

**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 DECEMBER 2019 AT 9.30AM**

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

**IN ATTENDANCE:** Wayne Maxwell, James Jefferson, Sean Mallon, Mark de Haast, Janice McDougall, Natasha Tod, Leyanne Belcher, Jacinta Straker, Jill Griggs (WCB Deputy Chair), Marilyn Stevens (OCB Deputy Chair), Brandy Griffin, Hamish McGillivray.

**APOLOGIES:** Nil

**LEAVE OF  
ABSENCE:** Nil

**1 WELCOME**

The Chair Cr James Cootes welcomed everyone to the first meeting of the Strategy and Operations Committee.

**2 APOLOGIES**

Nil

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

Nil

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

Nil

**5 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses - nil
- (b) Leave of Absence - nil
- (c) Matters of an Urgent Nature (advise to be provided to the Chair prior to the commencement of the meeting) - nil

**6 UPDATES**

Nil

## 7 REPORTS

### 8.1 THE 2009 BEACH BYLAW REVIEW PROJECT

Brandy Griffin spoke to the report and gave a PowerPoint presentation, copies of the slides were tabled. She explained the legislative timeframes and process for reviewing bylaws. The review of this bylaw is part of the policy work programme and was expected to be completed by the mandatory deadline (7 May 2021). Throughout the process there would be opportunities for elected member input.

She described the work done to date as part of Phase 1 (pre-engagement) and provided updates to some of the data provided in the report.

A key concern expressed by groups and individuals so far was vehicles driving on the beach, although data collected indicated most drivers were unaware of bylaw provisions in this respect, and compliance issues are complex.

Council is still in discussions with iwi about how they will partner during the process.

Further plans for pre-engagement (Dec 2019-February 2020) were outlined. 13 January would see the commencement of a 'mass communication' effort, timed in order to capture the views of interested (holiday) beach owners as well as residents. Councillors were keen to be involved. Engaging with white-baiting groups would be important.

Community Boards were an important part of the process and meetings outside of formal meetings would be sought as soon as possible.

There was no intention to change sections in the bylaw on customary rights unless iwi requested this. The rahui process could be a useful mechanism in beach environment protection.

The hierarchy of legislative provisions applying was discussed as certain legislation or rules trump the bylaw provisions, and care would be taken not to confuse the community.

Provisions in the Dog Bylaw were also relevant.

The Communications Team in Council was working very closely with the project team and had already started seeding messages about the bylaw consultation in the community.

Regular updates would be provided to the Committee.

*Cr Halliday left the meeting at 10.23am.*

#### **MOVED (MAYOR/COMPTON)**

The Strategy & Operations Committee notes this progress update on the 2009 Beach Bylaw Review Project.

#### **CARRIED**

**8.2 2018-2021 POLICY WORK PROGRAMME UPDATE**

Brandy Griffin spoke to the report.

*Cr Halliday returned to the meeting at 10.24am.*

The policy groupings were explained, but throughout the triennium there would be ample opportunity to discuss priorities and make adjustments to the work programme as required and agreed.

It was confirmed that the sign audit report currently on the Waikanae Community board work programme falls outside the policy work programme as it is an operational matter and related to an internal council policy, most of which were current for five years.

Placing the Older Persons' Housing policy project on hold was queried. The Chief Executive clarified that that policy was about eligibility criteria and didn't help create more housing capacity, so it would be premature to update that policy until the larger programme of work around social housing had been considered.

Briefings and workshops associated with the Annual Plan are scheduled for early 2020.

**MOVED (ELLIOTT/HOLBOROW)**

The Strategy & Operations Committee notes the projects on the PWP that:  
have been completed;  
are in process with no known concerns;  
are in process with some delays; and  
are currently on hold.

The Strategy & Operations Committee approves the following proposed amendments to the 2018-2021 Policy Work Programme:

Review of the Regional Land Transport Strategy be added, with the understanding that the project commenced in January 2019 and has an expected completion date of June 2021; and

Review of the Library Strategy be added, with the understanding that the project commenced in October 2019 and has an expected completion date of August 2020.

The Strategy & Operations Committee notes the following updates to the 2018-2021 Policy Work Programme:

The Beach Bylaw Review expected completion date is September 2020;

The Traffic Bylaw Review expected completion date is September 2020;

The PDP Variation 2 – Waikanae Beach expected completion date is July 2020;

The Open Space Strategy Review expected completion date is June 2020;

The Land Audit expected completion date is June 2020;

CEMARS (Certified Emissions Measurement and Reduction Scheme) is comprised of a 3-yearly plan, accompanied by a yearly audit; and

The Waste Levy Allocation Policy is expected to commence in February 2020 and be completed by June 2020.

**CARRIED**

*The meeting adjourned at 10.35am and reconvened at 10.45am.*

### 8.3 NPS-UDC QUARTERLY MONITORING REPORT WITH ANNUAL UPDATE

Hamish McGillivray spoke to the report, and gave a PowerPoint presentation detailing the key indicators to provide context. Quarterly monitoring helps council understand what's happening in housing and business spaces, so planning for future needs can occur.

With regard to building consents, information on the location and type of subdivisions can be found on the council website and on page 36 of the report.

The 2016 peak in building consents could be explained perhaps by the McKays to Peka Peka project.

Market indicators were drawn from the Ministry of Business, Innovation and Employment (MBIE) dashboard: data on housing sales and rents was provided and discussed. Housing affordability measures were outlined, noting the increasing gap between incomes and prices.

Linkages were detailed for e.g. with Census 2018; Housing and Business Assessment in 2021; and the Review of the Development Management Strategy.

*Cr Randall left the meeting at 11.14am and returned at 11.16am.*

The relationship between the housing work and the Older Persons' Policy was explained.

Councillors expressed an interest in understanding how home ownership was tracking over the longer term and this information would be provided once the Census data is available.

#### **MOVED (ELLIOTT/RANDALL)**

The Strategy and Operations Committee notes the contents of the NPS-UDC quarterly monitoring report for the period 1 June to 31 August 2019, including the annual update from 1 July 2018 to 30 June 2019, as attached as Appendix 1 to this report.

**CARRIED**

### 8.4 THE LOCAL GOVERNMENT FUNDING AGENCY 2018/19 ANNUAL REPORT

Jacinta Straker spoke to the report, reminding Councillors that the agency had been established in 2011 and 64 councils were now members. This Council had been a member since 2014 and membership had achieved significant savings.

Discussions were continuing with the Agency about membership on the shareholders council.

#### **MOVED (MAYOR/ELLIOTT)**

The Strategy and Operations Committee notes the performance of the Local Government Funding Agency as set out in its 2018/19 Annual Report, attached as Appendix 1 to this report.

**CARRIED**

## 8.5 CONFIRMATION OF THE COUNCIL'S VOTE AT THE LOCAL GOVERNMENT FUNDING AGENCY'S 2019 ANNUAL GENERAL MEETING

Jacinta Straker spoke to the report, and Councillor requested the minutes of the AGM which would be provided.

The funding of CCOs and CCTOs through the Agency was discussed; this was not a move away from the Agency's core business and did not make this Council and underwriter. It was very likely that any council would default on funding arrangements and even if that scenario occurred there are mechanisms in place to limit risk, including a cap on councils' liability.

### MOVED (MAYOR/HOLBOROW)

That the Strategy and Operations Committee:

receives the report, including the proposed changes to the Local Government Funding Agency Foundation Policy and Shareholders Agreement, attached as Appendices 2 and 3 to the report; and

recommends that the Strategy and Operations Committee:

notes that the Chief Executive authorised Jacinta Straker (Chief Financial Officer) to vote on behalf of the Council, at the Local Government Funding Agency's 2019 Annual General Meeting to be held on 21 November 2019, in accordance with the Council's votes on recommendations (aa) to (jj) inclusive, noting Committee recommendations in bold;

or, if Council officers were unable to attend the Annual General Meeting:

notes that the Chief Executive authorised Mark Butcher (Chief Executive Officer, LGFA) as the Council's proxy to vote on behalf of the Council, at the Local Government Funding Agency's 2019 Annual General Meeting to be held on 21 November 2019, in accordance with the Council's votes on recommendations (aa) to (jj) inclusive, noting Committee recommendations in bold:

re-elect Linda Robertson as an independent director of the LGFA - (**For/Against**); and

re-elect Michael Timmer as non-independent director of the LGFA - (**For/Against**); and

re-elect Auckland Council as a Nominating Local Authority - (**For/Against**); and

re-elect Western Bay of Plenty District Council as a Nominating Local Authority - (**For/Against**);

With effect from 1 July 2019, approve an increase in fees payable for the director acting as chairman of the board of directors of \$5,000 per annum, from \$97,000 per annum to \$102,000 per annum - (For/**Against**);

With effect from 1 July 2019, approve an increase in fees payable for each of the other directors acting as members of the audit and risk committee, an increase of \$4,000 per annum, from \$55,000 per annum to \$59,000 per annum - (For/**Against**);

With effect from 1 July 2019, approve an increase in fees payable for the director acting as chairman of the audit and risk committee of \$3,000 per annum, from \$60,000 per annum to \$63,000 per annum - (For/**Against**);

With effect from 1 July 2019, approve an increase in fees payable for each of the other directors of \$2,000 per annum, from \$55,000 per annum to \$57,000 per annum - (For/**Against**);

approve, the amendments to the Foundation Policy of the LGFA - (**For/Against**); and

authorises officers to continue to engage with the LGFA, the Shareholders' Council and other shareholders on the matter of refreshing the composition of the Shareholders' Council.

### CARRIED

**8.6 ACTIVITY REPORT: 1 JULY TO 30 SEPTEMBER 2019**

Terry Creighton spoke to the report and gave a PowerPoint presentation which summarised key performance indicators and projects across Council work programmes: Place and Space, Infrastructure, Regulatory and Planning, and Governance and Tāngata Whenua. Discussion included reference to:

- Key developments in the provincial growth fund, the housing work programme, coastal adaptation work, corporate IT projects, the carbon and energy management work programme, including the establishment of a new sustainability and resilience team. The Chief Executive that in this sphere Council had to carefully assess the best place for local investments and priorities within the context of central government initiatives and priorities.
- The refresh of the Economic Development Strategy.
- Developments in the Community facilities and support activity including discussion on the Waikanae Library, Mahara Gallery upgrade and the Waterfront Bar building roof replacement. The recommendations from the Morrison Low report completed last triennium regarding the Waikanae Library were being implemented.

*The meeting adjourned at 12.33pm and reconvened at 1pm.*

*Cr Elliott and Cr Prvanov were absent.*

Updates continued on recent roadwork projects and progress with resolving the Old Coach Road issue, as well as waste reduction, additional stormwater projects, districtwide planning and LGOIMA requests.

**MOVED (BUSWELL/HANDFORD)**

That the Strategy and Operations Committee notes the content of this Activity Report for the first quarter of 2019/20, the status of the projects in the Summary List of Projects (Appendix A), and the further work programme and project performance, other key developments and KPI results contained in the activity chapters attached as Appendix B to this report.

**CARRIED**

**8.7 FINANCE REPORT AS AT 30 SEPTEMBER 2019**

Jacinta Straker spoke to the report. Overall Council's financial performance was tracking below budget for this time of the year but there was still a lot of work to do. Adjustments would be made as or when priorities shifted. With regard to the capital expenditure programme, due to more strategic procurement processes in the water activity, \$7m less would be expended. Movement on borrowings was on track. The origin of the closed water account was recapped and the deficit on this account was tracking well..

*Cr Elliott rejoined the meeting at 1.28pm.*

There was some discussion on the rates rebate scheme and data would be provided in the next report comparing results across periods.

**MOVED (ELLIOTT/BUSWELL)**

That the Strategy and Operations Committee notes the actual financial performance and position of the Council for the quarter ended 30 September 2019.

**CARRIED**

**8.8 RECENT SUBMISSIONS TO MINISTRY FOR THE ENVIRONMENT, DEPARTMENT OF INTERNAL AFFAIRS, AND PARLIAMENT'S SOCIAL SERVICES AND COMMUNITY COMMITTEE**

Brandy Griffin spoke to the report, explaining the role of the team in coordinating submissions, and the timeframes and process across triennia. Normally submissions would come before Council before signoff but in this case the election period had interrupted the process.

**MOVED (HOLBOROW/COMPTON)**

The Strategy and Operations Committee notes that three submissions were made to the Ministry for the Environment, Department of Internal Affairs, and the Social Services and Community Select Committee during the recent local government election period.

**CARRIED**

**8.9 CONTRACTS UNDER DELEGATED AUTHORITY**

Jacinta Straker spoke to this report and Sean Mallon explained some aspects of the contracts.

*Cr Prvanov rejoined the meeting at 1.40pm.*

**MOVED (ELLIOTT/BUSWELL)**

That the Strategy and Operations Committee notes there were five contracts accepted under delegated authority over \$250,000 for the period 1 July to 30 September 2019.

**CARRIED**

**8 PUBLIC SPEAKING TIME**

- For items not on the agenda – there was none.
- Issue raised about community board chairs attending PE meetings, dealt with by Chair on staff advice and any legal sensitivities of PE issues.

**The Strategy and Operations Committee meeting closed at 1.46pm.**

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**CHAIRPERSON**