

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
COUNCIL MEETING
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON THURSDAY, 31 AUGUST 2023 AT 9.31AM**

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

IN ATTENDANCE: Mr Bede Laracy, Mr Cam Butler, Mr Glen Olsen, Mr Richard Mansell, Mr Karl Webber, Mr David Shand (Chair of the Risk and Assurance Committee), Mr Darren Edwards, Ms Hara Adams, Mr Sean Mallon, Ms Janice McDougall, Mr Mike Mendonça, Ms Kris Pervan, Ms Kate Coutts, Ms Steffi Haefeli, Ms Anna Smith, Ms Jessica Mackman, Mr David Shand, Mr Ron Minnema, Mr Vijay Soma, Mr Ruchir Gaur, Ms Angela Bell, Mr Chris Pearce, Mr Ian Littleworth, Ms Sarah Wattie, Ms Sheryl Gavin, Ms Aston Mitchell, Ms Jing Zhou, Mr Peter Bollman, Ms Susan Owens, Mr Darryn Grant, Ms Tracey Morgan (Ātiawa ki Whakarongotai), Ms Morag Taimalietane, Ms Nicky Holden, Ms Jacquie Cull, Mr Steve O'Sullivan
Via Zoom: Mr Huriwai Paki (Ngāti Toa Rangatira)

WHAKAPĀHA | APOLOGIES: Ms Kirsten Hapeta (Ngā Hapū o Ōtaki)

LEAVE OF ABSENCE: Cr Rob Kofoed

1 NAU MAI | WELCOME

The Mayor welcomed everyone to the meeting.

2 KARAKIA | COUNCIL BLESSING

Cr Martin Halliday read the Council blessing.

Cr Jocelyn Prvanov arrived to the meeting at 9.32am.

3 WHAKAPĀHA | APOLOGIES

APOLOGY

RESOLUTION CO2023/104

Moved: Cr Jocelyn Prvanov

Seconder: Cr Sophie Handford

That the apology received from Cr Rob Kofoed and Kirsten Hapeta (Ngā Hapū o Ōtaki) be accepted.

CARRIED

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

There were no declarations of interest relating to items on the agenda.

5 TE WHAKATAKOTO PETIHANA | PRESENTATION OF PETITION

There were no petitions.

6 NGĀ WHAKAWĀ | HEARINGS

There were no hearings.

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

Gavin Beattie spoke to Item 10.6 Selecting the Electoral System for Local Body Elections 2025, and circulated documentation to elected members (appended). Mr Beattie answered members' questions.

Appendices

- | | |
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| 1 | Gavin Beattie - Submission on Item 10.6 Selecting the Electoral System for Local Body Elections 2025 |
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Cr Sophie Handford arrived at 9.34am.

8 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) Leave of Absence

There were no leaves of absences requested.

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

There were no matters of an urgent nature raised.

9 TE PŪRONGO A TE KORORMATUA | MAYOR'S REPORT

MAYOR'S REPORT

The Mayor tabled a list of activities from 29 June to 20 August 2023. The Mayor highlighted her attendance of the opening of the new MenzShed workshop. Cr Jocelyn Prvanov acknowledged Mr Peter Blackler whom the new workshop was named after.

Appendices

- | | |
|---|--|
| 1 | Mayoral Activities - 29 June to 30 August 2023 |
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10 PŪRONGO | REPORTS

10.1 KAPITI COAST DISTRICT COUNCIL - SPEED MANAGEMENT PLAN 2023-33 (FINAL)

Sean Mallon, Group Manager Infrastructure Services and Ron Minnema, Transport Safety Lead

took the report as read and answered members' questions.

RESOLUTION CO2023/105

Moved: Cr Sophie Handford

Seconder: Cr Martin Halliday

- A. Council receives this report.
- B. Council approves the *Speed Management Plan (August)* excluding Paekākāriki Village.
- C. Council approves a second round of consultation involving the two speed management options for Paekākāriki Village with consultation commencing on 4 September and concluding on 15 September 2023.
- D. Note that:
 - D.1 If approved by Council submissions on the two options involving Paekākāriki Village will open on 4 September and close on 15 September 2023.
 - D.2 Following receipt of submissions, the *Speed Management Plan (August)* will be amended and presented to Council for adoption in October 2023 with a covering report.
 - D.3 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) Council to include bids for speed related infrastructure in the Regional Land Transport Plan 2024 - 27
 - D.4 At the October 2023 meeting approve the Speed Management Plan (October) to include Paekākāriki Village reflecting the preferred option post the second round of consultation without the remaining sites being relitigated as they would have been approved at the 31 August 2023 meeting of Council.

CARRIED

The meeting adjourned at 10.11am and reconvened at 10.18am.

MOTION

Moved: Cr Jocelyn Prvanov

Seconder: Cr Glen Cooper

- E. That the location and need of the two raised threshold treatments near Kapakapanui School are revisited before the final signoff of this specific area of the Speed Management Plan.

For: Crs Glen Cooper, Jocelyn Prvanov and Nigel Wilson

Against: Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Crs Martin Halliday, Sophie Handford, Liz Koh, Kathy Spiers and Shelly Warwick

LOST 3/7

10.2 ADOPTION OF NEW CODE OF CONDUCT 2022-2025 TRIENNIUM

Steffi Haefeli, Manager Democracy Services and Sarah Wattie, Manager Governance and Legal Services spoke to the report and alongside Janice McDougall, Group Manager People and Partnerships, and Darren Edwards, Chief Executive, answered members' questions.

RESOLUTION CO2023/106

Moved: Cr Nigel Wilson

Seconder: Cr Shelly Warwick

- A. That Council adopt the Code of Conduct appended at Appendix 1 for the 2022-2025 triennium.

CARRIED

RESOLUTION CO2023/107

Moved: Cr Nigel Wilson
Seconder: Cr Shelly Warwick

- B. That Council adopt a two-step complaints of alleged breaches assessment process.

CARRIED

RESOLUTION CO2023/108

Moved: Cr Nigel Wilson
Seconder: Cr Martin Halliday

- C. That Council adopt that recommendations from independent investigators are not binding on Council in the resolution of a Code of Conduct complaint.

CARRIED

RESOLUTION CO2023/109

Moved: Mayor Janet Holborow
Seconder: Cr Sophie Handford

- D. That Council approves Council staff to make any minor editorial changes for clarity.

CARRIED

10.3 WAIKANAE LIBRARY AND SERVICE CENTRE - SUMMARY OF COMMUNITY ENGAGEMENT

Mike Mendonça, Acting Group Manager Place and Space spoke to the report and alongside Tracey Morgan (Ātiawa ki Whakarongotai), Ian Littleworth, Libraries and Cultural Services Manager, Kris Pervan, Group Manager Strategy and Growth, answered members' questions.

RESOLUTION CO2023/110

Moved: Cr Nigel Wilson
Seconder: Cr Jocelyn Prvanov

It is recommended that Council:

- A. Receive the report on the community engagement process.
B. Note that the community engagement supports the development of a multi-functional space that becomes a social hub for the entire community.
C. Note that community engagement confirms the project objectives and will inform detailed functional planning.

CARRIED

RESOLUTION CO2023/111

Moved: Cr Nigel Wilson
Seconder: Cr Jocelyn Prvanov

- D. Adopts Option 1 (refurbish and extend the former library) as presented to enable an

immediate start of the construction process of the new Waikanae Library and Community Hub.

CARRIED

Item 10.3 Waikanae Library and Service Centre – Summary of Community Engagement was left to lie on the table until Items 10.5 Audit Proposal for the 2023, 2024 and 2025 Financial Years and 10.8 Wellington Regional Leadership Committee: Updated Agreement and Terms of Reference had been brought forward in the meeting and discussed.

10.5 AUDIT PROPOSAL FOR THE 2023, 2024 AND 2025 FINANCIAL YEARS

Jing Zhou, Chief Financial Officer and Sheryl Gavin, Acting Group Manager Corporate Services spoke to the report and alongside David Shand, Chair of the Risk and Assurance Committee, answered members' questions.

RESOLUTION CO2023/112

Moved: Cr Martin Halliday

Seconder: Cr Nigel Wilson

- A. That the Council approves the EY audit fees and Audit Engagement Letter with the recommendation from the Risk & Assurance Committee.
- B. That the Council notes the EY audit fees, on behalf of the Auditor-General, for the 2023, 2024, 2025 financial years, as per attachment one to this report.
- C. That the Council notes the EY Audit Engagement Letter, dated 27 June 2023, on behalf of the Auditor-General for the years ending 30 June 2023, 2024 and 2025, as per attachment two to this report.
- D. That the Council notes that a remit calling on central government to take action to reduce audit fees was discussed at the Local Government New Zealand conference in July 2023.
- E. The Council delegates the Chief Executive to sign the Audit Proposal Letter and the Audit Engagement Letter.

CARRIED

10.8 WELLINGTON REGIONAL LEADERSHIP COMMITTEE: UPDATED AGREEMENT AND TERMS OF REFERENCE

Angela Bell, Chief Advisor Strategy and Growth, Kim Kelly, Greater Wellington Regional Council Programme Director and Kris Pervan, Group Manager Strategy and Growth spoke to the report and answered members' questions.

RESOLUTION CO2023/113

Moved: Mayor Janet Holborow

Seconder: Cr Shelly Warwick

That Council:

- A. **Notes** that on 25 February 2021, the Council resolved to establish the Wellington Regional Leadership Committee and for Council to become a member of it. The matters that Joint Committee addresses now need updating and these resolutions reflect those updates. These resolutions should be read as being in addition to the original resolutions.
- B. **Agrees** the Wellington Regional Leadership Committee continues as a joint committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002, but on the amended terms set out in the Joint Committee Agreement (dated 2023), with the

amendments in effect from the date the Wellington Regional Leadership Committee Joint Committee Agreement is signed by all local authority parties.

- C. **Notes** the main amendments provide for the Wellington Regional Leadership Committee to:
- C.1 undertake the work necessary to inform, prepare and finalise the Future Development Strategy in accordance with the National Policy Statement for Urban Development 2020.
 - C.2 establish a Joint Committee Subcommittee to hear submissions on the draft Future Development Strategy (and any updates) and make recommendations to the Wellington Regional Leadership Committee on those submissions (which will make the final decision on the Future Development Strategy).
 - C.3 undertake regular reviews of the Future Development Strategy.
 - C.4 prepare the implementation plan in support of the Future Development Strategy.
 - C.5 implement the Future Development Strategy.
- D. **Authorises** the Wellington Regional Leadership Committee to appoint a Joint Committee Subcommittee for the Future Development Strategy to hear and make recommendations on submissions received on the draft Future Development Strategy to be developed under the National Policy Statement for Urban Development 2020 (and any updates to that Strategy).
- E. **Approves** the amended Wellington Regional Leadership Committee Joint Committee Agreement, including the amended Terms of Reference for the Joint Committee and the new Terms of Reference for the Joint Committee Subcommittee for the Future Development Strategy. (Noting that as required by the existing Agreement, the Wellington Regional Leadership Committee Joint Committee has endorsed the amendments to functions and powers of the Joint Committee).
- F. **Delegates** all powers and functions to the Wellington Regional Leadership Committee set out in the amended Wellington Regional Leadership Committee Joint Committee Agreement, including the amended Terms of Reference for the Joint Committee and the new Terms of Reference for the Joint Committee Subcommittee for the Future Development Strategy.
- G. **Notes** that the Wellington Regional Leadership Committee is a joint committee of all local authorities that are parties to the Wellington Regional Leadership Committee Joint Committee Agreement, and it includes members representing iwi and the Crown.
- H. **Authorises** the Mayor to sign the amended Wellington Regional Leadership Committee Joint Committee Agreement on behalf of the Council.
- I. **Appoints** one elected member, Cr Nigel Wilson, to be a member of the Joint Committee Subcommittee for the Future Development Strategy for the purposes of hearing submissions on the draft Future Development Strategy (or any updates to it) and making recommendations on those submissions to the Wellington Regional Leadership Committee.

CARRIED

The meeting adjourned at 11.54am and reconvened at 12.34pm.

10.3 WAIKANAE LIBRARY AND SERVICE CENTRE - SUMMARY OF COMMUNITY ENGAGEMENT

RESOLUTION CO2023/114

Moved: Cr Liz Koh
Seconder: Cr Nigel Wilson

- E. That Council notes that option 1 is a preliminary stage to further strategic investment stages to be considered as part of the Long-term Plan.
- F. That Council notes that this work will be closely linked to wider work around town centre invigoration.

CARRIED

10.4 SUBMISSIONS AND HIGH-LEVEL SUMMARY FOR THE DRAFT EASTER SUNDAY TRADING POLICY 2023

Aston Mitchell, Policy Advisor, Angela Bell, Chief Advisor Strategy and Growth, and Kris Pervan, Group Manager Strategy Growth spoke to the report and answered members' questions.

RESOLUTION CO2023/115

Moved: Cr Shelly Warwick
Seconder: Cr Nigel Wilson

That Council

- A. **Receives** and **notes** this report, including Appendices 1 and 2.
- B. **Note** that following consideration of submissions, and any proposed changes, Council will be presented with a final paper to adopt the Easter Sunday Trading Policy on 10 October 2023.

CARRIED

Item - 10.5 Audit Proposal for the 2023, 2024 and 2025 Financial Years - was moved to another part of the minutes.

10.6 SELECTING THE ELECTORAL SYSTEM FOR LOCAL BODY ELECTIONS 2025

Steffi Haefeli, Manager Democracy Services and Janice McDougall, Group Manager People and Partnerships spoke to the report and answered members' questions.

RESOLUTION CO2023/116

Moved: Mayor Janet Holborow
Seconder: Cr Jocelyn Prvanov

- A. That Council consider the electoral system for the 2025 local body elections and either:
 - A.1 Retain the Single Transferable Vote (STV) system as the electoral system for the 2025 local body elections, and this decision be publicly notified by 19 September 2023 in accordance with statutory requirements.

CARRIED

10.7 REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND COMMUNITY BOARDS

Steffi Haefeli, Manager Democracy Services, spoke to the report and answered members' questions.

RESOLUTION CO2023/117

Moved: Cr Shelly Warwick
 Seconder: Cr Nigel Wilson

- A. That the Council receives this report.

CARRIED

Item - 10.8 Wellington Regional Leadership Committee: Updated Agreement and Terms of Reference - was moved to another part of the minutes.

11 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

11.1 CONFIRMATION OF MINUTES

RESOLUTION CO2023/118

Moved: Cr Shelly Warwick
 Seconder: Cr Nigel Wilson

- A. That the minutes of the Council meeting of 20 July 2023 be accepted as a true and correct record.
- B. That the minutes of the Council meeting of 10 August 2023 be accepted as a true and correct record.

CARRIED

12 PURONGO KĀORE E WĀTEA KI TE MAREA | PUBLIC EXCLUDED REPORTS

RESOLUTION TO EXCLUDE THE PUBLIC

PUBLIC EXCLUDED RESOLUTION CO2023/119

Moved: Cr Sophie Handford
 Seconder: Cr Shelly Warwick

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 Minutes | 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 | 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 |

| | | |
|---|--|--|
| | <p>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> | <p>for which good reason for withholding would exist under section 6 or section 7</p> |
| <p>13.1 - Waikanae Water Treatment Plant Stage 2 Main Contract</p> | <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> | <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</p> |

CARRIED

The Kaunihera | Council meeting went into public excluded session at 1.22pm.

RESOLUTION CO2023/122

Moved: Cr Sophie Handford
 Seconder: Cr Shelly Warwick

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

CARRIED

The Kaunihera | Council came out of public excluded session at 1.57pm.

The Mayor closed the meeting with karakia.

The Kaunihera | Council meeting closed at 1.58pm.

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HEAMANA | CHAIRPERSON