

# Council

## Open Minutes



Minutes of a meeting of Matamata-Piako District Council held in the Council Chambers, 35 Kenrick Street, TE AROHA on Wednesday 13 March 2019 at 9am.

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### Membership

#### **Mayor**

Janet E. Barnes, JP (Chairperson)

#### **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



## Apologies

Cr Brian Hunter

## Also Present

		Item No.
Don McLeod	Chief Executive Officer	
Meghan Lancaster	Committee Secretary	
Niall Baker	Senior Policy Planner	10.2, 10.4, 10.7, 10.9
Rebecca Shaw	Graduate Policy Planner	10.2, 10.7,
Larnia Weir	Deputy Finance Manager	10.1, 10.2, 10.3, 10.7
Danny Anglesey	Finance Manager	10.1, 10.2, 10.3, 10.7
Manaia Te Wiata	Group Manager Business Support	10.1, 10.2, 10.3
Rachel Singh	Events and Promotions Co-ordinator	10.5, 10.6
Patrice Morrison	Events facilitator	10.5, 10.6
Michael Butler	Events facilitator	10.5, 10.6
Dennis Bellamy	Group Manager Community Development	10.8

## In Attendance

	Time In	Time Out
John Luxton – Audit and Risk Committee Chairperson	8:54am	9:09am
Jason Dawson – Chief Executive, Hamilton Waikato Tourism	9:51am	11:27am
Dianne Drummond – General Manager,	10:03am	10:18am
Hauraki Rail Trail Charitable Trust	10:25am	11:35am



**1 Meeting Opening**

Mayor Janet E. Barnes welcomed everyone and declared the meeting open at 9:00am

**2 Apologies**

That the apology from Cr Brian Hunter be accepted and leave of absence from the meeting be granted.

**Moved by: Cr D C Arnold**  
**Seconded by: Cr T M Cornes**

**CARRIED**

**3 Leave of absence**

No leave of absence was requested.

**4 Notification of Urgent Additional Business**

To consider, and if thought fit, to pass a resolution to permit the Council to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) The reason why the item was not on the Agenda, and
- (ii) The reason why the discussion of this item cannot be delayed until a subsequent meeting.

**5 Declaration of interest**

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

**6 Confirmation of minutes**

**COUNCIL RESOLUTION**

That the minutes of the meeting of the Ordinary Meeting of Matamata-Piako District Council held on Wednesday, 13 February 2019, be confirmed as a true and correct record of the meeting.

**Moved by: Cr A J Wilcock**  
**Seconded by: Cr D C Arnold**

**CARRIED**



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**7 Matters Arising**

**8 Announcements**

There were no announcements.

**9 Notices of Motion**

There were no notices of motion.



## DECISION MAKING

### 10 Executive

#### 10.1 Audit and Risk Report

##### Executive Summary

Hon. John Luxton, Audit and Risk Chairperson in attendance at 9:00am presenting minutes and recommendations from the Audit and Risk meeting of 12 March 2019.

##### COUNCIL RESOLUTION

That:

1. The information be received

Moved by: Cr K R Tappin  
Seconded by: Cr N C Goodger

**CARRIED**

#### 10.2 Annual Report Audit Plan - Year ending 30 June 2019

##### Executive Summary

This report seeks approval of the Audit Plan (previously called the Audit Arrangements Letter) for the annual audit for the year ending 30 June 2019.

##### COUNCIL RESOLUTION

That:

1. Council approve the Annual Report Audit Plan for 2019.

Moved by: Cr N C Goodger  
Seconded by: Cr A B Tanner

**CARRIED**



### 10.3 Waikato Regional Airport Ltd - Shareholder approval

#### Executive Summary

Waikato Regional Airport Limited (WRAL) entered into agreements to acquire the buildings and business assets of the Hamilton Airport Hotel and Conference Centre, and have also entered into a management agreement for an external entity to manage the hotel business on behalf of WRAL.

WRAL's Board of Directors have identified the need for a new subsidiary company to be incorporated to own the assets related to the hotel business and undertake certain operations of the hotel. Pursuant to WRAL's constitution, creation of a new subsidiary company amounts to a major transaction and requires a 75% shareholder approval before WRAL can proceed to incorporate the new entity.

#### COUNCIL RESOLUTION

That:

1. The information be received.
2. Matamata-Piako District Council (the shareholder) approve:  
by special resolution, the major transaction of Waikato Regional Airport Limited (WRAL) to incorporate a wholly owned subsidiary company Waikato Regional Airport Hotel Limited, with its initial Board of Directors being all the Directors holding office in WRAL on 15 March 2019.

Moved by: Cr J A F Thomas  
Seconded by: Cr A B Tanner

**CARRIED**



#### 10.4 CCO Monitoring - WRAL 6 Monthly Report and Statement of Intent

##### Executive Summary

Waikato Regional Airport Limited (WRAL) is a CCO owned by five Waikato councils, with Matamata-Piako's shareholding at 15.6%.

Council controlled organisations are required (subject to certain exemptions) by the Local Government Act 2002 to prepare and publish an annual statement of intent, and produce a half yearly report for shareholders on the entity's operations during the half year.

The purpose of this report is to present to Council, WRAL's six-monthly report to December 2018, and to seek Council feedback on the draft WRAL Statement of Intent for 2019/20.

##### COUNCIL RESOLUTION

That:

1. The report is received.
2. Council receives the Waikato regional Airport Limited six-monthly report to December 2018, and
3. Council invite Waikato Regional Airport Limited representatives to Matamata Piako District Council to discuss information.

Moved by: Cr A J Wilcock

Seconded by: Cr K R Tappin

**CARRIED**



**10.5 Hamilton & Waikato Tourism - Six Month Report  
1 July to 31 December 2018**

**Executive Summary**

10.00am Jason Dawson, Chief Executive, Hamilton & Waikato Tourism Limited (HWTL) in attendance presenting on HWTL Six Month Report 1 July to 31 December 2018.

Attached to the agenda is HWTL Six Month Report, Schedule of Services 2018-19 and the Service Level Agreement 2018-2021.

Hamilton & Waikato Tourism (HWT) have seven performance targets which are set in the 'Schedule of Services for Local Government 2018-2019'. Results from 1 July to 31 December 2018 for performance targets: 5 achieved, 1 not achieved and 1 to be measured annually only.

**COUNCIL RESOLUTION**

**That:**

- 1. The information be received.**

**Moved by: Cr D C Arnold  
Seconded by: Cr T M Cornes**

**CARRIED**

The meeting adjourned for morning tea at 10:40am and reconvened at 11:06am

**10.6 Hauraki Rail Trail Update**

**Executive Summary**

Diane Drummond, General Manager, Hauraki Rail Trail Charitable Trust in attendance at 10:30am to present on the Hauraki Rail Trail.

**COUNCIL RESOLUTION**

**That:**

- 1. The information be received.**

**Moved by: Cr J A F Thomas  
Seconded by: Cr K R Tappin**

**CARRIED**



Item 10.7 was taken out of order and considered after Item 10.8

## **10.7 Rubbish Bag Fees for 2019/20**

### **Executive Summary**

On 5 December 2018 Council approved the Fees and Charges 2019/20 for consultation. The only outstanding fee that was awaiting Council consideration is the proposed fee for rubbish bags as we were awaiting further information regarding bag sales to make an up to date and informed decision.

The current fee of \$2.00 per bag was set using an estimate of our 9,844 rubbish collection customers purchasing approximately 460,000 bags, (47 bags each on average over the year).

Sales volumes after the first seven months are well below budget, however we are anticipating sales will increase in the latter half of the financial year as any stocks held by customers are used up.

We acknowledge that it is very difficult to estimate the number of bags we will sell moving forward and therefore it is difficult to advise on an increase in price needed (if any) at this stage for 2019/20 in order to meet the budgeted revenue from bag sales.

For this reason, Council indicated at a workshop on the 27 of February 2019 it wished to retain the current retail price for rubbish bags at two dollars (\$2.00) for the purpose of consultation on the Draft 2019/20 Fees and Charges. Council also expressed that they wish staff to include a provision that the price may be reviewed by December 2019 when more established sales data will be available.

### **COUNCIL RESOLUTION**

**That:**

- 1. Council receive the information.**
- 2. Council propose to retain the current retail price for rubbish bags at two dollars (\$2.00) per bag for the purpose of consultation on the Draft 2019/20 Fees and Charges, but include a provision that the price may be reviewed by December 2019 when more established sales data and user numbers will be available.**

**Moved by: Cr N C Goodger**  
**Seconded by: Cr A J Wilcock**

**CARRIED**

Item 10.7 was taken out of order and considered after Item 10.8



Item 10.8 was taken out of order and considered after Item 10.4

## **10.8 Thames Valley Emergency Operating Area Review 2019**

### **Executive Summary**

Recent changes in TVEOA (Thames Valley Emergency Operating Area) staffing and national direction for the future of CDEM (Civil Defence Emergency Management) make it timely for a review to ensure that Council's statutory requirements, under the Civil Defence Emergency Management Act 2002 and 2016 Amendments are being met.

This 2019 review of the long serving TVEOA CDEM model considers if it delivers current best practice to the communities of the three councils (Hauraki, Matamata-Piako and Thames-Coromandel Districts) OR if other options should be considered.

The timing also recognises the recent 'Delivering Better Responses to Natural Disasters and Other Emergencies' - Government response to the Technical Advisory Groups recommendations August 2018 report, which seeks to clarify the roles and responsibilities of local authorities and central government agencies.

The TVCDEM (Thames Valley Civil Defence Emergency Management) Joint Committee has considered the report and has recommended that the TVEOA be disestablished and replaced with each Council having an imbedded civil defence/emergency management specialist resource.

### **COUNCIL RESOLUTION**

**That:**

- 1. The report of the Thames Valley Civil Defence Emergency Management Joint Committee be received**
- 2. Matamata-Piako District Council supports the disestablishment of the Thames Valley Emergency Operating Area as recommended by the TVCDEM Joint Committee**
- 3. As a partner council of the TVCDEM Joint Committee resolves to jointly abolish the TVCDEM Joint Committee effective from 30 June 2019 and discharge its members of that Committee from that date**
- 4. Matamata-Piako District Council approve the establishment of a civil defence/emergency management specialist resource imbedded within the Council to provide a focus on CDEM functions**

**Moved by: Cr K R Tappin**

**Seconded by: Cr D C Arnold**

**CARRIED**

Item 10.8 was taken out of order and considered after Item 10.4



Item 10.9 was taken out of order and considered after Item 10.7

## 10.9 2019 Local Election Matters

### Executive Summary

The purpose of this report is to provide statutory guidance to Council and obtain decisions with regard to the 2019 Triennial Elections.

Council is asked to decide upon the following matters for the 2019 Triennial Elections:

1. The order of candidates' names to appear on voting documents.
2. Election communication protocols for the elections.

Legislation provides that candidates' names on voting documents may be arranged in alphabetical order of surname, random order (all documents have a different order) or pseudo random order (i.e. one randomised order for all voting documents).

A guide prepared by the Controller and Auditor-General entitled *Good Practice for Managing Public Communications by Local Authorities* (April 2004) addresses the issue of Council communications in the pre-election period. The 2004 guide recommends that all Councils consider adopting a formal communications policy framed to suit their particular needs. It states that the policy should embrace the Auditor-General's guidelines (or a variation of them appropriate to the circumstances) and clearly direct elected members, and staff on how the policy is to be applied in particular circumstances (e.g. during the pre-election period).

### COUNCIL RESOLUTION

That:

1. **The report be received.**
2. **The names of the candidates for the Matamata-Piako District Council elections on 12 October 2019 are to be arranged on the voting documents in: Alphabetical order of surname**
3. **Council adopts principles as set out in the Controller and Auditor General "Good Practice for Managing Public Communications by Local Authorities" – in particular principles 12 and 13.**

Moved by: Cr J A F Thomas

Seconded by: Cr D C Arnold

**CARRIED**

Item 10.9 was taken out of order and considered after Item 10.7



#### 10.10 Mayoral Diary February 2019

##### Executive Summary

The Mayoral diary for February 2019 is attached to the Agenda.

##### COUNCIL RESOLUTION

That:

1. The information be received.

Moved by: Mayor J E Barnes

Seconded by: Cr A J Wilcock

**CARRIED**



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**INFORMATION ONLY**

**11 Urgent Additional Business**

11:37 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 COUNCIL HELD ON 13 MARCH  
2019

**DATE:**

10 April 2019

**CHAIRPERSON:**.....

Mayor Janet E. Barnes