

MINUTES	MEETING	TIME
OPERATIONS AND FINANCE COMMITTEE	THURSDAY, 1 DECEMBER 2016	10AM

Minutes of a meeting of the **Operations and Finance Committee**, held in the Council Chambers, Ground Floor, 175 Rimu Road, Paraparaumu on **Thursday, 1 December 2016**, commencing at 10am.

PRESENT	Cr	M	Scott	Chair
	Cr	A	Buswell	Deputy Chair
	Cr	J	Cootes	
	Cr	M	Benton	
	Cr	M	Cardiff	
	Cr	J	Elliott	
	Mayor	K	Gurunathan	
	Cr	J	Holborow	Deputy Mayor
	Cr	J	Howson	
	Cr	F	Vining	
	Cr	D	Scott	
ATTENDING	Mr	P	Dougherty	Chief Executive
	Ms	S	Stevenson	Group Manager Strategy & Planning
	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
	Mr	M	de Haast	Financial Controller
	Mr	T	Creighton	Corporate Monitoring Officer
	Ms	E	Taimalietane	Business Analyst, Corporate Planning and Reporting
	Mr	K	Black	Manager, Corporate Planning and Reporting
	Ms	J	McDougall	Communications and Customer Services Manager
	Mrs	J	Nock	Executive Secretary, Corporate Services
	Mr	P	Edwards	Paekākāriki Community Board
	Mr	T	Begovich	Waikanae Community Board
	Mr	G	Burns	Paraparaumu/Raumati Community Board
	Ms	S	Foss	Business Development Manager
	Ms	D	Andrews	Organisational Manager
	Mr	M	Butcher	Local Government Funding Agency

OFC 16/12/001

WELCOME

The Chair welcomed everyone to the meeting, declared the meeting open and read the Council Blessing.

OFC 16/12/002

(a) Apologies

There were no apologies.

(b) Declarations of Interest Relating to agenda items.

There were no declarations of interest relating to agenda items.

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OFC 16/12/003

PUBLIC SPEAKING TIME

Trevor Daniell and Bill Pearson

Mr Daniell, Chairman of the Ocean Road Kapiti Community Services Trust and Mr Pearson, on behalf of the Lions Club of Kapiti, both spoke in support of the report (RS-16-034) on this agenda but felt the fee structure should be lower.

The Mayor gave thanks to Mr Pearson for his many years of service to this community as a District Planner.

OFC 16/12/004

MEMBERS' BUSINESS

- (a) Public Speaking Time Responses.

Mr Currie clarified that the only opportunity for the Council to change the fee structure (by either lowering or increasing the fees) was if the Council undertook a special consultative process and adopted a bylaw in relation to fee setting for licensed premises. This could be discussed further during the Annual Plan process.

- (b) Leave of Absence

MOVED (M Scott/Holborow)

That leave of absence be granted to Cr Benton from 7-8 December 2016

CARRIED

- (c) Matters of an Urgent Nature.

There were no matters of an urgent nature.

OFC 16/12/005

ACTIVITY REPORT: 1 July to 30 September 2016 (SP-16-2026)

Terry Creighton, Monitoring Officer and Emily Taimalietane, Business Analyst, Corporate Planning and Reporting 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.

A Member requested more detail on the process of Council's Service Requests and this would be arranged.

MOVED (Cardiff/Elliott)

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 first quarter of 2016/17 contained in the Activity Reports attached as Appendix B to this Report SP-16-2026.

CARRIED

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Members gave their thanks and congratulated staff on the new look and layout of this report.

The meeting adjourned at 11.27am and reconvened at 11.44am.

With the meeting's agreement, the Chair changed the order of the Agenda.

OFC 16/12/007

PRESENTATION: Mark Butcher, Chief Executive Officer, Local Government Funding Agency (LGFA)

Mr Butcher gave a presentation showing 'LGFA overview and where to now for markets' and responded to Members' questions.

The Chair thanked Mr Butcher for his detailed presentation.

OFC 16/12/008

**LOCAL GOVERNMENT FUNDING AGENCY 2015/17 ANNUAL REPORT
(Corp-16-035)**

Mark de Haast, Financial Controller spoke to the report.

MOVED (Vining/Elliott)

That the Operations and Finance Committee notes the performance of the Local Government Funding Agency as set out in its 2015/16 Annual Report.

CARRIED

OFC 16/12/006

FINANCIAL REPORT TO 30 SEPTEMBER 2016 (Corp-16-005)

Mark de Haast, Financial Controller gave a presentation showing a brief summary of the Financial Report and responded to Members' questions.

MOVED (Mayor/Holborow)

That the Operations and Finance Committee notes the actual financial performance and position of Council for the quarter ended 30 September 2016 as contained in this report (Corp-16-005).

CARRIED

Mr Burns left the meeting at 12.41pm

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OFC 16/12/009

SALE AND SUPPLY OF ALCOHOL (FEES) REGULATIONS 2013 – Reduction of Fee Categories for Certain Licensed Premises and Special Licences (RS-16-034)

The report was taken as read and Mr Currie, Group Manager Regulatory Services and Julie Lloyd, Environmental Manager responded to Members' questions

MOVED (Vining/Buswell)

It is recommended that the Committee resolves to delegate to the Chief Executive (with authority to sub-delegate to appropriate staff) the authority on application; and on a case by case basis; to lower:

- a. **The fee category (from Class 3 to Class 2) for a special licence for a series of events such as dinner meetings for any Service Club such as Rotary or Lions Clubs provided that:**
 - **The period during which alcohol is sold (is a maximum of 2 hours) on any one evening; and**
 - **The Licensee has not had a negative holding ordered against them.**
- b. **The fee category (from Class 3 to Class 2) for a special licence for a series of events such as weekly pre-dinner get-togethers, for any Retirement Village Group of residents or association provided that:**
 - **The period during which alcohol is sold (is a maximum of 2 hours) on any one evening; and**
 - **The Licensee has not had a negative holding ordered against them.**
- c. **The premises licence fee category (from low to very low) for any Off Licence (Complementary style) gift basket business that does not have a shop front (i.e phone and internet sales only) provided that:**
 - **The Licensee has not had negative holding ordered against them.**

CARRIED

OFC 16/12/009

CONTRACTS UNDER DELEGATED AUTHORITY (Corp-16-013)

MOVED (Mayor/D Scott)

That the Operations and Finance Committee notes that there were three contracts accepted under delegated authority over \$250,000 for the period 1 July to 30 September 2016

CARRIED

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MOVED (Cootes/Benton)

That the Operations and Finance Committee move into a Public Excluded meeting:

<p>PUBLIC EXCLUDED RESOLUTION</p> <p>That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public (with the exception of Community Board delegates) now be excluded from the meeting for the reasons given below, while the following matters are considered:</p> <ul style="list-style-type: none"> Ōtaki Pool Rebuild Contract Approval (CS-16-033) <p>The general subject of each matter to be considered, while the public are 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 are as follows:</p>		
General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution
Ōtaki Pool Rebuild Contract Approval (CS-16-033)	Section 7(2)(i) – enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a): that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

CARRIED

The Operations and Finance Committee moved into a public excluded session at 12.49pm.

The Operations and Finance Committee came out of a public excluded session at 1.12pm.

The following resolution was released from the public excluded part of the meeting:

ŌTAKI POOL REBUILD CONTRACT APPROVAL (CS-16-033)

MOVED (Cootes/Elliott)

That the Operations and Finance Committee accept the tender from Crowe Construction and Associates Limited for the value of \$4,072,872 excluding GST for the rebuild of Ōtaki Pool.

