

Finance Committee

OPEN MINUTES

Meeting Date: **Wednesday 3 May 2017**
Time: **3pm-3.20pm**
Venue: **Main Committee Room
3rd floor Civic Building
231 Hastings Street
Napier**

Present: Councillor Wise (In the Chair), Mayor Dalton, Councillor Boag, Dallimore, Hague, Jeffery, McGrath, Price, Tapine, Taylor, White, and Wright

In Attendance: Chief Executive, Director Corporate Services, Director Infrastructure Services, Director Community Services, Director City Strategy, Manager Communications

Administration: Governance Team

APOLOGIES

APOLOGIES

COMMITTEE'S RECOMMENDATION

Councillors Price / Wright

That the apology from Councillor Brosnan be accepted.

CARRIED

CONFLICTS OF INTEREST

Nil

PUBLIC FORUM

Nil

ANNOUNCEMENTS BY THE MAYOR

Nil

ANNOUNCEMENTS BY THE CHAIRPERSON

Nil

ANNOUNCEMENTS BY THE MANAGEMENT

Nil

CONFIRMATION OF MINUTES

Councillors Taylor / Wright

That the Minutes of the meeting held on 22 March 2017 were taken as a true and accurate record of the meeting.

CARRIED

Councillors Price / McGrath

That the Minutes of the meeting held on 29 March 2017 were taken as a true and accurate record of the meeting.

CARRIED

AGENDA ITEMS

1. HB LASS LIMITED - DRAFT STATEMENT OF INTENT

Type of Report:	<i>Operational and Procedural</i>
Legal Reference:	<i>Local Government Act 2002</i>
Reporting Officer/s & Unit:	<i>Adele Henderson, Director Corporate Services</i>

11.1 Purpose of Report

To provide the draft Statement of Intent 2017/18 for Hawke's Bay Local Authority Shared Services Limited (HB LASS Ltd) to Council for its consideration as part of the reporting requirements for council-controlled organisations.

At the Meeting

In response to queries from Councillors, it was clarified that:

- The HB LASS consists of Chief Executives and an external Chair.
- The HB LASS can bring in outside expertise as it considers appropriate.
- Outside expertise may be called on during the discussions on Section 17A review requirements, in particular on asset management and infrastructure matters.
- Section 17A reviews are a requirement under the Local Government Act and require local authorities to assess their current service provisions, and opportunities for finding efficiencies.
- There are a number of informal and other shared services which are not specifically touched on within the statement of intent document, but are which are captured in council's annual report.
- Hastings District Council, Hawke's Bay Regional Council and Wairoa District Council have all approved the HB LASS statement of intent without amendments.

COMMITTEE'S RECOMMENDATION

Councillor Hague / Councillor Jeffery

That Council:

- a. Receive the Draft Statement of Intent for 2017/18 for HB LASS Limited (HB LASS Ltd) and provide any feedback to the HB LASS board by 31 May 2017.

CARRIED

2. QUARTERLY REPORT TO 31 MARCH 2017

Type of Report:	<i>Operational</i>
Legal Reference:	<i>Local Government Act 2002</i>
Document ID:	<i>347953</i>
Reporting Officer/s & Unit:	<i>Mary Quinn, Senior Management Accountant Caroline Thomson, Chief Financial Officer</i>

2.1 Purpose of Report

To consider the Quarterly Report on performance by Activity Group for the period 1 January 2017 to 31 March 2017 and the Health and Safety Report to March 2017.

At the Meeting

The Director Corporate Services gave a brief overview of the key highlights of the third quarter including that:

- The Seawall project has been completed and well received.
- The Napier Conference Centre was completed and successfully relaunched as an events venue.
- Online building consents are now available.
- Council's free Wi-Fi offering was extended into new areas.
- Earthquake strengthening of the Ivan Wilson pool has been completed.
- Marine Parade development continued.
- Tourism areas performed better than expected so income from the quarter was higher than forecast.

In response to a questions from Councillors, it was clarified that:

- The Infrastructure Services group are working closely with contractors on the Marine Parade development to re-establish a new timeframe for completion of the works.
- Improvements have already been made to the structure of our contract template, and procurement process to ensure that council have the ability to enact greater penalties for breach of contract.
- The Infrastructure Services group are working with the contractor of the Embankment Bridge project to clarify the scope and specifications of the work.
- Local Marae are included in Civil Defence and emergency management planning including community resilience considerations.
- While the audit of council's building warrants of fitness has been behind schedule in the third quarter, it is still anticipated that this work will be completed by the end of the financial year.
- Action required: Director Corporate Services to provide Councillors financial savings as a result of the decision not to consult on council's annual plan.

COMMITTEE'S RECOMMENDATION

Councillor Taylor / Councillor Hague

That Council:

- a. Receive the Quarterly Report for the period 1 January 2017 to 31 March 2017.
- b. Receive the Health and Safety Report to March 2017.

CARRIED

3. JOINT WASTE FUTURES PROJECT COMMITTEE - TERMS OF REFERENCE

Type of Report:	<i>Procedural</i>
Legal Reference:	<i>Local Government Act 2002</i>
Document ID:	<i>349973</i>
Reporting Officer/s & Unit:	<i>Deborah Smith, Governance Advisor</i>

3.1 Purpose of Report

The purpose of this report is to obtain approval from Council for the amended Terms of Reference (ToR) for the Joint Waste Futures Project Steering Committee.

At the Meeting

In response to a question on what the key changes are between the revised TOR and the previous version, it was noted that the proposed changes are outlined in the report.

COMMITTEE'S RECOMMENDATION

Councillors Dallimore / Tapine

That Council

- a. Approve the updated Terms of Reference for the Joint Waste Futures Project Steering Committee.
- b. Appoint Cr Brosnan as the third Napier City Council representative to the Committee.

CARRIED

4. HAWKE'S BAY CREMATORIUM COMMITTEE - MINUTES OF MEETING 10 APRIL 2017

<i>Type of Report:</i>	<i>Information</i>
<i>Legal Reference:</i>	<i>Local Government Act 2002</i>
<i>Document ID:</i>	<i>350013</i>
<i>Reporting Officer/s & Unit:</i>	<i>Deborah Smith, Governance Advisor</i>

4.1 Purpose of Report

To provide the minutes from the Hawke's Bay Crematorium Committee to Council.

At the Meeting

No discussion was held.

COMMITTEE'S RECOMMENDATION

Councillors Taylor / McGrath

That Council

- a. Receive the draft minutes of the Hawke's Bay Crematorium Committee from the meeting on 10 April 2017

CARRIED

5. COASTAL HAZARDS JOINT COMMITTEE - DRAFT MINUTES 28 FEBRUARY 2017

Type of Report: Procedural
Legal Reference: Local Government Act 2002
Document ID: 350014
Reporting Officer/s & Unit: Deborah Smith, Governance Advisor

5.1 Purpose of Report

To provide Council with the draft minutes from the meeting of the Coastal Hazards Joint committee on 28 February 2017.

At the Meeting

No discussion was held.

COMMITTEE'S RECOMMENDATION

Councillors Dallimore / Jeffery

That Council

- a. Receive the draft minutes from the Coastal Hazards Joint Committee meeting held on 28 February 2017.

CARRIED

PUBLIC EXCLUDED ITEMS

Councillor Wright / Councillor Hague

That the public be excluded from the following parts of the proceedings of this meeting, namely:

- 1. Risk Update

CARRIED

The general subject of each matter to be considered while the public was excluded, the reasons 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 were as follows:

GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER	GROUND(S) UNDER SECTION 48(1) TO THE PASSING OF THIS RESOLUTION
1. Risk Update	7(2)(f)(ii) Maintain the effective conduct of public affairs through the protection of such	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:

	members, officers, employees and persons from improper pressure or harassment	(i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
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The meeting concluded at 3.20pm.

APPROVED AND ADOPTED AS A TRUE AND ACCURATE RECORD OF THE MEETING

CHAIRPERSON: _____

DATE OF APPROVAL: _____