

HUTT CITY COUNCILFINANCE AND AUDIT COMMITTEE

Report of a meeting held in the Council Chambers, Hutt City Council,
30 Laings Road, Lower Hutt on

Wednesday 4 May 2016 commencing at 5.30pm

PRESENT:

Cr C Barry (until 6.30pm)	Deputy Mayor D Bassett
Cr L Bridson	Cr M Cousins
Cr M Lulich	Cr C Milne
Cr M Shierlaw (Chair)	

APOLOGIES: Mayor WR Wallace

IN ATTENDANCE:

Mr T Stallinger, Chief Executive
 Ms K Kelly, General Manager, Strategic Services
 Mr M Reid, General Manager, Community Services
 Mr B Kibblewhite, Chief Financial Officer
 Mr B Monaghan, Divisional Manager City Promotions
 Mr P Benseman, Budgeting and Reporting Manager (part meeting)
 Ms M Laban, Community Projects and Relationship Manager
 Ms D Clarkson, Content and Service Development Manager
 Ms D Hunter, Community Advisor Funding and Community Contracts
 Mr J Floyd, Land Information Services Manager (part meeting)
 Mrs A Doornebosch, Committee Advisor

PUBLIC BUSINESS1. APOLOGIESRESOLVED:**Minute No. FandA 16201**

"That the apology received from Mayor Wallace be accepted and leave of absence be granted and the apology for early departure from Cr Barry be accepted."

2. PUBLIC COMMENT

There was no public comment.

3. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

4. COMMUNITY FUNDING REVIEW (16/505)

Report No. FandA2016/2/83 by the Community Projects and Relationship Manager

The Community Projects and Relationship Manager elaborated on the report.

In response to questions from members, the Community Projects and Relationship Manager advised the consultation process would include discussions with the Citizens Panel and focus groups as well as public advertising and liaison with Iwi. She advised officers would report back to Council in the new triennium.

Cr Milne considered there was a duplication of effort in some fundraising contributions within the community, and no process available to measure this. He said he was supportive of the review but highlighted it would be useful to have a reporting measurement added for community funding demand, and Council's contribution levels.

RESOLVED:

Minute No. FandA 16202

"That the Committee:

- (i) approves a strategic review of Council's current approach to community funding;*
- (ii) notes that any review will be undertaken in the general strategic context of ensuring 'value for money' for the \$1 million invested annually in community funding;*
- (iii) notes that such a review will include robust community consultation; and*
- (iv) notes that officers will provide a report to Council early in the new triennium that will outline consultation results, as well as any recommended changes, if any, to Council's funding strategy."*

5. **COMMUNITY DEVELOPMENT FUND RECOMMENDED ALLOCATIONS
2015/2016** (16/491)

Report No. FandA2016/2/84 by the Community Advisor Funding and Community Contracts

The Community Advisor Funding and Community Contracts elaborated on the report. She noted it was pleasing to see a number of new initiatives within the community.

In response to questions from members, the Community Advisor Funding and Community Contracts advised no applications had been received from sporting groups or individuals. She said officers liaised with other funders and the Department of Internal Affairs to ensure a balanced contribution of funding across the community.

The Chair noted the Community Funding Review would include an assessment of applications to multiple Council funding streams.

In response to questions from members, the General Manager Community Services advised half of overhead costs for funding included salaries and administration costs and the other half was indirect costs such as officers time. He considered the \$140K cost to administer these funds was reasonable and if the funds were not available the indirect costs would not be saved.

RESOLVED:

Minute No. FandA 16203

"That the Committee agrees to the recommended allocations for the Community Development Fund 2015/2016, attached as Appendix 1 to the report."

6. **HERITAGE FUND RECOMMENDATIONS 2015/2016** (16/504)

Report No. FandA2016/2/85 by the Community Advisor Funding and Community Contracts

The Community Advisor Funding and Community Contracts elaborated on the report.

In response to questions from members, the Community Advisor Funding and Community Contracts noted there were always a low number of applications to the Heritage Fund.

The Chair noted this fund would be included in the Community Funding Review. He said the funding to the Stokes Valley Community House would be provided only if the new Community Hub was developed. He explained he was confident to delegate the decision of distributing the remainder of the funds to officers rather than call an additional meeting of the Committee.

RESOLVED:

Minute No. FandA 16204

"That the Committee:

- (i) notes the eligible application received under the Heritage Fund Scheme 2015/2016;*
- (ii) agrees to funding the Stokes Valley Community House \$6,000 towards film costs associated with the project on the proviso that the development takes place; and*
- (iii) agrees to delegating the decision of distributing the remainder of the funds to the Officer Assessment Review Panel."*

Cr Barry left the meeting at 6.30pm.

7. **HUTT CITY LIBRARIES CLUBHOUSE TEEN SUMMIT TRAVEL - 2016** (16/427)

Report No. FandA2016/2/86 by the Content and Service Development Manager

The Content and Service Development Manager elaborated on the report. She advised this Summit was held every two years where attendees participated in social technology workshops and clubhouse career sessions, which were not available in New Zealand. She noted the Clubhouse Licences delivered a programme that was a proven leadership and learning model, and provided access to grants for technology. She highlighted the high international benchmark survey outcomes for the Taita and Naenae Clubhouses from their clubhouse attendance.

In response to questions from members, the Content and Service Development Manager advised the proposed attendees had been advised of their selection to enable visas to be arranged, but they were aware this was subject to Council approval. She highlighted the expectation that attendees remained members of their Clubhouses upon their return from the Teen Summit, share their learnings and strengthen relationships with other Clubhouses in New Zealand.

Members requested the attendees and their chaperones report back to the Committee by way of a presentation upon their return from the Teen Summit. Deputy Mayor Bassett requested that the presentation include information on whether it was possible to send one representative to a Teen Summit in the future, to provide training to other representatives of the Clubhouses.

RESOLVED:

Minute No. FandA 16205

"That the Committee:

- (i) *authorises the expenditure of \$8,200 from the Libraries budget for registration costs for six representatives to attend the Clubhouse Network's bi-annual international Teen Summit in Boston, United States of America, 26-31 July 2016 inclusive; and*
- (ii) *notes that these costs represent approximately 50% of the total cost of attending the Teen Summit."*

8. **REQUEST FOR TRAVEL TO 2016 ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE USER CONFERENCE, SAN DIEGO** (16/428)

Report No. FandA2016/2/87 by the Land Information Services Manager

The General Manager Strategic Services elaborated on the report. She highlighted that the Environmental Systems Research Institute (ESRI) had recognised the Geographic Information System (GIS) work officers had completed, from hundreds of thousands of GIS sites around the world.

The Land Information Services Manager advised ESRI was an international supplier of GIS software and officers had been selected to receive this achievement in recognition of GIS technology development especially in the emergency management space. He outlined the Report a Problem process which focussed on mobile customer service solutions, quality information collecting, and the ability to integrate information with other systems. He said the technology provided a spatial view of all current events within the city and access to operational dashboards with filtering abilities. He noted the benefits of this system in emergency situations and the ability to incorporate historical data. He highlighted that officers had developed the online Earthquake Rapid Assessment Form to assess damaged buildings in the event of an earthquake, which could be installed on i-Phones.

In response to questions from members, the Land Information Services Manager advised that other Councils had portions only of the Report a Problem system in place, and no Council had used the full methodology in an emergency situation. He noted that the system could be interfaced with any customer service system including reporting issues while on location and providing emergency mapping.

The Chief Executive advised he would ask the regional Chief Executives to consider introducing joint service processes to align their emergency management reporting systems.

RESOLVED:

Minute No. FandA 16206

"That the Committee:

- (i) *authorises the overseas travel to San Diego in June 2016 for Council's Land Information Services Manager to attend the Environmental Systems Research Institute (ESRI) User Conference at a cost of approximately \$4,530; and*
- (ii) *extends congratulations to officers for the work completed on Report a Problem and Emergency Mapping Systems on behalf of the residents of Lower Hutt."*

9. **FINANCE UPDATE** (16/264)

Report No. FandA2016/2/88 by the Budgeting and Reporting Manager

The Chief Financial Officer elaborated on the report.

In response to questions from members, the Chief Financial Officer confirmed the Summit Grove property was included in the 2015/2016 forecast asset sales figure of \$1.015M. He noted the debt forecast of \$35.2M under budget, was the result of some projects being delayed and current operational forecasts, lower interest costs (from lower debt levels), offset by lower than budgeted asset sales.

In response to a question from a member, the Chief Executive advised he would ask officers to email a summary and status report of planned property sales for Avalon and Mitchell Parks to members.

In response to a question from a member, the Budgeting and Report Manager noted officers had been advised to manage and reduce annual leave accruals. Members requested this information be included in future Finance Update reports.

Cr Milne expressed his concern regarding the libraries budgets and reduced user charges. The Chair highlighted libraries were now responsible for a number of additional functions, including community development and clubhouses.

RESOLVED:

Minute No. FandA 16207

"That the Committee notes the financial performance results."

10. **INFORMATION ITEM**

2016 Finance and Audit Committee Work Programme (16/265)

Report No. FandA2016/2/89 by the Committee Advisor

RESOLVED:

Minute No. FandA 16208

"That the report be noted."

11. **QUESTIONS**

There were no questions.

There being no further business the Chair declared the meeting closed at 7.09 pm.

Cr M Shierlaw
CHAIR

CONFIRMED as a true and correct record
Dated this 24th day of May 2016