

| MINUTES                                 | MEETING                      | TIME           |
|---|------------------------------|----------------|
| <b>OPERATIONS AND FINANCE COMMITTEE</b> | <b>THURSDAY, 11 MAY 2017</b> | <b>10.04AM</b> |

Minutes of a meeting of the **Operations and Finance Committee**, held in the Council Chambers, Ground Floor, 175 Rimu Road, Paraparaumu on **Thursday, 11 May 2017**, commencing at 10.04am.

|                  |       |   |            |   |
|------------------|-------|---|------------|---|
| PRESENT          | Cr    | A | Buswell    | Deputy Chair                            |
|                  | Cr    | M | Benton     |   |
|                  | Cr    | M | Cardiff    |   |
|                  | Cr    | J | Cootes     |   |
|                  | Mayor | K | Gurunathan |   |
|                  | Cr    | J | Holborow   | Deputy Mayor                            |
|                  | Cr    | J | Howson     |   |
|                  | Cr    | D | Scott      |   |
|                  | Cr    | F | Vining     |   |
|                  | Ms    | A | Ellison    | Māori Representative                    |
| ATTENDING        | Mr    | P | Dougherty  | Chief Executive                         |
|                  | Mr    | K | Currie     | Group Manager Regulatory Services       |
|                  | Mr    | S | Mallon     | Group Manager Infrastructure Services   |
|                  | Mr    | W | Maxwell    | Group Manager Corporate Services        |
|                  | Mr    | M | Pedersen   | Group Manager Community Services        |
|                  | Ms    | S | Stevenson  | Group Manager Strategy & Planning       |
|                  | Mr    | T | Begovich   | Waikanae Community Board                |
|                  | Mr    | P | Edwards    | Chair, Paekākāriki Community Board      |
|                  | Mr    | B | Pepperell  | WREMO                                   |
|                  | Mr    | S | Dray       | WREMO                                   |
|                  | Mr    | T | Creighton  | Corporate Monitoring Officer            |
|                  | Mr    | M | de Haast   | Chief Financial Officer                 |
|                  | Mrs   | J | Nock       | Executive Secretary, Corporate Services |
|                  | Ms    | S | Foss       | Business Development Manager            |
|                  | Ms    | D | Andrew     | Organisational Development Manager      |
| Leave of Absence | Cr    | M | Scott      | Chair                                   |
| Apologies:       | Cr    | J | Elliott    |   |
|                  | Mr    | G | Burns      | Paraparaumu/Raumatī Community Board     |
|                  | Ms    | S | Warwick    | Ōtaki Community Board                   |

OFC 17/05/021

#### **WELCOME**

The Chair welcomed everyone to the meeting and declared the meeting open.

OFC 17/05/022

#### **WHAKATAU**

Council's Kaumātua Te Maipi (Koro Don), joined the meeting to welcome Ann-Maree Ellison, newly appointed Māori representative, to the Operations and Finance Committee and read the Council Blessing.

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OFC 17/05/023

(a) **Apologies**

**MOVED (Buswell/Vining)**

**Apologies were received from Cr Jackie Elliott, Guy Burns and Shelley Warwick and Cr D Scott for leaving early.**

**CARRIED**

It was noted that Cr M Scott was on leave of absence.

(b) **Declarations of Interest Relating to agenda items.**

There were no declarations of interest relating to agenda items.

Philip Edwards gave his thanks to Members and staff on their concerns and good wishes for himself and his partner and advised that Nġawikikirikiri was making good progress.

OFC 17/05/024

**PUBLIC SPEAKING TIME**

Dale Evans

Mr Evans asked if a Māori representative had voting rights at a full Council meeting and it was confirmed they did not.

Mr Evans asked whether Government's Auditors were aware of Council's financial position and it was confirmed they were.

OFC 17/05/025

**MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses.  
All responses had been responded to.

- (b) Leave of Absence

**MOVED (Cootes/Holborow)**

**That leave of absence be granted to Cr M Benton for 15-16 May to attend a Conference and Cr D Scott for 6-13 June 2017.**

**CARRIED**

- (c) Matters of an Urgent Nature.  
There were no matters of an urgent nature.

*Cr D Scott left the meeting at 10.16am.*

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OFC 17/05/026

**PRESENTATION: Civil Defence – Wellington Region Emergency Management Office (WREMO)**

Bruce Pepperell, Regional Manager and Group Controller gave a presentation showing a brief summary of Civil Defence around the Region.

Mr Scott Dray, Senior Advisor, Community Resilience, gave a brief summary on Community Response Plans.

It was clarified that:

- Raumati and Paraparaumu had their own individual Community Response Plans and discussions were also taking place with the local iwi; and
- WREMO was working on pontoons to help support operations at the Port of Wellington.

*Cr Cootes left the meeting at 10.44am and returned at 10.46am.*

The Mayor thanked Mr Pepperell for all his sterling work with WREMO and wished him well in his future endeavours. Mr Pepperell gave his thanks to the Council for their help.

OFC 17/05/027

**ACTIVITY REPORT: 1 January to 31 March 2017 (SP-17-189)**

The report was taken as read and Terry Creighton, Monitoring Officer gave a presentation showing a brief summary of the Activity Report.

Group Managers and Officers spoke to their activities and key results and responded to Members' questions.

It was confirmed that staff were working on a Business Continuity Management System Corporate that included a Policy and a Plan that would help the Council to continue working in key areas in emergency situations. The final document would be included in a future meeting of the Audit & Risk Committee.

Members congratulated staff on:

- the completion of the Ōtaki Stormwater pump station and the Kapiti Road/Arawhata Road intersection upgrades;
- receiving additional subsidy from NZTA for emergency roading repairs;
- the Coastlands Aquatic Centre Platinum Award; and
- improvements in the Animal Management area

*The meeting adjourned at 11.44am and reconvened at 12.01am.*

**MOVED (Vining/Mayor)**

**That the Operations and Finance Committee notes the status of the projects in the Summary List of Projects (Appendix A) and the performance results for the third quarter of 2016/17 contained in the Activity Reports attached as Appendix B to this Report SP-17-189.**

**CARRIED**



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OFC 17/05/028

**FINANCIAL REPORT TO 31 MARCH 2017 (Corp-17-181)**

The report was taken as read and Mark de Haast, Chief Financial Officer gave a presentation showing a brief summary of the Financial Report and responded to Members' questions.

It was reiterated that Council is audited by the Office of the Auditor General (OAG) each year. The OAG appointed Ernst & Young to conduct these audits on their behalf. Each year, the Council's Annual Report is subject to a full audit by Ernst & Young and contains their audit opinion on behalf of the OAG.

It was confirmed that a graph showing debt issuance costs (fixed versus floating) would be included in future financial reports.

**MOVED (Benton/Vining)**

**That the Operations and Finance Committee notes the actual financial performance and position of Council for the nine months ended 31 March 2017 as contained in this report (Corp-17-181).**

**CARRIED**

OFC 17/05/029

**RATES REMISSION FOR CONSERVATION PURPOSES (CS-17-179)**

The report was taken as read and Rob Cross, Programme Manager Biodiversity, responded to Members' questions.

**MOVED (Benton/Holborow)**

**That the Operations and Finance Committee approves the amounts of rates remission to the properties set out in Attachment 2 to report CS-17-179 in accordance with Council's Policy for Rates Remission for Land Protected for Natural or Cultural Conservation Purposes.**

**CARRIED**

OFC 17/05/030

**CONTRACTS UNDER DELEGATED AUTHORITY (Corp-17-182)**

The report was taken as read.

**MOVED (Cardiff/Holborow)**

**That the Operations and Finance Committee notes there was one contract accepted under delegated authority over \$250,000 for the period 1 January to 31 March 2017.**

**CARRIED**

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OFC 17/05/031

**CONFIRMATION OF MINUTES: 23 February 2017**

**MOVED (Benton/Cootes)**

**That the minutes of the Operation and Finance Committee meeting held on 23 February 2017 be adopted as a true and correct record.**

**CARRIED**

OFC 17/05/032

**PUBLIC SPEAKER TIME: for items not on the agenda**

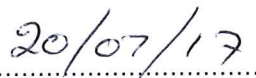
Mike Alexander

Mr Alexander spoke about his ideas on how the Council and local businesses could improve their finances by arranging local bush walks and safaris. It was suggested he also discuss his ideas with local iwi.

The Operations and Finance Committee meeting closed at 1.13pm.



Chairperson



Date