

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 Thursday 26 April 2018 at 9:00am.

Present

Mayor

Jan Barnes, JP

Councillors

Donna Arnold
Teena Cornes
Paul Cronin
Neil Goodger
Brian Hunter
Kevin Tappin

James Sainsbury
Ash Tanner
James Thomas, JP
Adrienne Wilcock

Apologies

Cr Peter Jager



Also Present

		Item No.
Don Mcleod	Chief Executive Officer	
Meghan Lancaster	Committee Secretary	
Manaia Te Wiata	Group Manager Business Support	6.1, 6.2
Jenni Cochrane	Communications Manager	6.1, 6.2
Rachel Singh	Events and Promotions Co-Ordinator	6.1
Susanne Kampshof	Asset Manager Strategy and Policy	6.2, 6.6
Chelsea Cannell	Asset Management Project Coordinator	6.1, 6.2
Niall Baker	Policy Planner	6.3
Dennis Bellamy	Group Manager Community Development	6.4
Sandy Barnes	Health and Safety/Quality Manager	6.5

In Attendance

	Time In	Time Out
Diane Drummond – Hauraki Rail Trail 6.1	8:56AM	9:23AM
Press – Rexine Hawes	9:28AM	12:01PM

1 Meeting Opening

Chair Ash Tanner welcomed everyone and declared the meeting open at 9:00am

2 Present

3

Apology

That the apology from Councillor Peter Jager be accepted and leave of absence from the meeting be granted.

That the apology from Councillor Kevin Tappin be amended as he was in attendance.

Moved by: Cr D C Arnold
Seconded by: Cr J P Sainsbury

CARRIED

4 Notification of Urgent Business

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

5 Confirmation of minutes

COMMITTEE RESOLUTION

That the minutes of the meeting of the Ordinary Meeting of the Corporate and Operations Committee held on Wednesday, 28 March 2018, be confirmed as a true and correct record of the meeting.

Moved by: Cr N C Goodger

Seconded by: Cr P Cronin

CARRIED

OFFICER REPORTS

6 Executive

6.1 Hauraki Rail Trail

Diane Drummond, General Manager, Hauraki Rail Trail Charitable Trust will be in attendance at 9.00am to present on the Hauraki Rail Trail.

COMMITTEE RESOLUTION

That the information be received.

Moved by: Mayor J E Barnes

Seconded by: Cr D C Arnold

CARRIED

6.2 Te Aroha to Matamata Cycleway Procurement

Executive Summary

Council has been advised that government funding for the Te Aroha to Matamata cycleway has been confirmed.

A critical step in ensuring a successful outcome for the project is to engage a suitably qualified and experienced Project Manager.

The business case submitted with the funding application identified Hauraki District Council as providing the following professional services:

- Master track builder
- Project Manager

Council's approval is requested to appoint Hauraki District Council to provide these professional services as a specialised procurement.

COMMITTEE RESOLUTION

That:

1. The Committee receives the report.
2. The Committee grants approval to proceed with a specialised procurement and engage Hauraki District Council staff as Master Track Builder and Project Manager for the Te Aroha to Matamata Cycleway.

Moved by: Cr K R Tappin

Seconded by: Cr J P Sainsbury

CARRIED

6.3 Community Grants 2017/18

Executive Summary

Council has a Community Grants Policy to administer the \$30,000 contestable grant. The second of two funding rounds held each year was open between 14 February and 21 March 2018 where Council invited applications to the fund. In total 13 applications were received. Councillors determined the outcome of the applications at their respective ward meetings on 11 April 2018.

The purpose of this report is to provide information on the allocations for the second funding round of 2017/18 and to determine any amounts to carry forward.

COMMITTEE RESOLUTION

That:

1. The report is received.
2. \$1,905.00 of unallocated funding for Matamata be carried forward bringing the total for 2018/19 to \$11,905.00.
3. \$7,429.25 of unallocated funding for Morrinsville be carried forward bringing the total for 2018/19 to \$17,429.25.
4. \$6,494.24 of unallocated funding for Te Aroha be carried forward bringing the total for 2018/19 to \$16,494.24.

Moved by: Cr T M Cornes

Seconded by: Cr B L Hunter

CARRIED

6.4 Animal Control Fees 2018/19

Executive Summary

The Matamata-Piako District Council Dog Control Policy requires the dog registration fees to be set each year. It also requires that the fees reflect the actual cost associated with the control of dogs within the District and be set in accordance with Council's financial policy. The fees for the 2018/19 registration year now need to be set to allow advertising and programme modifications to be completed before notices being issued in June. This report recommends that the registration fee for 2018/19 be set at the same level as 2017/18.

COMMITTEE RESOLUTION

That: The dog registration fee for the 2018/19 registration year be \$116.00 and that:

- 1. A rebate of \$15.00 per dog be given for holding a 'Responsible Owners Rebate (ROR)'.**
- 2. A rebate of \$30.00 be given for:**
 - A de-sexed dog, or
 - A working dog as defined in the Dog Control Act, or
 - A breeding dog owner currently registered with Dogs New Zealand,**and that this rebate only be claimed for one of these categories.**
- 3. A bonus of \$35.00 per dog be given where:**
 - There are no complaints or infringements registered against any dog held by the owner in the 2017/18 or current registration years.
 - No dog held by the owner was impounded in the 2017/18 or current registration years.
- 4. A penalty fee of 50% of the fee that would have been payable had the dog been registered on the first day of the registration year be charged for payments received after 31 July 2018.**
- 5. The dog impounding fees be: (in the same registration year)**

• 1 st impounding	\$50.00
• 2 nd impounding	\$80.00
• 3 rd and subsequent impoundings	\$125.00
• Daily sustenance	\$12.50

6. The stock call out fees be:

- During office hours \$125.00
- After-hours (per call out inclusive of mileage) \$175.00
- Impounding fee (per head) \$50.00
- Dailey sustenance (per head) \$6.00
- Plus all associated costs (i.e. transport, advertising)

7. All the above fees are inclusive of 15% Goods and Services Tax.

Moved by: Cr J A F Thomas

Seconded by: Cr K R Tappin

CARRIED

Councillor Hunter exited the meeting at 09:32 am.

Councillor Hunter returned to the meeting at 09:33 am.

6.5 Health and Safety Report - March 2018

Executive Summary

The health & safety report for the month of March 2018 is attached.

The H&S Manager will be in attendance to discuss the report and member due diligence.

COMMITTEE RESOLUTION

That:

1. The report be received.

Moved by: Cr D C Arnold

Seconded by: Cr A J Wilcock

CARRIED

Meeting adjourned for morning tea at 10:00AM and reconvened at 10:22AM

6.6 Chief Executive Officers Report - March 2018

Executive Summary

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

COMMITTEE RESOLUTION

That:

- 1. The report be received.**

Moved by: Mayor J E Barnes

Seconded by: Cr A J Wilcock

CARRIED

Mayor Barnes exited the meeting at 10:55 am.

Mayor Barnes returned to the meeting at 10:57 am.

7 Urgent Additional Business

11:41 AM

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: 23 May 2018

CHAIRPERSON:.....