



# **AGENDA**

## **Strategy and Operations Committee Meeting**

**I hereby give notice that a Meeting of the Strategy and Operations Committee will be held on:**

**Date: Thursday, 3 September 2020**

**Time: 9.30am**

**Location: Council Chamber  
Ground Floor, 175 Rimu Road  
Paraparaumu**

**James Jefferson  
Group Manager Place and Space**

**Kapiti Coast District Council**

**Notice is hereby given that a meeting of the Strategy and Operations Committee will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 3 September 2020, 9.30am.**

**Strategy and Operations Committee Members**

Cr James Cootes	Chair
Cr Gwynn Compton	Deputy
Mayor K Gurunathan	Member
Deputy Mayor Janet Holborow	Member
Cr Angela Buswell	Member
Cr Jackie Elliott	Member
Cr Martin Halliday	Member
Cr Sophie Handford	Member
Cr Jocelyn Prvanov	Member
Cr Bernie Randall	Member
Cr Robert McCann	Member

## Order Of Business

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**1 WELCOME****2 COUNCIL BLESSING**

“As we deliberate on the issues before us, we trust that we will reflect positively on the communities we serve. Let us all seek to be effective and just, so that with courage, vision and energy, we provide positive leadership in a spirit of harmony and compassion.”

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro, e pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hapori e mahi nei mātou. Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, ā, mā te māia, te tiro whakamua me te hihiri ka taea te arahi i roto i te kotahitanga me te aroha.

**3 APOLOGIES****4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Notification from Elected Members of:

4.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

4.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

**5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA****6 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses
- (b) Leave of Absence
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

**7 UPDATES**

**7.1 RESIDENT OPINION SURVEY 2019/20 ANNUAL REPORT**

## 8 REPORTS

### 8.1 COMMUNITY CONTRACTS REPORT BACKS

**Author:** Tania Parata, Manager Connected Communities

**Authoriser:** Janice McDougall, Group Manager People and Partnerships

#### PURPOSE OF REPORT

- 1 The Kāpiti Coast District Council has community contracts with Surf Life Saving New Zealand (SLSNZ), Wellington Free Ambulance (WFA) and Life Flight Trust for emergency and Life guard services.

As part of the accountability process, each service is required to report back to Council annually. This report provides an update on services activities during 2019/20.

#### DELEGATION

- 2 The Strategy and Policy Committee have the responsibility of receiving annual reports associated with community contracts and services.

#### BACKGROUND

##### **Council funding for community contracts and grants for emergency services**

- 3 For many years' the Council has purchased lifesaving services and awarded grants for essential emergency transport services, including:
  - Purchased professional life guard services from Surf Life Saving New Zealand for Ōtaki and Paekākāriki during the summer season.
  - Funded the Wellington Free Ambulance to assist with a free emergency service for part of the Kāpiti district.
  - Provided an annual grant to Life Flight Trust for emergency air transport services.
- 4 Council has a long standing relationship with these organisations as each service contributes to building safe and resilient communities and plays a pivotal role in emergencies responsiveness and prevention. The People and Partnerships Group through the Connected Communities team looks after these relationships and contracts as part of a wider non-contestable social investment programme.

##### **Council's current community social and contract funding:**

- 5 As part of a wider review in 2018, Council approved to shift its community contract funding of nearly \$400,000 (per annum) to a contestable model, that focussed on being transparent and outcomes based, the new way of funding also;
  - allowed for better alignment with Long Term Plan outcomes and community priorities;
  - increased the transparency and impact of this investment; and
  - ensured equitable and uniform processes for awarding contract funding.
- 6 This new approach of procuring for social outcomes became known as Council's social investment programme and was accompanied by a wider programme aimed at strengthening the community and facilitating opportunities to grow the local social, volunteer and community sector. Social investment funding runs on a three cycle to align with Council's Long term plan process.

- 7 As part of determining the social investment contestable funding model, the Council approved to exclude approximately \$88,000 from the wider social investment fund to allocate to beach life guard and emergency services. This was in recognition, that these services were not a good fit for contestability (the full decision is outlined in council's resolution; KCDC 17/12/199 at appendix 1 of this report).

The following table below captures figures for each service:

Provider	Amount funded
Wellington Free Ambulance (Funding contribution)	\$26, 528
Surf Life Saving NZ (Community contract)	\$57,142
LifeFlight Trust (Grant)	\$6,951
Total	\$90,600

- 8 It is important to note that the amounts are historical and typically started off as grants through an annual plan or long term plan process. Over the years some funding has evolved into community contracts while others have stayed as annual grants and contributions.

### Emergency and Surf Life Saving services

- 9 The section below outlines Council's contract for services or grant with each service:
- 10 Surf Life Saving New Zealand community contract: the Council has two contracts with Surf Life Saving New Zealand for a total of \$57, 142. These contracts provide beach lifeguard services in Ōtaki and Paekākāriki on week days over the peak summer holiday period from 21 December to 27 January. The local surf lifesaving clubs provide volunteer service provision for the weekends during this peak period and beyond.
- 11 Wellington Free Ambulance funding contribution: Wellington Free Ambulance (WFA) is New Zealand's only free regional ambulance service. WFA provides emergency transport and paramedic services to Kāpiti residents living between Paekākāriki and Peka Peka. Residents north of Peka Peka come under the MidCentral District Health Board and do not receive free ambulance services.
- 12 LifeFlight Trust annual grant: LifeFlight (Trust) provides air transport emergency service across New Zealand. The Council provide the Trust with an annual grant of around \$7000 as a contribution to their services in the Kāpiti (including Ōtaki) district.

### REPORT BACKS FOR THE 2019/20 YEAR

- 13 At the Strategy and Policy Committee meeting, a representative from each emergency and lifeguard service will provide a verbal presentation on their service provision in relation to the Kāpiti District for the 2019/20 year. The following section highlights key outputs in relation to service provision.

#### Life Flight Trust Report Back

- 14 Life Flight Trust is the first responder for the District, for any helicopter search and rescue or accident and emergency activity. The helicopter team ensures people can be rescued when the situation is highly urgent or the location is challenging.
- 15 In 2019/20, 44 patients were transported via LifeFlight from Kāpiti, 172 from Wairarapa and 132 from the remainder of the greater Wellington region.



- 16 LifeFlight Trust have received an annual grant from the Council for over 15 years. This grant is a contribution to LifeFlight's air transport emergency service across Kāpiti. The grant's agreement requires Life Flight Trust to submit a report of the services provided for each financial year it receives funding.

### **Surf Life Saving New Zealand**

- 17 This funding arrangement is a community contract between the council and Surf Life Saving New Zealand (SLSNZ) for a professional lifeguard service at Paekākāriki and Ōtaki. The contracted period covers six weeks over the peak summer holiday period.
- 18 In 2019/20, the total payment was \$57,142.00 excluding GST. Surf Life Saving New Zealand provided services for a total of 30 days from mid-December through to late January, weekdays with six lifeguards employed. The Paekākāriki and Ōtaki Life Saving Clubs provided volunteer patrols during weekends over this period.
- 19 In the last report provided by SLSNZ there were eight rescues and 1599 preventative actions undertaken across the two locations. There were no drownings or near drownings.
- 20 In the Wellington region, Porirua and Wellington City Councils provide funding to SLSNZ for a similar service to which Kāpiti receives.
- 21 In May 2020, central government announced that for the first time there will be a Central Government contribution to the costs of surf life saving operations – at a level of \$9.4 million per year in perpetuity. This is a game changer for the 74 Surf Life Saving clubs around the country as it will continue to build their services and operations for the foreseeable future.

### **Wellington Free Ambulance**

- 22 Wellington Free Ambulance provides emergency transport and paramedic services to the Wellington region which extends to Kāpiti residents living between Paekākāriki and Peka Peka. Residents north of Peka Peka do not have access to WFA services.
- 23 The Council contributes funding to WFA to enable expert, timely and free (to the patient) paramedical care in emergency situations, and transport services for residents' south of Peka Peka in the Kāpiti district.'
- 24 For 2019/20, the contract funding was \$26,528 excluding GST. The estimated cost of running the service for Kāpiti is around \$3.2million annually. Kāpiti made up the third highest proportion of patients out of the regions of Wellington, Hutt and Wairarapa.

## **CONSIDERATIONS**

### **Policy considerations**

- 25 The Emergency Services contracts and grants are aligned with the following Long Term Plan 2018 outcomes:
- Wise management of public resources and sustainable funding of council services
  - A resilient community that has support for basic needs and feels safe and connected.

### **Legal considerations**

- 26 All contracts are reviewed by Council's in-house legal counsel.

**Financial considerations**

- 27 Approximately \$90,000 is available per annum for emergency and lifesaving services. It is funded from the Community Services Activity and is currently earmarked as part of Social Investment Funding.

**Tāngata whenua considerations**

- 28 Annual report backs of this nature are typically excluded from mana whenua considerations as the services provided are based on emergency and lifesaving needs only.
- 29 Council's wider social investment funding programme requires contracted organisations to identify their commitments to iwi prosperity and iwi aspirations within a tiriti context. Moving forward these principles will be embedded into future contracts within the emergency services space as it will be a subset of social investment.

**Strategic considerations**

- 30 Council's contribution to beach life guard and emergency transport services directly contributes to community wellbeing and building safe and healthy communities. These essential services are also available to visitors to the district which indirectly contributes to Kāpiti being a visitor destination.

**SIGNIFICANCE AND ENGAGEMENT****Significance policy**

- 31 This matter has a low level of significance under Council's Significance and Engagement Policy.

**Consultation already undertaken**

- 32 Report backs to community boards and community groups are available upon request.

**Engagement planning**

- 33 An engagement plan is not needed to implement this decision.

**Publicity**

- 34 A media release regarding Council's contribution emergency and beach life guard services will be issued following the September meeting.


**Other Considerations**

- 35 Emergency transport and paramedic services vary on the Kāpiti Coast. Due to complex boundaries, parts of the Kāpiti district are within the Mid Central District Health Board catchment area with tertiary health services centralised in Palmerston North, while the majority of Kāpiti residents are within the Capital and Coast District Health Board catchment with a regional hospital located in Newtown, Wellington.
- 36 This cross boundary issue is compounded by the provision of two different ambulance services for each District Health Board area. One service applies a user pays operating model while the other is a free service. To further highlight disparities in access, public transport limitations also significantly impact Te Horo and Ōtaki communities as affordable and regular transport services to health centres and hospitals is often insufficient.
- 37 Careful consideration for Council's ongoing approach will need to provide an equity lens to support better health outcomes. Council staff will further investigate this matter to help inform the development of the Council's 2021-2041 Long term plan.

**RECOMMENDATIONS**

- 38 That the Committee thanks Surf Lifesaving New Zealand, LifeFlight Trust and Wellington Free Ambulance for their role in providing beach life guard and emergency services for Kāpiti communities.
- 39 That the Committee notes the annual report back from: Life Flight Trust, Wellington Free Ambulance and Surf Lifesaving New Zealand.
- 40 That the Committee notes staff will further investigate equity of access to emergency services on the Kapiti Coast to inform the development of the Council's 2021-2041 Long term plan.

**APPENDICES**

1. Community Contract resolution KCDC 17/12/199 [↓](#) 

**APPENDIX 1: KCDC RESOLUTION: KCDC 17/12/199**

KCOMMUNITY CONTRACTS FUNDING FROM 2018/19 (SP-17-384)

MINUTES MEETING TIME

KĀPITI COAST DISTRICT COUNCIL THURSDAY 7 DECEMBER 2017 10.02 AM

Emma Haxton and Tania Parata spoke to the report and answered members' questions. There was discussion about the future possibility of repurposing funding as opposed to using new money which would have an impact on proposed rates. The total Pool is \$433,000 and clarification was provided that if Council decide that funding is to be taken out, staff would come back and provided options as to how those monies could be used and whether that would be contestable. It was clarified that a forum and meetings have taken place in order to engage with the current contractors. There was discussion about the options around the funding for Surf Lifesaving and Emergency Services. There was discussion about any flexibility in the use or size of the overall pool, or the two separate pools of money including as a result of the Long Term Plan consultation process. There was also discussion about opportunity for future portability between the funds up to a fund cap.

There was discussion about potential additional wording: That the Council allocates up to \$87,000 of the proposed contestable investment funding model for beach lifeguard and emergency transport services funding from 2018/19, acknowledging that these services are exempt from the criteria of the fund.

Mark Benton left the meeting at 11.19am and returned at 11.20am

Cr Elliott foreshadowed that she would be proposing an amendment to section b of the recommendation.

Staff explained that the obligations of Council under the Treaty of Waitangi and to Iwi prosperity are different which is why both are included.

MOVED (Elliott)

That the fourth principle of section B of the recommendation is changed to /Community prosperity'.

LOST for want of a seconder

Cr Holborow foreshadowed that she would be proposing an amendment to the recommendation.

MOVED (Holborow/Cootes)

That the recommendation be amended to add that 'If the \$87,000 is not fully subscribed for the purposes identified that the remaining funds are reallocated to the social investment fund'.

CARRIED

MOVED (Cootes/Benton)

That the Council acknowledge the work of the Social Investment Advisory Group and thanks the members for their dedication, expertise and knowledge to take the Kāpiti social investment programme forward.

That the Council adopts the Social Investment Advisory Group's:

Recommended outcomes for the community contestable funding:

- Connected communities
- Safe communities
- Capable sector

Recommended guiding principles to underpin the community contestable funding model:

- Sustainability
- Equity
- Treaty of Waitangi
- Iwi prosperity
- Valuing community and volunteer contributions
- Partnership and collaboration

That the Council notes the community contracts contestable funding will be awarded by 1 July 2018 with a three year funding term.

That the Council approves the removal of \$87,000 from the proposed contestable investment funding model for beach lifeguard and emergency transport services funding from 2018/19.

If the \$87,000 is not fully subscribed for the purposes identified that the remaining funds are reallocated to the social investment fund.

That the Council notes that a report outlining funding options for beach lifeguard and emergency transport services will be provided to Council in 2018.

CARRIED

Cr Elliott voted against the motion.

MOVED(Cootes/Holborow)

## 8.2 WAKA KOTAHI NZ TRANSPORT AGENCY PROCEDURAL INVESTMENT AUDIT REPORT

**Author:** Glen O'Connor, Access and Transport Manager

**Authoriser:** Sean Mallon, Group Manager Infrastructure Services

### PURPOSE OF REPORT

1. To present the findings of the Waka Kotahi NZ Transport Agency (Waka Kotahi) Procedural Investment Audit undertaken in February 2020.

### DELEGATION

2. Section B.1 of the Governance Structure and Delegations 2019-22 Triennium provides that the Strategy and Operations Committee will monitor Council's financial management including risk mitigation.

### BACKGROUND

3. Waka Kotahi undertake investment audits every three to six years on Local Authorities. The audits provide assurance that Waka Kotahi's investment in land transport programmes (roading) is being well managed and is delivering value for money. Further, Waka Kotahi seek assurance that Council are appropriately managing risk associated with the Transport Agency's investment.
4. Waka Kotahi carry out two types of audit for Local Authorities which are:
  - a. Investment audits; and
  - b. investment procedural audits.
5. The **investment audit** monitors investment performance and is technical in nature focusing on physical works such as road resealing, network condition and minor works programmes. **Council was audited in 2019 and was rated as effective, which is the highest rating.** This was reported to the Operations and Finance Committee on 15 August 2019.
6. The **investment procedural audit** examines the financial administration and processes associated with the funding claimed from Waka Kotahi. The audit focuses on reviewing documents/ledgers, ledger transactions, procedures for claiming Waka Kotahi funds and the procurement and management of roading related works and services contracts. Waka Kotahi previously carried out a procedural audit in 2017.
7. The items covered in the February 2020 Investment Procedural Audit included:
  - Previous Audit Issues – review of recommendations from the previous procedural audit.
  - Financial Processes – review of financial management/controls and alignment of funds claimed with the Transport Agency's activity classes.
  - Procurement Procedures – examination of procured services/physical works and compliance with Council and Waka Kotahi procurement procedures and requirements.
  - Contract Management – review of contracts with regard to contract administration, management and control procedures and processes.
  - Professional Services – review of council's approach to providing and funding professional services in accordance with Waka Kotahi requirements.

8. Waka Kotahi's investment into our district is typically 51% of our approximately \$6-8m per year (depending on the amount of works undertaken) land transport programme.
9. The investment procedural audit was undertaken at Council offices over four days and involved Waka Kotahi's auditors and Councils roading and finance staff.

## ISSUES AND OPTIONS

### Issues

10. The key findings of the audit are as follows:

- **Previous Audit Issues**

*There were no issues outstanding from the previous audit.*

- **Financial Processes**

*Council's land transport disbursement account is correctly established within the general ledger and appropriate controls are in place to ensure Council is managing the Transport Agency's investment. Qualifying expenditure was confirmed in the general ledger to support Council's claims for financial assistance for the three years from 1 July 2016 to 30 June 2019.*

- **Procurement Procedures**

*Six physical works and four professional services contracts were reviewed for compliance with procurement procedures. Council's procurement practices meet the Transport Agency's procurement requirements and are consistent with their procurement strategy.*

- **Contract Management**

*Council's contract management and administration procedures are documented, and processes are in place to ensure contracts are effectively managed. Effective procedures for managing and monitoring contracts are supported by activity and performance reporting. Recordkeeping and administration of contract files are suitably organised, which greatly assisted the audit process. Controls are in place to ensure contract variations and payment authorisations are in accordance with Council's delegations. These processes are documented in detail.*

- **Professional Services**

*Council has documented the management structure for its in-house operations and the methodology covering how costs for in-house services, including associated overheads and administration, are determined in accordance with Transport Agency requirements. Budgeted expenditure for the business unit for the current financial year (2019/20) appear reasonable. Council's costs for the previous three years are consistently mid-range when compared with Council's urban peer group.*

11. The overall **audit rating for our Council was effective, which is the highest obtainable rating. All subject areas assessed were also rated as effective.**
12. The audit identified minor issues for Council to address, and these were identified as recommendations or suggestions in the audit and are listed as follows:

- **Financial Processes**

*Recommendation 1 - Transfer eligible expenditure between work categories within the maintenance activity class to enable activity costs exceeding any of the allocated work category funding caps to be claimed.*

*Recommendation 2 - Claim 30% of costs only for street cleaning activities when claiming expenditure against work category 113.*

These recommendations were made so to ensure that Council claimed the allowable funding entitlements. Following this recommendation Council has implemented changes to allow the full subsidy to be claimed.

- **Procurement Procedures**

*Suggestion - Consider expanding the policy on declaring conflicts of interest for staff involved in the procurement of suppliers, to include staff involved in the ongoing management of the contract.*

This suggestion will be considered by Council.

- **Contract Management**

*Recommendation - Confirm exemption declarations will be completed where it decides a road safety audit is unnecessary.*

This recommendation will be implemented by Council.

13. The executive summary of the audit report reads:

*Kapiti Coast District Council has effective financial controls and management procedures in place to ensure the Transport Agency's investment in its land transport programme is successfully delivered.*

*We found Council has erred on the side of under claiming its full subsidy entitlements as a result of misinterpreting some Transport Agency rules around the funding of maintenance activities. Road safety audit procedures are being considered at appropriate project stages. However, the requirement to complete and file exemption declarations when it has decided an audit is unnecessary has been overlooked.*

*Procurement procedures meet Transport Agency requirements and contract management activities are appropriately documented. Administration and recordkeeping systems are effective in supporting the delivery of planned activities on the network.*

## **CONSIDERATIONS**

### **Policy considerations**

14. There are no policy considerations from this report.

### **Legal considerations**

15. There are no legal considerations from this report.

### **Financial considerations**

16. Any financial considerations are accommodated under current budgets.



**Tāngata whenua considerations**

17. There are no Iwi considerations from this report.

**Strategic considerations**

18. This audit relates to infrastructure investment that supports resilience and agreed growth projections, and improved accessibility of Council services.

**SIGNIFICANCE AND ENGAGEMENT****Significance policy**

19. This matter has a low level of significance under Council's Significance and Engagement Policy.

**Consultation already undertaken**

20. Consultation was not required for this report.

**Engagement planning**

21. Engagement was not required for this report.

**Publicity**

22. A media release will be developed around the findings of this audit.

**RECOMMENDATIONS**

That the Strategy and Operations Committee notes the findings from the February 2020 Waka Kotahi Procedural Investment Audit Report.

**APPENDICES**

1. Kapiti Coast 2020 Audit [↓](#) 



# INVESTMENT AUDIT REPORT

## Procedural Audit of **Kapiti Coast District Council**

### **Monitoring Investment Performance**

Report of the investment audit carried out under Section 95(1)(e)(ii) of the Land Transport Management Act 2003.

RON WHEELER

20 FEBRUARY 2020

FINAL REPORT

New Zealand Government

Audit: Kapiti Coast District Council

<b>Approved Organisation (AO):</b>	Kapiti Coast District Council
<b>NZ Transport Agency Investment (2018 – 2021 NLTP):</b>	\$12,893,800 (budgeted programme value)
<b>Date of Investment Audit:</b>	17 – 20 February 2020
<b>Auditor:</b>	Ron Wheeler
<b>Report No:</b>	RARWI-1935

**AUTHORITY SIGNATURES**

Prepared by:



Ron Wheeler, Senior Investment Auditor

Approved by:



Yuliya Gultekin, Practice Manager Audit &amp; Assurance

11/05/2020

Date

**DISCLAIMER**

WHILE EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF THIS REPORT, THE FINDINGS, OPINIONS, AND RECOMMENDATIONS ARE BASED ON AN EXAMINATION OF A SAMPLE ONLY AND MAY NOT ADDRESS ALL ISSUES EXISTING AT THE TIME OF THE AUDIT. THE REPORT IS MADE AVAILABLE STRICTLY ON THE BASIS THAT ANYONE RELYING ON IT DOES SO AT THEIR OWN RISK, THEREFORE READERS ARE ADVISED TO SEEK ADVICE ON SPECIFIC CONTENT.

Audit: Kapiti Coast District Council

## EXECUTIVE SUMMARY

Kapiti Coast District Council has effective financial controls and management procedures in place to ensure the Transport Agency's investment in its land transport programme is successfully delivered.

We found Council has erred on the side of under claiming its full subsidy entitlements as a result of misinterpreting some Transport Agency rules around the funding of maintenance activities. Road safety audit procedures are being considered at appropriate project stages. However, the requirement to complete and file exemption declarations when it has decided an audit is unnecessary has been overlooked.

Procurement procedures meet Transport Agency requirements and contract management activities are appropriately documented. Administration and recordkeeping systems are effective in supporting the delivery of planned activities on the network.

## AUDIT RATING ASSESSMENT

Subject Areas		Rating Assessment*
1	Previous Audit Issues	N/A
2	Financial Processes	Effective
3	Procurement Procedures	Effective
4	Contract Management	Effective
5	Professional Services	Effective
Overall Rating		Effective

\* Please see Introduction for Rating Assessment Classification Definitions

## RECOMMENDATIONS SUMMARY

The table below captures the audit recommendations. Agreed dates are provided for the implementation of recommendations by the approved organisation.

We recommend that Kapiti Coast District Council:		Implementation Date
R2.1	Transfer eligible expenditure between work categories within the maintenance activity class to enable activity costs exceeding any of the allocated work category funding caps to be claimed.	This has been implemented
R2.2	Claims 30% of costs only for street cleaning activities when claiming expenditure against work category 113.	This has been corrected for the 2019/20 financial year, and will continue to be undertaken
R4.1	Confirms exemption declarations will be completed where it decides a road safety audit is unnecessary.	This has been implemented

Audit: Kapiti Coast District Council

## 1.0 INTRODUCTION

### 1.1. Audit Objective

The objective of this audit is to provide assurance that the Waka Kotahi NZ Transport Agency's (hereafter the Transport Agency) investment in Council's land transport programme is being well managed and delivering value for money. We also seek assurance that the Council is appropriately managing risk associated with the Transport Agency's investment. We recommend improvements where appropriate.

### 1.2. Rating Assessment Definitions

	Effective	Some Improvement Needed	Significant Improvement Needed	Unsatisfactory
<b>Investment management</b>	Effective systems, processes and management practices used.	Acceptable systems, processes and management practices but opportunities for improvement.	Systems, processes and management practices require improvement.	Inadequate systems, processes and management practices.
<b>Compliance</b>	Transport Agency and legislative requirements met.	Some omissions with Transport Agency requirements. No known breaches of legislative requirements.	Significant breaches of Transport Agency and/or legislative requirements.	Multiple and/or serious breaches of Transport Agency or legislative requirements.
<b>Findings/ deficiencies</b>	Opportunities for improvement may be identified for consideration.	Error and omission issues identified which need to be addressed.	Issues and/or breaches must be addressed, or on-going Transport Agency funding may be at risk.	Systemic and/or serious issues must be urgently addressed, or on-going Transport Agency funding will be at risk.

### 1.3. Council Comments

Prior to this report being approved, Kapiti Coast District Council was invited to comment on the auditors' findings, recommendations and suggestions. Where appropriate this report has been amended to reflect this dialogue. Any additional auditee response comments are attached in the Appendices.



Audit: Kapiti Coast District Council

## 2.0 ASSESSMENT FINDINGS

Our findings relating to each subject area are presented in the tables below. Where necessary, we have included recommendations and/or suggestions.

### 1. Previous Audit Issues

There were no recommendations arising from the previous procedural audit in May/June 2017.

\* \* \*

### 2. Financial Processes

Effective

Council's land transport disbursement account is correctly established within the general ledger and appropriate controls are in place to ensure Council is managing the Transport Agency's investment.

Qualifying expenditure was confirmed in the general ledger to support Council's claims for financial assistance for the three years from 1 July 2016 to 30 June 2019.

We noted Council had underclaimed eligible expenditure from within the maintenance activity class in each of the three years reviewed, as follows:

- 2016/17 \$223,052 (\$107,065 NZTA share)
- 2017/18 \$405,235 (\$198,565 NZTA share)
- 2018/19 \$109,668 (\$55,931 NZTA share)

We believe Council's mis-interpretation of the Transport Agency's rules\* allowing the transfer of allocated funds between work categories within the maintenance activity class, limited their claims for full subsidy entitlement. We recommend, in situations where Council reaches the allocated funding cap for any of the maintenance work categories, that any additional eligible expenditure be transferred and claimed against any remaining funding entitlements within that activity class. An audit trail showing the transfer must be maintained in the general ledger.

For expenditure claimed against work category 113 – Routine Drainage Maintenance, the Transport Agency's policy\*\* is that funding assistance will be provided for 30 percent of the total cost of cleaning channels, sumps and cesspits in urban areas. For all other qualifying activities within that work category the Transport Agency will provide funding assistance at the regular financial assistance rate (FAR) allocated for maintenance activities. We found Council is under claiming expenditure against work category 113 by applying the 30 percent street cleaning requirement to all activity costs in that work category. We recommend Council claim only 30% of the street cleaning costs to ensure it maximises its full funding entitlements for other activities claimed against work category 113.

Transactions sampled from the 2018/19 financial year confirmed expenditure was correctly coded to the land transport disbursement account and payment authorisations were consistent with Council's financial delegations.

Activity on a sample of contract retentions was confirmed to source records. The retentions account is appropriately managed with regular monitoring and reconciliation processes evident.

\* Knowledge Base - Programme Management Delegations [\[hyperlink\]](#)

\*\* Knowledge Base – WC 113 Routine Drainage Maintenance – Street Cleaning [\[hyperlink\]](#)

#### Recommendations

That Kapiti District Council:

R2.1 - Transfer eligible expenditure between work categories within the maintenance activity class to enable activity costs exceeding any of the allocated work category funding caps to be claimed.

Audit: Kapiti Coast District Council

	R2.2 - Claims 30% of costs only for street cleaning activities when claiming expenditure against work category 113.
Kapiti Coast District Council's comment	<p>The underclaimed expenditure is due to misalignment of TIO figures and Council share, and underspent NZTA funding not declared surplus or carried forward into the following financial year when possible.</p> <p>Council has implemented claiming the full subsidy against eligible drainage maintenance activities, and the reduced 30% of costs only for street cleaning activities. Council has also carried over the 2018/19 underspend into 2019/20 financial year and will manage the remaining budget within the three year funding round, and for future funding rounds.</p>

\* \* \*

3. Procurement Procedures		Effective
<p>Six physical works and four professional services contracts were reviewed for compliance with procurement procedures (refer <a href="#">appendix C</a>). Council's procurement practices meet the Transport Agency's procurement requirements and are consistent with their procurement strategy.</p> <p>We would encourage Council to expand its policy on conflict of interest declarations for staff immediately engaged in the procurement of contract suppliers, to include staff involved in the ongoing management of the contracts for their duration.</p>		
Suggestion	<p>We suggest that Kapiti District Council:</p> <p>S3.1 - Considers expanding its policy on declaring conflicts of interest for staff involved in the procurement of suppliers, to include staff involved in the ongoing management of the contract.</p>	
Kapiti Coast District Council's comment	We will include this in our procurement processes and add this process into our Contract Construction Manual.	

\* \* \*

4. Contract Management		Effective
<p>Council's contract management and administration procedures are documented, and processes are in place to ensure contracts are effectively managed. Effective procedures for managing and monitoring contracts are supported by activity and performance reporting. Recordkeeping and administration of contract files are suitably organised, which greatly assisted the audit process.</p> <p>Controls are in place to ensure contract variations and payment authorisations are in accordance with Council's delegations. These processes are documented in detail.</p> <p>Road safety audits are being considered and several examples were reviewed. Council is reminded that audit exemption declarations also need to be completed on the contract file, where it has decided that an audit is unnecessary.</p> <p>Data reported to the Transport Agency in its annual achievement returns is consistent with source records provided for audit. The status of two conditions (#1851 and #1852) of funding for the Urban Cycleway programme remain outstanding in Transport Investment Online (TIO). They required Council to share phase outputs with the Transport Agency prior to claiming expenditure. We confirmed both conditions have been met and the funding released. It remains for the Transport Agency to close off both conditions in TIO.</p>		
Recommendation	We recommend that Kapiti Coast District Council:	

Audit: Kapiti Coast District Council

	R4.1 - Confirms exemption declarations will be completed where it decides a road safety audit is unnecessary.
Kapiti Coast District Council's comment	Council currently follows the NTZA Guidelines for safety audits: <a href="https://www.nzta.govt.nz/assets/resources/road-safety-audit-procedures/docs/road-safety-audit-procedures-tfm9.pdf">https://www.nzta.govt.nz/assets/resources/road-safety-audit-procedures/docs/road-safety-audit-procedures-tfm9.pdf</a> and we confirm that road safety audit exemption declarations will be completed where Council has decided an audit is unnecessary at the key stages of a projects development. We will additionally add a process into our Contract Construction Manual.

\*\*\*

5. Professional Services	Effective
<p>Council delivers professional services activities in-house through its Access and Transport Business Unit. A current service level agreement is in place for the 2018 – 2021 land transport programme period. Council has documented its management structure for its in-house operations and the methodology covering how costs for in-house services, including associated overheads and administration, are determined in accordance with Transport Agency requirements.</p> <p>Budgeted expenditure for the business unit for the current financial year (2019/20) appear reasonable. Its costs for the previous three years are consistently mid-range when compared with Council's urban peer group.</p>	
Kapiti Coast District Council's comment	The above comments are noted.

\*\*\*



Audit: Kapiti Coast District Council

## 3.0 APPENDICES

### APPENDIX A

## Council Feedback

**From:** Neil Williams <[Neil.Williams@kapiticoast.govt.nz](mailto:Neil.Williams@kapiticoast.govt.nz)>  
**Sent:** Friday, 8 May 2020 4:52 PM  
**To:** Ron Wheeler <[Ronald.Wheeler@nzta.govt.nz](mailto:Ronald.Wheeler@nzta.govt.nz)>  
**Cc:** Glen O'Connor <[Glen.O'Connor@kapiticoast.govt.nz](mailto:Glen.O'Connor@kapiticoast.govt.nz)>  
**Subject:** RE: Kapiti Coast DC DRAFT Audit Report 2020

Hi Ron

Thank you for providing the draft audit report.

Attached is our feedback on the audit, apologies regarding the delay in getting this to you.

Our actions and timeframes for completion are noted in the respective comment boxes, and we can confirm that:

- The facts disclosed have been stated correctly;
- No facts material to an issue have been omitted; and
- No unfair inference has been conveyed, either generally or in particular.

To additionally confirm that the report does not contain information that Council would withhold if the report was requested under the Official Information Act.

Furthermore, as per our correspondence over recent days, we can provide assurance road safety audit exemption declarations will be completed where Council has decided an audit is unnecessary at the key stages of a projects development, which is reflected in the respective audit comment.

On behalf of Council, thank you for undertaking our audit, which was an enjoyable and meaningful experience. Your time and efforts were constructive and appreciated by us all.

We look forward to receiving your final report.

Enjoy the weekend, be good to hopefully get down to level 2.

Kind Regards

**Neil Williams**  
Roading Network Performance Team Leader  
Poutoko Tutuki Kōturi Huarahi

Kapiti Coast District Council  
Tel 04 2964 744  
Mobile 027 5555 744

[www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)

Audit: Kapiti Coast District Council

## APPENDIX B

### Audit Programme

1. Previous audit June 2017
2. Land Transport Disbursement Account
3. Final Claims for 2016/17, 2017/18 and 2018/19
4. Transactions (accounts payable) – 2018/19
5. Retentions Account
6. Procurement Procedures
7. Contract Variations
8. Contract Management & Administration
9. Professional Services
10. Transport Investment On-line (TIO) Reporting
11. Other issues that may be raised during the audit
12. Close out meeting

Audit: Kapiti Coast District Council

## APPENDIX C

## Contracts Audited

Contract Number	Tenders Received	Date Let	Description	Contractor		
			<b>Professional Services</b>			
2018/C230	3 Expedited	Dec 2018	Bridge Inspections 2018/19 & 2019/20	WSP Opus	Estimate Let Price Final Cost	\$55,000 \$45,426 Ongoing
2018/C231	3 Expedited	Dec 2018	Culvert Replacements, Marine Parade & Kapiti Rd, Paraparaumu	Gillespie Consultants	Estimate Let Price Final Cost	\$90,000 \$80,000 Ongoing
2018/C278	4	Oct 2019	Traffic Counting 2019 – 2022	AES	Estimate Let Price Final Cost	\$209,120 \$265,486 Ongoing
2019/C247	4	Oct 2019	Kapiti Coast East West Connection Business Case	Jacobs NZ	Estimate Let Price Final Cost	\$320,000 \$268,726 Ongoing
			<b>Physical Works</b>			
2017/C149	2	Feb 2018	Minor Works 2018	Higgins Contractors	Estimate Let Price Final Cost	\$256,331 \$371,975 \$293,675
2018/C178	1	Jun 2018	Road Maintenance 2018 – 2021	Higgins Contractors	Estimate Let Price Final Cost	\$10,247,342 \$13,344,727 Ongoing
2018/C200	4	Nov 2018	Ngaio Road Shared Path	Downer NZ	Estimate Let Price Final Cost	\$454,674 \$353,997 \$389,041
2018/C198	1	Dec 2018	Chipsealing 2018 – 2021	Higgins Contractors	Estimate Let Price Final Cost	\$2,938,140 \$3,537,000 Ongoing
2019/C240	4	May 2019	Streetlight Maintenance & Renewal 2019 – 2022	Fulton Hogan	Estimate Let Price Final Cost	\$1,088,450 \$984,693 Ongoing
2019/C218	2	Jun 2019	Mazengarb – Ratanui Roundabout	Higgins Contractors	Estimate Let Price Final Cost	\$628,221 \$623,758 \$703,031

**9 CONFIRMATION OF MINUTES****9.1 CONFIRMATION OF MINUTES**

**Author:** Grayson Rowse, Democracy Services Advisor

**Authoriser:** Leyanne Belcher, Democracy Services Manager

**RECOMMENDATIONS**

1. That the minutes of the Strategy and Operations meeting on 13 February 2020 be accepted as a true and accurate record of the meeting.
2. That the minutes of the Strategy and Operations meeting on 16 July 2020 be accepted as a true and accurate record of the meeting
3. That the minutes of the Strategy and Operations meeting on 20 August 2020 be accepted as a true and accurate record of the meeting

**APPENDICES**

1. Minutes of Strategy and Operations Committee 13 February 2020 [!\[\]\(e6ddc77b791299d975007937cebef274\_img.jpg\) !\[\]\(ab52e27d061d76db54e182891376cff5\_img.jpg\)](#)
2. Minutes of Strategy and Operations Committee meeting 16 July 2020 [!\[\]\(62325268b83c539c826661482098edc3\_img.jpg\) !\[\]\(576eae82d6cd110cfd50d3e0356faa5a\_img.jpg\)](#)
3. Minutes of Strategy and Operations Committee meeting 20 August 2020 [!\[\]\(433d19d9bdeac46075af10d8acb0c69a\_img.jpg\) !\[\]\(6d7be85c6a97460dda8fae4160076286\_img.jpg\)](#)

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
STRATEGY AND OPERATIONS COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 13 FEBRUARY 2020 AT 9.30AM**

**PRESENT:** Cr James Cootes, Cr Gwynn Compton, Mayor K Gurunathan, Deputy Mayor Janet Holborow, Cr Angela Buswell, Cr Jackie Elliott, Cr Martin Halliday, Cr Robert McCann, Cr Bernie Randall,

**IN ATTENDANCE:** Wayne Maxwell (Mr), James Jefferson (Mr), Sean Mallon (Mr), Mark de Haast (Mr), Janice McDougall (Mrs), Natasha Tod (Ms), Kathy Spiers (Ms), Tina Pope (Ms), Shelley Warwick (Ms), Jill Griggs (Ms)

**APOLOGIES:** Nil

**LEAVE OF ABSENCE:** Cr Sophie Handford

**1 WELCOME**

Cr Elliott entered the meeting at 9.32

**2 COUNCIL BLESSING**

The Mayor welcomed everyone to the meeting and read the Council blessing.

**3 APOLOGIES**

Cr Holborow (late)

**4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

**5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**

Trevor Daniel spoke on item 8.1. Cr Compton, Mayor asked questions of speaker. Cr Cootes responded to question on productivity report.

**6 MEMBERS' BUSINESS**

(a) Public Speaking Time Responses

Nil

(b) Leave of Absence

Nil

(c) Matters of an Urgent Nature (advise to be provided to the Chair prior to the commencement of the meeting)

Nil

**7 UPDATES**

Nil

**8 REPORTS****8.1 DRAFT SUBMISSION ON THE URBAN DEVELOPMENT BILL**

Hamish McGillivray spoke to report.

Cr Holborow entered the meeting at 9.57 during consideration of item 8.1

Mayor, Crs Elliott, Compton, Holborow, Halliday, McCann, Cootes, Mdms Griggs, Warwick asked questions of officers and suggested changes or additions to the submission.

Cr Randall left the meeting at 10:24 am during consideration of item 8.1.

Cr Randall returned to the meeting at 10:25 am during consideration of item 8.1.

Meeting adjourned at 11.00am and resumed at 11.15am for consideration of item 8.1

Officers reported on changes to be included in submission.

Recommendation debated

**COMMITTEE RESOLUTION 2020/1**

Moved: Mayor K Gurnathan

Seconder: Cr Janet Holborow

That the Strategy and Operations Committee approve the submission as amended to the Environment Committee on the Urban Development Bill, which is attached as Appendix 1 to this report.

**CARRIED**

**8.2 NATIONAL POLICY STATEMENT ON URBAN DEVELOPMENT CAPACITY -  
QUARTER 2 MONITORING REPORT**

Hamish McGillivray spoke to report, and answered questions from members.

Cr Randall left the meeting at 11.49am during consideration of item 8.2

Cr Randall returned the meeting at 11.51am during consideration of item 8.2

**COMMITTEE RESOLUTION 2020/2**

Moved: Cr Jackie Elliott

Seconder: Cr Gwynn Compton

Note the contents of the NPS-UDC quarterly monitoring report for the period 1 September 2019 – 30 November 2019 as attached as Appendix 1 to this report.

**CARRIED**

**8.3 RECENT SUBMISSION ON THE PUBLIC SERVICE LEGISLATION BILL**

Brandy Griffin spoke to report and answered questions for members

**COMMITTEE RESOLUTION 2020/3**

Moved: Cr Bernie Randall

Seconder: Cr Angela Buswell

Note that a submission, attached as appendix 1 to this report, was made to the Governance and Administration Select Committee on the Public Service Legislation Bill during the recent summer holiday period.

**CARRIED**

**9 CONFIRMATION OF MINUTES****9.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION 2020/4**

Moved: Cr Gwynn Compton

Seconder: Cr Bernie Randall

That the minutes of the Strategy and Operations Committee meeting on 5 December 2019 be accepted as a true and accurate record of the meeting.

**CARRIED**

**10 PUBLIC SPEAKING TIME**

- For items not on the agenda

**11 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

The Strategy and Operations Committee meeting closed at 12.10pm.

.....  
**CHAIRPERSON**

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
STRATEGY AND OPERATIONS COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 16 JULY 2020 AT 9.30AM**

**PRESENT:** Cr James Cootes, Cr Gwynn Compton, Deputy Mayor Janet Holborow, Cr Angela Buswell, Cr Jackie Elliott, Cr Martin Halliday, Cr Sophie Handford, Cr Jocelyn Prvanov, Cr Bernie Randall, Cr Robert McCann

**IN ATTENDANCE:** Community Board Member Marilyn Stevens  
Community Board Member Guy Burns

Sean Mallon, Mark de Haast (attending remotely), Janice McDougall, Natasha Tod, Anelise Horn, Grayson Rowse, Tanicka Mason,

**APOLOGIES:** Mayor K Gurunathan, Cr Jackie Elliott

**LEAVE OF ABSENCE:** Nil

**1 WELCOME**

**2 COUNCIL BLESSING**

Cr Cootes welcomed everyone to the meeting and read the Council blessing.

**3 APOLOGIES**

**COMMITTEE RESOLUTION 2020/16**

Moved: Cr Gwynn Compton

Seconder: Cr Jocelyn Prvanov

1. That apologies from Mayor K Gurunathan be received and accepted.
2. That apologies for lateness from Cr Jackie Elliott be received and accepted.

**CARRIED**

**4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

**5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**

Mr Trevor Daniels spoke to item 8.1, project 9 on page 9 on the agenda regarding the Positive Aging Strategy 2011 Review, requesting that work not be deferred on this strategy, and suggesting an Age Friendly Strategy. Mr Daniels answered questions from Crs Randall, Halliday, Prvanov, Buswell.



**6 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses
- (b) Leave of Absence
- (c) Matters of an Urgent Nature (advise to be provided to the Chair prior to the commencement of the meeting)

**7 UPDATES**

Nil

**8 REPORTS****8.1 2018-2021 POLICY WORK PROGRAMME UPDATE**

Hamish McGillivray presented report. Mr McGillivray outlined the purpose of the Policy Work Programme. The effect of COVID-19 on the programme was noted. Mr McGillivray responded to questions from members.

Councillors debated the recommendations.

**COMMITTEE RESOLUTION 2020/17**

Moved: Deputy Mayor Janet Holborow

Seconder: Cr Angela Buswell

29. It is recommended that the Strategy & Operations Committee note the projects on the PWP that:

- 29.1. have been completed;
- 29.2. are in process with no known concerns;
- 29.3. are in process with some delays; and
- 29.4. are currently on hold.

30. It is recommended that the Strategy & Operations Committee note the following amendments to the 2018-2021 Policy Work Programme:

- 30.1. The Parks Funding Approach has been removed from the programme, as it will be addressed as a part of the Development Contributions Policy Review;
- 30.2. The Environment & Climate Change Strategy has been re-named to the Climate Change Guidance & Climate Change Strategy with an expected completion date of June 2022;
- 30.3. The Library Strategy has been renamed Re-imagining Libraries, with an expected completion date of September 2020.

31. It is recommended that the Strategy & Operations Committee note the following updates to the 2018-2021 Policy Work Programme:

- 31.1. The Backflow Policy (Drinking Water Supply) expected completion date is February 2021;
- 31.2. The Sustainable Transport Strategy's expected completion date is November 2020;
- 31.3. The Traffic Bylaw's expected completion date is April 2021;
- 31.4. The Beach Bylaw's expected completion date is March 2021;

- 31.5. The Economic Development Strategy 2015-2018 Review's expected completion date is July 2020.
- 31.6. The Open Space Strategy Review's expected completion date is yet to be confirmed but is expected to be December 2020;
- 31.7. The Proposed District Plan (Appeals) expected completion date is December 2020;
- 31.8. The Proposed District Plan Variation 2 – Waikanae Beach expected completion date is November 2020;
- 31.9. The Positive Aging Strategy 2011 Review expected completion date is still to be confirmed but is expected to be April 2021;
- 31.10. The Development Management Strategy's expected completion date is December 2021;
- 31.11. The Land Audit's expected completion date is December 2020;
- 31.12. Due to the extended completion date for the Land Audit, the Property Strategy and Encroachment Policy are delayed and new timeframes need to be determined.
32. It is recommended that the Strategy & Operations Committee agree to add the following policy projects to the Policy Work Programme (both are shown in yellow on the Policy Work Programme):
- 32.1. The Kāpiti Recovery Plan is added, (and the WREMO Recovery Plan is placed on hold), with an expected completion date of December 2020;
- 32.2. That a district wide Destination Plan be added to the Policy Work Programme to support the growth of the visitor economy and be developed from September 2020 to March 2021.

**CARRIED**

Cr Jackie Elliott joined the meeting at 10:58 am.

## **8.2 UPDATE ON THE 2009 BEACH BYLAW REVIEW PROJECT**

Leeza Boyd presented the report which was taken as read, and answered questions from members.

### **COMMITTEE RESOLUTION 2020/18**

Moved: Cr Sophie Handford

Seconder: Cr Robert McCann

37. That the Strategy and Operations Committee receives and notes this report, including Appendix 1 to this report.
38. That the Strategy and Operations Committee notes and approves the revised timeframes to successfully adopt a new Beach Bylaw by the end of March 2021, as set out in paragraph 18 of this report.
39. That the Strategy and Operations Committee notes that the Beach Bylaw survey results will be aggregated by Ward (using the suburb data), and will be reported to each Community Board at their next scheduled meeting.
40. That the Strategy and Operations Committee notes that the Beach Bylaw survey results (both Districtwide and by Ward), will be made publically available on the Council's website.

**CARRIED**

The meeting adjourned at 11:10 am and resumed at 11.20am.

### 8.3 NATIONAL POLICY STATEMENT ON URBAN DEVELOPMENT CAPACITY - QUARTER 4 MONITORING REPORT

Aston Mitchell was introduced to the committee and presented the report.

Officers responded to members questions

#### **COMMITTEE RESOLUTION 2020/19**

Moved: Cr Robert McCann

Seconder: Cr Jackie Elliott

17. That the Committee receives this report;

18. That the Committee notes the contents of the NPS UDC 2019/20 fourth quarter Monitoring Report for the period 1 March 2020 to the 31 May 2020, as attached as Appendix 1 to this report.

**CARRIED**

Cr Jocelyn Prvanov left the meeting at 11:54 am.

Cr Jocelyn Prvanov returned to the meeting at 11:55 am.

Cr Bernie Randall left the meeting at 12:05 pm.

Cr Bernie Randall returned to the meeting at 12:07 pm.

### 8.4 MAJOR EVENTS FUND 2020/21

Darryn Grant and Jaime Bigwood presented the report and answered questions from members.

The committee noted with thanks the efforts of the Economic Development team in bringing this .

#### **COMMITTEE RESOLUTION 2020/20**

Moved: Cr Angela Buswell

Seconder: Cr Robert McCann

28. That the Strategy and Operations Committee approves the revised 2020/21 Major Event Fund Timeline as outlined in Table 2.

29. That the Strategy and Operations Committee allows applications for the 2021/22 Major Event Fund in the 2020/21 Major Events Funding round. Approved funding for the 2021/22 Major Event Fund would be made available after 1 July 2021 and would be funded from the 2021/22 budget. Any funds not allocated as part of the funding round in 2020/21 would be made available via a separate funding round in 2021.

30. That the Strategy and Operations Committee approve Council events applying for funding in the 2020/21 Major Event Funding round, subject to existing criteria and showing benefits of the event to the Covid 19 recovery process and impacts from Covid 19 that have required the application to be made.

**CARRIED**

**9 PUBLIC SPEAKING TIME**

- Trevor Daniels spoke of recent lockdown and to thank Council, the Mayor and staff, and Crs Handford and Halliday for their assistance during the recent COVID-19 restrictions.

**10 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

**The Strategy and Operations Committee meeting closed at 12.13pm.**

.....  
**CHAIRPERSON**

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
STRATEGY AND OPERATIONS COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 20 AUGUST 2020 AT 9.30AM**

**PRESENT:** Cr James Cootes, Cr Gwynn Compton, Mayor K Gurunathan, Deputy Mayor Janet Holborow, Cr Angela Buswell, Cr Jackie Elliott, Cr Martin Halliday, Cr Sophie Handford, Cr Jocelyn Prvanov, Cr Bernie Randall.

**IN ATTENDANCE:** Wayne Maxwell, Mark de Haast, Janice McDougall, James Jefferson, Natasha Tod, Anelise Horn, Tanicka Mason, Grayson Rowse, Chris Pearce,

**APOLOGIES:**

**LEAVE OF  
ABSENCE:** Nil

**1 WELCOME**

Cr James Cootes welcome

**2 COUNCIL BLESSING**

Cr James Cootes welcomed everyone to the meeting and read the Council blessing.

**3 APOLOGIES**

**APOLOGY**

**COMMITTEE RESOLUTION 2020/21**

Moved: Cr Angela Buswell  
Seconder: Cr Gwynn Compton

That the apologies received from Cr Robert McCann and Community Board Member Marilyn Stevens, and Cr Jackie Elliott for lateness, be accepted.

**CARRIED**

**4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

**5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**

**6 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses
- (b) Leave of Absence

- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

## 7 UPDATES

Nil

## 8 REPORTS

### 8.1 FINANCE REPORT AS AT 30 JUNE 2020

Mark de Haast introduced the report, which was taken as read, and answered questions from the committee.

Cr Jackie Elliott joined the meeting at 9:37 am.

#### COMMITTEE RESOLUTION 2020/22

Moved: Mayor K Gurunathan

Seconder: Cr Angela Buswell

1. That the Strategy and Operations Committee receives this report.
2. That the Strategy and Operations Committee notes the actual financial performance and position of the Council for the year ended 30 June 2020.
3. That the Strategy and Operations Committee approves the capital carry forwards indicated in Part F – Capital Spending Programme, subject to a review of the capital budget during the first quarter of 2020/21.
4. That the Strategy and Operations Committee approves the Chief Executive to write-off all of the bad debts indicated in paragraph 107 of this report.

**CARRIED**

### 8.2 CONTRACTS UNDER DELEGATED AUTHORITY

Mark de Haast presented the report which was taken as read.

There was no debate.

#### COMMITTEE RESOLUTION 2020/23

Moved: Deputy Mayor Janet Holborow

Seconder: Cr Sophie Handford

That the Strategy and Operations Committee notes there was one contract accepted under delegated authority over \$250,000 for the period 1 April to 30 June 2020.

**CARRIED**

The meeting adjourned at 10:05 am and resumed at 10:13 am.

**8.3 QUARTERLY ACTIVITY REPORT: Q3/Q4**

Chris Pearce introduced the report, and James Jefferson spoke to aspects of the report

Cr Jocelyn Prvanov left the meeting at 10:17 am.

Cr Jocelyn Prvanov returned to the meeting at 10:19 am.

Janice MacDougall, Natasha Tod, Mark de Haast, Sean Mallon and the Chief Executive spoke to various aspects of the report. Officers responded to questions from members.

Cr Angela Buswell left the meeting at 11:04 am.

Cr Angela Buswell returned to the meeting at 11:07 am.

The meeting adjourned at 11:19 am and resumed at 11:32 am.

Cr Jocelyn Prvanov the meeting at 11:32 am.

Presentation continued, with officers answering members questions.

Cr Jocelyn Prvanov returned to the meeting at 11:38 am.

Cr Jackie Elliott left the meeting at 11:51 am.

**COMMITTEE RESOLUTION 2020/24**

Moved: Cr Jocelyn Prvanov

Seconder: Deputy Mayor Janet Holborow

- 1) That the Strategy and Operations Committee receives this report, including Appendix A to this report.
- 2) That the Strategy and Operations Committee notes the Council's performance for the third and fourth quarters of the 2019/0 financial year, for each activity included in its 2018-38 Long Term Plan.

**CARRIED**

**8.4 TREASURY MANAGEMENT POLICY REVIEW**

Mark de Haast presented the report, which was taken as read. Officers responded to questions.

Cr Bernie Randall left the meeting at 12:18 pm.

Cr Bernie Randall returned to the meeting at 12:21 pm.

**COMMITTEE RESOLUTION 2020/25**

Moved: Mayor K Gurunathan

Seconder: Cr Angela Buswell

That the Strategy and Operations Committee approve the updated Treasury Management Policy, attached as Appendix 1 to this report.

**CARRIED**

**8.5 LOCAL GOVERNMENT NEW ZEALAND ANNUAL GENERAL MEETING**

Morag Taimalietane presented the report, which was taken as read, and answered questions from members.

Cr Jackie Elliott returned to the meeting at 12:31 pm.

**COMMITTEE RESOLUTION 2020/26**

Moved: Deputy Mayor Janet Holborow

Seconded: Cr Gwynn Compton

- 43) That the Committee does not agree to support Remit 6 (Local government electoral cycle) at the Local Government New Zealand 2020 Annual General Meeting.

**CARRIED**

**COMMITTEE RESOLUTION 2020/27**

Moved: Deputy Mayor Janet Holborow

Seconded: Cr Gwynn Compton

- 37) That the Committee agree to support Remit 1 (Public Transport Support) at the Local Government New Zealand 2020 Annual General Meeting.
- 38) That the Committee agree that feedback is provided on Remit 1 (Public Transport Support), specifically, that other transport proposals and work programmes are not impacted by the Government maintaining this financial support.
- 39) That the Committee agree to support Remit 2 (Housing Affordability) at the Local Government New Zealand 2020 Annual General Meeting.
- 40) That the Committee agree to support Remit 3 (Returning GST on rates for councils to spend on infrastructure) at the Local Government New Zealand 2020 Annual General Meeting.
- 41) That the Committee agree to support Remit 4 (Natural hazards and climate change adaptation) at the Local Government New Zealand 2020 Annual General Meeting.
- 42) That the Committee agree to support Remit 5 (Annual regional balance of transfers) at the Local Government New Zealand 2020 Annual General Meeting.
- 44) That the Committee agree to support Remit 7 (Water bottling) at the Local Government New Zealand 2020 Annual General Meeting.
- 45) That the Committee agree to support Remit 8 (Quorum when attending local authority meetings) at the Local Government New Zealand 2020 Annual General Meeting.
- 46) That the Committee agree that feedback is provided on Remit 8 (Quorum when attending local authority meetings), specifically, that the Remit provides a stronger statement with regards to the dominant means of meeting remaining 'in person'.
- 47) That the Committee agree to support Remit 9 (Use of macrons by local authorities) at the Local Government New Zealand 2020 Annual General Meeting.
- 48) That the Committee agree to support Remit 10 (Rates rebates for low income Property owners) at the Local Government New Zealand 2020 Annual General Meeting.
- 49) That the Committee agree to support Remit 11 (Local Government's CO2 emissions) at the Local Government New Zealand 2020 Annual General Meeting.



**CARRIED**

**COMMITTEE RESOLUTION 2020/28**

Moved: Cr Jackie Elliott  
Seconded: Cr Sophie Handford

- 50) That the Committee note that the Mayor, as the Presiding Delegate, and Deputy Mayor, as the Alternate Delegate, will represent the Kāpiti Coast District Council at the Local Government New Zealand 2020 Annual General Meeting.

**CARRIED**

**COMMITTEE RESOLUTION 2020/29**

Moved: Cr Bernie Randall  
Seconded: Cr Martin Halliday

- 51) That the Committee agree to support the rule change proposal to be voted on at the Local Government New Zealand 2020 Annual General Meeting which would reduce the term limit on the office of the LGNZ President from three terms to two terms (nine years to six years).

**CARRIED**

**COMMITTEE RESOLUTION 2020/30**

Moved: Cr Jackie Elliott  
Seconded: Mayor K Gurunathan

- 52) That the council support the election Stuart Crosby as LGNZ President for the 2020-2023 term and the council support the election of Hamish McDouall as the LGNZ Vice-President for the 2020-2023 term.

**CARRIED**

## **9 CONFIRMATION OF MINUTES**

### **9.1 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION 2020/31**

Moved: Cr Bernie Randall  
Seconded: Cr Jocelyn Prvanov

That the minutes of the Strategy & Operations meeting on 5 March 2020 be accepted as a true and accurate record of the meeting.

**CARRIED**

**10 PUBLIC SPEAKING TIME**

- For items not on the agenda

**11 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

The Strategy and Operations Committee meeting closed at 1:06pm.

.....  
**CHAIRPERSON**

**10 PUBLIC SPEAKING TIME**

- For items not on the agenda

**11 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

**12 PUBLIC EXCLUDED REPORTS****RESOLUTION TO EXCLUDE THE PUBLIC****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.

The general subject matter of each matter to be considered while the public is 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>Ground(s) under section 48 for the passing of this resolution</b>
<b>12.1 - Kapiti Coast Major Events Fund</b>	Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Section 48(1)(a)(i) - the public conduct of 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 under section 6 or section 7