

MINUTES	MEETING	TIME
OPERATIONS AND FINANCE COMMITTEE	THURSDAY, 15 NOVEMBER 2018	10.04AM

Minutes of a meeting of the **Operations and Finance Committee**, held in the Council Chambers, Ground Floor, 175 Rimu Road, Paraparaumu on **Thursday, 15 November 2018**, commencing at 10.04am.

PRESENT:	Cr	M	Scott	Chair
	Cr	M	Benton	
	Cr	A	Buswell	Deputy Chair
	Cr	M	Cardiff	
	Cr	J	Cootes	
	Mayor	K	Gurunathan	
	Cr	J	Holborow	Deputy Mayor
	Cr	F	Vining	
	Ms	A	Ellison	Māori Representative
ATTENDING:	Mr	W	Maxwell	Chief Executive
	Mr	K	Black	Acting Group Manager Strategy & Planning
	Mrs	J	McDougall	Acting Group Manager Corporate Services
	Mr	S	Mallon	Group Manager Infrastructure Services
	Ms	N	Tod	Group Manager Regulatory Services
	Mr	G	Burns	Member, Paraparaumu/Raumati Community Board
	Mr	P	Edwards	Chair, Paekākāriki Community Board
	Ms	C	Papps	Chair, Ōtaki Community Board
	Mrs	J	Prvanov	Chair, Waikanae Community Board
	Mr	M	Cole	Water and Wastewater Asset Manager
	Mr	T	Creighton	Corporate Monitoring Officer
	Ms	J	Straker	Chief Financial Officer
	Mr	I	Clements	Corporate Advisor
	Mrs	J	Nock	Executive Secretary, Corporate Services
LEAVE OF ABSENCE:	Cr	D	Scott	
	Cr	J	Howson	
APOLOGIES:	Cr	J	Elliott	
	Mr	T	Begovich	Member, Waikanae Community Board
	Ms	S	Warwick	Member, Ōtaki Community Board

OFC 18/11/146

WELCOME

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

OFC 18/11/147

(a) **Apologies**

MOVED (Vining/Holborow)

That apologies be accepted from Cr Elliott, Tonchi Begovich and Shelly Warwick and the Mayor for leaving early.

CARRIED

It was noted that Cr Howson and Cr D Scott were on leave of absence.

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

There were no declarations of interest relating to agenda items.

OFC 18/11/148

PUBLIC SPEAKING TIME – for items relating to the agenda

There were no public speakers.

OFC 18/11/149

MEMBERS' BUSINESS

(a) Public Speaking Time Responses.

No responses required.

(b) Leave of Absence

There was no leave of absence.

(c) Matters of an Urgent Nature.

There were no matters of an urgent nature.

Cr Benton joined the meeting at 10.06am.

OFC 18/11/150

PRESENTATION: Drinking Water Safety

Martyn Cole, Water and Wastewater Asset Manager gave a presentation covering:

- water activity;
- source protection;
- treatment barriers and processes;
- water professional services panel;
- drinking water safety and resilience programme; and
- preventative risk management work programme;

Members' questions were responded to.

Members suggested the recent upgrade at the Paekākāriki water treatment plant and the planned upgrades at Ōtaki and Te Horo be published to enable the community to be aware of what is being done to provide safer drinking water to the District.

OFC 18/11/151

ACTIVITY REPORT: 1 JULY TO 30 SEPTEMBER 2018 (SP-18-669)

Terry Creighton, Corporate Monitoring Officer spoke to the report and gave a presentation showing a brief summary of the first quarter of the 2018/2019 financial year activity report.

Group Managers and officers spoke to their activities and key results and responded to members' questions.

In response to questions about the 2018 Kāpiti Arts Trail, it was advised that a report would be brought back to a future Council meeting.

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Members acknowledged the strong patronage at the pools across the District.

The Chair advised the Council's commitment to refurbishing and renewing vacant older persons housing where needed and to move people into them as soon as possible.

It was advised that further discussions would be held to enable options to be considered around the relocation and essential upgrades of the Waikanae Library. The Chair clarified that the Waikanae Library replacement was taken off the priority list during the Long Term Plan process and unless a major project was moved a new library would not be built before year 10/11.

Cr Benton left the meeting at 11.03am and returned at 11.06am.

The Chair acknowledged Kevin Black, Acting Group Manager Strategy and Planning and his staff for their excellent work on the Economic Development Strategy. This was reinforced by other councillors.

Members commented they would welcome a review of the i-Site Centre and it was confirmed that details would be brought back to Council next calendar year.

The Chair acknowledged the good progress made and an excellent result following an audit by the Ministry of Primary Industries to assess the provision of regulatory services under the Food Act 2014 and congratulated staff.

Cr Benton left the meeting at 11.23am and returned at 11.28am.

Cr Holborow left the meeting at 11.40am and returned at 11.40am.

Cr Benton left the meeting at 11.40am.

The Mayor left the meeting at 11.41am.

MOVED (Buswell/Cardiff)

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 2018/2019 contained in the Activity Reports attached as Appendix B to this Report SP-18-669.

CARRIED

The meeting adjourned at 11.50am and reconvened at 12.04pm.

OFC 18/11/152

FINANCIAL REPORT TO 30 SEPTEMBER 2018 (Corp-18-648)

The report was taken as read and Jacinta Straker, Chief Financial Officer highlighted key points and responded to members' questions.

It was advised that details around the Council's insurance programme would be included in a future Audit and Risk Committee meeting and an overview would be brought back to this Committee.

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MOVED (Buswell/Holborow)

That the Operations and Finance Committee notes the actual financial performance and position of the Council for the year ended 30 September 2018 as contained in this report (Corp-18-648).

CARRIED

OFC 18/11/153

CONFIRMATION OF THE COUNCIL'S VOTE AT THE LOCAL GOVERNMENT FUNDING AGENCY'S 2018 ANNUAL GENERAL MEETING (Corp-18-650)

Jacinta Straker, Chief Financial Officer spoke to the report and responded to members' questions.

MOVED (M Scott/Vining)

That the Operations and Finance Committee:

- i. receives the report, including the proposed changes to the Local Government Funding Agency Foundation Policy, attached as Appendix 2 and 3 to the report; and
- ii. recommends that the Operations and Finance Committee:
 - a) authorises Jacinta Straker (Chief Financial Officer) and/or Anelise Horn (Financial Accounting Manager) to vote on behalf of the Council, at the Local Government Funding Agency's 2018 Annual General Meeting to be held on 21 November 2018, in accordance with the Council's votes on recommendations (aa) to (ee) inclusive, noting Committee recommendations in bold;

or, if Council officers are unable to attend the Annual General Meeting:
 - b) authorises Mark Butcher (Chief Executive Officer, LGFA) as the Council's proxy to vote on behalf of the Council, at the Local Government Funding Agency's 2018 Annual General Meeting to be held on 21 November 2018, in accordance with the Council's votes on recommendations (aa) to (ee) inclusive, noting Committee recommendations in bold:
 - (aa) re-elect John Avery as an independent director of the LGFA - (For/Against); and
 - (bb) re-elect Michael Timmer as non-independent director of the LGFA - (For/Against); and
 - (cc) re-elect Hamilton City Council as a Nominating Local Authority - (For/Against); and
 - (dd) re-elect Tauranga City Council as a Nominating Local Authority - (For/Against); and
 - (ee) approve, the amendments to the Foundation Policy of the LGFA - (For/Against).

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- iii. authorises officers to raise the matter of refreshing the composition of the Shareholders' Council with the Local Government Funding Agency and the Shareholders' Council.

CARRIED

OFC 18/11/154

CONTRACTS UNDER DELEGATED AUTHORITY (Corp-18-649)

The report was taken as read.

MOVED (Holborow/Cardiff)

That the Operations and Finance Committee notes there were three contracts accepted under delegated authority over \$250,000 for the period 1 July to 30 September 2018.

CARRIED

OFC 18/11/155

CONFIRMATION OF MINUTES: 4 October 2018

MOVED (Holborow/Buswell)

That the minutes of the Operations and Finance Committee meeting held on 4 October 2018 be adopted as a true and correct record.

CARRIED

OFC 18/11/156

PUBLIC SPEAKING TIME: for items not on the agenda.

There were no public speakers.

The Chair thanked Group Managers and staff for their contribution to members' questions.

OFC 18/11/157

PUBLIC EXCLUDED RESOLUTION

MOVED (Cardiff/Holborow)

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

PUBLIC EXCLUDED RESOLUTION

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public (with the exception of Community Board representatives) now be excluded from the meeting for the reasons given below, while the following matters are considered:

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- **Strategic Property Purchase – Prioritisation (CS-18-653)**
 - **Proposed extension of town centres and connectors project pre-construction service agreement (IS-18-663)**
- 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:

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
Strategic Property Purchase - Prioritisation (CS-18-653)	Section 7(2)(h) - enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. Section 7(2)(i) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 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.
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
Proposed extension of town centres and connectors project pre-construction service agreement (IS-18-663)	Section 7(2)(i) – to enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 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.

The Operations and Finance Committee moved into a public excluded session at 12.15pm.
The Operations and Finance Committee came out of a public excluded session at 12.45pm.
The Operations and Finance Committee meeting closed at 12.46pm.

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Chairperson

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Date