



RĀRANGI TAKE AGENDA

Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee Meeting

I hereby give notice that a Meeting of the Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee will be held on:

Te Rā | Date: Thursday, 12 June 2025

Te Wā | Time: 9:30 am

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

**Kris Pervan
Group Manager Strategy & Growth**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 12 June 2025, 9:30 am.

**Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee
Members**

Cr Sophie Handford	Chair
Cr Liz Koh	Deputy
Mayor Janet Holborow	Member
Deputy Mayor Lawrence Kirby	Member
Cr Glen Cooper	Member
Cr Martin Halliday	Member
Cr Rob Kofoed	Member
Cr Jocelyn Prvanov	Member
Cr Shelly Warwick	Member
Cr Nigel Wilson	Member
Cr Kathy Spiers	Member
Ms Kim Tahiwi	Member
Mr Huriwai Paki	Member
Ātiawa ki Whakarongotai Representative	Member

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1 NAU MAI | WELCOME

2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro *As we deliberate on the issues before us,*

E pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hapori e mahi nei mātou. *We trust that we will reflect positively on the communities we serve.*

Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, *Let us all seek to be effective and just,*

Ā, mā te māia, te tiro whakamua me te hihiri *So that with courage, vision and energy,*

Ka taea te arahi i roto i te kotahitanga me te aroha. *We provide positive leadership in a spirit of harmony and compassion.*

3 WHAKAPĀHA | APOLOGIES

4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE | 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 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

6 NGĀ TEPUTEIHANA | DEPUTATIONS

Nil

7 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) Leave of Absence

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

8 HE KŌRERO HOU | UPDATES

Nil

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

Author: Kate Coutts, Senior Advisor Governance

Authoriser: Kris Pervan, Group Manager Strategy & Growth

TAUNAKITANGA | RECOMMENDATIONS

That the minutes of the Strategy, Operations and Finance Committee meeting of 15 May 2025 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Minutes of Strategy, Operations and Finance Committee Meeting of 15 May 2025. [↓](#)

STRATEGY, OPERATIONS AND FINANCE COMMITTEE MEETING
MINUTES

15 MAY 2025

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.

STRATEGY, OPERATIONS AND FINANCE COMMITTEE MEETING
MINUTES

15 MAY 2025

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

STRATEGY, OPERATIONS AND FINANCE COMMITTEE MEETING
MINUTES

15 MAY 2025

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

Seconder: 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

Seconder: 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

STRATEGY, OPERATIONS AND FINANCE COMMITTEE MEETING
MINUTES

15 MAY 2025

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

STRATEGY, OPERATIONS AND FINANCE COMMITTEE MEETING
MINUTES

15 MAY 2025

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.**

.....
HEAMANA | CHAIRPERSON

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

Nil

11 PURONGO KĀORE E WĀTEA KI TE MAREA | 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:

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
11.1 - Major Event Fund Closeout and Recommendations 2025-26	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

12 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

Kia tau ngā manaakitanga ki runga i a tātou katoa,	<i>May blessings be upon us all,</i>
Kia hua ai te mākihikihi, e kī ana	<i>And our business be successful.</i>
Kia toi te kupu	<i>So that our words endure,</i>
Kia toi te reo	<i>And our language endures,</i>
Kia toi te wairua	<i>May the spirit be strong,</i>
Kia tau te mauri	<i>May mauri be settled and in balance,</i>
Ki roto i a mātou mahi katoa i tēnei rā	<i>Among the activities we will do today</i>
Haumi e! Hui e! Taiki e!	<i>Join, gather, and unite! Forward together!</i>