

MINUTES	MEETING	TIME
<b>OPERATIONS AND FINANCE COMMITTEE</b>	<b>THURSDAY, 17 AUGUST 2017</b>	<b>10.00 AM</b>

Minutes of a meeting of the **Operations and Finance Committee**, held in the Council Chambers, Ground Floor, 175 Rimu Road, Paraparaumu on **Thursday, 17 August 2017**, commencing at 10.00 am.

PRESENT:	Cr	M	Scott	Chair
	Cr	M	Benton	
	Cr	A	Buswell	Deputy Chair
	Cr	M	Cardiff	
	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
	Mr	K	Currie	Group Manager Regulatory Services
	Mr	S	Mallon	Group Manager Infrastructure Services
	Mr	W	Maxwell	Group Manager Corporate Services
	Mr	M	Pedersen	Group Manager Community Services
	Ms	S	Stevenson	Group Manager Strategy & Planning
	Ms	S	Warwick	Ōtaki Community Board
	Mr	G	Burns	Paraparaumu/Raumati Community Board
	Mr	P	Edwards	Chair, Paekākāriki Community Board
	Mr	T	Begovich	Waikanae Community Board
	Ms	C	Papps	Chair, Ōtaki Community Board ( <i>arrived at 1.30pm</i> )
	Ms	M	Stevens	Ōtaki Community Board
	Mr	K	Black	Manager, Corporate Planning and Reporting
	Ms	D	Andrew	Organisational Development Manager
	Mr	T	Creighton	Corporate Monitoring Officer
	Mr	M	de Haast	Chief Financial Officer
	Ms	J	Muir	Environmental Standards Manager
	Ms	J	Lloyd	Environmental Health Team Leader
	Ms	J	McDougall	Communications & Engagement Manager
	Mrs	J	Nock	Executive Secretary, Corporate Services
Apologies:	Cr	D	Scott	

OFC 17/08/042

## WELCOME

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

The Chair advised that Cr Buswell would be Chairing part of the meeting.

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OFC 17/08/043

(a) **Apologies**

**MOVED (Benton/Holborow)**

**An apology was received from Cr D Scott.**

**CARRIED**

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

There were no declarations of interest relating to agenda items.

OFC 17/08/044

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

Jocelyn Prvanov, Chair, Waikanae Community Board

Mrs Prvanov spoke on behalf of the Waikanae Community Board and their concerns on the proposed changes to the Annual Plan, particularly Mahara Gallery and Waikanae Library that were continually being deferred.

Mrs Prvanov requested that the Waikanae Community Board be informed with progress of these projects and also they be kept on track.

The Chair thanked Mrs Prvanov for attending the meeting and advised that further discussions would take place later in the meeting.

Charles Lloyd, Member of Kapiti Greypower

Mr Lloyd spoke about the Residents Opinion Survey and Kapiti Greypower's concerns on poor performance issues:

- ease of movement, condition of footpaths, street lighting, waste minimisation and cycle lanes; and particularly:
- stormwater protection for property and home and the negative impact on those directly affected during flooding.

Mr Lloyd requested that Council take particular note of these issues and concentrate on solving the problems.

Members commented that to keep rates increases as low as possible they needed to prioritise the Council's capital projects.

OFC 17/08/045

**MEMBERS' BUSINESS**

(a) **Public Speaking Time Responses.**

- Concerns around Mahara Gallery and Waikanae Library would be discussed during the Capital Expenditure report later in the meeting.
- It was commented that protecting properties from flooding would be a Long Term Plan discussion and high priority would be given to habitable dwellings; gardens, paddocks and outbuildings would not be classed as high priority. Stormwater was a long term process with very expensive solutions.

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- (b) Leave of Absence  
There was no leave of absence.
- (c) Matters of an Urgent Nature.  
There were no matters of an urgent nature.

**Presentation of Award: Outstanding Performance in Carbon Management**

Sarah Stevenson, Group Manager Strategy and Planning gave a brief summary on the background of Council's carbon management and introduced Josephine Rudkin-Binks of Enviro-Mark Solutions, who gave a summary on the background to the Awards and advised that Kāpiti Coast District Council had been CEMARS (Certified Emissions Measurement and Reduction Systems) certified since 2012.

The Mayor received the Award on behalf of the Council and gave his thanks to everyone, particularly staff.

OFC 17/08/046

**RESIDENT OPINION SURVEY 2016/17 – Overview (SP-17-285)**

Kevin Black, Manager, Corporate Planning and Reporting advised that the Resident Opinion Survey would now be carried out on a quarterly basis and introduced Scarlett Moody from Research First, who had been contracted to carry out the Survey.

A presentation was given showing a background and summary of the Survey and Ms Moody and Mr Black responded to Members' questions.

*Cr Benton left the meeting at 10.41am and returned at 10.50am.*

It was noted that the Council is in the process of building up an online panel that, over time, will match the demographic make-up of Kāpiti and will in turn allow the results from the online survey to be included in the future.

**MOVED (Cardiff/Cootes)**

**That the Operations and Finance Committee notes that:**

**Results of the Resident Opinion survey are provided as *Appendix 1* of this Report SP-17-285, which includes a breakdown of results at both the district and community board level.**

**Council will be using these results as part of reporting against relevant Key Performance indicators in the 2016/17 Annual Report which will be coming to Council for consideration in late September 2017.**

**Council will undertake the Resident Opinion Survey four times during the 2017/18 financial year.**

**CARRIED**

*The meeting was adjourned at 11.23am and reconvened at 11.39am.*



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OFC 17/08/047

**ACTIVITY REPORT: 1 APRIL TO 30 JUNE 2017 (SP-17-273)**

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.

It was advised that the Annual Report did include staff numbers and if Members required more information this could be discussed further for the future.

There was a discussion about the content of the Activity Report and Members agreed that the current Activity Report was already long and complex and the Chair advised that further discussions could take place during the Long Term Plan process regarding the information that was or was not needed.

Members gave their compliments to the Animal Management Team and their preventative controls and the caring, dynamic and effective way they are delivering their services.

**MOVED (Mayor/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 2016/17 contained in the Activity Reports attached as Appendix B to this Report SP-17-273.**

**CARRIED**

The Chair gave his thanks to senior staff on their responses and to staff for their detailed report.

*The meeting was adjourned at 1.04pm and reconvened at 1.35pm.*

*Christine Papps, Ōtaki Community Board joined the meeting.*

OFC 17/08/048

**CAPITAL EXPENDITURE PROGRAMME 2017/2018 (Corp-17-269)**

The report was taken as read and Wayne Maxwell, Group Manager Corporate Services and Mark de Haast, Chief Financial Officer responded to Members' questions. Appendix 1 of the report was tabled in A3 format for ease of reading.

*Cr Buswell left the meeting at 2.00pm and returned at 2.03pm.*

Members agreed that further discussion was needed with regard to stormwater, specifically around responsiveness around previously flooded properties.

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It was clarified that:

- As per appendix 1 of the report, planning for major projects would not be carried out during the 2017/18 year and whilst the budget for the minor works had been reduced, some of those minor projects would be completed.
- Activity Managers were looking at prioritising which stormwater projects could be deferred and their details would be discussed further during the Long Term Plan process, when Council would decide how much it was planning to invest on stormwater as a whole.

*The meeting adjourned at 2.22pm and reconvened at 2.28pm.*

Members were given a breakdown of the major stormwater projects 2017/18 recommended changes (as per appendix 1) and the Chair held a straw poll to find out whether Members preferred the current proposal or preferred it be removed from the list. The majority of Members chose to agree with the current proposal.

**MOVED (M Scott/Cootes)**

**That the Operations and Finance Committee approves the proposed changes to the 2017/18 capital expenditure work programme, noting that this does not change the 2017/18 Annual Plan.**

**CARRIED**

It was commented that:

- it was a bold move by Council in trying to reduce rates and stormwater was a long term result. Credit was given to Members and a special mention to the Chair for driving this;
- it was unfortunate that some residents affected by flooding would have to wait before they see any results; and
- Council was looking at spending less to reduce debt and further discussions would take place during the Long Term Plan process.
- the Council was still spending a substantial amount on stormwater and it was better to look at the bigger picture and long term effect.
- this was the first stage and there would be some hard decisions to make. Funds would be available in the future but Council needed to stay on course.

The Chair thanked staff for their work on this report.

Deputy Chair Cr Buswell took over as Chair.

OFC 17/08/049

**FINANCIAL REPORT TO 30 JUNE 2017 (Corp-17-262)**

The report was taken as read and Mr de Haast gave a presentation showing a brief summary of the Financial Report and responded to Members' questions.

Mr de Haast advised that this report was unaudited and Council's Auditors, Ernst & Young, were currently working on-site and any updates/changes, if any, would be reported back to this Committee.

*Mr Begovich left the meeting at 2.57pm and returned at 3.01pm.*

*Cr Benton left the meeting at 3.01pm and returned at 3.05pm.*

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**MOVED (Holborow/Vining)**

That the Operations and Finance Committee notes the actual financial performance and position of Council for the year ended 30 June 2017 as contained in this report (Corp-17-262).

That the Operations and Finance Committee approve the proposed changes to the capital carry forwards from 2016/17 of \$9.52 million to \$9.23 million, as outlined in Paragraph 39 of this report (Corp-17-262).

**CARRIED**

OFC 17/08/050

**ANNUAL REPORT ON DOG CONTROL POLICY AND PRACTICES 2016/17 (RS-17-208)**

The report was taken as read and Kevin Currie, Group Manager Regulatory Services and Jacqui Muir, Environmental Standards Manager responded to Members' questions.

*Mr Begovich and Cr M Scott left the meeting at 3.04pm and returned at 3.06pm*

*Mr Burns left the meeting at 3.04pm and returned at 3.07pm.*

An idea was given, for future reference, that a discount be given to dog owners who take their dog to obedience training.

*Mr Burns left the meeting at 3.08pm and returned at 3.10pm.*

It was advised that the policy and bylaw were due for review in 2019 and groundwork was already taking place and discounted rates could be considered during the review.

Members gave their thanks for this detailed report and sent congratulations to the Animal Management Team.

**MOVED (Mayor/Elliott)**

That the Committee receives report RS-17-208 (Annual Report on Dog Control Policy and Practices 2016-2017).

**CARRIED**



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**FINANCIAL REPORT ON INCOME AND COSTS RELATED TO ALCOHOL LICENSING AND THE OPERATION OF THE DISTRICT LICENSING COMMITTEE (DLC) (RS-17-206)**

The report was taken as read.

**MOVED (Vining/Elliott)**

That the Operations and Finance Committee receives the information as detailed in report RS-17-206.

**CARRIED**

OFC 17/08/052

**ALCOHOL REGULATORY AND LICENSING AUTHORITY ANNUAL REPORT – JULY 2016 TO JUNE 2017 (RS-17-207)**

The report was taken as read.

**MOVED (Vining/Elliott)**

That the Operations and Finance Committee receives the information as detailed in Appendix 1 and 2 of report RS-17-207.

**CARRIED**

*Cr Elliott left the meeting at 3.14pm.*

OFC 17/08/053

**CONTRACTS UNDER DELEGATE D AUTHORITY (Corp-17-261)**

**MOVED (Mayor/Howson)**

That the Operations and Finance Committee notes there were no contracts accepted under delegated authority over \$250,000 for the period 1 April to 30 June 2017.

**CARRIED**

OFC 17/08/054

**CONFIRMATION OF MINUTES: 6 July 2017**

An incorrect name, within the minutes, was amended.

**MOVED (M Scott/Cootes)**

That the minutes of the Operation and Finance Committee meeting held on 6 July 2017 be adopted as a true and correct record.

**CARRIED**

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OFC 17/08/055

**PUBLIC SPEAKER TIME: for items not on the agenda**

There were no public speakers.

Cr M Scott thanked Cr Buswell for her role as Chair and resumed as Chair.

OFC 17/08/056

**PUBLIC EXCLUDED RESOLUTION**

**MOVED (Cardiff/Mayor)**

**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 (with the exception of Community Board representatives) now be excluded from the meeting for the reasons given below, while the following matters are considered:**

- **Strategic Property Purchase - Prioritisation (CS-17-239)**
- **Confirmation of Public Excluded Draft Minutes – 6 July 2017**

**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:**

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under Section 48(1) for the passing of this resolution</b>
<b>Strategic Property Purchase – Prioritisation (CS-17-239)</b>	Section 7(2)(h) – enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. Section 7(2)(i) – enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	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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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
Confirmation of Public Excluded Draft Minutes – 6 July 2017	<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 3.18pm.*

*The Operations and Finance Committee came out of the public excluded session at 4.06pm.*

The Operations and Finance Committee meeting closed at 4.06pm.

  
 .....  
 Chairperson

21/9/17  
 .....  
 Date