

MINUTES	MEETING	TIME
<b>OPERATIONS AND FINANCE COMMITTEE</b>	<b>THURSDAY, 4 OCTOBER 2018</b>	<b>10.00AM</b>

Minutes of a meeting of the **Operations and Finance Committee**, held in the Council Chambers, Ground Floor, 175 Rimu Road, Paraparaumu on **Thursday, 4 October 2018**, commencing at 10.00am.

PRESENT:	Cr	M	Scott	Chair
	Cr	M	Benton	
	Cr	A	Buswell	Deputy Chair
	Cr	J	Cootes	
	Cr	J	Elliott	
	Mayor	K	Gurunathan	
	Cr	J	Holborow	Deputy Mayor
	Cr	J	Howson	
	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	Paraparaumu/Raumati Community Board
	Mr	P	Edwards	Chair, Paekākāriki Community Board
	Ms	S	Warwick	Member, Ōtaki Community Board
	Ms	L	Belcher	Democracy Services Manager
	Mr	E	Church	Chief Information Officer
	Mr	I	Clements	Corporate Advisor
	Ms	J	Lloyd	Team Leader Environmental Health
	Ms	J	Muir	Environmental Standards Manager
	Mrs	S	Owens	Acting Communications & Engagement Manager
	Mrs	J	Nock	Executive Secretary, Corporate Services
	Mr	M	Butcher	Local Government Funding Agency
	Mr	A	Michl	Local Government Funding Agency
LEAVE OF ABSENCE:	Cr	M	Cardiff	
	Cr	D	Scott	
	Cr	F	Vining	
APOLOGIES:	Mrs	J	Prvanov	Chair, Waikanae Community Board

OFC 18/10/131

### **WELCOME**

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

OFC 18/10/132

### (a) **Apologies**

#### **MOVED (Mayor/Buswell)**

**An apology was received from Jocelyn Prvanov.**

#### **CARRIED**

It was noted that Cr Cardiff, Cr D Scott and Cr Vining 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 18/10/133

**PUBLIC SPEAKING TIME – for items relating to the agenda**

There were no public speakers.

OFC 18/10/134

**MEMBERS' BUSINESS**

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

- (b) Leave of Absence

**MOVED (Elliott/Holborow)**

**Leave of absence be granted to Cr Cootes for the period 9-12 October 2018.**

**CARRIED**

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

OFC 18/10/135

**PRESENTATION: Local Government Funding Agency**

Mark Butcher, Chief Executive and Andrew Michl, Manager, Credit and Client Relations gave a presentation covering:

- objectives;
- 2017/18 Financials;
- Annual General Meeting (21 November); and
- participating Councils.

Members' questions were responded to.

*Philip Edwards left the meeting at 10.09am and returned at 10.12am.*

The Chair thanked Mr Butcher and Mr Michl for their attendance and presentation.

*The meeting adjourned at 10.38am and reconvened at 10.48am.*

OFC 18/10/136

**PRESENTATION: Online Services Digital Update**

Janice McDougall, Acting Group Manager Corporate Services gave a brief update on online services and introduced Ewen Church, Chief Information Officer and Susan Owens, Acting Communications and Engagement Manager. A presentation was given showing a brief summary of the completed, current and upcoming projects within online services. Members' questions were responded to.

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It was advised that a workshop would be organised for councillors to discuss the website improvement project. Members stressed the importance of the search function working efficiently and effectively.

Regarding the launch of the Antenno app, Members sought assurance the organisation was ready for increased volumes of customer enquiries. It was clarified that one of the main focusses was to make sure the right systems and processors are in place within the customer services function to be able to respond effectively to queries coming in through this new channel.

The Chair thanked Mr Church and Mrs Owens for their presentation.

OFC 18/10/137

**LOCAL GOVERNMENT FUNDING AGENCY 2017/2018 ANNUAL REPORT (Corp-18-622)**

The report was taken as read and Mrs McDougall spoke briefly to the paper.

**MOVED (Buswell/Cootes)**

**That the Operations and Finance Committee notes the performance of the Local Government Funding Agency as set out in its 2017/2018 Annual Report, attached as Appendix 1 to this report.**

**CARRIED**

Members were pleased to hear a positive response from the Local Government Funding Agency to questions regarding the investment fund proposal.

OFC 18/10/138

**THE STANDARD AND POOR'S CREDIT RATING (Corp-18-633)**

The report was taken as read and Mrs McDougall spoke briefly to the report. Wayne Maxwell, Chief Executive responded to Members' questions.

It was confirmed that Standard & Poor's was aware of the Council's intention to consider the investment fund and took this into account when revising the rating.

**MOVED (Elliott/Buswell)**

**That the Operations and Finance Committee notes the content of Standard and Poor's report on Kapiti Coast District Council's credit rating.**

**CARRIED**

Members gave their congratulations to staff associated with this report and also acknowledged the Chair for his Chairmanship of the Operations and Finance Committee, the Greenline Strategy and how we got to where we are today to have a positive outlook for a rating increase.

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OFC 18/10/139

**ANNUAL REPORT ON DOG CONTROL POLICY AND PRACTICES 2017/2018 (RS-18-629)**

The report was taken as read. Natasha Tod, Group Manager Regulatory Services and Jacque Muir, Environmental Standards Manager responded to Members' questions.

Members suggested that:

- average timeframe of dogs being impounded and what steps are taken to ensure their welfare would be useful information to be included on the Council's website; and
- a breakdown of areas be included within the statistical information of complaints.

*Cr Elliott left the meeting at 11.36am and returned at 11.39am.*

**MOVED (Holborow/Benton)**

**That the Operations and Finance Committee receives report RS-18-629 (Annual Report on Dog Control Policy and Practices 2017/2018).**

**CARRIED**

Members congratulated the Animal Management Team for their effective use of our Enforcement Policy in terms of encouragement and education and providing dogs with a temporary safe and secure home.

It was advised that alternative biodegradable bags were being looked into to replace the current plastic poo bags and also to encourage dog owners to be responsible for picking up after their dog.

*The meeting adjourned at 11.41am and reconvened at 11.55am.*

OFC 18/10/140

**ALCOHOL REGULATORY AND LICENSING AUTHORITY (ARLA) ANNUAL REPORT – JULY 2017 TO JUNE 2018 (RS-18-551)**

The report was taken as read.

**MOVED (Elliott/Benton)**

**That the Operations and Finance Committee receives the information as detailed in Appendix 1 and 2 of report RS-18-551.**

**CARRIED**

Members thanked staff for this report.

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OFC 18/10/141

**FINANCIAL REPORT ON INCOME AND COSTS RELATED TO ALCOHOL LICENSING AND THE OPERATION OF THE DISTRICT LICENSING COMMITTEE (DLC) (RS-18-565)**

The report was taken as read and Julie Lloyd, Team Leader Environmental Health gave a summary of the report and responded to Members' questions.

The Chair commented he was unhappy with the costs associated with the District Licensing Committee, was reviewing them and would come back to Members when he had completed his findings.

Members were advised that all councils have the opportunity to go through a bylaw consultation if they want to change the fees set by central government.

**MOVED (Benton/Elliott)**

**That the Operations and Finance Committee receives the information as detailed in report RS-18-565.**

**CARRIED**

OFC 18/10/142

**AIRCRAFT NOISE COMMUNITY LIAISON GROUP – CHAIRPERSON'S ANNUAL REPORT FOR YEAR ENDED 2017 (RS-18-563)**

The report was taken as read and Natasha Tod, Group Manager Regulatory Services responded to Members' questions.

**MOVED (Benson/Holborow)**

**That the Operations and Finance Committee receives the report of the Kapiti Coast Aircraft Noise Community Liaison Group for the year ending 31 December 2017.**

**CARRIED**

OFC 18/10/143

**OPERATIONS AND FINANCE COMMITTEE FORWARD AGENDA PROGRAMME (Corp-18-626)**

The report was taken as read and additional reports were noted.

**MOVED (Buswell/Holborow)**

**That the Operations and Finance Committee receives this report Corp-18-626 and notes the attached Operations and Finance Committee Forward Agenda Programme.**

**CARRIED**

Members appreciated the forward programme and thanked staff.

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The Chair added that he continues to work with staff to help streamline the quarterly reports and hoped changes would come through in the New Year.

OFC 18/10/144

**CONFIRMATION OF MINUTES: 16 August 2018**

**MOVED (Benton/Elliott)**

**That the minutes of the Operations and Finance Committee meeting held on 16 August 2018 be adopted as a true and correct record.**

**CARRIED**

OFC 18/10/145

**PUBLIC SPEAKING TIME: for items not on the agenda.**

There were no public speakers.

The Chair thanked Councillors and Community Board Members for their work and attention and to staff for the high quality of the reports.

The Operations and Finance Committee meeting closed at 12.08pm.

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Chairperson

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Date