

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 23 MARCH 2023 AT 9.42AM**

**PRESENT:** Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Cr Glen Cooper, Cr Martin Halliday, Cr Sophie Handford, Cr Rob Kofoed, Cr Liz Koh, Cr Jocelyn Prvanov, Cr Kathy Spiers, Cr Shelly Warwick, Cr Nigel Wilson

**IN ATTENDANCE:** Mr André Baker, Mr Huriwai Paki , Ms Denise Hapeta (via Zoom) Ms Kim Tahiwai (via Zoom), Denise Hapeta (via Zoom), Mr Bede Laracy, Mr Glen Olsen, Mr Richard Mansell, Mr Darren Edwards, Mr Mark de Haast, Mr Sean Mallon, Ms Janice McDougall, Mr Mike Mendonça, Ms Steffi Haefeli, Ms Fiona Story, Ms Jessica Mackman, Ron Minnema, Vijay Sharma, Rosie Salas, Sonja Williams, Sarah Wattie, Darryn Grant.

**WHAKAPĀHA |  
APOLOGIES:** Nil

**LEAVE OF  
ABSENCE:** Nil

## **1 NAU MAI | WELCOME**

The Mayor welcomed everyone to the meeting.

## **2 KARAKIA | COUNCIL BLESSING**

André Baker opened the meeting with a karakia.

## **3 WHAKAPĀHA | APOLOGIES**

There were none.

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

Bede Laracy declared a conflict of interest regarding the confirmation of a Community Board representative to the Risk and Assurance Committee (item 10.6) and the appointment of District Licensing Committee list members (item 13.3).

Martin Halliday declared a conflict of interest regarding the appointment of District Licensing List members (item 13.3).

## **5 TE WHAKATAKOTO PETIHANA | PRESENTATION OF PETITION**

There were none.

## **6 NGĀ WHAKAWĀ | HEARINGS**

There were none.

## 7 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

Deirdre Kent – spoke regarding food security in the district and spoke positively about the green gardener who used to be at the Council and that this was a good way for people to learn how to grow their own good. Deirdre Kent urged Council to consider ways to support increased food security in the district in the light of climate change. Deirdre Kent answered questions from members.

Lynn Sleath from Kāpiti Cycling Action spoke to item 10.1 on the agenda: Speed management plan. Mr Sleath noted that Bruce Henderson was unable to attend the meeting and on behalf of Mr Henderson advised that the Cycle Walkways and Bridleways advisory group (CWB) wants to be involved in the consultation process.

David Ogden complimented the governance statement that had been produced. Mr Ogden also spoke to the keeping of a Heritage Inventory – suggesting that a list of heritage properties in the district is made and kept by Council.

## 8 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) Leave of Absence – there were none
- (b) Matters of an Urgent Nature – there were none

## 9 TE PŪRONGO A TE KORORMATUA | MAYOR'S REPORT

Her Worship tabled a list of activities from the last two months, highlighting the opening of the Māoriland Film festival and congratulated the Paraparaumu RSA's work in achieving the completion of the memorial in MacLean Park and promoted the "over the fence cuppa" initiative which is about building community connection.

### TABLED DOCUMENTS

The following documents were tabled

#### Appendices

- 1 Mayoral Activities 26 January - 22 March 2023

## 10 PŪRONGO | REPORTS

### 10.1 KAPITI COAST DISTRICT COUNCIL - SPEED MANAGEMENT PLAN (CONSULTIVE DRAFT)

Ron Minnema, Transport Safety Lead, introduced the report and noted that amendments would be made to correctly identify Ki Whakarongotai Marae and to provide higher resolution photographs in the consultation document. Ron Minnema and Sean Mallon, Group Manager Infrastructure Services, answered questions from members.

Cr Glen Cooper left the meeting at 10:56 am.

Cr Glen Cooper returned to the meeting at 10:58 am.

#### RESOLUTION CO2023/25

Moved: Mayor Janet Holborow

Seconder: Cr Kathy Spiers

A: That Council receives this report.

B: That Council agrees to consult on the Kāpiti Coast District Council – Speed Management Plan 2023 – 2033 (For consultation).

C: That Council notes that:

C.1 if approved by Council submissions on the *Speed Management Plan* will open on 24 April and close on 9 June 2023.

C.2 following the receipt of submissions, the *Speed Management Plan* will be amended, and a final version will be presented to Council for adoption. Once adopted this will enable (1) the *Speed Management Plan* to be submitted for inclusion in the *Wellington Regional Speed Management Plan* (2) budgets for speed related infrastructure to be included in the LTP (3)

**CARRIED**

The meeting adjourned at 11.10am

The meeting resumed at 11.23am

## 10.2 GOVERNANCE STATEMENT 2022-2025 TRIENNIUM

Steffi Haefeli, Democracy Services Manager introduced the report and gave an explanation of the difference between the Governance Structure and the Governance Statement. Steffi Haefeli, Janice McDougall, Group Manager People and Partnerships, and Darren Edwards, Chief Executive, answered questions from members.

### RESOLUTION CO2023/26

Moved: Cr Nigel Wilson

Seconder: Deputy Mayor Lawrence Kirby

A: That Council adopts the Governance Statement 2022-2025 Triennium (in Appendix 1) as required under Section 40(1) of the Local Government Act 2002.

B: That Council authorises the Chief Executive to make administrative updates to the Governance Statement as necessary throughout the triennium to reflect any changes in circumstances or amendments Council may make to policies, plans or other information contained or referenced in the Governance Statement.

**CARRIED**

Kim Tahiwī left the meeting at 12.08pm and returned at 12.20pm

### RESOLUTION CO2023/27

Moved: Cr Nigel Wilson

Seconder: Deputy Mayor Lawrence Kirby

That Council notes that the Chief Executive and Council staff will work on amendments to the document that reflect on the following points raised by Elected and Appointed Members at the meeting:

- Explanation of Council's commitments, obligations and engagement with mana whenua and Māori in the district
- Update of Long-term Plan dates
- Numbering of document
- Representation Review requirements

- Including Te Whakaminenga o Kāpiti and Community Board in the Governance Structure diagram
- Amendment of Deputy Chair for Paraparaumu Community Board

**CARRIED**

### **10.3 PUBLIC ART PANEL REVISED TERMS OF REFERENCE AND APPROVAL TO APPOINT MEMBERS FOR 2022-2025**

Mike Mendonça, Group Manager Place and Space, introduced the report and introduced the report writer Rosie Salas, Arts, Museums and Heritage Advisor to. The report was taken as read. Mike Mendonça and Rosie Salas answered questions from members.

Members discussed whether this item should be considered in public excluded business due to the discussion concerning details of private individuals. It was agreed that discussion of the item would pause and resume during public excluded business.

### **10.4 AMENDMENTS TO COUNCIL DELEGATIONS TO STAFF**

Sarah Wattie, Governance and Legal Services Manager introduced the report and explained the process for amendments to Council delegations to staff being brought to Council. Ms Wattie advised that Council has the ability under various legislation to delegate powers to the Chief Executive and to staff and each piece of legislation provides for whether the Council must delegate or whether the Chief Executive can sub-delegate powers to staff. Sarah Wattie answered questions from members.

Cr Rob Kofoed left the meeting at 12:50 pm.

Cr Rob Kofoed returned to the meeting at 12:53 pm.

#### **RESOLUTION CO2023/28**

Moved: Cr Nigel Wilson  
 Secunder: Cr Martin Halliday

A: That the Council adopts the revised Council Delegations to Chief Executive and Staff as shown in Attachment 1 to the report 'Amendments to the Council Delegations to Staff'.

B: That the Council adopts the revised Resource Management Act 1991 Delegations to Staff as shown in Attachment 2 to the report 'Amendments to the Council Delegations to Staff'.

C: That the Council notes the existing delegations shown in Attachment 1 and Attachment 2 to the report 'Amendments to the Council Delegations to Staff'.

**CARRIED**

### **10.5 APPOINTMENT OF MANA WHENUA REPRESENTATIVE**

Steffi Haefeli, Democracy Services Manager introduced the report which was taken as read.

#### **RESOLUTION CO2023/29**

Moved: Cr Sophie Handford  
 Secunder: Mayor Janet Holborow

A: That Council appoint Kim Tahiwī as the representative for Ngā Hapū o Ōtaki to attend the Social Sustainability Subcommittee, the Climate and Environment Subcommittee and Grants

Allocation Committee – Creative Communities NZ scheme meetings in line with the formally adopted Governance Structure and Delegations 2022-2025.

B: That Council note that remuneration for mana whenua representatives was confirmed in the Governance Structure and Delegations document, as agreed by Council on 24 November 2022.

**CARRIED**

## 10.6 CONFIRMATION OF COMMUNITY BOARD REPRESENTATIVE

Steffi Haefeli, Democracy Services Manager introduced the report which was taken as read.

### RESOLUTION CO2023/30

Moved: Cr Nigel Wilson  
Seconder: Cr Shelly Warwick

A: That Council, in line with the formally adopted Governance Structure and Delegation 2022-2025, confirm Bede Laracy as the Raumati Community Board representative to the Risk and Assurance Committee for the triennium effective from the date of this meeting on 23 March 2023.

**CARRIED**

## 10.7 REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND COMMUNITY BOARDS

Steffi Haefeli, Democracy Services Manager introduced the report and explained the recommendations which had been made by Community Boards to Council.

### RESOLUTION CO2023/31

Moved: Cr Rob Kofoed  
Seconder: Cr Sophie Handford

A: That Council receives this report.

B: That the Council considers the following recommendation from the Raumati Community Board meeting on 21 February 2023:

- That the Raumati Community Board requests that Council develops a community education plan to enable Raumati residents to participate effectively in the Takutai Kāpiti process and reports back before the next meeting.
- That the Council notes that Takutai Kāpiti are delivering community engagement and Council encourages the group to provide information ahead of time so that participants can prepare for the meetings.

C: That the Council notes and considers the following recommendations from the Ōtaki Community Board meeting on 7 March 2023:

- For noting: That the Chair of the Ōtaki Community Board write to the Remuneration Authority requesting an increase in the funding of Community Board members for all community boards in Kāpiti given the increased complexity of matters requiring advocacy from Community Boards resulting in an increased time commitment from Board members
- For consideration: The Board recommends that Council also advocate for community boards in Kāpiti receiving additional funding from the Remuneration Authority.
- Council will explore ways it can advocate to the remuneration authority and notes the commitment that mana whenua will also feed into that process.

<b>CARRIED</b>
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## 11 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

### 11.1 CONFIRMATION OF MINUTES

#### RESOLUTION CO2023/32

Moved: Cr Nigel Wilson

Seconder: Cr Liz Koh

A: That the minutes of the Council meeting of 23 February 2023 be accepted as a true and correct record.

B: That the minutes of the Council meeting of 2 March 2023 be accepted as a true and correct record.

**CARRIED**

The meeting adjourned at 1.16pm

The meeting resumed at 1.56pm

## 12 TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA | CONFIRMATION OF PUBLIC EXCLUDED MINUTES

## 13 PURONGO KĀORE E WĀTEA KI TE MAREA | PUBLIC EXCLUDED REPORTS

### RESOLUTION TO EXCLUDE THE PUBLIC

#### PUBLIC EXCLUDED RESOLUTION CO2023/33

Moved: Cr Nigel Wilson

Seconder: Cr Jocelyn Prvanov

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
12.1 - Confirmation of Public Excluded minutes	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons Section 7(2)(i) - the	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 of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	withholding would exist under section 6 or section 7
<b>13.1 - Property Disposal</b>	<p>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</p> <p>Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	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
<b>13.2 - Strategic Property Acquisition</b>	<p>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</p> <p>Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	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

<b>13.3 - Appointment of District Licensing Committee list members</b>	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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
<b>13.4 - Appointment of Independent Member to the Risk and Assurance Committee</b>	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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
<b>13.5 - Appointment of Community Representatives to the Grants Allocation Committee</b>	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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
<b>13.6 - Property Update</b>	Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	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
<b>10.3 Public Art Panel revised terms of reference and approval to appoint members for 2022-2025</b>	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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

**CARRIED**

**RESOLUTION CO2023/42**

Moved: Cr Nigel Wilson  
 Secunder: Cr Liz Koh



That the Kaunihera | Council moves out of a public excluded meeting.

**CARRIED**

The Kaunihera | Council meeting went into public excluded session at 1.58pm.

The Kaunihera | Council came out of public excluded session at 4.41pm.

### 13.3 APPOINTMENT OF DISTRICT LICENSING COMMITTEE LIST MEMBERS

The following resolution was passed to released the report (excluding appendices) and the resolutions from public excluded business.

#### RESOLUTION CO2023/38

Moved: Cr Kathy Spiers  
 Secunder: Cr Shelly Warwick

A: That the Council appoint Bede Laracy and Ron Tustin to the District Licensing Committee as list members immediately effective from 23 March 2023.

B: That the Council appoint Martin Halliday and Jackie Elliott to the District Licensing Committee as list members from 18 December 2023.

C: That Council approves the release of this report 'Appointment of District Licensing Committee List members' (excluding appendices) and the resolutions from public excluded business.

**CARRIED**

#### Appendices

1 Appointment of District Licensing Committee List Members

### 13.4 APPOINTMENT OF INDEPENDENT MEMBER TO THE RISK AND ASSURANCE COMMITTEE

The following resolution was passed to release the report (excluding Appendices 2-9) from the public excluded meeting.

#### RESOLUTION CO2023/39

Moved: Cr Liz Koh  
 Secunder: Cr Nigel Wilson

A: That Council approve the appointment of David Cochrane as an independent member of the Risk and Assurance Committee for triennium 2022 - 2025.

B: That Council approves the release of this report, Appointment of Independent Member to the Risk and Assurance Committee with the exception of Appendices 2-9 from public excluded session.

**CARRIED**

#### Appendices

1 Appointment of Independent member of the Risk and Assurance Committee

**13.5 APPOINTMENT OF COMMUNITY REPRESENTATIVES TO THE GRANTS ALLOCATION COMMITTEE**

The following resolution was passed to release the report (excluding appendices) from the public excluded meeting.

**RESOLUTION CO2023/40**

Moved: Cr Nigel Wilson  
Seconder: Cr Sophie Handford

A: That Council appoints for the 2022-2025 Triennium:

A.1 Michelle Scullion, Jennifer Turnbull and Grant Stevenson as community representatives on the Grants Allocation Committee for the Creative Communities New Zealand Scheme:

A.2 Tama Porter as the youth representative on the Grants Allocation Committee for the Creative Communities New Zealand Scheme:

A.3 John Hayes and Sarah Yuile as community representatives on the Grants Allocation Committee for the Community Grants Scheme

B: That Council approves the release of this report 'Appointment of Community Representatives to the Grants Allocation Subcommittee (excluding appendices) and the resolutions from public excluded session.

**CARRIED**

**Appendices**

1 Appointment of Community Representatives to the Grants Allocation Committee

André Baker closed the meeting with a karakia.

**The Kaunihera | Council meeting closed at 4.42.**

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**HEAMANA | CHAIRPERSON**