

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 28 June 2017 at 9:15am.



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

Also Present

Don McLeod	Chief Executive Office	
Caroline Hubbard	Committee Secretary	
Niall Baker	Acting Senior Policy Planner	Item 6.1
Susanne Kampshof	Asset Manager	Items 6.2, 7.1, 7.2, 7.4
	Strategy & Policy	
Ann-Jorun Hunter	Policy Planner	Item 7.1
Dave Locke	Team Leader Contracts	Item 6.1
Manaia Te Wiata	Group Manager	Items
	Business Support	6.1, 6.2, 7.1, 7.2, 7.3, 7.4
Roger Lamberth	Kaimai Consultants	Item 9.1
	Manager	
Sandy Barnes	Health & Safety/Quality	Items 7.4, 8.1
	Manager	
Dennis Bellamy	Group Manager	Items 7.4, 8.1, 8.2
	Community	
	Development	
Vicky Oosthoek	Policy Officer	Items 6.2, 7.3,

In Attendance

Sir D Spring	In at 10.20am out at 11.40am
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1 Meeting Opening

Chair Ash Tanner welcomed everyone and declared the meeting open at 9.15am

2 Present

3 Apologies

That the apologies from Cr D Arnold for lateness (in at 9.17am) and Cr P Jager be accepted and leave of absence from the meeting be granted.

Moved by: Cr Paul Cronin

Seconded by: Cr Brian Hunter

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 qualified as extraordinary or urgent additional business.

Item 10.1 Transition Matamata

Moved by: Mayor Jan E Barnes

Seconded by: Cr Adrienne Wilcock

CARRIED

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, 24 May 2017, be confirmed as a true and correct record of the meeting.

Moved by: Cr Paul Cronin

Seconded by: Cr James P Sainsbury

CARRIED

OFFICER REPORTS

6 Executive

6.1 Adoption of Eastern Waikato Joint Waste Management and Minimisation Plan

Executive Summary

This report seeks the adoption of the Eastern Waikato Waste Management and Minimisation Plan. This was recommended by the Eastern Waikato Solid Waste Joint Committee (Joint Committee) at their meeting held on 1 June 2017. Councillors Cronin and Wilcock are Council's representatives on this committee.

The Eastern Waikato Waste Management and Minimisation Plan has been circulated separately to this report.

COMMITTEE RESOLUTION

That:

1. The information be received.
2. Council adopts the Eastern Waikato Joint Waste Management and Minimisation Plan as recommended by the Eastern Waikato Solid Waste Joint Committee.

Moved by: Cr Adrienne J Wilcock

Seconded by: Cr James P Sainsbury

CARRIED

**6.2 Draft Interim Management Report
Annual Report 2016/17**

Executive Summary

The Local Government Act 2002 requires Council to prepare and adopt an annual report for each financial year. The annual report is required to be audited by independent auditors. The auditors appointed to audit Council by the Auditor-General are Audit New Zealand (Audit NZ).

During each financial year Audit NZ carries out an interim audit (completed in May 2017) prior to the final audit conducted in August/September. The purpose of this report is to advise Council of the findings of the interim audit and present the Draft Interim Management Report.

The Draft Interim Management Report is being presented to the Audit and Risk Committee on 27 June to consider providing feedback.

The Audit NZ Draft Interim Management Report is attached. The Report has concluded that the internal controls and processes are operationally effective, and can be relied upon.

COMMITTEE RESOLUTION

That:

- 1. The report is received**

Moved by: Cr Paul Cronin

Seconded by: Cr Donna C Arnold

CARRIED

This item was taken out of order and considered after Item 7.3

7 Business Support

7.1 Levels of Service for Urban Watercourses

Executive Summary

There are three main aspects to reviewing the level of service for stormwater in the urban areas and this report discusses the first of these – the maintenance of watercourses.

The status of all watercourses in or close to the urban areas which have Council stormwater systems have been analysed and the various status's expressed as both lengths and percentages.

It is estimated that there are 50,145 metres of watercourses in or adjacent to the Matamata, Morrinsville, Te Aroha and Waharoa urban areas.

Waikato Regional Council is responsible for 16,520 metres, Council maintains 16,900 metres and 16,725 metres is the responsibility of individual property owners.

Council receives requests to maintain or address issues with watercourses that it does not maintain.

The current response is typically based on Council's legal obligations. There may be occasions where maintenance is undertaken because there are wider public benefits.

Council can extend the current level of service and take over responsibility for more of the watercourses.

This report explains the legal situation and outlines various options for future levels of service.

COMMITTEE RESOLUTION

That:

1. The report be received
2. Council maintains the status quo and staff undertake further investigations to quantify any impacts in regard to Plan Change 11.

Moved by: Cr Neil C Goodger

Seconded by: Cr Adrienne J Wilcock

CARRIED

This item was taken out of order and considered after Item 6.1 and before Item 7.2

7.2 Regional Infrastructure Technical Specifications

Executive Summary

Council staff have been working with other District Councils on the development of a Regional Infrastructure Technical Specification (Regional ITS) as part of one of the Mayor Forum actions.

The Specifications are now ready to be released for public consultation and Council's approval is sought.

The report outlines the current status of our Code of practice and the further requirement on Council to ensure this Regional document can be embedded in its planning and engineering framework.

COMMITTEE RESOLUTION

That:

1. The report be received,
2. Council releases the Regional Infrastructure Technical Specification (to have one regional infrastructure specification) for public consultation,
3. The consultation is undertaken by the Waikato Local Authority Shared Service (LASS) and any submissions addressed by the LASS.
4. Council staff report back on the timing and proposed scope of a Plan Change after the adoption of the Regional Infrastructure Technical Specification.

Moved by: Cr James P Sainsbury

Seconded by: Cr Neil C Goodger

CARRIED

The meeting adjourned for morning tea at 10.20am and reconvened at 10.35am

7.3 Audit & Risk Committee Update

Executive Summary

10.30am Sir Dryden Spring was in attendance to give an update from the Audit & Risk committee meeting held on Tuesday 27 June 2017

COMMITTEE RESOLUTION

That:

1. The information be received.

Moved by: Cr James A F Thomas

Seconded by: Cr Paul Cronin

CARRIED

11.20am The public were excluded. To allow discussion around Public Excluded items from the Audit & Risk committee meeting.

Moved by: Cr Paul Cronin

Seconded by: Cr Brian Hunter

CARRIED

11.35am The meeting moved out of Public Excluded

Moved by: Cr James Sainsbury

Seconded by: Cr Donna Arnold

CARRIED

7.4 Horrell Road Traffic Assessment

Executive Summary

As part of plan Change 47 the rezoning of part of Horrell Road was considered.

The proposed Roding works and new designation is not supported by the NZ Transport Agency.

Council decision is sought on the way forward.

Comments

- Option 2. Relocate Horrell Road/SH26 intersection to the west.
This option involves relocation of Horrell Road to the west by approximately 40m. This option includes the upgrading of Murray Road Rail crossing and construction of a right turn bay at the intersection of Murray Road and SH26.

Option 2a. Relocate Horrell Road/SH26 intersection to the west.
This option involves what's prescribed in option 2 with an alternative tie into existing Horrell Road at a new "T" intersection and retains the intersection of Horrell Road and Murray Road in the current form.

COMMITTEE RESOLUTION

That:

1. Council receives the report;
2. Council proceeds with Option 2A, relocate Horrell Road/SH 26 intersection to the west

Moved by: Cr James A F Thomas

Seconded by: Cr Neil C Goodger

CARRIED

8 Community Development

8.1 Health & Safety Report - May 2017

Executive Summary

The health & safety report for the month of May 2017 is attached.

The Health & Safety Manager, Sandy Barnes was in attendance to answer any questions from members.

COMMITTEE RESOLUTION

That:

1. the report be received.

Moved by: Cr Kevin R Tappin
Seconded by: Cr Donna C Arnold

CARRIED

8.2 Transfer of Rural Fire Assets to FENZ

Executive Summary

From 1 July 2017 Council's rural fire responsibilities under the Forest and Rural Fires Act are transferred by legislation to Fire and Emergency New Zealand (FENZ) and Council will no longer have a role in rural fire activities.

FENZ are now asking that Council's rural fire assets be transferred to them at \$1 plus GST (if demanded) and that some assistance with fire permitting and support from experienced staff continue through to 30 June 2018.

COMMITTEE RESOLUTION

That:

1. Council transfer the ownership of the two water tankers and one fire trailer to FENZ ownership at \$1.00 plus GST (if demanded).
2. That the transfer be subject to the assets being retained in their respective areas until mutually agreed by both parties.
3. Council continue to provide support for issuing of fire permits and in response to fire incidents within the previous Thames Valley Rural Fire Authority Area through to 30 June 2018

Moved by: Cr Brian L Hunter

Seconded by: Cr James A F Thomas

CARRIED

9 Service Delivery

9.1 Matamata-Piako Civic and Memorial Centre - Solar voltaic panels

Executive Summary

The design of the new Matamata-Piako Civic and Memorial Centre includes a number of aspects that aim to reduce operating costs in the form of energy savings.

Submissions from Transition Matamata and reviewed by councils energy consultant were the subject of a report to Council on 14 June 2017.

At that meeting Council approved the installation of double glazed external joinery. They also requested an options report on the benefits of installing PV solar panels.

Indications from both design engineers and councils energy consultant suggest that a system which generates base power requirements is the best option.

Consultants suggest that a comprehensive report together with full costings for each option has limited value. Based on their industry experience full or partial generation that involves exportation to the grid during low demand is not justified.

COMMITTEE RESOLUTION

That:

1. The report be received
2. Council approve a duct being installed for the possibility of a future PV Solar Panels system

Moved by: Cr Paul Cronin

Seconded by: Cr James P Sainsbury

CARRIED

9.2 Chief Executive Officers Report for May 2017

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

COMMITTEE RESOLUTION

That the report be received.

**Moved by: Cr Paul Cronin
Seconded by: Cr Kevin R Tappin**

CARRIED

10 Urgent Additional Business
10.1 Transition Matamata Kiwi Bottle Drive

Mayor Jan Barnes and councillors have received a letter asking for support and funds to run a local Kiwi Bottle drive in Matamata.

Transition Matamata is seeking \$500 from Matamata Piako District Council, communication support to help spread the word on the campaign and presence of the Mayor and councillors to engage with the public on important issues of waste minimisation, resource recovery and recycling

Comments

The council likes the initiative but notes that Transition Matamata would need to be an incorporated society to receive funding from the Waste minimisation funds.

The mayor and councillors agree in principle with the aim of transition Matamata but can not be seen to align themselves with a petition as need to stay politically neutral.

COMMITTEE RESOLUTION

That the information be received.

Moved by: Cr Paul Cronin
Seconded by: Cr Kevin R Tappin

CARRIED

This item was considered after the meeting reconvened after lunch.

11 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 Provision of a Water Supply within Waitoa

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
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.	<p>s7(2)(c)(ii) - 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 damage the public interest.</p> <p>.</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>.</p>	<p>s48(1)(a)</p> <p>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.</p>

C2 LGNZ Excellence Programme 2016

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
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.	s7(2)(c)(i) - 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	<p>s48(1)(a)</p> <p>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.</p>

	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. .	
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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 Kevin R Tappin
Seconded by: Cr Donna C Arnold

CARRIED

12.25 pm The public were excluded.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not public available.

The meeting adjourned for lunch at 12.55pm and reconvened at 1.22pm

The late item 10.1 was considered after lunch.

1.33 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: 24 July 2017

CHAIRPERSON:.....

A B Tanner