

MINUTES	MEETING	TIME
OPERATIONS AND FINANCE COMMITTEE	THURSDAY, 15 AUGUST 2019	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, 15 August 2019**, commencing at 10.00 am.

PRESENT:	Cr	M	Scott	Chair
	Cr	A	Buswell	Deputy Chair
	Cr	M	Cardiff	
	Cr	J	Cootes	
	Mayor	K	Gurunathan	
	Cr	J	Holborow	Deputy Mayor
	Cr	F	Vining	
	Cr	J	Howson	
	Cr	J	Elliott	
	Ms	A	Ellison	Māori Representative
ATTENDING:	Mr	W	Maxwell	Chief Executive
	Mrs	J	McDougall	Group Manager People & Partnerships
	Ms	N	Tod	Group Manager Regulatory Services
	Mr	M	de Haast	Group Manager Corporate Services
	Mr	J	Jefferson	Group Manager Place & Space
	Mr	G	Burns	Member, Paraparaumu/Raumati Community Board
	Mr	P	Edwards	Chair, Paekākāriki Community Board
	Ms	S	Warwick	Member, Ōtaki Community Board
	Mr	G	O'Connor	Access and Transport Manager
	Mr	T	Creighton	Corporate Monitoring Officer
	Ms	J	Straker	Chief Financial Officer
	Mr	C	Pearce	Manager Corporate Planning and Reporting
	Ms	K	McLellan	Environmental Standards Team Leader
	Ms	J	Muir	Manager, Environmental Standards
	Ms	L	Belcher	Democracy Services Manager
	Ms	J	Murray	Democracy Services Advisor
LEAVE OF ABSENCE:	Cr	M	Benton	
APOLOGIES:	Mr	T	Begovich	

OFC 19/08/180

WELCOME

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

OFC 19/08/181

(a) Apologies

MOVED (Cardiff / Holborow)

That apologies be accepted from Tonchi Begovich Member, Waikanae Community Board

CARRIED

It was noted that Cr M Benton was 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 19/08/182

PUBLIC SPEAKING TIME – for items relating to the agenda

There were no public speakers.

OFC 19/08/184

MEMBERS' BUSINESS

- (a) Public Speaking Time Responses.
No responses 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 19/08/185

THE STANDARD & POOR'S CREDIT RATING (Corp-19-880)

Jacinta Straker introduced the report. Members' questions were answered.

Staff were congratulated for the work that had resulted in the Council receiving the improved credit rating.

MOVED (Gurunathan / Buswell)

That the Operations and Finance Committee notes the content of Standard & Poor's Report on Kāpiti Coast District Council's credit rating.

Noting thanks to the Chief Executive and the staff for the outstanding result and thanks for the efforts of Councillors.

CARRIED

OFC 19/08/186

FINANCIAL REPORT AS AT 30 JUNE 2019 (Corp-19-865)

Jacinta Straker introduced the report and spoke to a presentation. Members' questions were answered.

There was discussion about the size of the bond required in order to book St Peters Hall in Paekākāriki for certain types of event. Staff had noted the bond was determined by the nature of the activities to be held and that this would be revisited as part of future Annual Plan determinations.

Staff were thanked for the report.

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MOVED (Buswell / Cardiff)

That the Operations and Finance Committee notes the actual financial performance and position of the Council for the year ended 30 June 2019 as contained in this report (Corp-19-865).

CARRIED

OFC 19/08/187

ACTIVITY REPORT 1 APRIL TO 30 JUNE 2019 (Corp-19-868)

Terry Creighton introduced the report and spoke to a presentation. Members' questions were answered.

Staff were congratulated on the work completed on the Paekākāriki Memorial Hall, older persons housing units in Paekākāriki, and the quality of the pop up Library in Waikanae. Staff were commended on the Raising My Organisational Profile Workshop.

Staff would confirm if there would be a report back on Number 8 Wire Week.

Cr Elliott left the chamber at 11.17am and returned at 11.18am.

Staff would confirm if any of the water related complaints were from Paekākāriki.

The meeting adjourned at 11.41am and resumed at 11.53am.

There was discussion about the name of the Development Control Team and it was suggested that a change to Development Management Team could provide a more user friendly impression.

Animal Management staff were thanked for their efficiency.

It was confirmed that the planned approach to tracking the response to the recommendations in the Morrison Low report would be presented to Mayor and Councillors.

MOVED (Holborow / Vining)

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 2018/19 contained in the Activity Reports attached as Appendix B to this Report Corp-19-868.

CARRIED

Members discussed a reduction in the Library book budget, which had been previously discussed with members and approved by the Council in the 2019/20 Annual Plan. Also discussed was the success of the Smart Library service and that there are already 20,000 library books in storage. It was confirmed that the decision to reduce the budget had been made as a reduction for one year only and that should members resolve that \$200,000 were to be put into the budget it would be highly unlikely to be spent as it was currently not required. There was discussion as to whether increased communication around the budget reduction would have been appropriate or not.

The meeting adjourned at 12.55pm and resumed at 1.30pm. Cr Elliot joined the meeting at 1.58pm.

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OFC 19/08/188
LOCAL GOVERNMENT FUNDING AGENCY FINAL 2019-2020 STATEMENT OF INTENT (Corp-19-847)

Jacinta Straker introduced the report.

MOVED (Cardiff / Vining)

That the Operations and Finance Committee notes the contents of the Local Government Funding Agency final 2019/20 Statement of Intent.

CARRIED

OFC 19/08/189
NEW ZEALAND TRANSPORT AGENCY INVESTMENT AUDIT REPORT (IS-19-870)

Glen O'Connor introduced the report and answered members' questions.

MOVED (Cardiff / Holborow)

That the Operations and Finance Committee note the findings from the May 2019 NZ Transport Agency's Investment Audit Report.

CARRIED

Cr Howson left the chamber at 1.44pm and returned at 1.45pm.

OFC 19/08/190
REPORT BACK ON THE INSTALLATION OF THE OTAKI RIVER MOUTH TOILET (Corp-19-848)

Mark de Haast introduced the report and answered members' questions.

MOVED (Vining / Buswell)

That the Operations and Finance Committee notes the contents of this report.

That the Operations and Finance Committee notes that Council officers will draft a gifting policy for consideration.

That the Operations and Finance Committee notes that the appropriate process for reconsidering previously declined annual plan bids is during subsequent annual plans.

CARRIED

OFC 19/08/191
ANNUAL ALCOHOL LICENSING REPORT 2018/19 (RS-19-878)

The report was taken as read.

Staff were thanked for all the work that us undertaken in this area.

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MOVED (Vining / Holborow)

That the Operations and Finance Committee receive report RS-19-878 and accompanying appendices (Annual Report and Regulation 19 Report).

CARRIED

OFC 19/08/192

AIRPORT NOISE COMMUNITY LIAISON GROUP-CHAIRPERSON'S ANNUAL REPORT FOR YEAR ENDED 31 DECEMBER 2018 (RS-19-815)

The report was taken as read.

MOVED (Buswell / Holborow)

That the Operations and Finance Committee receives the report of the Kāpiti Coast Aircraft Noise Community Liaison Group for the year ending 31 December 2018.

CARRIED

OFC 19/08/193

ANNUAL REPORT ON DOG CONTROL POLICY & PRACTICES 2018/19 (RS-19-875)

The report was taken as read. Natasha Tod and Jacquiue Muir answered members' questions.

MOVED (Elliott / Howson)

That the Operations and Finance Committee receive report RS-19-875 and accompanying appendix (Annual Report on Dog Control Policy and Practices 2018-2019).

CARRIED

OFC 19/08/194

CONTRACTS UNDER DELEGATED AUTHORITY (Corp-19-877)

The report was taken as read. Jacinta Straker answered members' questions.

There was discussion about the variability that can occur between the cost of an original tender and the final cost. For example, it was explained that market conditions can change over time or alternative options may be provided in order to deliver a piece of work which means that the actual cost may differ from the original estimate.

MOVED (Cardiff / Buswell)

That the Operations and Finance Committee notes there were eight contracts accepted under delegated authority over \$250,000 for the period 1 April to 30 June 2019.

CARRIED

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OFC 19/08/195

CONFIRMATION OF MINUTES: 4 April 2019
16 May 2019

MOVED (Holborow / Elliott)

That the minutes of the Operations and Finance Committee meeting held on 4 April 2019 be adopted as a true and correct record.

CARRIED

MOVED (Howson/ Vining)

That the minutes of the Operations and Finance Committee meeting held on 16 May 2019 be adopted as a true and correct record.

CARRIED

Thanks to staff and to Elected Members

OFC 19/08/196

PUBLIC SPEAKING TIME: for items not on the agenda.

There were no public speakers.

OFC 19/08/197

PUBLIC EXCLUDED RESOLUTION

MOVED (Elliott / Buswell)

That the Operations and Finance Committee move into a Public Excluded meeting:

PUBLIC EXCLUDED RESOLUTION

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered:

- **Airport Noise Community Liaison Group – Appointment of Airport User Representatives (RS-19-816)**

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution
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Airport Noise Community Liaison Group – Appointment of Airport User Representatives (RS-19-816)	Section 7(2)(a) – to protect the privacy of natural persons.	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.
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The Operations and Finance Committee moved into a public excluded session at 2.20pm.

The Operations and Finance Committee came out of a public excluded session at 2.25pm.

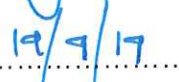
The Chair thanked Committee members, the Chief Executive and members of staff for their hard work and contribution to the work of the Committee throughout the triennium.

The Operations and Finance Committee meeting closed at 2.26pm.


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Chairperson


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Date


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Chief Executive


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Date