated.
- Fleet management. Optimisation of booking system and collation with GPS system. Utilisation of vehicles being looked at.

2.2 Issues and Challenges

- Staff comfort levels during the "heatwave" we are currently experiencing.
- Office reconfiguration - due to the size of new teams, the configuration of the office building and the proximity of which they need to work with other groups, the arranging of office space has been challenging.
- The availability of suitably qualified contractors, especially builders.

3 Services

Includes potable water, wastewater, stormwater and solid waste

3.1 Planned activities over the next 6 weeks

- The trickling filter rotation mechanism was craned off and taken to Holsters for repairs. It was last repaired 12 years ago.
- Construction of the access road at the Tokoroa Landfill is due for completion at the end of March. The new road will provide access to a new tip face.
- The Water Safety Plan for Tokoroa, Putāruru, Tīrau, Arapuni and Lichfield are being updated and have been amended to include timeframes and associated costs for future works as requested by the Drinking Water Assessor. Due date for completion is 31 March 2019.
- Staff have prepared for the amendments to the Drinking Water Standards which has come into effect on 1 March.
- Landfill closure plan is underway, including capping requirements, final contours and stormwater management.

3.2 Issues and Challenge

- Staff are working through a list of recommendations to address the high ammoniacal nitrogen levels in the final effluent at the Tokoroa Wastewater Treatment Plant. This has resulted in the ammoniacal nitrogen levels improving over the past three weeks.
- The KPI for recycling collection is slipping at 83% (target 90% responded to within two working days). This has been due to staffing issues. Once staffing issues have been resolved the response time will improve.
- While there is a reduction in illegal dumping at the Putāruru Transfer Station there is still an issue with the public leaving rubbish outside Putāruru Transfer Station.

4 Roding

- Maintenance and replacement of traffic signs are on-going throughout the district with no issues reported during February. The contractor will continue to do weekly inspections of signage within the CBDs as part of the increased level of service.
- Leith Place civils is scheduled to start mid-March.
- Downer has completed Council's footpath network (170km) investigation to prioritise safety repairs and upgrades.
- Bridge and stock underpass inspections to be completed by the end of March with minor repairs to follow.
- The 2018/19 Renewal and Improvement Roding programme is on track. Old Taupo Road is planned to be completed late-March.



Traffic running through the new section of Old Taupo Road.

- The Waotu South Road Rehabilitation with Improvements Stage 1 will be completed next financial year (19/20). The deferral of stage 1 of this project will also result in more efficient delivery of the entire 2 stages of the project in a single year (19/20).
- All reseals within the rural network are completed. Resealing within the urban network commenced 18 February 2019 and will be completed by the end of February.

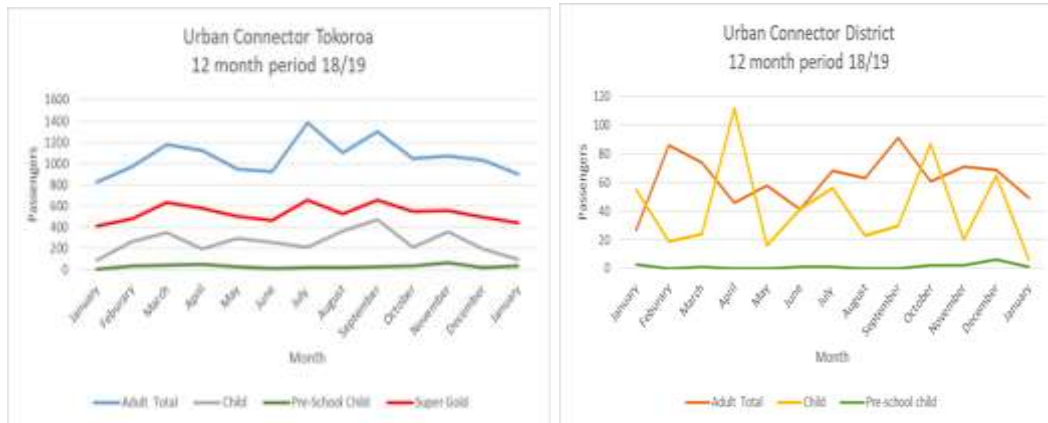


An urban resal taking place on Elizabeth Drive.

- New Zealand Transport Agency maintenance programme for the month March/April are District Wide Pavement repairs and reseal along SH 1

Urban Connector usage update

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



5.3 Community Group Report

Document Information

Report To:	Community and Assets
Meeting Date:	Thursday, 7 March 2019
Author:	Heather Gaby
Author Title:	Acting Community Group Manager
Report Date:	Thursday, 21 February 2019

Executive Summary

There is a continued push in the Economic Development and Marketing areas to ensure the district is positioned well to take advantage of identified opportunities for growth and development. Information on housing requirements for the district was gathered from local Real Estate Agents and further information gathering workshops are planned.

Seasonal pools are enjoying hot temperatures this season, rivalling Indoor Pools temperatures.

The library summer reading programme again proved a popular entertainment choice for children over the holiday season and staff continue to investigate opportunities to encourage more users of the facility.

The summer event focus saw the Community Development team involved in a number of community led events including a large representation from Council at the Putāruru Water Festival.

The proposed changes to the office configuration will see the Economic Development Manager and Marketing Officer relocated to the ground floor next door to the Community Development team office.

Recommendation

That Report No 2019-468159, Community Group Report – February 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
January 2019 - February 2019	2	2	0

South Waikato District Council and South Waikato Investment Fund Trust (SWIFT)

Three meetings have taken place between Council staff and SWIFT regarding collaborative working to promote the district to potential domestic and overseas investors.

Developer Meetings

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

Southern Waikato Economic Development Action Plan (SWEAP)

The project lead consultants, Martin Jenkins & Associates Limited, held meetings with representatives of the Provincial Development Unit and Ministry of Business Innovation and Employment. The package of Provincial Growth Fund, funding requests, will be submitted on 8 March 2019 on behalf of South Waikato District Council, Otorohanga District Council and Waitomo District Council.

Eastern Bridge

Staff met with representatives to examine the opportunity for Eastern Bridge to support South Waikato District Council in developing further business and political links with Jiangxi Province, the People's Republic, as well as the development of business links with the Republic of Korea and Japan.

Real Estate Symposium

Staff hosted a meeting, attended by 22 local real estate agents actively marketing commercial and residential property within the district. The results of market research were discussed and valuable feedback was provided to staff on opportunities and challenges within the local property market.

1.2. Priority Work – Short Term

Forestry Industry Symposium

Staff are inviting representatives of the Central North Island Forestry Industry to a workshop on 6 March 2019 to review labour market constraints and opportunities.

Resident Attraction Brochure

A new brochure aimed at attracting new residents to move to the district is being developed for launch in May 2019.

Business Attraction Website

Development work continues for website go live, commencing in March 2019 with the 'Business Investment' section; followed by 'Live and Work', aimed at attracting residents and finally 'Visit', aimed at visitors and tourists.

Raukawa Iwi Development Limited

Staff have met with representatives to discuss opportunities for future alignment of economic development and investment within the district. Further meetings are planned on 25 February and 13 March 2019.

KiwiRail Strategic Property Unit

Staff have met with representatives to discuss growing freight volumes on the Kinleith branch line and co-located investment opportunities within the District. A delegation from KiwiRail are visiting the district on 13 March 2019.

1.3. Progress Monitoring

South Waikato Innovation Client Meetings 2019

Period	Number of Investor Meetings by Current Location		
	Waikato NZ	Other NZ	International
No information from the supplier is currently available for this period			

Month	Client meetings	Outcomes			
		Mentors	Other services	R&D	\$ Value grants issued
Jun-18	1	-	-	-	
Jul-18	1	-	-	1	6449
Aug-18	2	1	-	-	-
Sep-18	4	1	-	-	
Oct-18	2	-	-	-	900
Nov-18	2	-	-	-	5890
Dec-18	0	-	-	-	-
Jan-19					

1.4. Issues and Challenges encountered during reporting period

Nothing to report this period.

1.5. Forward Focus

As per priority work short term.

2 Community Development

2.1 Achievements

Putāruru Water Festival 2019

Increased support was given this year to the Pride in Putāruru (PIP) event due to PIP staffing issues. Seven departments and two contractors, Sport Waikato and The Plaza, represented South Waikato District Council on the day with stalls, displays and information. A good number of the 2,477 attendees showed interest in Council's recreation facilities, communications, human resources, libraries, animal and compliance, warm homes/clean air, Watermark and civil defence stalls. A highlight was rehoming four of the five homeless dogs on the day.

Dynamo Cycling Series

Race five of the series was held in Tokoroa in January. 341 riders completed the time trial and road race before gathering at the South Waikato Sport and Events Centre for the prize-giving. A full report will be presented by Mr Stephen Cox from Dynamo Events on 7 March 2019.

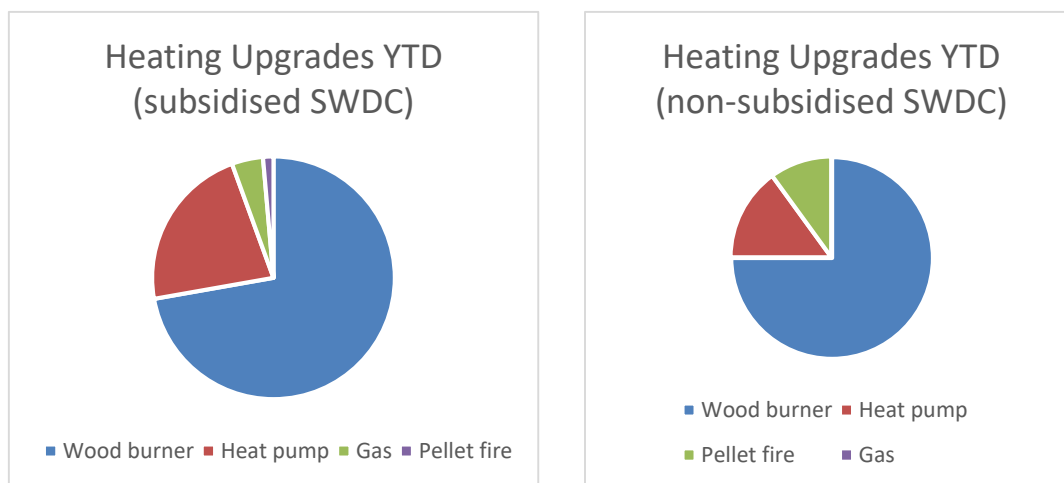
Waitangi Celebrations 2019

Activities staged in celebration of Waitangi Day included 6 February 2019 early morning karakia on Colsen Hill attended by approximately 60 people, followed by an informal breakfast at Te Waananga o Aotearoa campus. The cultural Trivia evening was held on 7 February 2019 at Te Waananga o Aotearoa campus. This first time event was well supported with 70 people each donating a can of food for Food Bank as an entry fee. The finale Waitangi Festival of Cultures was held on 9 February at the South Waikato Sport and Events Centre. The event drew a crowd of approximately 3,000 who enjoyed cultural food, crafts and entertainment.

Warm Home Clean Air

Incentive Scheme	Target Number of Houses	Total Homes Committed (YTD)	Homes in the Pipeline (YTD)
South Waikato District (SWDC) Council Split the Bill	98	78	16
Waikato Regional Council (WRC) On The House	37	14	5
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 are the largest contributors to PM¹⁰

Education and Behaviour Change

WRC have commenced meeting with stakeholders this month and will interview several more to further define their Behaviour and Education plan.

Grants

Two vacant positions on the Allocation Committee for the Creative Communities Scheme fund will be advertised in February.

2.2 Priority Work - Short term

Event assistance and support for Super Sports, Children's Day and Shining a light on the Dark.

2.3 Progress monitoring

All performance indicators are green.

2.4 Issues and Challenges encountered during reporting period

Nothing to report this period.

2.5 Forward Focus

ANZAC preparations, Warm Home Clean Air Education and Behaviour programme.

3 Libraries

3.1 Achievements

Summer Reading Programme: 126 children completed the programme this year with an 84% completion rate. 24% of the participants from across the district were new to the programme.

Tokoroa City Lions and Putāruru Lions Club generously supported this programme again.

Library Lovers Month was held during February with displays, spot prizes, a 'Blind date with a book' and scavenger hunt. Approximately 35 people attended the Tokoroa Library session and 27 attended the Putāruru morning tea get-together on Valentine's Day. As a result of the initiative Tokoroa Library will have a monthly "Library Lovers" morning tea/get together for interested people.

New regular weekly group visits from Tokoroa High School - Te Kahui Whetu. Working with students with learning disabilities and teacher/teacher aids to assist students in gaining skills necessary once they've left secondary school.

Staff from Putāruru represented Libraries at the Putāruru Water Festival to promote Library outreach activities and programmes including Toddler Tales, Books 2 U, and holiday programmes.

3.2 Priority Work - Short term

Recruitment of the new job-share and casual staff for Tokoroa Library.

MagiQ upgrade training.

Recruitment of replacement part-time staff member for Putāruru.

3.3 Progress Monitoring

South Waikato District Libraries Trends:

	January			
	Jan 2019	Jan 2018	YTD Jan 2019	YTD Jan 2018
Total Issues:	10313	10,863	70590	70,005
<i>Tokoroa</i>	<i>5811</i>	<i>6,506</i>	<i>41578</i>	<i>43,174</i>
<i>Putāruru</i>	<i>3441</i>	<i>3,632</i>	<i>22851</i>	<i>22,766</i>
<i>Tirau</i>	<i>73</i>	<i>209</i>	<i>543</i>	<i>708</i>
<i>Online renewals</i>	<i>302</i>	<i>154</i>	<i>1733</i>	<i>1,157</i>
<i>Virtual issues</i>	<i>686</i>	<i>362</i>	<i>3885</i>	<i>2,200</i>
Visits to Library	10821	13,332	79844	88,331
<i>Tokoroa</i>	<i>7966</i>	<i>9,789</i>	<i>57853</i>	<i>62,380</i>
<i>Putāruru</i>	<i>2814</i>	<i>3,479</i>	<i>21686</i>	<i>25,597</i>

<i>Tirau</i>	41	64	305	354
New Members total:	61	53	308	330
<i>Tokoroa</i>	43	33	213	207
<i>Putāruru</i>	18	20	95	121
<i>Tirau</i>	0	0	0	2
Public Internet Usage total:	1182	1,370	8753	10,504
<i>Tokoroa Library</i>	880	1,036	6738	7,598
<i>Putāruru Library</i>	258	267	1705	2,204
<i>Tirau Library</i>	44	67	310	702
Justice of Peace Service total:	92	63	476	540
<i>Tokoroa Library</i>	50	51	338	351
<i>Putāruru Library</i>	42	12	138	189
Virtual visits, total:	1883	1,558	11888	9,600
<i>Library website accessed</i>	1197	1,196	8003	7,400
<i>Overdrive & Wheelers sites accessed</i>	686	362	3885	2,200
Community Group contacts total:	10	9	131	106
<i>Tokoroa</i>	6	5	77	68
<i>Putāruru</i>	4	4	54	38

3.4 Issues and Challenges encountered during reporting period

94 applications for the job-share vacancy at the Tokoroa Library were received.

3.5 Forward Focus

Library Debtors project, in conjunction with the Finance team.

Planning for Neighbours Day celebration week.

Continuation of the Tokoroa Library building project.

Promotion of Library services at the upcoming neighbourhood series.

Supporting South Waikato Pacific Island Community Services upcoming projects – Health Expo; visits by mamas and papas to Tokoroa library during ANZAC celebrations.

4 South Waikato Sport and Events Centre

4.1 Achievements

A usual quiet month for Events Centre use, but good user numbers came from a large funeral, forestry training session and casual birthday celebrations. Casual basketball bookings were also high. Arena floor deep cleaning was completed and all carpets in entry and function rooms were cleaned as usual during the lighter use month.

4.2 Priority Work - Short term

Update damaged crockery and glassware. Start sports leagues for term one.

4.3 Progress Monitoring

Patronage at the South Waikato Sport and Events Centre				
	January 2019	January 2018	YTD 2019	YTD 2018
Pre-schoolers	44	20	2,021	1,589
Children	109	49	7,239	6,986
Youth	115	60	5,601	4107
Adults	1,507	836	17,090	16,,145
Seniors	983	126	3,581	1,959
Total Users	2,758	1,091	35,532	30,786

4.4 Issues and Challenges encountered during reporting period

Nothing to report this period.

4.5 Forward Focus

Water leak roof repairs in entry to be completed by Assets Property team.

5 Swimming Pools

5.1 Achievements

Jacki Thompson has been appointed to the Pools Supervisor position vacated by Atai Daniela.

Repairs to the Tokoroa Pools roof are complete.

Friday Night Raves have been held in Putāruru and Tīrau in early February and another in each town is scheduled for March before pools closure for the season.

Learn to Swim lessons are being delivered weekly in Tīrau and Toddler Tadpoles classes in Putāruru.

5.2 Priority Work - Short term

Learn to Swim in Tokoroa.

5.3 Progress Monitoring

Patronage at the South Waikato Indoor Pools				
	January 2019	January 2018	YTD 2019	YTD 2018
Adults	1,552	1,460	8,583	8,662
Children	2,379	2,684	14,087	14,674
Seniors	381	609	3,200	3,633
Spectators	651	874	6,248	6,233
Pre-schoolers	478	637	2,984	3,230
Family groups	1,315	1,484	6,740	6,617
School groups			1,814	1,988
Complimentary	135	116	1,066	1,007
Total Users	6,891	7,864	44,722	46,044

Patronage at the Putāruru Seasonal Pools				
	January 2019	January 2018	YTD 2019	YTD 2018
Total Users	2,890	2,733	5,964	6,858

Patronage at the Tirau Seasonal Pools				
	January 2019	January 2018	YTD 2019	YTD 2018
Total Users	897	1,045	897	2,151

5.4 Issues and Challenges encountered during reporting period

Hot weather over January and February made working outside at the seasonal pools and within the Tokoroa complex, uncomfortable.

5.5 Forward Focus

Close of seasonal pools on Saturday 16 March. Tirau Doggie Pools Party will be held on Sunday 17 March and in Putāruru on Saturday 23 March due to Putāruru Swimming Club final club get-together.

6 Customer Services

6.1 Achievements

Nothing to report this period.

6.2 Priority Work - Short term

Continuing to work with changes in Magiq and look to refine some current processes.

6.3 Progress Monitoring

Date	Jan 2019	Jan 2018	Year to date 2019	Year to date 2018
Number of Service Requests	623	614	4290	3758

Service Request Report			
From 1 January 2018 to 31 January 2018	Totals	From 1 January 2019 to 31 January 2019	Totals
WM Water Leaks And Repairs	83	WM Water Leaks And Repairs	89
AC Dog Roaming	48	AC Dog Roaming	52
BL General Property Enquiry	31	PK Parks Maintenance Contractor Activities	32
PK Tokoroa Parks & Reserves	25	AC Barking	24
PK Urban/Street/Overhanging Council Trees - Tokoroa Area	21	BL General Property Enquiry	22
AC General Enquiry	20	AC Lost Dogs	14
PL Planning	19	HL Health	14
AC Registrations	18	AC General Enquiry	13
AC Barking	17	ST Street Lighting	12
PA Pensioner Housing	16	PK Trees	11

6.4 Issues and Challenges encountered during reporting period

Increased processing time for some procedures with the MagiQ upgrade.

6.5 Forward Focus

Documentation of processes via Promapp.

Investigation of knowledge based system.

5.4 Dynamo Team Cycling Series Presentation

Document Information

Report To: Community and Assets
Meeting Date: Thursday, 7 March 2019
Author: Stephen Cox
Author Title: Dynamo – Event Manager
Report Date: Monday, 25 February 2019

Purpose of Report

This report is for information purposes only.

Stephen Cox will be presenting a report on the Dynamo Team Cycling series for the Community to Councillors on the two events held in October 2018 and February 2019.

Recommendation

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

Attachment

The Team Championship 2018/19 Review



The Team Championship 2018/19 Review South Waikato District Council

The Team Championship has now concluded for the 2018/19 season. It was another very successful series with 2 great rounds being held in the South Waikato District. Below is a summary of some key areas around the success of the series in the South Waikato.

Marketing –

A marketing plan was undertaken for the whole series back in Mid 2018, we worked with a local agency in Hamilton to develop the best plan for traction around the series. We had a dedicated Media Person on the ground at both events working on behalf of Dynamo Events to produce the online Social Media content for the series. This involved live interviews on Instagram and Facebook as well as live updates of the racing. A full and comprehensive media release about the days racing was also produced the same day and distributed out to local media around the upper half of the North Island.

Roadcycling.co.nz who are the largest online news and media site for cycling in New Zealand were present at both rounds and produced their own content for their website and social media channels.

The exposure gain via both channels is huge. The Dynamo Events Facebook page reached in excess of 21,000 people in the 7 days around each of the 2 events.

Survey Results –

A survey was undertaken at the conclusion of both rounds held in the South Waikato District.

One of the questions we asked was around those that stayed in the region for at least one night over the weekend of the event. Around 27% of the riders stayed in the South Waikato the night before the race.

Average Spend while in the region was another thing we probed the riders on, 61% of riders spent \$100 or more in the local economy while there with 29% spending more than \$350 and 11% spending more than \$500

The other questions were based around returning to the South Waikato where 89% of people said there would definitely be returning to the district now they had been and seen what was to offer. A large number also said they expected to come back within the next 6 months and do some of the trails etc. 50% of people said the event changed their perspective of the South Waikato for the better and were now keen to explore it more where they wouldn't have if that had not come for the Team Championship.

Venue –

Both rounds were based from Tokoroa. We used the South Waikato Sport and Events Centre. This is fantastic facility with friendly staff that were only too happy to help out. The feedback from Riders was great, they couldn't believe how great it was and all the facilities (Showers/Toilets/parking) it had.

Competitor Numbers –

The Team Championship this attracted a record number of the Teams, 68. This is the most teams we have had in the 4 years we have run their series. The Team Championship is continuing to go from strength to strength. The majority of events in New Zealand are in decline. For example, The Lake Taupo Cycle challenge was down nearly 10% again in 2018. The Team Championship is bucking that trend which shows the regard it is held in.

Race 2 Total Riders – 367

Race 5 Total Riders – 352

Health & Safety –

Health and Safety is something we take very seriously at Dynamo Events. These are approved and provided to all relevant authorities when and where required. We have a separate safety brief and document for all volunteers and event staff prior to each event. After each event in the South Waikato we review what has happened and make amendments where necessary to the H&S plan.

Traffic Management –

All traffic management plans are developed by Traffic Management New Zealand who are a professional Traffic Management company. We produce all the TMPs to be approved by councils and relevant authorities. The on day traffic management is managed by TMNZ and Stephen Cox from Dynamo Events to ensure a safe event for competitors and other road users.

Summary –

The 2018/19 rounds of the Team Championship were once again a great success in the South Waikato Region. The overwhelming feedback on the area, courses, region has been fantastic and we can wait to get back for the the series in 2019/20

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:

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
<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>
<i>Town Centre Manager Options for Tokoroa</i>	<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> <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>	<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>
<i>i-SITE Contract Options for Tokoroa and Tirau</i>	<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> <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,</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>

	<i>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 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.