

Corporate and Operations Committee

Open Minutes



Minutes of a meeting of the Corporate and Operations Committee held in the Council Chambers, 35 Kenrick Street, TE AROHA on Wednesday 23 August 2017 at 9:30am.



Present

Mayor	Jan Barnes, JP	
Councillors	Donna Arnold	James Sainsbury
	Teena Cornes	Ash Tanner
	Paul Cronin	Kevin Tappin
	Neil Goodger	James Thomas, JP
	Brian Hunter	Adrienne Wilcock
	Peter Jager	

Also Present

Don McLeod	Chief Executive	
Caroline Hubbard	Committee Secretary	
Michelle Staines-Hawthorne	Corporate Strategy	Items
	Manager	6.1,6.2,6.3,6.7,6.8
Manaia Te Wiata	Group Manager	Item 6.1,6.3
	Business Support	
Susanne Kampshof	Asset manager	Item 6.1,7.2
	Strategy & Policy	
Jenni Cochrane	Communications	Item 6.2
	Manager	
Niall Baker	Acting Senior Policy	Items 6.1,6.2
	Planner	
Bryan Turner	Coordinator Operations	Items 6.5, 6.6
	& Projects	
Nerida Turner	KVS Workflow	Items 6.5, 6.6
	administrator	
Sandy Barnes	Health & Safety/Quality	Items 6.3, 6.4,7.3
	Manager	
Dennis Bellamy	Group manager	Items 6.5, 6.6
	Community	
	Development	
Lance Gwynne	Kaimai Valley Services	Items 6.5, 6.6
Donna Guildford	Administration Team	Items 6.5, 6.6
	Leader	
Larnia Weir	Deputy Finance	Item 6.3
	Manager	
Danny Anglesey	Finance & Business	Item 6.3
	Services Manager	
Vicky Oosthoek	Policy Officer	Item 6.3
Fiona Vessey	Group Manager	Item 7.1
	Service Delivery	
Roger Lamberth	Kaimai Consultants	Item 7.1
	Manager	
Mark Naude	Community Facilities	Item 7.2
	Planner	

In Attendance

Lou Beer	In at 9.33am, out at 11.02am
Rexine Hawes	In at 9.30am

1 Meeting Opening

Chair Councillor Ash Tanner welcomed everyone and declared the meeting open at 9.30am

2 Present

3 Apologies

There were no apologies.

4 Notification of Urgent Business

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

There was no urgent additional business.

5 Confirmation of minutes

COMMITTEE RESOLUTION

That the minutes of the meeting of the Ordinary Meeting of the Corporate and Operations Committee held on Wednesday, 26 July 2017, be confirmed as a true and correct record of the meeting with an amendment noted to Item 6.4.

Moved by: Mayor Jan E Barnes

Seconded by: Cr James A F Thomas

CARRIED

COMMITTEE RESOLUTION

That:

8. Council includes a total annual budget of \$6,000 for the combined community patrols in the Draft 2018-28 LTP

Moved by: Cr Paul Cronin

Seconded by: Cr Neil C Goodger

CARRIED

OFFICER REPORTS

6 Executive

6.1 Section 17A - Service Delivery Reviews

Executive Summary

The purpose of the report is to present for endorsement the completed Service Delivery Reviews. Under S17A Local Government Act 2002, there is a statutory requirement for Council to undertake service reviews of services, facilities and infrastructure provision to the community.

Council was required to complete its initial service delivery reviews by 8 August 2017. Council staff have undertaken an initial desktop review of each of the Long-Term Plan 2015-25 activities following the Society of Local Government Managers (SOLGM) guidance and templates. Building consents and monitoring and Civil Defence have been reviewed on a regional and sub-regional basis. Council is now asked to endorse the review outcomes to feed into the Long-Term Plan 2018-28.

A copy of the review template, frequently asked questions and a summary of the section 17A review assessments is attached to this report. The full section 17A reports are available upon request.

COMMITTEE RESOLUTION

That:

1. The information be received.
2. Council endorses the Section 17A Local Government Act 2002 review outcomes.
3. Staff work on a timeline and process for the next round of section 17A reviews and look to align this with other Councils where possible.

Moved by: Cr James P Sainsbury
Seconded by: Cr Adrienne J Wilcock

CARRIED

6.2 LTP 2018-28 - Economic Development

Executive Summary

Council has indicated a desire to support economic development and economic growth in our district. The Long Term Plan 2015-25 included an annual budget of \$150,000. In addition Council also provides funding to organisations who contribute to the Economic development and economic wellbeing of our district to a total value of \$270,000 per year.

The purpose of this report is to seek direction from Council on the economic development priorities for the 2017/18 financial year, as well as Council's direction

Comments

Priorities for the 2107/18 Work programme, funding assistance to organisations that support Economic development in our district to be discussed in further detail in workshop

COMMITTEE RESOLUTION

That:

1. The report is received.
2. Council approves a draft budget of \$150,000 per year to support Economic Development initiatives for the Draft Long Term Plan 2018-28.

Moved by: Cr Neil C Goodger

Seconded by: Cr Teena M Cornes

CARRIED

6.3 Draft Annual Report 2016/17

Executive Summary

A summary of the financials and performance measures for the draft Annual Report and Summary 2016/17 is circulated separately. The final audit of Council's draft Annual Report and Summary is due to start on 28 August 2017, with final sign off to be received by Council at its meeting on 11 October 2017.

Comments:

Roading – hard to get people to realise which roads are State highways not Council roads.

Performance measures - Revise targets as part of the LTP

Report to be brought back to Council with funding suggestions for surplus cash

eg Grants & Mayors fund (additional approved July 2017), Business planning for TA office, Water & Wastewater control centre space, Water/wastewater compliance review and investigation, Woodlands Road resealing, Assessment of Environmental Effects (AEE) for Mangawhero Stream, AEE for Waihou River.

Chief Executive Don McLeod acknowledged the input of Michelle Staines-Hawthorne, Danny Anglesey, Larnia Weir and their respective teams providing the summary.

COMMITTEE RESOLUTION

That:

1. The information be received.

Moved by: Cr Paul Cronin

Seconded by: Cr Brian L Hunter

CARRIED

This item was considered after Item 7.3

6.4 Policies on the Remission and Postponement of Rates

Executive Summary

Council participated in a workshop on 19 July 2017 and were given an overview of the current policies on the Remission and Postponement of Rates. The Policies on the Remission and Postponement of Rates will be consulted on.

Council can only remit rates if they have adopted a rates remission policy under section 85 of the Local Government (Rating) Act 2002.

Remission of rates involves reducing the amount owing or waiving collection of rates altogether. Postponement of rates means that the payment of rates is not waived in the first instance but delayed for a certain time, or until certain events occur. The overall objective of remissions being to provide rates relief in situations to support both the fairness and equity of the rating system and the overall wellbeing of the community.

This report seeks to confirm the direction that Council gave to staff regarding remission policies at a recent workshop.

COMMITTEE RESOLUTION

That:

- 1. The information is received.**
- 2. Council confirm staff progress a review of the Policy on the remission of rates – specifically - other categories and Policy on remissions of pan charge targeted rates based on metered water consumption.**
- 3. Council confirm staff progress a paper for consideration on whether to introduce two new remissions polices – Policy on abandoned land remission and Policy on natural disasters and emergencies remission.**

Moved by: Cr Neil C Goodger

Seconded by: Cr Paul Cronin

CARRIED

6.5 Presentation

Executive Summary

10.00am A presentation was made to Mr W Petersen a volunteer member of the Tom Grant Drive who has held all positions of office over the last 15 years. Mr Petersen was accompanied by his wife Beverley who was presented with a bouquet of flowers.

Mayor Jan Barnes complimented Mr & Mrs Petersen for their ongoing support for the Tom Grant Drive Association and wished them well.

There have been some new members join the association in the last 3 years.

COMMITTEE RESOLUTION

That:

1. The information be received.

Moved by: Cr Brian L Hunter

Seconded by: Cr Adrienne J Wilcock

CARRIED

This item was taken out of order and considered after Item 6.2 and before item 6.6

6.6 Spotlight on Safety Award presentation

Executive Summary

10:15 a.m.

Presentation of the “Spotlight on Safety Award” to Nerida Turner, KVS Workflow Officer.

The Health & Safety manager, Sandy Barnes was in attendance.

“Nerida constantly thinks “health and safety” and lives our vision and values of ensuring everyone gets home safe every day. She thinks outside the square, problem solves and speaks up when she identifies issues, even if they’re not in her area of work.

She was a great asset in the Cyclone Cook event and ensured staff safety was a top priority even when staff were rushing from job to job.

Nothing is ever too much inconvenience for Nerida – big or small she just gets the job done.

Thanks for your great work in supporting our safety values Nerida.”

COMMITTEE RESOLUTION

That:

- 1. Nerida Turner be congratulated on her great work in supporting Councils safety values.**

Moved by: Cr Kevin R Tappin

Seconded by: Cr James P Sainsbury

CARRIED

The meeting adjourned for morning tea at 10.20am and reconvened at 10.42am
Item 7.3 was considered next.

6.7 Piako Park Limited - Easement Request - Seddon Street and Local Purpose reserve

Executive Summary

This report seeks a decision from Council on whether to grant an easement to Power Co. over Council land held as a reserve on Seddon Street Te Aroha adjacent to the Piako Park development, and over Local Purpose Recreation Reserve which is to vest in Council on completion of the Piako Park development (refer to a separate report to Council on this matter).

COMMITTEE RESOLUTION

That:

- 1. The information be received; and**
- 2. Council resolve to grant an easement to Power Co. over Council land held as a reserve on Seddon Street Te Aroha adjacent to the Piako Park development, and over Local Purpose Recreation Reserve which is to vest in Council on completion of the Piako Park development.**

Moved by: Cr Neil C Goodger

Seconded by: Cr James A F Thomas

CARRIED

This item was considered after item 6.4

6.8 Power Co - Easement Request - Morrinsville Wastewater Treatment Plant and Morrinsville Esplanade Reserve

Executive Summary

Council has received a request from Power Co. to grant an easement for electricity over land owned by Council in Morrinsville, as show on the survey plan, maps and certificates of title attached to this report.

The land is the existing Wastewater Treatment Plant in Morrinsville and a Local Purpose Esplanade reserve.

COMMITTEE RESOLUTION

That:

- 1. The information be received; and**
- 2. Council resolve to grant an easement to Power Co. over Council land held as the Morrinsville Wastewater Treatment Plant, and over Local Purpose Esplanade Reserve in Morrinsville.**

Moved by: Cr Neil C Goodger

Seconded by: Cr James A F Thomas

CARRIED

7 Service Delivery

7.1 Matamata-Piako Civic and Memorial Centre

Executive Summary

Following a meeting between representatives of Ngati Haua, Ngati Hinerangi, Raukawa and staff, a proposal to provide carvings and other artefacts to be included in the Matamata-Piako Civic and Memorial Centre has been received. A copy of the proposal was handed to elected members at the last council workshop.

This report requests that Council formally consider the proposal.

No specific budget item was allocated to this aspect although all contingencies have not yet been specifically allocated.

It should be noted that the Resource Consent included conditions to recycle and where possible incorporated into the new build materials (wood) removed from the 1940 Borough Building. There is also a condition to provide a display of drawings, photographs and information regarding the Borough Building.

Comments

Pou Maumahara – size and position to be confirmed, make sure does not detract from cenotaph.

Reception desk front panel, Council considering

Bi-lingual signage part of Councils policy.

COMMITTEE RESOLUTION

That:

1. The information be received
2. Council agrees with the concept of a Pou Maumahara at an estimated cost of \$15,500 with a design to be approved
3. Council approves the provision of up to five Whaariki panels at a cost of \$500 each
4. Council considered an expenditure of \$450 for the Kowhaiwhai design of the reception desk front panel.
5. Council welcomes the offer from Mana Whenua to suggest room names
6. Council endorses bi-lingual signage, as part of Council policy and the offer of Mana Whenua to assist with appropriate terms and phrases.

Moved by: Cr James A F Thomas

Seconded by: Cr Donna C Arnold

CARRIED

The meeting adjourned for lunch at 12.40pm and reconvened at 1.50pm.

7.2 Update on Headon Stadium

Executive Summary

Headon Stadium in Matamata was discussed at a recent workshop about potential future capital works for the 2018-28 Long Term Plan. Council requested further information on the current condition of the building to facilitate discussion on whether any short-term remedies may be appropriate and practicable until such time as the long-term future of Headon Stadium has been determined. The report outlines issues regarding the Headon Stadium building.

Option 2 Renewal work to extend the life of current asset

This option involves implementing the repairs and addressing the maintenance issues raised in the report in order to improve the condition of the asset and to continue to provide the current type of facility and level of service.

Replacement of components would tend to be of the 'like for like' variety. This would be more expensive than Option 1 but would improve the condition of the asset and slow the deterioration of the asset. There may be a slight improvement in asset performance.

This option implies that the building in its current form would continue to be used for some time.

Comments

- Need to protect and maintain present building
- Internal guttering blocked, rusting, outside concrete blocks need repainting, ventilation problem
- Staff to look at costs for implementing repairs to enable the building to continue providing the current type of facility and level of service – Option 2.
- Staff to provide a list of assets district wide and their condition.

COMMITTEE RESOLUTION

That:

- 1. The report be received;**
- 2. Staff bring back costings for repairs or upgrades to Headon Stadium for renewal work to extend the life of the current asset as in Option 2.**

Moved by: Cr Paul Cronin

Seconded by: Cr Neil C Goodger

CARRIED

Cr Jager, Mayor Jan Barnes voted against the motion.

7.3 Health & Safety Report - July 2017

Executive Summary

The health and safety report for July 2017 is attached.

The Health and Safety Manager, Sandy Barnes was in attendance to discuss the report.

COMMITTEE RESOLUTION

That the report be received.

Moved by: Cr Neil C Goodger
Seconded by: Cr Donna C Arnold

CARRIED

This item was taken out of order and considered after item 6.6 and before item 6.3

7.4 Documents Executed Under Seal - April to July 2017

Executive Summary

The schedule of documents executed under Council Seal is attached.

COMMITTEE RESOLUTION

That the report of the schedule of documents executed under Council Seal be received.

Moved by: Cr James P Sainsbury

Seconded by: Cr Teena M Cornes

CARRIED

7.5 Chief Executive Officers Report for July 2017

A copy of the Chief Executive Officer's report for July 2017 is attached.

COMMITTEE RESOLUTION

That the report be received.

Moved by: Cr James A F Thomas

Seconded by: Cr Neil C Goodger

CARRIED

8 Urgent Additional Business

2.45 pm

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

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

DATE: 27 September 2017

CHAIRPERSON:.....

A B Tanner