

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
STRATEGY AND OPERATIONS COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 5 MARCH 2020 AT 9.30AM**

**PRESENT:** Cr James Cootes, Cr Gwynn Compton, Deputy Mayor Janet Holborow, Cr Angela Buswell, Cr Jackie Elliott, Cr Martin Halliday, Cr Sophie Handford, Cr Jocelyn Prvanov, Cr Bernie Randall, Cr Robert McCann

**IN ATTENDANCE:** Mr James Jefferson, Mr Sean Mallon, Mrs Janice McDougall, Ms Natasha Tod, Mr Grayson Rowse, Ms Jacinta Straker, Mr Darryn Grant, Mrs Samara Shaw, Mr Terry Crichton

**APOLOGIES:** Mayor K Gurunathan

**LEAVE OF  
ABSENCE:** Nil

**1 WELCOME**

**2 COUNCIL BLESSING**

Cr Cootes welcomed everyone to the meeting and read the Council blessing.

**3 APOLOGIES**

**COMMITTEE RESOLUTION 2020/5**

Moved: Cr Gwynn Compton

Seconder: Deputy Mayor Janet Holborow

That apologies from Mayor K Gurunathan be received and accepted.

**CARRIED**

**4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Nil

**5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**

Trevor Daniels spoke to item 8.2 on the agenda and answered questions from members.

**6 MEMBERS' BUSINESS**

(a) Public Speaking Time Responses

Sean Mallon responded - no plan for extended Corona virus reposnes except for maintianing council services. Central government responsible for wider public response. Cr Halliday spoke of information relayed to Kapiti Health Advisory Group

- (b) Leave of Absence
- (c) Matters of an Urgent Nature (advise to be provided to the Chair prior to the commencement of the meeting)

## 7 UPDATES

Nil

## 8 REPORTS

### 8.1 KĀPITI COAST YOUTH COUNCIL UPDATE 2020

Tania Parata and Ella Kirby presented a video and spoke to the report and answered questions from members. Cr Handford, portfolio lead for youth, commented on the presentation.

#### COMMITTEE RESOLUTION 2020/6

Moved: Cr Sophie Handford

Seconder: Cr Jocelyn Prvanov

That the Strategy and Policy Committee endorses the Kāpiti Coast Youth Action Plan 2020/21.

That the Committee take the opportunity to thank the Kāpiti Coast Youth Council for their contribution and ongoing work within the District.

**CARRIED**

### 8.2 KAPITI COAST OLDER PERSONS' COUNCIL UPDATE 2020

Beverley Chappell presented to the meeting on the history and development of the Older Persons Council. Cr Halliday, portfolio lead for older persons, spoke to the presentation. The Chair thanked Ms Chappell for her presentation.

*Cr Jackie Elliott entered the meeting at 10:11 am.*

Tania Parata and Claire Rewi spoke to the report and answered questions from members.

#### COMMITTEE RESOLUTION 2020/7

Moved: Cr Martin Halliday

Seconder: Cr Bernie Randall

That the Strategy and Policy Committee endorses the Kāpiti Coast Older Persons' Council's work programme for 2020. Attached as Appendix 2 of this report.

That the Committee takes this opportunity to thank the Kāpiti Coast Older Persons' Council, and council staff, for their valuable and ongoing work within the District.

**CARRIED**

### 8.3 CYCLEWAYS WALKWAYS AND BRIDLEWAYS ADVISORY GROUP - TERMS OF REFERENCE REVIEW

Alison Law and Stuart Kilmister presented report and answered questions from members

Committee Resolution 2020/8

Moved: Cr Angela Buswell

Seconder: Cr Jackie Elliott

That the Kāpiti Coast District Council adopts the Cycleways Walkways and Bridleways Advisory Group Draft Terms of Reference, 2019-2022 as attached in Appendix One of this report.

**CARRIED**

#### 8.4 FINANCE REPORT AS AT 31 DECEMBER 2019

Jacinta Straker spoke to the report and answered questions. The committee noted work by officers, through the Long Term Plan process, to improve and clarify definitions of activities. The committee thanks officers for their work in preparing this report.

*Cr Bernie Randall left the meeting at 10:24 am.*

*Cr Bernie Randall returned to the meeting at 10:25 am.*

#### COMMITTEE RESOLUTION 2020/9

Moved: Cr Jackie Elliott

Seconder: Cr Bernie Randall

That the Strategy and Operations Committee notes the actual financial performance and position of the Council for the quarter ended 31 December 2019.

**CARRIED**

Meeting adjourned at 10.37 am and resumed at 10.47am

#### 8.5 QUARTERLY ACTIVITY REPORT

Chris Pearce presented report, officers provided additional information during the presentation, and answered questions from members.

Councillors noted the work officers were planning to clarify activities and their definitions as part of the forthcoming annual plan process.

Councillors noted messaging around Takutai Coastal Summit may have lead to confusion in the public because it did not explicitly include climate change in the messaging, even though it was intended to encompass climate change.

*Cr Jackie Elliott left the meeting at 11:15 am.*

*Cr Jackie Elliott returned to the meeting at 11:16 am.*

*Cr Angela Buswell left the meeting at 11:38 am.*

*Cr Angela Buswell returned to the meeting at 11:41 am.*

*Cr Bernie Randall left the meeting at 11:41 am.*

*Cr Bernie Randall returned to the meeting at 11:42 am.*

*Deputy Mayor Janet Holborow left the meeting at 12:08 pm.*

*Deputy Mayor Janet Holborow returned to the meeting at 12:09 pm.*

*Deputy Mayor Janet Holborow left the meeting at 12:11 pm.*

*Deputy Mayor Janet Holborow returned to the meeting at 12:13 pm.*

#### COMMITTEE RESOLUTION 2020/10

Moved: Cr Jackie Elliott

Seconder: Cr Bernie Randall

That the Strategy and Operations Committee notes the content of this Activity Report for the second quarter of 2019/20 and the further work programme and project performance, other key developments and KPI results contained in the activity chapters attached as Appendix A to this report.

**CARRIED**

Meeting adjourned at 12.35pm, and resumed at 12.55pm

## **8.6 CONTRACTS UNDER DELEGATED AUTHORITY**

*Cr Jackie Elliott left the meeting at 12:55 pm.*

Jacinta Straker presented the report which was taken as read

### **COMMITTEE RESOLUTION 2020/11**

Moved: Cr Gwynn Compton

Seconder: Cr Angela Buswell

That the Strategy and Operations Committee notes there were three contracts accepted under delegated authority over \$250,000 for the period 1 October to 31 December 2019.

**CARRIED**

## **8.7 FOOD STALL APPROVALS AT MARKETS, EVENTS AND OTHER SITES POLICY**

*Cr Jackie Elliott returned to the meeting at 1:00 pm.*

Leeza Boyd presented report and answered members' questions

### **COMMITTEE RESOLUTION 2020/12**

Moved: Cr Angela Buswell

Seconder: Deputy Mayor Janet Holborow

That the Strategy and Operations Committee note this report and revoke the Council's policy on *Food Stall Approvals at Markets, Events and other sites*, previously adopted on 1 October 2009.

**CARRIED**

## **8.8 SUBMISSION ON DRAFT NATIONAL POLICY STATEMENT ON INDIGENOUS BIODIVERSITY**

The committee noted with thanks the detail provided in the submission

### **COMMITTEE RESOLUTION 2020/13**

Moved: Deputy Mayor Janet Holborow

Seconder: Cr Sophie Handford

That the Strategy and Operations Committee approves the draft submission to the Ministry for the Environment on *He Kura Koiora i hokia: A discussion document on a proposed National Policy Statement for Indigenous Biodiversity*, as attached as Annex 1 to this report.

**CARRIED**

**8.9 KĀPITI ECONOMIC DEVELOPMENT STRATEGY: 2020/21 MAJOR EVENTS FUND PROCESS**

Darryn Grant and Jaime Bigwood presented report and answered members' questions.

The Chair explained options for selecting an elected member representative.

*Cr Bernie Randall left the meeting at 1:12 pm.*

*Cr Bernie Randall returned to the meeting at 1:14 pm.*

**COMMITTEE RESOLUTION 2020/14**

Moved: Cr Gwynn Compton

Seconder: Cr Angela Buswell

The Strategy and Operations Committee notes the proposed timeline and process for the 2020/21 Major Event funding round.

**CARRIED**

**COMMITTEE RESOLUTION 2020/15**

Moved: Cr Angela Buswell

Seconder: Cr Gwynn Compton

The Strategy and Operations Committee nominates and approves Cr Rob McCann, with Cr Halliday as an alternative, to be a member of the 2020/21 Major Events Fund Assessment Panel.

**CARRIED**

**9 PUBLIC SPEAKING TIME**

- For items not on the agenda - nil

**The Strategy and Operations Committee meeting closed at 1.29pm.**

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**CHAIRPERSON**