

MINUTES	MEETING	TIME
OPERATIONS AND FINANCE COMMITTEE	THURSDAY, 16 NOVEMBER 2017	10.01 AM

Minutes of a meeting of the **Operations and Finance Committee**, held in the Council Chambers, Ground Floor, 175 Rimu Road, Paraparaumu on **Thursday, 16 November 2017**, commencing at 10.01 am.

PRESENT:	Cr	M	Scott	Chair
	Cr	A	Buswell	Deputy Chair
	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	P	Dougherty	Chief Executive
	Ms	A	Law	Acting Group Manager Community Services
	Mr	S	Mallon	Group Manager Infrastructure Services
	Mr	W	Maxwell	Group Manager Corporate Services
	Ms	S	Stevenson	Group Manager Strategy & Planning
	Ms	N	Tod	Acting Group Manager Regulatory Services
	Mr	B	Randall	Paraparaumu/Raumati Community Board
	Mr	P	Edwards	Chair, Paekākāriki Community Board
	Ms	S	Warwick	Ōtaki Community Board
	Mr	T	Creighton	Monitoring Officer
	Mr	M	de Haast	Chief Financial Officer
	Ms	K	Wheeler	Building Team Manager
	Mrs	J	Nock	Executive Secretary, Corporate Services
LEAVE OF ABSENCE:	Cr	M	Benton	
	Cr	M	Cardiff	
	Mr	G	Burns	Paraparaumu/Raumati Community Board
APOLOGIES:	Cr	D	Scott	
	Mr	T	Begovich	Waikanae Community Board

OFC 17/11/067

WELCOME

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

OFC 17/11/068

(a) **Apologies**

MOVED (Cootes/Holborow)

That apologies be accepted from Cr D Scott and Tonchi Begovich.

CARRIED

It was noted that Cr Benton, Cr Cardiff and Guy Burns were on leave of absence.

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OPERATIONS AND FINANCE COMMITTEE	THURSDAY, 16 NOVEMBER 2017	10.01 AM

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

There were no declarations of interest relating to agenda items.

OFC 17/11/069

PUBLIC SPEAKING TIME – for items relating to the agenda

At the 9 November Council meeting the following submitters were unable to speak to their submission, so were given the opportunity to attend today's meeting to speak regarding Council adopting an Easter Sunday shop trading policy:

- Helena Fierlinger – supported the policy;
- Mark Eady – works in retail and did not support the policy; and
- Chamber of Commerce – following discussions with their retail members, the policy was supported and Members' questions were responded to.

OFC 17/11/070

MEMBERS' BUSINESS

(a) Public Speaking Time Responses.

None 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.

OFC 17/11/071

ACTIVITY REPORT: 1 JULY TO 30 SEPTEMBER 2017 (SP-17-356)

Terry Creighton, Monitoring Officer spoke to the report and 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.

Members acknowledged Council's Property Team on their work on completing the Licence to Occupy Agreement with Otaki Boat Club.

Members were advised that:

- Energy Conservation would be discussed as part of the Long Term Plan;
- Sarah Todd, Economic Development Manager would be starting on 20 November; and
- the Ōtaki Pool would be re-opening on 15 December and communications would be going out to the public.

Philip Edwards left the meeting at 11.13am and returned at 11.15am.

Bernie Randall left the meeting at 11.19am and returned at 11.21am.

MINUTES	MEETING	TIME
OPERATIONS AND FINANCE COMMITTEE	THURSDAY, 16 NOVEMBER 2017	10.01 AM

MOVED (Mayor/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 2017/18 contained in the Activity Reports attached as Appendix B to this Report SP-17-356.

CARRIED

Members gave their appreciation on the development work within the report and complimented staff on the page references within the presentation.

The meeting adjourned at 11.32am and reconvened at 11.47am.

OFC 17/11/072

FINANCIAL REPORT TO 30 SEPTEMBER 2017 (Corp-17-346)

The report was taken as read and Mark de Haast, Chief Financial Officer responded to Members' questions.

As part of the Rating Review and the analysis of outstanding rates, Members were interested in the way Council test the rating system given the affordability factor.

It was commented that if Council seek to understand who the people are who struggle to pay their rates and how that relates to affordability, this could provide good quality information. These comments would be flagged to the Rating Review team.

It was clarified that the recent revaluation of properties did not mean an equivalent rates increase. Typically, where a property's revaluation increase exceeds the average increase, the property will have a slightly higher rates increase than the average. Conversely, a property that has a revaluation increase below the average will have a slightly lower rates increase than the average.

Cr Elliott left the meeting at 12.05pm and returned at 12.06pm.

MOVED (Elliott/Vining)

That the Operations and Finance Committee notes the actual financial performance and position of Council for the quarter ended 30 September 2017 as contained in this report (Corp-17-346).

CARRIED

OFC 17/11/073

EMERGENCY AWARENESS AND PREPAREDNESS EDUCATION AND COMMUNICATIONS (Corp-17-363)

Wayne Maxwell, Group Manager Corporate Services spoke to the report and responded to Members' questions.

It was advised that tsunami sirens for Kāpiti would not be explored at this time, with the focus instead on supporting the implementation of the national warning system and ongoing work to inform and educate the public on the natural warning signs of a tsunami and general emergency awareness and preparedness.

MINUTES	MEETING	TIME
OPERATIONS AND FINANCE COMMITTEE	THURSDAY, 16 NOVEMBER 2017	10.01 AM

Mobile phone communication was a far more modern day answer to spreading information and Civil Defence Management were testing a cellphone alert system that would have the ability to send a text message to every phone in the geographic area.

Members had received positive responses and congratulated staff on the Door-Knocking Programme.

MOVED (Cootes/Holborow)

That the Operations and Finance Committee notes that the tsunami door-knocking programme and other emergency management communications appear to have had a positive impact on awareness and preparedness.

That the Operations and Finance Committee notes the feedback received from the community throughout the door-knocking programme.

That the Operations and Finance Committee notes evacuation route signage and blue lines for tsunami evacuation zones will be considered during the development of the 2018-21 Long Term Plan.

CARRIED

It was advised that the cost of the blue line project was not known at this stage and a business case was being prepared.

The Chair congratulated the Communications and Engagement Manager for leading this successful project.

OFC 17/11/074

IANZ ACCREDITATION 2017 (RS-17-361)

Katharine Wheeler, Building Team Manager spoke to the report and added that the one general non-compliance within the report had now been completed.

Members gave their congratulations to Ms Wheeler and her team for their outstanding work and excellent outcome.

MOVED (Cootes/Elliott)

That the Operations and Finance Committee note the result of the 2017 Audit of the Building Control Authority with just one general non-compliance action.

That the Operations and Finance Committee note that the Council has made appropriate steps to complete the one general non-compliance action notified by IANZ in their October 2017 audit of the Kapiti Coast District Council Building Consent Authority.

CARRIED

The Mayor left the meeting at 12.27pm.

MINUTES	MEETING	TIME
OPERATIONS AND FINANCE COMMITTEE	THURSDAY, 16 NOVEMBER 2017	10.01 AM

OFC 17/11/075

WATERFALL ROAD SLIP (IS-17-364)

Sean Mallon, Group Manager Infrastructure Services spoke to the report and responded to Members' questions.

MOVED (Holborow/Cootes)

That the Operations and Finance Committee approves funding of \$163,000 to clear and stabilise the Waterfall Road slip site as set out in report IS-17-364.

CARRIED

MOVED (M Scott/Cootes)

That the Operations and Finance Committee note that the three current risk roads being Ōtaki Gorge Road, Waterfall Road and the Paekākāriki Hill Road be placed on the Agenda of the Audit and Risk Committee.

CARRIED

OFC 17/11/076

CONTRACTS UNDER DELEGATED AUTHORITY (Corp-17-345)

The report was taken as read.

MOVED (Vining/Buswell)

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 2017.

CARRIED

OFC 17/11/077

CONFIRMATION OF MINUTES: 21 September 2017

MOVED (Buswell/Elliott)

That the minutes of the Operation and Finance Committee meeting held on 21 September 2017 be adopted as a true and correct record.

CARRIED

OFC 17/11/078

PUBLIC SPEAKER TIME: for items not on the agenda

There were no public speakers.

MINUTES	MEETING	TIME
OPERATIONS AND FINANCE COMMITTEE	THURSDAY, 16 NOVEMBER 2017	10.01 AM

OFC 17/11/079

PUBLIC EXCLUDED RESOLUTION

MOVED (Howson/Elliott)

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 representatives) now be excluded from the meeting for the reasons given below, while the following matters are considered:</p> <ul style="list-style-type: none"> • Confirmation of Public Excluded Draft Minutes – 21 September 2017 <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>		
<p>General subject of each matter to be considered</p>	<p>Reason for passing this resolution in relation to each matter</p>	<p>Grounds under Section 48(1) for the passing of this resolution</p>
<p>Confirmation of Public Excluded Draft Minutes – 21 September 2017</p>	<p>Section 7(2)(a) – to protect the privacy of natural persons.</p> <p>Section 7(2)(f)(i) – to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority in the course of their duty.</p>	<p>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.</p>

CARRIED

The Operations and Finance Committee moved into a public excluded session at 12.37pm.

The Operations and Finance Committee came out of the public excluded session at 12.39pm.

The Operations and Finance Committee meeting closed at 12.39pm.

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Chairperson

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Date