

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 7 NOVEMBER 2019 AT 10.00AM**

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

**IN ATTENDANCE:** Wayne Maxwell (Mr), Sean Mallon (Mr), Mark de Haast (Mr), Tim Power (Mr), Susan Owens (Ms), Leyanne Belcher (Ms), Vyvien Starbuck-Maffey (Ms).

**APOLOGIES:** Nil

**LEAVE OF  
ABSENCE:** Nil

**1 WELCOME**

The Mayor welcomed everyone to the first meeting of Council for the new Triennium.

**2 COUNCIL BLESSING**

Cr Handford read out the Council blessing in te reo Māori.

**3 APOLOGIES**

Nil

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

None.

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

1. Trevor Daniell from Grey Power looked forward to a positive relationship with the new Council and mentioned the 2.5% pension increase compared to the 18% wage increase for Councillors.
2. Guy Burns from the Paraparaumu-Raumati Community Board spoke to item 8.2 and referred to the Mayor's election promise to increase the powers and delegations of the Community Boards. The Mayor clarified it was still his intent to pursue the matter with appropriate consultation and discussion with elected members first. It would not have been possible to adequately consult in time for the report to be presented today.

**6 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses would be made at the time reports were considered.
- (b) Leave of Absence – none
- (c) Matters of an Urgent Nature (advise to be provided to the Chair prior to the commencement of the meeting) - none

**7 MAYOR'S REPORT**

Nil

**8 REPORTS****8.1 MAYORAL APPOINTMENTS AND THE ESTABLISHMENT OF COMMITTEES**

Democracy Services Manager Leyanne Belcher invited questions and detailed a number of amendments proposed to the table in the report. There was no discussion.

**MOVED (MAYOR/BUSWELL)**

That the Council notes the mayoral appointments of the Deputy Mayor, Committee Chairperson, Subcommittee Chairpersons, and the establishment of Committees including terms of reference for the 2019-2022 Triennium as at Appendix 1 of the Mayoral Appointments report.

**CARRIED****8.2 GOVERNANCE STRUCTURE AND DELEGATIONS 2019-2022 TRIENNium**

Democracy Services Manager Leyanne Belcher invited questions and detailed a number of amendments proposed to the table in the report.

**MOVED (MAYOR/ELLIOTT)**

That the Council of the 2019-2022 Triennium:

(a) Notes the Mayor's appointment of Cr Janet Holborow as the Deputy Mayor;

(b) Notes the Mayor's establishment of Committees and appointment of Chairs and membership of the following Committees:

<b>MAYORAL APPOINTMENTS UNDER S41A LGA 2002</b>		
<b>COMMITTEE</b>	<b>CHAIR</b>	<b>MEMBERSHIP</b>
Strategy and Operations Committee	Cr Cootes	Mayor and all Councillors Māori member with voting rights
Audit and Risk Subcommittee	Independent	Mayor, Deputy Mayor, Chair of Strategy and Operations, Cr Buswell and 2 Independent Members with voting rights.
Grants Allocation Subcommittee	Cr Elliott	Mayor, Deputy Mayor, Cr McCann, Cr Halliday, Cr Randall and Cr Elliott
Appeals Hearing Subcommittee	Mayor	Mayor, Deputy Mayor and Chair of Strategy and Operations and Cr Prvanov

Chief Executive Performance and Employment Subcommittee	Mayor	Mayor and all Councillors
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Adopts in the case where there is more than one nomination for the positions, System A or B as outlined in Schedule 7, clause 25 of the Local Government Act 2002, for the election of the Deputy Chairs of its Committees for the 2019-2022 Triennium;

Appoints **Deputy Chairs** of the Committees for the 2019-2022 Triennium as:

COMMITTEE	DEPUTY CHAIR
Strategy and Operations Committee	Cr Compton
Audit and Risk Subcommittee	Cr Buswell
Chief Executive Performance and Employment Subcommittee	Cr Holborow
Appeals Hearing Subcommittee	Cr Prvanov
Grants Allocation Subcommittee	Cr Buswell

Discharges Mr Gary Simpson from the Audit and Risk committee and appoints him to the Audit and Risk Subcommittee until 31 August 2021.

Discharges Mr Bryan Jackson from the Audit and Risk Committee and appoints him to the Audit and Risk Subcommittee until 1 July 2022.

Approves the appointment of one Māori representative with voting rights to the Strategy and Operations Committee for the 2019-2022 Triennium, noting that the recruitment of the preferred nominee will be coordinated through the Council's independent partnership body Te Whakaminenga o Kāpiti with a recommendation coming back to Council early in 2020.

Discharges Janet Holborow, Fiona Vining, Jackie Elliott, Mike Cardiff, Jocelyn Prvanov and K Gurunathan as transitional independent hearing commissioners for resource consent applications as per the relevant provisions of the Resource Management Act 1991.

Adopts the delegations for Committees, Subcommittee and Community Boards as attached at Appendix 1 of this Governance Structure and Delegations 2019-2022 report.

**CARRIED**

### 8.3 APPOINTMENT OF WARD COUNCILLORS TO COMMUNITY BOARDS 2019-2022

#### **MOVED (HOLBOROW/BUSWELL)**

That Council confirms the appointment of the following Ward Councillors to the respective Community Boards for the 2019-2022 Triennium:

- |  |                            |
|--|----------------------------|
| i. Ōtaki Community Board                 | Councillor James Cootes    |
| ii. Waikanae Community Board             | Councillor Jocelyn Prvanov |
| iii. Paraparaumu-Raumati Community Board | Councillor Martin Halliday |
| iv. Paraparaumu-Raumati Community Board  | Councillor Bernie Randall  |
| v. Paekākāriki Community Board           | Councillor Sophie Handford |

**CARRIED**

#### 8.4 APPOINTMENT OF COUNCILLORS TO JOINT COMMITTEES AND EXTERNAL ORGANISATIONS 2019-2022 TRIENNIUM

Democracy Services Manager Leyanne Belcher invited questions and clarified some of the appointments.

##### **MOVED (COMPTON/BUSWELL)**

That the Council confirms the appointment of the Mayor, the Paekākāriki-Raumati Ward Councillor Cr Handford, and the Chief Executive to the Campe Estate Subcommittee for the 2019-2022 Triennium;

That the Council makes appointments to council organisations for the 2019-2022 Triennium as follows:

No	Organisation/body	Appointees
1	Te Whakaminenga o Kāpiti	The Mayor and Cr Cootes
2	Kapiti Coast Youth Council	Cr Handford
3	Kapiti Coast Older Persons' Council	The Mayor and Cr Halliday
4	Wellington Regional Strategy Joint Committee	The Mayor and Cr Holborow, as alternate to the Mayor
5	Wellington Regional Transport Joint Committee	The Mayor and Cr Cootes, as alternate to the Mayor
6	Wellington Regional Climate Change Working Group (WRCCWG)	The Mayor and Cr Handford, as alternate to the Mayor
7	Friends of the Ōtaki River	Cr Buswell
8	Friends of the Waikanae River	Cr Prvanov
9	Pharazyn Reserve Focus Group	Referred to Waikanae Community Board for appointment of one member
10	Kapiti Ecological Restoration Maintenance Trust	Cr Prvanov
11	Kapiti Coast Aircraft Noise Community Liaison Group	Referred to Paraparaumu-Raumati Community Group for appointment of one member
12	Wellington Regional Waste Forum	Cr Elliott
13	Waste Minimisation Task Force	Cr Elliott
14	Wellington Region Waste Management and	Cr Elliott

	Minimisation Joint Committee	
15	Road Safety Advisory Group	Cr Randall and Cr Cootes
16	Kapiti Accessibility Advisory Group	Cr Holborow
17	Kapiti Cycleway, Walkway and Bridleway Advisory Group	Cr Buswell and Cr Prvanov
18	Mahara Gallery Trust	Cr Holborow
19	Mahara Gallery Upgrade Project Steering Group	Cr Holborow
20	The Public Art Panel	Cr Holborow
21	LGNZ Policy Advisory Group	Cr Holborow
22	Paraparaumu College Community Sports Hall Committee	Cr Halliday and Cr Randall

**CARRIED**

## 8.5 ELECTED MEMBER REMUNERATION AND POSITIONS OF RESPONSIBILITY

Democracy Services Manager Leyanne Belcher clarified the assignment of Councillors to the various portfolios.

### **MOVED (HOLBOROW/BUSWELL)**

That the Council makes the following portfolio allocations appointments for the 2019-2022 Triennium as follows:

Portfolios	Appointees
Cultural wellbeing (inc. Arts)	Cr Holborow
Transport	Cr Cootes
Rural GWRC Economic wellbeing	Cr Compton
Business & Jobs	Cr Buswell
Waste	Cr Elliott
Housing Social wellbeing	Cr McCann
Climate Youth	Cr Handford
Environmental wellbeing	Cr Prvanov
C Health Seniors	Cr Halliday

That the Council approves the Portfolio job descriptions as attached at Appendix 2 of this Elected Member Remuneration and Positions of Responsibility report.

That the Council approves:

base remuneration for Councillors of \$36,000.00  
additional remuneration of \$24,000.00 for the Deputy Mayor,  
additional remuneration of \$19,000.00 for the Chair of the Strategy and Operations Committee,  
additional remuneration of \$14,610.00 for Portfolio A holders  
additional remuneration of \$9,056.00 for Portfolio B holders  
**CARRIED**

## 8.6 DRAFT CALENDAR OF MEETINGS 2019-20

Councillors commended the Chief Executive and staff on the work done to produce the new calendar of meetings. The Chief Executive clarified meeting attendance (the Mayor) at the Local Government NZ Rural and Provincial meetings and recommended Councillors consider attending Zone4 meetings.

### **MOVED (HOLBOROW/COOTES)**

That the Council approves the calendar of meeting 2019-20 as detailed in Appendix 1 of this Draft Calendar of Meetings 2019-20 report, noting that Council, Committee and Subcommittee meetings are generally scheduled on a Thursday and start at 9.30am.

**CARRIED**

## 8.7 ADOPTION OF STANDING ORDERS - 2019-2022 TRIENNIUM

Democracy Services Manager Leyanne Belcher spoke to the report, reminding Councillors that nine out of 11 members would need to vote in favour of the amendments presented today. A key change from previous triennia was that, in addition to livestreaming meetings, video footage could now be stored and uploaded to the Council website which represented an increase in transparency. Councillors queried whether there were protocols in place to prevent someone from downloading the footage and manipulating it. Legal Counsel Tim Power clarified this would almost certainly constitute an offence but he could provide more detailed advice later, as the law was moving rapidly on this issue. Advice would be provided to Councillors.

The issue was raised about public speaking time provisions for Māori/iwi being longer than three minutes in the original LGNZ template. Last triennium Council had considered the matter but decided to insert some broader wording around the Chair's consideration of bicultural requirements around public speaking time, and this would remain unchanged.

Councillors agreed it would be useful to workshop the Standing Orders next year.

### **MOVED (COOTES/COMPTON)**

That Council adopt the set of Standing Orders as at Attachment 1 of report 'Adoption of Standing Orders – 2019-2022 Triennium' with any additional amendments.

**CARRIED**

## 9 CONFIRMATION OF MINUTES

Nil

## 10 PUBLIC SPEAKING TIME

- Covering other items if required - none

- Public Speaking Time responses -none

**11 PUBLIC EXCLUDED REPORTS**

Nil

**The Council meeting closed at 10.46am.**

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**CHAIRPERSON**