

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 27 February 2019 at 9am.

Present

Mayor

Janet E. Barnes, JP

Councillors

Matamata Ward

Brian Hunter

James Sainsbury

Kevin Tappin

Adrienne Wilcock

Morrinsville Ward

Donna Arnold

Paul Cronin

Neil Goodger

James Thomas, Deputy Mayor, JP

Te Aroha Ward

Teena Cornes

Peter Jager

Ash Tanner (Chairperson)



Apologies

Cr Teena Cornes

Also Present

		Item No.
Don McLeod	Chief Executive Officer	
Meghan Lancaster	Committee Secretary	
Piyush Joshi	Management Accountant	6.1
Shawn Sun	Financial Accountant	6.1
Manaia Te Wiata	Group Manager Business Support	6.1, C1
Sandra Harris	Acting Strategic Policy Manager	6.1, 6.2
Danny Anglesey	Finance and Business Manager	6.1, 6.2
Larnia Weir	Deputy Finance Manager	6.1, 6.2
Rebecca Shaw	Graduate Policy Planner	6.2
Sandy Barnes	Health and Safety / Quality Manager	6.3
Rexine Hawes	Communications Officer	6.3
Rebekah Duffin	Communications Manager	6.3
Dennis Bellamy	Group Manager Community Developer	6.3
Sheree O'Brien	Customer Services Manager	6.5
Bryan Turner	Coordinator Operations and Projects	6.5
Susanne Kampshof	Asset Manager Strategy and Policy	C1

In Attendance

	Time In	Time Out
Lynette Turner	10:00am	10:50am
Caroline Hubbard	10:00am	10:50am
Fiona Vessey – Group Manager Service Delivery	10:00am	10:47am
Jenni Bethell – Customer Services Supervisor	10:00am	10:45am
Tania Scott – Customer Services Supervisor	10:00am	10:45am
Kelly Reith - Human Resources Manager	10:00am	10:40am
Rochelle Forrest – Kaimai Consultants Officer	10:00am	10:40am
Armindeep Singh – EA to Group Manager Service Delivery	10:00am	10:40am
Anna Mcloughlin – Graduate Communications Officer	10:00am	10:50am
Jo Gifford – Information Team Leader	10:00am	10:40am
Lance Gwynne – Manager KVS	10:00am	10:50am
Kathy Duncan - Rating and Valuation Officer	10:00am	10:40am

1 Meeting Opening

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

2 Present

3

Apologies

That the apology from Cr Teena Cornes be accepted and leave of absence from the meeting be granted.

Moved by: Cr A J Wilcock

Seconded by: Cr D C Arnold

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, 12 December 2018, be confirmed as a true and correct record of the meeting.

Moved by: Cr A J Wilcock

Seconded by: Cr D C Arnold

CARRIED

OFFICER REPORTS

6 Executive

6.1 Draft Annual Plan 2019/20

Executive Summary

On 12 December 2018 the Committee resolved that the draft Annual Plan budget represents no significant or material difference from Year 2 of the 2018-2028 LTP, and in light of that it would not conduct formal consultation on its Annual Plan 2019/20.

Staff were to prepare a communication plan for the Annual Plan 2019/20 with a focus to inform stakeholders and the wider community. This communication plan was workshopped with Council on 30 January and is attached for information.

The purpose of this report is to receive the draft Annual Plan 2019/20 document to make it available on Council's website throughout the consultation period of the ten other documents being formally consulted on, (20 March – 22 April 2019) despite not formally consulting on it but rather informing the community.

COMMITTEE RESOLUTION

That:

1. The draft Annual Plan 2019/20 be received to allow the information to become available on the website throughout the consultation period.

Moved by: Cr J A F Thomas

Seconded by: Cr P Cronin

CARRIED

6.2 Six Monthly Report July - December 2018

Executive Summary

The Local Government Act 2002 requires Council to adopt its Annual Report and Summary by 31 October each year.

To ensure that there are no unexpected performance or financial matters leading up to this report, a Six Month Report has been prepared to advise of progress and any likely issues that may arise.

Staff have prepared a condensed Six Month Report which highlights financial and non-financial performance for July to December 2018. A copy is attached to the Agenda.

COMMITTEE RESOLUTION

That:

1. The Six Month Report July – December 2018 be received.

Moved by: Cr K R Tappin

Seconded by: Cr A J Wilcock

CARRIED

The meeting adjourned for morning tea at 10:24am and reconvened at 10:53am

Item 6.3 was taken out of order and considered after item 6.5

6.3 Health and Safety Reports - November and December 2018 and January 2019

Executive Summary

The November report to Council in December 2018 was for the period to 20 November 2018. The finalised report for the full month is attached to the Agenda.

The report for the period December 2018 – January 2019 is also attached to the Agenda.

The H&S Manager will be in attendance to discuss the report with Council.

COMMITTEE RESOLUTION

That:

1. That the reports be received.

Moved by: Cr A J Wilcock

Seconded by: Cr D C Arnold

CARRIED

Item 6.3 was taken out of order and considered after item 6.5

6.4 Chief Executive Officers Report for November and December 2018

A copy of the Chief Executive Officer's report for November and December 2018 is attached to the Agenda.

COMMITTEE RESOLUTION

That the report be received.

Moved by: Cr J P Sainsbury
Seconded by: Cr A J Wilcock

CARRIED

Item 6.5 was taken out of order and considered after item 6.2

6.5 Staff Long Service Presentation

Executive Summary

Bryan Turner will be presented with a Long Service Award in recognition of 30 years' service to Matamata Piako District Council.

Sheree O'Brien will be presented with a Long Service Award in recognition of 25 years' service to Matamata Piako District Council.

COMMITTEE RESOLUTION

That:

- 1. The information be received**

Moved by: Cr D C Arnold
Seconded by: Cr B L Hunter

CARRIED

Item 6.5 was taken out of order and considered after item 6.2

7 Urgent Additional Business

8 Procedural motion to exclude the public

COMMITTEE RESOLUTION

That the public be excluded from the following part(s) 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 follows.

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, as follows:

C1 Wairere Falls Carpark Funding

Reason for passing this resolution in relation to each matter
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

Moved by: Cr B L Hunter

Seconded by: Cr D C Arnold

CARRIED

Release of Public Excluded Report.

It was Resolved at the meeting that the Wairere Falls Carpark Funding resolution be made available to the Public as the successful project tender has been named and the grounds on which the report was made Public Excluded no longer exist.

Moved by: Cr J A F Thomas

Seconded by: Cr D C Arnold

CARRIED

11:44am The public were excluded.

11:51am 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 27
FEBRUARY 2019

DATE: 27 March 2019

CHAIRPERSON:.....
Ash Tanner