

**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, 16 MAY 2024 AT 9.37AM**

**PRESENT:** Cr Sophie Handford (Chair), Cr Liz Koh, Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Cr Glen Cooper, Cr Martin Halliday, Cr Rob Kofoed, Cr Nigel Wilson, Cr Kathy Spiers, Ms Kim Tahiwī (Ngā Hapū o Ōtaki)  
**Via Zoom:** Cr Shelly Warwick

**IN ATTENDANCE:** Mr Cam Butler, Mr Bede Laracy, Mr Michael Moore, Ms Kris Pervan, Mr Darren Edwards, Mr Mark de Haast, Mr Sean Mallon, Mr Brendan Owens, Ms Morag Taimalietane, Ms Hara Adams, Mr James Jefferson, Ms Kate Coutts, Ms Anna Smith, Mr Evan Dubisky, Ms Sheryl Gavin, Mr Hamish McGillivray

**LEAVE OF ABSENCE:** Cr Jocelyn Prvanov

**1 NAU MAI | WELCOME**

The Chair welcomed everyone to the meeting.

**2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING**

At the invitation of the Chair, Kim Tahiwī opened the meeting with karakia.

**3 WHAKAPĀHA | APOLOGIES**

The Chair noted that no apologies had been received for the meeting, and that Cr Jocelyn Prvanov was on a leave of absence.

**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 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 public speakers at the meeting.

**6 NGĀ TEPUTEIHANA | DEPUTATIONS**

There were no scheduled deputations.

**7 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

- (a) No requests were made for a Leave of Absence.
- (b) No matters of an urgent nature were provided to the Chair prior to the commencement of the meeting.

## 8 HE KŌRERO HOU | UPDATES

There were no scheduled updates.

## 9 PŪRONGO | REPORTS

### 9.1 PERFORMANCE REPORT FOR THE PERIOD ENDING 31 MARCH 2024

Mark de Haast, Group Manager Corporate Services and Sheryl Gavin, Principal Advisor Corporate Services spoke to the report and alongside other staff, answered members' questions.

#### COMMITTEE RESOLUTION SOF2024/15

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Liz Koh

It is recommended that the Strategy, Operations and Finance Committee:

- A. Receives this report; and
- B. Notes the Council's financial and non-financial performance for the nine months ended 31 March 2024, as attached in Appendix 1 to this report.

**CARRIED**

Cr Martin Halliday left the meeting at 9.48am and returned to the meeting at 9.49am.

Cr Glen Cooper left the meeting at 10.00am and returned to the meeting at 10.11am.

Cr Glen Cooper left the meeting at 10.31am and returned to the meeting at 10.32am.

The meeting adjourned at 10.51am and reconvened at 11.05am.

### 9.2 UPDATE ON THE POLICY WORK PROGRAMME 2021-2024

Kris Pervan, Group Manager Strategy and Growth and Hamish McGillivray, Manager Research & Policy took the report as read and answered members' questions.

#### COMMITTEE RESOLUTION SOF2024/16

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Liz Koh

- A. That the Strategy, Operations and Finance Committee notes the progress of the Council Policy Work Programme 2021-2024 including project timeframe amendments.
- B. That the Strategy, Operations and Finance Committee approves the addition of two new projects to the Council PWP 2021-2024:
  - B.1 *Alcohol Licensing Fees Bylaw*
  - B.2 *Dangerous & Insanitary Buildings Policy 2018 review*
- C. That the Strategy, Operations and Finance Committee notes that work will be undertaken to refresh and agree the Policy Work Programme for the 2024-2027 period by the end of the year.

**CARRIED**

### 9.3 INTERIM UPDATE ON VISION KĀPITI AND OUR BLUEPRINT

Kris Pervan, Group Manager Strategy and Growth and Hamish McGillivray, Manager Research & Policy spoke to the report and answered members' questions.

#### COMMITTEE RESOLUTION SOF2024/17

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Liz Koh

That the Strategy, Operations and Finance Committee:

- A. **Note** Vision Kāpiti progress, and progress to the final stage of Phase 1 of the project, as outlined in paragraphs 6 to 16.
- B. **Note** the outline of Phase 2 of the Vision Kāpiti process, and the use of masterplanning to support a blueprint for establishing 'how' we can achieve Vision Kāpiti over the short, medium and long-term (to 2060 and beyond), as outlined in paragraphs 17 to 23.

**CARRIED**

## 10 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

### 10.1 CONFIRMATION OF MINUTES

#### COMMITTEE RESOLUTION SOF2024/18

Moved: Cr Nigel Wilson

Seconder: Cr Rob Kofoed

- A. That the minutes of the Strategy, Operations and Finance meeting of 4 April 2024 be accepted as a true and correct record.
- B. That the minutes of the Strategy, Operations and Finance meeting of 11 April 2024 be accepted as a true and correct record.

**CARRIED**

## 11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

At the invitation of the Chair, Kim Tahiwī closed the meeting with karakia.

**The Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee meeting closed at 11.33am.**

.....  
**HEAMANA | CHAIRPERSON**