

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
STRATEGY, OPERATIONS AND FINANCE COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON THURSDAY, 15 MAY 2025 AT 9:31 AM**

PRESENT: Cr Sophie Handford (Chair), Cr Liz Koh, Deputy Mayor Lawrence Kirby, Cr Glen Cooper, Cr Martin Halliday, Cr Rob Kofoed, Cr Jocelyn Prvanov, Cr Nigel Wilson, Cr Kathy Spiers

IN ATTENDANCE: My David Shand, Mr Cam Butler, Mr Bede Laracy, Mr Glen Olsen, Mr Michael Moore, Mr Darren Edwards, Ms Kris Pervan, Mr Sean Mallon, Mr Brendan Owens, Mr Mark de Haast, Ms Kate Coutts, Ms Anna Smith, Ms Jessica Mackman, Ms Nicole Davey, Ms Alison Black, Mr Mark Ward, Mr Matthew Adamson, Mr Fraser Miller, Mr Alan Kerr (Arc Infrastructure Advisory), Ms Gina Anderson-Lister, Mr Ian Georgeson, Mr Mark Martin, Ms Philippa Ross-James, Mr Damian Ryan
Via Zoom: Mr Mark de Haast, Ms Sheryl Gavin

WHAKAPĀHA | APOLOGIES: Cr Shelly Warwick, Ms Kim Tahiwī (Ngā Hapū o Ōtaki), Mr Huriwai Paki (Ngāti Toa Rangatira)

LEAVE OF ABSENCE: Mayor Janet Holborow

1 NAU MAI | WELCOME

The Chair welcomed everyone to the meeting.

2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING

The Chair read the Council blessing.

3 WHAKAPĀHA | APOLOGIES

The Chair noted that Mayor Janet Holborow had a leave of absence.

APOLOGY

COMMITTEE RESOLUTION SOF2025/17

Moved: Cr Sophie Handford

Seconder: Deputy Mayor Lawrence Kirby

That the apology received from Cr Shelly Warwick, Kim Tahiwī (Ngā Hapū o Ōtaki), and Huriwai Paki (Ngāti Toa Rangatira) be accepted.

CARRIED

Cr Nigel Wilson arrived to the meeting at 9.32am.

Item 4 *Te Tauākī o te Whaitake ki ngā mea o te Rārangi Take | Declarations of Interest Relating to Items on the Agenda* was moved to a later part of the meeting.

5 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE RĀRANGI TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

There were no members of the public present that wished to speak.

6 NGĀ TEPUTEIHANA | DEPUTATIONS

There were no deputations scheduled for the meeting.

7 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) There were no requests for a leave of absence.
- (b) There were no matters of an urgent nature.

4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE | DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Cr Liz Koh, Cr Rob Kofoed, Cam Butler (Ōtaki Community Board) and Michael Moore (Waikanae Community Board) declared that they were members of the Ōtaki and Te Horo Business Association, the subject of Item 9.1 *Ōtaki and Te Horo Business Association (ŌTHBA) Funding Allocation*. The Chair noted that the membership would not preclude these members from participating in the discussion on the item.

8 HE KŌRERO HOU | UPDATES

8.1 REVIEW TO IMPROVE THE LOCAL REGULATORY SYSTEM

Kris Pervan, Group Manager Strategy and Growth, and Nicole Davey, Principal Advisor Strategy and Growth, spoke to the appended presentation to provide an update on Council's review to improve the local regulatory system, and answered members' questions.

Cr Jocelyn Prvanov joined the meeting at 9.38am.

COMMITTEE RESOLUTION SOF2025/18

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Rob Kofoed

That the Strategy, Operations and Finance Committee:

- A. Note that a review is now underway to assess the current maturity of the Kāpiti Coast District Council's local regulatory system, to establish clear goals for this system, and to set a continuous improvement programme to address key issues and to support 'good growth' across the district.
- B. Note that a report will be provided to the Committee in late July 2025 to outline the results of the review, and to confirm priorities for improvement including opportunities for short-term quick wins.

CARRIED

Appendices

- 1 Review to Improve the Local Regulatory System Presentation

9 PŪRONGO | REPORTS

9.1 ŌTAKI AND TE HORO BUSINESS ASSOCIATION (OTHBA) FUNDING ALLOCATION

Kris Pervan, Group Manager Strategy and Growth, Mark Ward, Manager Economic Development, and Alison Black, Workforce, Training and Business Capability Development Lead, spoke to the report and introduced Ōtaki and Te Horo Business Association Chair Deb Shannon and Deputy Chair Claire Roper. Ms Roper and Ms Shannon spoke to the establishment of the Association, and together with Council staff, answered members' questions.

COMMITTEE RESOLUTION SOF2025/19

Moved: Cr Martin Halliday

Seconded: Deputy Mayor Lawrence Kirby

That the Strategy, Operations and Finance Committee:

- A. Note the establishment of the Ōtaki Te Horo Business Association and that, in accordance with the resolution approved by this Committee on 7 December 2023, residual Waka Kotahi funds allocated to Elevate Ōtaki of \$49,052 have been transferred to the new business association.
- B. Approves, in accordance with this Committee's resolution on 7 December 2023, the release of the residual Elevate Ōtaki funding of \$60,292 to the Ōtaki Te Horo Business Association following endorsement of the Association's business case by the Economic Development Kotahitanga Board.

CARRIED

Cr Rob Kofoed and Cr Liz Koh did not vote on this item.

Cr Glen Cooper left the meeting at 11.00am and returned to the meeting at 11.02am.

9.2 ENVIRONMENT STRATEGY APPROACH

Kris Pervan, Group Manager Strategy and Growth, Gina Anderson-Lister, Manager Strategy, and Matthew Adamson, Strategic Advisor, spoke to the report and answered members' questions.

Deputy Mayor Lawrence Kirby left the meeting at 11.02am and returned to the meeting at 11.03am.

COMMITTEE RESOLUTION SOF2025/20

Moved: Cr Jocelyn Prvanov

Seconded: Cr Martin Halliday

That the Strategy, Operations and Finance Committee:

- A. Note the base framework, principles and focus areas for the Environment Strategy were developed, in advance of work pausing in late 2024 due to delays in the progress of Te Whaitua o Kāpiti and pending changes from the Resource Management Act reforms.
- B. Note the feedback provided on scope and delivery options by the Climate and Environment Committee and their preference to progress Option One.
- C. Endorse Option One as the preferred 'scope and delivery' approach for the Environment Strategy.

CARRIED

Michael Moore left the meeting at 11.01am and returned to the meeting at 11.04am.

Glen Olsen left the meeting at 11.05am.

The meeting adjourned at 11.06am and reconvened at 11.24am.

Cr Glen Cooper left during the adjournment and returned to the meeting at 11.25am.

Cam Butler left during the adjournment and returned to the meeting at 11.25am.

9.3 PERFORMANCE REPORT FOR THE PERIOD ENDING 28 FEBRUARY 2025

Mark de Haast, Group Manager Corporate Services, Ian Georgeson, Acting Chief Financial Officer, and Sheryl Gavin, Principal Advisor Corporate Services spoke to the report, and together with Darren Edwards, Chief Executive, and Sean Mallon, Group Manager Infrastructure and Asset Management, answered members' questions.

Cr Rob Kofoed left the meeting at 11.32am and returned to the meeting at 11.34am.

COMMITTEE RESOLUTION SOF2025/21

Moved: Cr Nigel Wilson

Seconder: Cr Martin Halliday

That the Strategy, Operations and Finance Committee:

- A. Receives this report; and
- B. Notes the Council's financial and non-financial performance for the eight months ended 28 February 2025, as attached in Appendix 1 to this report.

CARRIED

9.4 PATHWAYS NETWORK PLAN

Sean Mallon, Group Manager Infrastructure and Asset Management, and Fraser Miller, Transport Lead – Walking and Cycling, spoke to the report and together with Mark Martin, Team Leader Roding Asset Management, Philippa Ross-James, Senior Advisor Communications and Engagement, and Alan Kerr, Arc Infrastructure Advisory, answered members' questions.

COMMITTEE RESOLUTION SOF2025/22

Moved: Cr Jocelyn Prvanov

Seconder: Cr Nigel Wilson

- A. That the Strategy, Operations and Finance Committee accept the Climate and Environment Committee recommendation by way of report to accept the Plan.
- B. That the Strategy, Operations and Finance Committee accept Officers' proposal to undertake the following actions.
 - B.1 Officers to communicate the Summary Brochure to Council's wider audiences via our communication teams channels.
 - B.2 Officers inform Access and Transports Activity Management Plan and seek approval for delivery through the Long-Term Plan process.
 - B.3 Officers to seek NZTA endorsement of the Plan and co-funding of its delivery.

CARRIED

Cam Butler left the meeting at 12.07pm and did not return.

Michael Moore left the meeting at 12.08pm and returned to the 12.10pm.

9.5 APPROVAL OF EMISSIONS REDUCTION STRATEGY FOR PUBLIC CONSULTATION

Kris Pervan, Group Manager Strategy and Growth, Gina Anderson-Lister, Manager Strategy, and Damian Ryan, Principal Advisor Strategy, spoke to the report and answered members' questions.

COMMITTEE RESOLUTION SOF2025/23

Moved: Cr Sophie Handford

Seconder: Cr Nigel Wilson

That the Strategy, Operations and Finance Committee:

- A. **Approve** the draft strategy (Appendix One and Two) and the proposed change of name from the 'Climate Change Mitigation Sub-Strategy' to the 'Emissions Reduction Strategy'.
- B. **Approve** the public consultation on the draft Emissions Reduction Strategy from 19 May to 13 June 2025.
- C. **Note** the public consultation process outlined in this paper and the supporting communication documents as appended.
- D. **Note** that subject to the timing of iwi consultation, online publication of the strategy will be tabled for endorsement in August or September 2025.

CARRIED

Michael Moore left the meeting at 12.48pm and returned to the meeting at 12.54pm.

10 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

10.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION SOF2025/24

Moved: Cr Nigel Wilson

Seconder: Cr Sophie Handford

That the minutes of the Strategy, Operations and Finance Committee meeting of 10 April 2025 be accepted as a true and correct record.

CARRIED

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

The Chair closed the meeting with karakia whakamutunga at 1.08pm.

The Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee meeting closed at 1.08pm.

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HEAMANA | CHAIRPERSON