

MINUTES	MEETING	TIME
OPERATIONS AND FINANCE COMMITTEE	THURSDAY, 16 AUGUST 2018	10.00AM

Minutes of a meeting of the **Operations and Finance Committee**, held in the Council Chambers, Ground Floor, 175 Rimu Road, Paraparaumu on **Thursday, 16 August 2018**, commencing at 10.00am.

PRESENT:	Cr	M	Scott	Chair
	Cr	M	Benton	
	Cr	A	Buswell	Deputy Chair
	Cr	M	Cardiff	
	Cr	J	Cootes	
	Cr	J	Elliott	
	Mayor	K	Gurunathan	
	Cr	J	Holborow	Deputy Mayor
	Cr	J	Howson	
	Cr	F	Vining	
	Ms	A	Ellison	Māori Representative
	ATTENDING:	Mr	W	Maxwell
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	Paraparaumu/Raumati Community Board
Mr		P	Edwards	Chair, Paekākāriki Community Board
Mrs		J	Prvanov	Chair, Waikanae Community Board
Ms		K	Cuttriss	Libraries and Arts Manager
Mr		T	Creighton	Corporate Monitoring Officer
Ms		A	Law	Parks and Recreation Manager
Mr		C	Mylne	Property Services Manager
Ms		T	Parata	Manager, Programme Design and Delivery
Mr		C	Pearce	Acting Manager, Corporate Planning and Reporting
Ms		J	Straker	Chief Financial Officer
Ms		N	Williams	Manager, Research Policy and Planning
Mr		D	Rae	Associate, MyFiduciary
Mrs	J	Nock	Executive Secretary, Corporate Services	
LEAVE OF ABSENCE:	Cr	D	Scott	
APOLOGIES:	Mr	T	Begovich	Member, Waikanae Community Board
	Ms	C	Papps	Chair, Ōtaki Community Board
	Ms	S	Warwick	Member, Ōtaki Community Board

OFC 18/08/121

WELCOME

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

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OFC 18/08/122

(a) **Apologies**

MOVED (Mayor/Benton)

Apologies were received from Tonchi Begovich, Christine Papps and Shelly Warwick.

CARRIED

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

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

Cr Cootes and Cr M Scott declared an interest in item 9 on this agenda – Renewal of the Agreement for the upgrade of the Mahara Gallery. It was clarified that, as per Standing Orders 19.7, their interest was in common with the public, so there was no conflict of interest and they could participate in the discussion.

OFC 18/08/123

PUBLIC SPEAKING TIME – for items relating to the agenda

There were no public speakers.

OFC 18/08/124

MEMBERS' BUSINESS

(a) Public Speaking Time Responses.
No responses required.

(b) Leave of Absence

MOVED (M Scott/Benton)

Leave of absence be granted to Cr Howson for the period 5-9 September 2018.

CARRIED

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

Cr Vining left the meeting at 10.06am and returned at 10.10am.

OFC 18/08/125

ACTIVITY REPORT: 1 APRIL TO 30 JUNE 2018 (SP-18-564)

Terry Creighton, Corporate Monitoring Officer spoke to the report and gave a presentation showing a brief summary of the fourth quarter Activity Report.

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

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Members gave their thanks and appreciation to staff for the following projects:

- the completion of the pathway in Paekākāriki; and
- Mazengarb Stream. It was added that Council had increased the budget on open drains' maintenance and the level of service would improve.

Also, congratulations were given to Shelly Ashton on her help with the children at the cross country event at Waikanae Park.

Members requested further details on Council's housing for older persons portfolio and it was confirmed that a meeting would be arranged to enable further discussion to take place.

Members were advised that:

- details of the Environment Court mediation meetings would be given at the next Strategy and Policy Committee meeting;
- the decision from High Court regarding the Private Plan Change 84 judicial review would be reported back to Council when details were known;
- a Briefing would be arranged in the next few months to give details on the E-Plan version of the Proposed District Plan; and
- staff were working with the Wellington Regional Climate Change Working Group and looking at a more collaborative approach with regional councils around coastal issues and climate change.

Cr Howson left the meeting at 11.22am and returned at 11.24am.

Cr Elliott left the meeting at 11.23am and returned at 11.25am.

Guy Burns left the meeting at 11.24am and returned at 11.27am.

MOVED (Holborow/Buswell)

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 fourth quarter of 2017/18 contained in the Activity Reports attached as Appendix B to this Report SP-18-564.

notes also that the final audited KPI results for the 2017/18 year will be included in the Annual Report 2017/18 which is scheduled to go to Council for adoption on 27 September 2018.

CARRIED

The Chair commented that staff endeavour to streamline this report as much as possible and it continues to be a work in progress.

The meeting adjourned at 11.38am and reconvened at 11.56am.

OFC 18/08/126

FINANCIAL REPORT TO 30 JUNE 2018 (Corp-18-558)

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

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The Chair commented on the positive numbers within this report as it reflected back on the year, in comparison to the past five years; the savings Council had made in terms of capital expenditure and also recognised staff's hard work.

MOVED (M Scott/Buswell)

That the Operations and Finance Committee notes the actual financial performance and position of Council for the year ended 30 June 2018 as contained in this report (Corp-18-558).

CARRIED

Members gave their thanks to staff for their work involved in this report and also to Cr M Scott as Chair of this Committee.

OFC 18/08/127

INVESTMENT POLICY STATEMENT FOR KĀPITI RESILIENCE FUND AND KAPITI GROWTH FUND (Corp-18-576)

Ms Straker spoke to the report and introduced David Rae of MyFudiciary.

Mr Rae gave a brief presentation showing a summary of Investment Fiduciary training and the draft Investment Policy Statement and responded to Members' questions.

Cr Elliott left the meeting at 12.16pm and returned at 12.18pm.

Cr Benton left the meeting at 12.30pm and returned at 12.34pm.

The meeting adjourned at 12.34pm and reconvened at 1.03pm

Cr Elliott was unable to return to the meeting and gave an apology to the Chair.

Cr Vining returned to the meeting at 1.21pm.

Philip Edwards left the meeting at 1.37pm and returned at 1.40pm.

As per Standing Orders 9.14 the Chief Executive gave notice of a public excluded session of Council and the Operations and Finance Committee meeting adjourned at 1.44pm.

MOVED (M Scott/Benton)

Pursuant to Standing Orders 20.14 the Operations and Finance Committee meeting be adjourned until 1.50pm.

CARRIED

It was confirmed that the decision to establish the funds was confirmed during the Long Term Plan process and the timeline for Council's commitment on this investment would be circulated after this meeting to be discussed further, including the next steps, in a public space at a later date.

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It was reiterated that Council was making a decision today on the principles within the Investment Policy Statement and would have another opportunity to discuss the investment implementation process.

Members agreed on the financial explanations and rationale of this report but were concerned that the community may not understand the details. It was clarified that this would not be a public consultation but information would be given to the community to help them understand the decision process around the investment.

MOVED (Benton/Cootes)

That the Operations and Finance Committee approves the Investment Policy Statement.

That the Operations and Finance Committee amends the proposed timetable to review progress prior to Anti Money Laundering and Countering Financing of Terrorism Act regulations and contract signing.

CARRIED

The Chair thanked Mr Rae for his attendance and presentation.

OFC 18/08/128

RENEWAL OF THE AGREEMENT FOR THE UPGRADE OF THE MAHARA GALLERY (CS-18-341)

Kat Cuttriss, Libraries and Arts Manager spoke to the report and responded to Members' questions.

Members agreed on an amendment to the target dates within the proposed course of action in the Agreement by removing 29 Feb 2020 and substituting it with 30 June 2020.

MOVED (Vining/Benton)

That the Operations and Finance Committee approves the Agreement as amended for the Mahara Gallery Upgrade attached in Appendix 1 of CS-18-341 and authorises the Mayor, one Councillor and the Chief Executive to sign on behalf of Council.

That the Operations and Finance Committee delegates to the Chief Executive the authority to approve minor editorial changes to the Agreement contained in Appendix 1 of CS-18-341 prior to it being signed.

CARRIED

It was advised that John Mowbray had recently attended his last Mahara Gallery Trust Board meeting as a member and Councillors acknowledged over a decade of dedication to the Gallery and to this project.

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CONTRACTS UNDER DELEGATED AUTHORITY (Corp-18-559)

The report was taken as read.

MOVED (Holborow/Howson)

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

CARRIED

OFC 18/08/130

CONFIRMATION OF MINUTES: 5 July 2018

MOVED (Holborow/Cardiff)

That the minutes of the Operations and Finance Committee meeting held on 5 July 2018 be adopted as a true and correct record.

CARRIED

The Chair thanked Members for their generosity of time spent on a lengthy agenda and staff for the work they put into the reports.

The Operations and Finance Committee meeting closed at 2.25pm.

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Chairperson

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Date