



# **AGENDA**

## **Council Meeting**

**I hereby give notice that a Meeting of the Kapiti Coast District Council  
will be held on:**

**Date: Thursday, 30 April 2020**

**Time: 9.30am**

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

**Wayne Maxwell  
Chief Executive**

**Kapiti Coast District Council**

**Notice is hereby given that a meeting of the Kapiti Coast District Council will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 30 April 2020, 9.30am.**

**Council Members**

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

**Order Of Business**

<b>1</b>	<b>Welcome.....</b>	<b>5</b>
<b>2</b>	<b>Council Blessing.....</b>	<b>5</b>
<b>3</b>	<b>Apologies .....</b>	<b>5</b>
<b>4</b>	<b>Declarations of Interest Relating to Items on the Agenda .....</b>	<b>5</b>
<b>5</b>	<b>Public Speaking Time for Items Relating to the Agenda.....</b>	<b>5</b>
<b>6</b>	<b>Members' Business .....</b>	<b>5</b>
<b>7</b>	<b>Mayor's Report.....</b>	<b>5</b>
<b>8</b>	<b>Reports.....</b>	<b>6</b>
8.1	Phase 1 - Sustain Community Support Package .....	6
8.2	2020/21 Draft Annual Plan .....	10
8.3	Housing Needs and Future Opportunities.....	24
<b>9</b>	<b>Confirmation of Minutes.....</b>	<b>103</b>
9.1	Confirmation of minutes .....	103
<b>10</b>	<b>Public Speaking Time.....</b>	<b>121</b>
<b>11</b>	<b>Confirmation of Public Excluded Minutes.....</b>	<b>122</b>
<b>12</b>	<b>Public Excluded Reports.....</b>	<b>123</b>
	<b>Resolution to Exclude the Public .....</b>	<b>123</b>
11.1	Confirmation of Publicly Excluded Minutes.....	123



**1 WELCOME****2 COUNCIL BLESSING**

“As we deliberate on the issues before us, we trust that we will reflect positively on the communities we serve. Let us all seek to be effective and just, so that with courage, vision and energy, we provide positive leadership in a spirit of harmony and compassion.”

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro, e pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hapori e mahi nei mātou. Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, ā, mā te māia, te tiro whakamua me te hihiri ka taea te arahi i roto i te kotahitanga me te aroha.

**3 APOLOGIES****4 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 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA****6 MEMBERS' BUSINESS**

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

**7 MAYOR'S REPORT**

Nil

## 8 REPORTS

### 8.1 PHASE 1 - SUSTAIN COMMUNITY SUPPORT PACKAGE

**Author:** Mark de Haast, Group Manager

**Authoriser:** Wayne Maxwell, Chief Executive

#### PURPOSE OF REPORT

- 1 The purpose of this report is to retrospectively seek Council's formal approval of the Phase 1 - Sustain Community Support Package, publicly released on Thursday 9 April 2020.

#### DELEGATION

- 2 The Council has the delegation to consider and approve this report.

#### BACKGROUND

- 3 In response to COVID-19, the Council's Emergency Operating Centre (Kāpiti EOC) commenced operating in a limited stand-up mode on the 21 March 2020. New Zealand was placed on Alert Level 4, for a period of at least four weeks, on the 25 March 2020 and a National State of Emergency for COVID-19 was declared on the same day.
- 4 In addition, the Kāpiti EOC "light" was activated on 25 March 2020 and the Council moved to operating a virtual EOC from the 27 March 2020, with staff working remotely from their homes.
- 5 All non-essential businesses, worksites and facilities have been closed, including schools. Public transport services have been reduced to cater primarily for essential service workers and people are required to stay at home.
- 6 On 17 March, Finance Minister Grant Robertson outlined a \$12.1 billion package to support New Zealanders, their jobs and businesses from the impact of COVID-19. On 23 March 2020, the Minister announced significant further support for the economy, workers and businesses, including removal of the cap on the Government's wage subsidy scheme which will inject a further \$4 billion into the economy over the next eleven weeks. The economic response package includes:
  - Initial \$500 million boost for health.
  - \$5.1 billion in wage subsidies for affected businesses in all sectors and regions.
  - \$126 million in COVID-19 leave and self-isolation support.
  - \$2.8 billion income support package for our most vulnerable, including a permanent \$25 per week benefit increase and a doubling of the Winter Energy Payment for 2020.
  - \$100 million re-deployment package.
  - \$2.8 billion in business tax changes to free up cash-flow, including a provisional tax threshold lift, the reinstatement of building depreciation and writing-off interest on the late payment of tax.
  - \$600 million initial aviation support package.
- 7 Subsequent Government support announcements have also been made by the Minister since the 23 March 2020. It is not the intention of this report to detail the Government's financial support packages for people and families, businesses and Māori Communities but rather, to raise an awareness that financial support and assistance is available from the Government. More detailed information can be found at the following website: [www.covid19.govt.nz](http://www.covid19.govt.nz)

**THE COUNCIL'S MULTI STAGE COMMUNITY SUPPORT PACKAGE**

- 8 In addition to the Governments support package(s), the Council must also play a leading role in supporting its community. In doing so, the Council cannot afford to empty its “community support toolkit” too early and is therefore applying a three-pronged approach to best help the community to overcome COVID-19, being to “sustain”, to “restore” and then to “rebuild”.
- 9 Councillors and Community Board Chairpersons attended an informal virtual discussion briefing with Officers on Tuesday 7 April 2020. At this briefing, a multi-staged support package to help the district withstand the economic and social challenges expected from COVID-19 was agreed in-principle.
- 10 On Thursday 9 April 2020, the Council announced its Phase 1 – Sustain Community Support Package, to assist social and economic recovery for the Kāpiti district. For those struggling financially due to COVID-19, Phase 1 – Sustain Community Support Package includes:
- Remove rates late payment penalties for property and water rates until 30 June 2020.
  - Provide a six month rates payment holiday (deferral) for rates (property and water) instalments falling due between 1 March 2020 to 30 June 2020, provided a 12 to 24-month payment plan is established).
  - Waive rent payments for three months for major tenants.
  - Committing to paying suppliers faster, now aiming for seven-day payment terms, instead of the 20<sup>th</sup> of the month following the date of the invoice.
  - Offer up to 90-day credit terms for customer invoices (non-rates).
  - Refund consent deposits and fees if an applicant applies to withdraw their application.
  - Refund a quarter of fees for food, alcohol and outdoor dining licenses fully paid in 2019/20.
  - Increase weighting for local businesses in procurement processes.
  - Allow Community Boards to repurpose unallocated discretionary grants for 2019/20 to COVID-19 response initiatives, and establish a framework to expedite approvals and payments.
  - Allow flexibility to repurpose remaining social investment grants in 2019/20 as appropriate.
  - Extend existing library book loans by six weeks (provided to all book loans).
- 11 Those struggling financially due to COVID-19 can apply for assistance offered by the Phase 1 – Sustain Community Support package either by registering online at <https://www.kapiticoast.govt.nz/our-district/cdem/covid-19/support-package/> or contact the Council directly on either (04) 296-4700 or 0800 486 486 to register.
- 12 A dedicated Council email address has also been established and will be the main channel (together with phone and video conferencing) for Officers to communicate with people that have either registered for assistance are who may be interested in finding out more information.
- 13 At the time of writing this report, 18 applications for assistance from the Phase 1 - Sustain Community Support Package had been received, broken down as follows:
- 9 persons have applied for a rates payment holiday;
  - 3 persons have applied for a part refund for food, alcohol and/or outdoor dining licenses,

- 1 major tenant has applied for a three month rent waiver;
- 4 businesses have registered themselves as local; and
- 1 person required essential welfare assistance and was referred to the Kāpiti EOC.

### **FURTHER COMMUNITY SUPPORT**

- 14 The Council remains focused on supporting the national response to COVID-19 and the health and wellbeing of Council staff and the Kāpiti Coast community. Officers are continuing to connect with essential services, community, volunteer and church groups to help identify what support they may need and to provide a point of coordination.
- 15 The Council's welfare support helpline (0800 486 486) is operational for people who have no local support (whanau, friends or neighbours) to help them access essential goods and services. At the time of writing this report, 71 needs assessments have been undertaken for Kāpiti since 26 March 2020 (this includes calls made to the WREMO helpline). The team has reported that people contacting the helpline have complex needs, with the average call lasting around 40 minutes. The team also notes that a number of people contacting our helpline have been referred to us by the Ministry of Social Development.

### **CONSIDERATIONS**

#### **Policy Considerations**

- 16 There are no policy concerns arising from this report.

#### **Legal considerations**

- 17 There are no significant legal issues arising from the Phase 1 – Sustain Community Support Package.
- 18 The fees payable to territorial authorities for the various licences, that are required to allow the sale of alcohol, are set by regulations made under the Sale and Supply of Liquor Act 2012. While there is a regulation making power that allows for regulations to be made to provide for the full or partial waiver of fees in the case of financial hardship, no such regulations have currently been made. Legal Counsel has considered the matter and is of a view that a strong case can be made that the Council is able to refund alcohol licensing fees in these circumstances. There is a low risk of this decision being challenged.

#### **Financial considerations**

- 19 Repurposing of Community Board grants and other social investment grants will be funded from within existing 2019/20 budgets and will not represent an additional cost to the Council beyond 30 June 2020.
- 20 At the time of writing this report, data to demonstrate the actual uptake of the Government's support package(s) by the district was not available.
- 21 Therefore, Officers cannot accurately determine the likely uptake and cost of the Phase 1 - Sustain Community Support package. It is estimated that this may cost in the order of \$233,000, primarily being borrowing costs as the cash-shortfalls resulting from the phase 1 support package will need to be funded from borrowings.
- 22 The extent and nature of subsequent support packages "restore" and "rebuild" will be influenced by the uptake and cost of the phase 1 support package.

#### **Tāngata whenua considerations**

- 23 The Phase 1 – Sustain Community Support Package is available to the district.

- 24 Local iwi are currently in various phases of planning and implementing their COVID-19 pandemic response plans and are being supported by the welfare function within the EOC and Council's Iwi Partnerships Team
- 25 Council Officers have worked in partnership with Te Whakaminenga o Kāpiti to repurpose their unspent 2019/20 budget. \$30,000 has been provided to each iwi to assist them to deliver their COVID-19 pandemic response plans and begin recovery planning.

### Other considerations

- 26 Subsequent "restore" and "rebuild" community support packages will be investigated once Council better understands COVID-19 impacts and the outcomes of the phase 1 sustain package. Likely areas to further investigate will include, for example, additional business support, a community welfare fund and 2020/21 budget re-purposing.

## SIGNIFICANCE AND ENGAGEMENT

### Significance policy

- 27 Council's significance and engagement policy does not trigger any requirements to consult and/or engage with the community before initiating its multi-stage community support packages.

### Publicity

- 28 A media advisory was issued on Thursday 9 April 2020, informing the district of the Council's multi stage community support package. Under Alert level 4, community newspapers and editorial are not essential services and could not be used by the Council.

## RECOMMENDATIONS

- 29 The Council notes and receives this report.
- 30 The Council formally approves the Council's commitment to a multi-stage (sustain, restore, rebuild) community support package approach to best support the Community to get through COVID-19.
- 31 The Council formally considers and approves the Phase 1 - Sustain Community Support Package, set out in paragraph 10 of this report, following an agreement in principle on Tuesday 7 April 2020.
- 32 The Council notes that the costs of the Phase 1 - Sustain Community Support package cannot be accurately determined.
- 33 The Council notes that staff will develop both the "restore" and "rebuild" community support packages for future consideration by the Council once the impacts of COVID-19 are better understood.

## APPENDICES

Nil

**8.2 2020/21 DRAFT ANNUAL PLAN**

**Author:** Chris Pearce, Manager, Corporate Planning & Reporting

**Authoriser:** Wayne Maxwell, Chief Executive

**PURPOSE OF REPORT**

- 1 This report summarises the development of the draft 2020/21 Annual Plan (draft Annual Plan) up to the beginning of March 2020, and how the Council has revised the draft Annual Plan since then, in direct response to COVID-19.
- 2 The report seeks Council approval of the draft work programme, budget, and fees and charges for 2020/21, as well as a number of financial adjustments proposed by Officers to reduce the draft average rates increase. Note that the final Annual Plan is scheduled for adoption on 25 June 2020.
- 3 The report also seeks Council's approval for the proposed approach to not formally consult the community about the Annual Plan.

**DELEGATION**

- 4 Only Council may approve components of an Annual Plan as stated under Section 2A(1) of the Governance Structure and Delegations:

*"... only Council may perform the following: To lead the development of the LTP and Annual Plan, together with policies and budgets."*

**BACKGROUND**

- 5 The Local Government Act 2012 (the LGA) requires councils' to prepare and adopt an Annual Plan before setting their rates, for each financial year in between their Long Term Plans.
- 6 The *Toitū Kāpiti* Long Term Plan 2018-38 (LTP) adopted in June 2018 set the Council's strategic direction for three years, and the significant decisions about the Council's work programme for 2020/21 have already been made and consulted on in that context. The starting point for the draft Annual Plan for 2020/21 is therefore year three of the LTP.
- 7 The primary planning assumption underpinning the development of the Annual Plan is that the Council is focused on delivering the third and final year of the 2018-38 LTP.
- 8 Where there are significant or material differences between the LTP and the draft Annual Plan then Council must consult on these proposed changes. Examples of material differences include changes to existing levels of service, significant new expenditure which has not previously been signalled in the LTP, or changes to the limits in the Council's financial strategy.
- 9 The LGA section 95(2A) allows councils flexibility when engaging with the community on an Annual Plan, provided that it contains no significant or material differences from the content of the Long Term Plan in the year to which it relates.
- 10 There are no significant new spending proposals or changes in service levels proposed in the draft Annual Plan for 2020/21. Therefore, it is proposed that Council does not formally consult on the Annual Plan but undertakes an information campaign to inform the community of the draft Annual Plan and provides opportunity for people to give their feedback to the Council. Further detail on the recommendation to not formally consult is provided at paragraphs 72 to 76 of this report.
- 11 Note that there are some minor adjustments proposed to the 2020/21 budget which are summarised at paragraph 27 of this report.
- 12 The LGA also requires Council not to duplicate information that is already contained in the existing Long Term Plan for the year that the draft Annual Plan relates, and which is not proposed to be changed through the Annual Plan.

- 13 Following a review of the Annual Plan in light of the COVID-19 situation, a number of financial adjustments are proposed that will enable the Council to keep average rates increases as low as possible. The most impactful of these adjustments are the removal of inflation from operating budgets, and maintaining the level of non-funded depreciation (instead of reducing it). The draft average rates increase for 2020/21 resulting from these changes is 2.6% (lower than 3.8% forecast in the LTP).
- 14 The total amount of the capital works programme will be capped at \$38 million (being the upper limit of the financial strategy) and the Council's net borrowings are planned to be \$166 million or 187% of Council's operating income at 30 June 2021. This is below the level forecast in the 2018-38 LTP. All three key elements of Council's finances – rates, capital expenditure and borrowings – remain within the parameters set in the financial strategy adopted with the LTP in June 2018.

#### **Draft Annual Plan development process**

- 15 In preparing the draft Annual Plan, Council Officers applied the following planning assumptions:
- Service levels will remain as outlined in the Long Term Plan;
  - Quantified limits on rates and borrowings will remain as per the financial strategy;
  - Long term goals and 10 year outcomes will remain; and
  - No changes to the Revenue and Financing Policy.
- 16 Officers made several revisions of the draft budget for 2020/21 in late 2019, incorporating all identified adjustments to account for new legislation and new regulations from central government including new requirements for reporting on drinking water safety, and rises in the costs of inflation and the cost of replacing and maintaining the district's assets.
- 17 Elected Members attended workshops on 11, 13, 27 February and 3,10 March 2020 where Officers presented the draft budget and main focus areas for each activity, the fees and charges schedule. The workshops were open to the public and a representative from Grey Power attended these.
- 18 During the workshops on 27 February and 3 March 2020, Community Boards presented their priorities to Councillors and a number of proposals from the Community Boards were included in a prioritisation exercise.
- 19 At the 10 March workshop, Council finalised their prioritisation of items for inclusion in the draft Annual Plan and Officers then commenced drafting of a consultation document for Council's consideration and adoption on 2 April 2020 to seek community views on the proposed changes to the 2020/21 Annual Plan.
- 20 At that point, the key financial information that was proposed to underpin the consultation document was an average rates increase of 5.7%, and a capital programme totalling \$39.5 million.

#### **Impacts of COVID-19 on the draft Annual Plan**

- 21 As the COVID-19 situation emerged, it became clear that Council needed to revisit both the timeline for the Annual Plan and the proposed average rates increase. As such, the 2 April 2020 meeting to adopt the consultation document was cancelled and a briefing was scheduled for 7 April 2020 to discuss potential Annual Plan scenarios.
- 22 A further briefing was held on 16 April 2020 to discuss options for reducing rates and providing further assistance to residents and businesses who may be facing difficulty as a result of the COVID-19 situation.

## ISSUES AND OPTIONS

## Issues

23 This section discusses the following key issues for the 2020/21 Annual Plan:

- Major capital projects planned in 2020/21;
- Key drivers of the rates increase for 2020/21;
- Additional items proposed during Annual Plan workshops (prior to COVID-19 review);
- Review of the draft Annual Plan after COVID-19;
- Proposed options to reduce the average rates increase;
- Risks of the proposed options to reduce rates;
- The 2020/21 Capital Works Programme;
- Further budget reviews planned;
- Risks in achieving a zero percent rates increase; and
- Recommendation to not formally consult.

**Major capital projects planned in 2020/21**

24 The following table outlines the major capital projects planned for 2020/21 which had already been signalled in the LTP and therefore are presented as information only; Council is not required to approve these projects through the Annual Plan process.

Activity/project	Description	Capital cost (\$000)
<b>Drinking water safety and resilience</b>	Start Hautere/Te Horo drinking water safety upgrades.	1,300
	Complete upgrade of Ōtaki water treatment plant.	3,600
	Continue to deliver the Waikanae Stage 2 treatment plant.	1,700
<b>Wastewater</b>	Complete inlet works for Paraparaumu wastewater treatment plant	1,700
<b>Stormwater</b>	Start stormwater projects to protect homes from flooding and improve downstream flow.  This includes: Kena Kena asset upgrades; Moa Road flood wall; upgrades for Riwai Street, Sunshine Avenue and Titoki Street; Kakariki Stream and Amohia Street stage 1 stream works; Amohia catchment diversion stage 1 and Otaki Beach stage 2; and asset renewals in Paraparaumu catchment.	4,700
<b>Access and Transport</b>	Continue SH1 revocation works.	1,400
	Increase footpath renewals due to additional NZ Transport Agency funding.	1,700
<b>Paekākāriki seawall rebuild</b>	Begin the tender process for the construction contract.	160

<b>Otaraua Park development</b>	Begin construction of stage 1 including an amenity block - \$1.5 million over the next two years.	700
<b>Kāpiti Island Gateway Centre</b>	Complete design and other preparatory work for the building of the Gateway.	250

### Key drivers of the rates increase for 2020/21

- 25 In addition to the work programme already included in the LTP, a number of amendments to the draft operating budget for the 2020/21 Annual Plan were proposed in workshops 1 & 2 (February 11 & 13).
- 26 These amendments reflect Council's response to several changes in the operating environment, including new central government requirements (proposed new water regulations), and increased costs of managing assets.
- 27 The items were proposed prior to the COVID-19 situation and are still considered necessary for the Council to continue delivering services at current levels throughout 2020/21. These items are listed in the following table.

Activity/project	Description / reason for change	Cost (\$000)
<b>Total 2019/20 rates revenue (water &amp; property rates)</b>		<b>68,951</b>
<b>Water supply</b>	Increase funding to prepare for requirements of increased regulation and reporting as part of the Drinking Water & Safety resilience programme	83
<b>Economic Development</b>	Additional funding for Provincial Growth Fund liaison and to ensure Elevate Ōtaki support is budgeted.	110
<b>Community Facilities</b>	Increase the level of maintenance on our housing portfolio	78
	Additional net cost increase to manage Waikanae Library medium term solution	40
<b>Parks &amp; Open Spaces</b>	Additional costs to carry out parks maintenance and operations including new reserves to maintain, and CWB work on local routes.	232
	Reduced lease revenue budget to align with current levels (top-up to now be funded by rates).	58
<b>Recreation &amp; Leisure</b>	Reflect actual resourcing requirements and revenue levels, and ensure adequate library casual staffing budget.	192
<b>Coastal Adaptation</b>	Additional funding required to deliver the community-led coastal adaptation programme.	300
<b>Governance</b>	Increased remuneration for Elected Members (as required by the Remuneration Authority).	124
<b>Asset Management Improvement</b>	Increased resourcing to focus on asset management improvement recommendations.	190
<b>Information &amp; Communications</b>	Deliver increased ICT capability as part of ICT Strategy implementation.	200
<b>Subtotal</b>		<b>1,607</b>

**Additional items proposed during Annual Plan workshops (prior to COVID-19 review)**

- 28 Since the LTP was developed, several of the challenges identified for the district have become more pressing – for example, difficulties for people getting into affordable housing and the effects of climate change.
- 29 At the workshop on 27 February 2020, Council considered a number of potential additional inclusions in the 2020/21 annual plan that would increase its focus on some of the social and environmental challenges facing the district. In addition, items were put forward for consideration by Paekākāriki, Paraparaumu-Raumati, and Waikanae Community Boards. The Ōtaki Community Board also presented its items for consideration at the following workshop on 3 March.
- 30 At the workshop on 3 March 2020, Elected Members worked in groups to prioritise the full list of potential options into categories:
- A. items to be included in the draft Annual Plan;
  - B. items to be excluded from the draft Annual Plan but to seek the community's views on whether to include them; and
  - C. Items to be excluded from the Annual Plan and revisited during the development of the long term plan later in the year.
- 31 The items that were prioritised to be included in the draft Annual Plan (category A) following the workshop on 3 March 2020 are listed in the following table.

<b>Additional activity/project</b>	<b>Description / reason for change</b>	<b>Operating cost (\$000)</b>	<b>Capital cost (\$000)</b>
<b>Response to climate emergency</b>	Waste minimisation – install four public recycling stations.	20	40
	Reduce carbon emissions – purchase up to six electric vehicles for the Council fleet.	-	300
<b>Housing access and affordability</b>	Increase ability to deliver recommendations in the Housing Needs and Opportunities Assessment.	200	-
	Increase strategic property purchase budget by up to \$2m to respond to growth pressures.	-	2,000
<b>Response to Localism</b>	Provide each Community Board with additional funding for community projects.	80	40
<b>Waikanae Library design</b>	Increase the Waikanae Library capital budget to allow design of a new building to be commenced in 2020/21.	-	400
<b>Ngā Manu Nature Reserve</b>	Co-fund Provincial Growth Fund bid to upgrade Ngā Manu visitor centre.	50	-
<b>Ōtaki Civic Theatre</b>	Install a disabled toilet in the Civic Theatre.	-	50
<b>Haruatai Park signage</b>	Install navigational signage at Haruatai Park, Ōtaki.	-	10
<b>Subtotal</b>		<b>350</b>	<b>2,840</b>

- 32 At the workshop on 10 March 2020, Elected Members finalised the categorisation of proposed additional items and reviewed changes to the fees and charges schedule for 2020/21 proposed by Officers.

- 33 The proposed changes to fees and charges included an overall inflation increase of 2.3% applied to all fees, as well as adjustments to some individual fees. The impact of the changes to fees and charges would have reduced the total amount of rates revenue required by approximately \$215,000.
- 34 The sum total of the above changes proposed through the workshops would have resulted in a draft average rates increase of 5.7% and a proposed capital works programme totalling \$39.5 million. This would have exceeded the limits on rates increases and capital expenditure in Council's financial strategy. As this triggered the need to first consult with the community, Councillors tasked Officers with drafting a consultation document to seek the community's views on the draft Annual Plan.

### **Review of the draft Annual Plan after COVID-19**

- 35 In mid-March 2020, the Government began taking major steps to address the threat of the COVID-19 pandemic in New Zealand, and on 27 March 2020, the Alert Level 4 lockdown took effect causing significant disruption to the economic, social and cultural environments across the country.
- 36 As noted in the Treasury economic scenarios report released on 14 April 2020, the COVID-19 pandemic is a 'once in a century' event that will have profound impacts on economic and financial systems globally and in New Zealand. The local government sector is not immune to such impacts which will vary around the country, though the specific impacts to the Kāpiti Coast District are still uncertain and may not be fully understood for some time.
- 37 Council acknowledges that the impacts of COVID-19 mean that a greater proportion of households and businesses may face financial hardship. With this in mind, Council took the opportunity to briefly pause the Annual Plan development and review the proposed level of rates as well as explore options for providing support to affected parts of the community.
- 38 Briefings were held on 7 and 16 April 2020 for Officers and Elected Members to discuss revisions to the 2020/21 Annual Plan in the context of the COVID-19 situation, with the intention of limiting the financial impact on households and businesses. The briefings were held via video link and were attended by Councillors and Community Board Chairs.
- 39 At the briefing on 7 April, Officers presented three scenario options for progressing the 2020/21 Annual Plan for Council's consideration:
- 1) Status quo. Proceed with consultation on a 5.7% average rates increase. This option was not recommended by Officers due to the likelihood that the increase would be considered unaffordable for some households, and the timeframes required to formally consult may substantially delay the adoption of the Annual Plan.
  - 2) Revert to year three of the LTP. Adopt an Annual Plan with no significant or material changes from year three of the LTP, noting that the average rates increase for 2020/21 as forecast in the LTP was 3.8%.
  - 3) Propose an average rates increase as close to zero percent as possible.

Council gave in-principle direction to Officers to progress with option 2 and to come back to Council with options for reducing the rates increase as much as possible.

### **Proposed options to reduce the average rates increase**

- 40 At the briefing on 16 April (via video conference), Officers presented Council with a range of options to reduce the rates increase down from the 5.7% at 10 March workshop. The full list of options would have the impact of reducing the rates increase down to 2.6%. This also included the Community Support Package (detailed by way of a separate report to Council at its meeting to be held on the 30 April 2020).

- 41 Each of the options is listed in the following table with its impacts on rates and capital expenditure. Below the table, risks of each option are discussed.

Description / reason for change	Cost (\$000)	Rates impact	Capex (\$000)
Amend growth assumption to reflect actual rating unit growth as at 31 March 2020.	-	+0.3%	-
Fund support package - rates holiday option (estimated additional interest)	233	+0.3%	-
Remove additional items proposed at 10 March (refer table at paragraph 31), including interest savings on capex no longer required.	(428)	-0.6%	(2,840)
Inflation - remove allowance for inflationary increases in our operating costs.	(1,270)	-1.9%	-
Fix all fees at current 2019/20 levels - including water rates	240	+0.3%	-
Recovery Funding - to allow us to sustain and rebuild our Community	250	0.3%	-
No additional depreciation funding in 2020/21 (keep at \$3.1m as per 2019/20 and not \$2.3m that was planned previously)	(1,215)	-1.8%	-
Reduce capital spending from \$41 million to no more than \$38 million, to remain within the financial strategy limits.	-	-	(1,200)
<b>Subtotal</b>	<b>(2,190)</b>	<b>-3.1%</b>	<b>(4,040)</b>

### Risks of the proposed options to reduce rates

#### Growth assumption adjustment

- 42 Prior to the COVID-19 situation, growth in rateable properties in 2020/21 was assumed at 0.7%. In reviewing the growth assumption, Officers propose using actual growth in rateable properties to 31 March 2020 of 0.4%, as it is now uncertain whether future planned growth will occur as expected.
- 43 Note that the level of growth does not affect the total amount of rates to be collected by Council, but reducing the assumed level of growth means that the total rates revenue requirement will be shared over a fewer number of properties in the district, thereby increasing the average rates increase per property.
- 44 If further growth does occur between now and the adoption of the Annual Plan in June, this number will be revised.

#### Community support package

- 45 Offering more support to ratepayers is a 'must do' to sustain the community's economic and social wellbeing. Council would potentially lose public trust and confidence if it does not offer this support to its community.
- 46 An initial community support package was publicly announced on the 9<sup>th</sup> of April 2020. Details of the community support package and its implications are discussed in a separate report included in the agenda of this meeting.

#### Items added at 10 March workshop

- 47 How the district will operate following the easing of COVID-19 lockdown restrictions is largely unknown at this stage and it is not prudent to assume that all Council work programmes will resume as anticipated.

48 Excluding these items still leaves some budget remaining to progress waste minimisation and carbon emission reduction initiatives, to address housing access and affordability issues, and to progress development of a long-term solution for the Waikanae Library.

49 Ngā Manu Nature Reserve is continuing to progress its Visitor Centre application with the Provincial Growth Fund. For now, Council cannot commit to co-funding this project but will continue to monitor the situation.

No increase to fees and charges in 2020/21

50 It is proposed to make no increases to the fees and charges schedule, including no inflationary increases, and there are three fees that are proposed to be reduced.

51 The fees proposed to be reduced are:

51.1 Best seller books and DVD hireage - reduce current fees by 50% to encourage greater usage and to reflect impact of other media streams. Best Seller \$2.50 and DVD's \$2.

51.2 Outdoor dining renewal fee – reduce by 50% to \$95.

51.3 Marginal and temporary exemptions in relation to temporary events (as defined by the District Plan) – proposed to be nil.

52 In light of COVID-19, Council could potentially suffer both financial risk (through reduced use of user pays services) and potential loss of public trust and confidence if it seeks to increase fees and user charges above the 2019/20 levels.

53 Officers would not recommend this option if it were not for COVID-19.

54 Note that the fees and charges schedule is planned to be adopted on 28 May 2020; an earlier date than the Annual Plan adoption to allow Council to begin invoicing for dog registration from June.

No increase to fixed and variable water rates

55 The actual costs of supplying potable water is proposed to not be fully rates funded and the shortfall will be funded by borrowings. The water account deficit will now likely take 3-5 years to fully recover to nil.

56 Again, in light of COVID-19, Council could suffer a potential loss of public trust and confidence if it seeks to increase water rates at this stage. This may also help alleviate some unwarranted concerns that extra handwashing will significantly increase water rates.

57 Officers would not recommend this option if it were not for COVID-19.

Remove inflation (local government cost index (LGCI)) from all expenditure budgets

58 Embedded in certain Council contracts is the obligation to increase service payments by inflation each year. Removing inflation from all costs restricts Council's ability to fulfil these contractual commitments. This will either result in reduced work to fit available budgets, or additional funding will be required by budget reprioritisation (potential other planned work programme impacts) and/or increased borrowings.

59 In light of COVID-19, Council could potentially suffer both financial risk and potential loss of public trust and confidence if it seeks to increase costs by LGCI (further exacerbating the debate between LGCI and Consumer Price Index (CPI)).

60 Officers would not recommend this option if it were not for COVID-19.

Remove additional depreciation funding to close the non-funded depreciation gap

61 Every \$1 of depreciation that is not rates funded is funded from borrowings. These borrowings accumulate and increase net borrowing costs which contributes to increased rates.

62 Council has a significant three waters replacement capital works programme from around 2040 and the Council's financial strategy, to reduce debt to create the headroom necessary to borrow money for these renewals, relies on fully funding depreciation as quickly as possible.

- 63 This option will slow down Council's planned transition to fully funding depreciation and will increase borrowings in the short term from what was originally planned. It is important to note that despite this, Council's net borrowings are planned to be lower than the level forecast in the LTP.
- 64 Officers would not recommend this option if it were not for COVID-19.

### **The 2020/21 Capital Works Programme**

- 65 The total draft capital expenditure budget for 2020/21 is \$36.7 million. This is based on our current understanding of the current year's work in progress and further reviews are being undertaken before the final Annual Plan is adopted in June.
- 66 Council has submitted projects to Crown Infrastructure Partners (CIP) to be considered for Government funding by the Infrastructure Industry Reference Group. If any of Council's projects are successful in receiving funding from the Government, Officers will discuss the implications with Council. The submissions to CIP will be detailed in a future report to Council.

### **Further budget reviews planned**

- 67 It should be noted that the impacts of COVID-19 on the Kāpiti Coast community are dynamic and the full impacts will not be known for some time. In acknowledgement of this, Officers will undertake further reviews of the 2020/21 budget as the COVID-19 situation develops to determine whether any further reductions to the rates increase can be achieved.
- 68 Officers will present Council with any additional rates reduction proposals at the Council meeting scheduled for 4 June 2020 for Council's consideration, in advance of adopting the final Annual Plan on 25 June 2020.
- 69 During the 2020/21 year, Officers will continue to monitor the COVID-19 situation to determine whether any budgets should be reviewed to identify potential reallocations.

### **Risks in achieving a zero percent rates increase**

- 70 Council acknowledges that there will be some people in the community wanting to know whether Council can further reduce the additional rates requirement to nil.
- 71 If Council were to achieve a zero percent rates increase, it would most likely do so by debt funding necessary expenditure resulting in more expensive 'catch-up' rates in future years, or by significantly reducing levels of service. Reducing expenditure further in 2020/21 may also limit the role that Council will need to play in assisting the community to recover from the impacts of COVID-19.

### **Recommendation to not formally consult**

- 72 At the workshop on 27 February 2020, Officers discussed with Council the LGA definitions of significance and materiality and the thresholds in Council's significance and engagement policy that trigger the requirement for formal consultation.
- 73 At the workshops on April 7 and 16 (via video conference) Officers presented options for reducing the rates increase, and proposed that none of the differences between the draft Annual Plan and year three of the LTP are significant or material, and there being no new spending proposals to consult the community on, that it would be appropriate to not formally consult the community on the Annual Plan.
- 74 In addition, Council recognises that undertaking a full formal consultation on the Annual Plan would be difficult whilst the district is operating under COVID-19 Alert Level restrictions, limiting the effectiveness of any engagement.

- 75 Considering the reasons outlined above, Council has indicated that in this circumstance, it is appropriate to not formally consult the community on the Annual Plan, but to undertake an information campaign to ensure that the community understand the decisions made. This approach will still allow the community opportunity to provide feedback on the Annual Plan, but using a less prescribed process. Paragraphs 88 to 100 of this report provide further details on the proposed engagement approach.
- 76 Note that section 95 2(A) of the LGA specifies that consultation is not required if no significant or material changes are proposed in the Annual Plan. In the LGA, a difference or variation is material if it:
- might alter a reasonable person’s conclusions about the affordability of the plan or about the levels of service contained in the plan; or
  - might influence their decision to make (or not make) a submission on any consultation document (for example, has some policy shift been signalled).

**CONSIDERATIONS**

**Policy considerations**

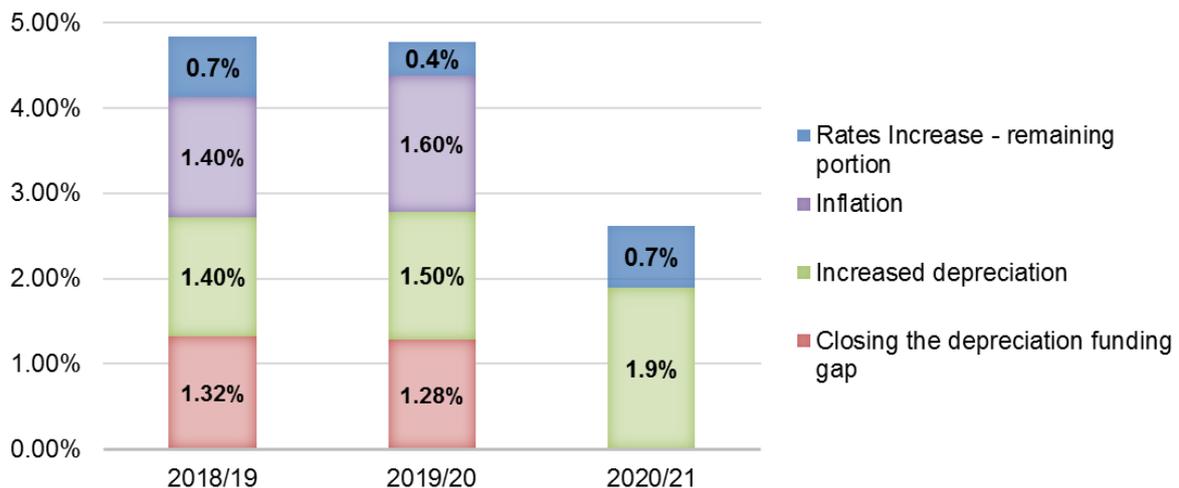
77 There are no changes proposed to Council policies through this report.

**Legal considerations**

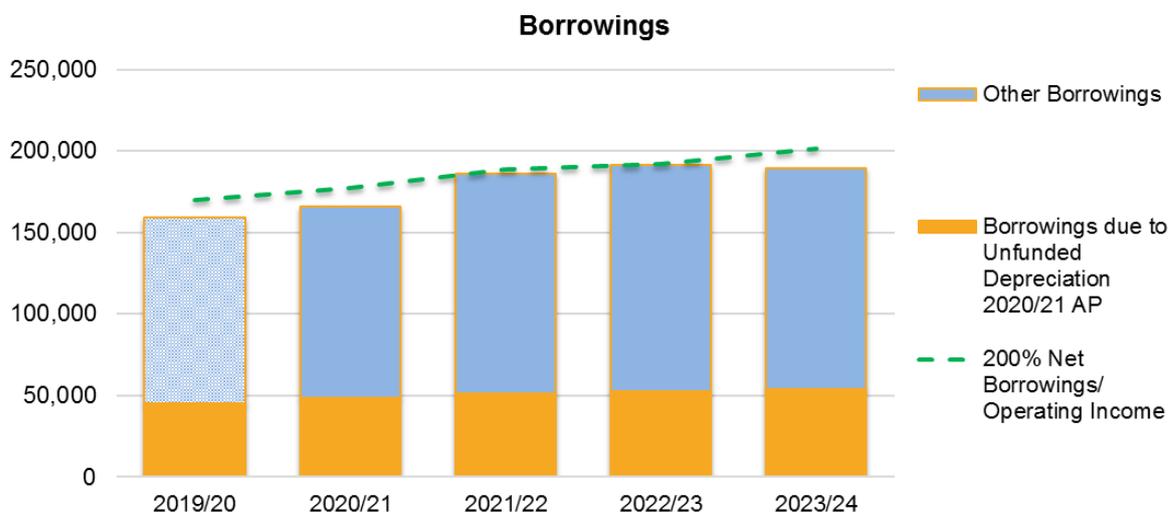
- 78 The Local Government Act 2012 (the LGA) requires councils to prepare and adopt an Annual Plan by 30 June.
- 79 Section 95 2(A) of the LGA specifies that consultation is not required if no significant or material changes are proposed in the Annual Plan.

**Financial considerations**

80 The draft annual plan for 2020/21 has an average rates increase of 2.6%, with a growth component of 0.4%. This is made up of:



- 81 Council's borrowings position is currently forecasted to be \$166 million for 2020/21 (shown in chart below). This will be revised once further budget reviews are completed and before the final Annual Plan is adopted.



### Tāngata whenua considerations

- 82 Reducing the proposed level of rates increase for 2020/21 is not considered to have any direct and negative impacts on tāngata whenua.
- 83 There will be opportunities for conversation with our iwi partners to inform the Council's decisions on the final Annual Plan and Council will work with iwi as part of the recovery phase to identify opportunities for community and central government funding to support tāngata whenua/iwi through COVID-19, and to mitigate rates increases as much as possible to support our communities in recovery.

### Strategic considerations

- 84 This Annual Plan is focused on sustaining the community through an unprecedented disruption to its social and economic environment. Therefore, the Annual Plan should be viewed in context of the following long term goals:
- *A resilient community that has basic needs and feels safe and connected; and*
  - *Wise management of public resources and sustainable funding of Council services*
- 85 It should be noted that the deferment of depreciation funding will adversely affect Council's financial position in the short term, which will inhibit achievement of one of the three-year focus outcomes - *Improved financial position against financial constraints.*

## SIGNIFICANCE AND ENGAGEMENT

### Significance policy

- 86 This matter has a low level of significance under Council's Significance and Engagement Policy.

### Consultation already undertaken

- 87 Community Boards have been consulted in this matter. All Annual Plan workshops have been attended by one or more members of each Community Board and each Board has had the opportunity to present their priorities for 2020/21 to Council for consideration.

**Engagement planning***Information campaign*

- 88 Whilst formal consultation is not required for the Annual Plan, Council wish to ensure the community is fully informed of the content of the Annual Plan and the decisions it has made to reduce the impact of rates on households and businesses as much as possible.
- 89 Elected Members will need to play a key role in communicating the key messages about the Annual Plan to the community. Officers will provide Elected Members with talking points and Q&A material as required.
- 90 An Information Document is being developed which will serve as the main communication tool for the Annual Plan. The document will include:
- An explanation of the Annual Plan and how Council has approached its development following the COVID-19 situation.
  - An outline of the main capital projects and activities Council has planned in 2020/21, as well as how Council is planning to support businesses and residents to manage the impacts of COVID-19;
  - A summary of rates, capital expenditure and borrowings for 2020/21; and
  - Details of how people can find out further information or provide feedback.
- 91 This report seeks Council's approval to delegate the finalising and approval of the information document to a panel comprising the Mayor, the Deputy Mayor, Councillor Cootes, Councillor Compton, and the Chief Executive.
- 92 The Information Document will be available from early May 2020 on the Council website, and a draft will be made available for Councillors to view prior to publishing.
- 93 There will likely be some ongoing limitations with Council's typical information channels due to COVID-19 restrictions – notably any face-to-face engagement will not be possible, and there may still be some limitations on advertising in local newspapers.
- 94 Key messages about the Annual Plan will be therefore distributed largely through digital channels - the Council website and Facebook page, electronic newsletter Everything Kāpiti, Neighbourly, and our Express Yourself Forum database. Key stakeholder groups will also be contacted directly to help spread messages.
- 95 In addition, a two-page summary of the draft Annual Plan will be produced to be included in the fourth quarter rates noticed scheduled to be mailed out to approximately 15,000 ratepayers in May. The document will provide basic information about the draft Annual Plan, including how people can provide feedback, and will direct readers to the Council website where they can find more information.
- 96 Radio advertising will be used where appropriate to direct people to information on the Council's website. Officers will investigate opportunities for radio interviews with the Mayor and Councillors.
- 97 Media advisories will also be issued to local media where appropriate.
- 98 Any feedback received from the community on the draft Annual Plan will be summarised and presented back to Council for consideration prior to Council making its final decisions on the content of the 2020/21 Annual Plan on 4 June 2020 ahead of formally adopting the Annual Plan on 25 June 2020.
- 99 Council is not seeking proposals for projects or grant funding through the Annual Plan process. However, any proposals received that relate to community wellbeing during COVID-19 response and recovery will be considered. Any other proposals received will be considered outside of the Annual Plan process or will form early input in the 2021-41 Long Term Plan process.

- 100 The following table gives an outline of the key milestones and indicative timings for the Annual Plan process.

Milestone	Indicative date
Council approve draft Annual Plan for 2020/21	30 April 2020
Information document published	Early May 2020
Fourth quarter rates notice mailed out	8 May 2020
Council adopts fees and charges schedule for 2020/21	28 May 2020
Final date for community feedback on Annual Plan	29 May 2020
Council make final decisions on Annual Plan for 2020/21	4 June 2020
Council adopts Annual Plan and sets rates for 2020/21	25 June 2020
2020/21 Annual Plan operative	1 July 2020

### Publicity

- 101 A media release will be issued following this meeting to inform the community of Council's decisions.
- 102 Further communications products will be developed closer to the date of the adoption of the Annual Plan to inform the community of any further changes to the work programme for 2020/21 and any impact on rates.

### Other Considerations

- 103 Details of the proposed COVID-19 support package and Council's formal approval of such is subject to a separate report at this meeting.

### CONCLUSION

- 104 Council has revised its draft Annual Plan for 2020/21 in light of the COVID-19 situation and Officers propose a number of changes for Council's approval that are aimed at reducing the planned rates increase down from 5.7%.
- 105 The draft average rates increase for 2020/21 is now 2.6%.
- 106 There are no new spending proposals or significant or material changes to the 2020/21 Annual Plan, so it is appropriate to not formally consult in this circumstance.
- 107 An information campaign will inform the community of the proposed changes and people will have the opportunity to provide feedback for Council's consideration before the Annual Plan is adopted.
- 108 The 2020/21 Annual Plan is scheduled for adoption by Council on 25 June 2020.

**RECOMMENDATIONS**

It is recommended that Council

- 109 Notes the risks outlined by Officers associated with the proposed rates reduction options described in paragraphs 42 to 63 of this report.
- 110 Approves the following changes for the draft 2020/21 Annual Plan:
  - 110.1 Reduce the growth assumption rate.
  - 110.2 Fund a community support package.
  - 110.3 No increase to fees and charges above 2019/20 levels.
  - 110.4 No increase to fixed and variable water rates.
  - 110.5 Remove inflationary increases from operating budgets.
  - 110.6 Recovery funding - to allow us to sustain and rebuild our community.
  - 110.7 Remove additional depreciation funding in 2020/21 to continue closing the non-funded depreciation gap.
- 111 Approves the reductions to the fees stated in paragraph 51 of this report.
- 112 Notes that the fees and charges are scheduled to be presented to Council for adoption on 28 May 2020.
- 113 Agrees that there are no significant or material differences between the content of the Long Term Plan 2018-38 for the year 2020/21 and the draft Annual Plan for 2020/21.
- 114 Agrees that formal consultation is not required for the 2020/21 Annual Plan, in accordance with section 95(2A) of the LGA.
- 115 Approves the engagement approach to inform the community outlined in paragraphs 88 to 100 of this report.
- 116 Approves the delegation for finalising the Information Document to a panel comprising the Mayor, the Deputy Mayor, Councillor Cootes, Councillor Compton, and the Chief Executive.
- 117 Notes that the 2020/21 Annual Plan is scheduled to be presented to Council for adoption at a Council meeting on 25 June 2020.

**APPENDICES**

Nil

### 8.3 HOUSING NEEDS AND FUTURE OPPORTUNITIES

**Author:** Morag Taimalietane, Principal Advisor

**Authoriser:** Janice McDougall, Group Manager

#### PURPOSE OF REPORT

1. This report:
  - 1.1 provides an overview of the Housing Programme Assessment Report (attached as Appendix One) for the Kāpiti Coast district, completed by The Property Group;
  - 1.2 acknowledges the challenges and potential impacts resulting from COVID-19; and
  - 1.3 seeks the Council's endorsement of proposed next steps to enable the Council's involvement in future housing opportunities.

#### DELEGATION

- 2 The Council has the authority to consider this matter.

#### COVID-19

- 3 This report was prepared prior to New Zealand's evolving response to COVID-19.
- 4 The potential impacts from COVID-19 for the Kāpiti Coast district are still being determined, however there is an expected increase in unemployment and the likelihood of businesses closing. These economic changes will create flow on impacts such as less discretionary income and reduced income certainty.
- 5 There is no expectation that the housing crisis will have significantly lessened in response to the impacts of COVID-19, and additional pressure may be seen on areas such as social housing, and emergency and transitional housing.
- 6 Alongside the Government's COVID-19 Response Packages, the Government is also continuing to work at pace to ensure adequate housing for all New Zealanders including;
  - 6.1 ensuring that tenancies are sustained and tenants do not have to face the prospect of homelessness during a global pandemic;
  - 6.2 increasing the supply of emergency and transitional housing;
  - 6.3 supporting housing and related service providers and their staff to provide their services;
- 7 The Housing Programme recommended in this report identifies key issues for housing in Kāpiti, which remain valid in response to COVID-19, and a response and actions for implementation to support housing within the Kāpiti Coast.
- 8 The actions within the recommended Housing Programme can be progressed at an appropriate pace alongside, or as an inclusion to, any Council response to COVID-19.

#### BACKGROUND

- 9 In August 2017 the Council received a report from the Kāpiti Coast Communities Housing Taskforce – a group established by the Mayor to advocate for the needs of the housing sector on the Kāpiti Coast.
- 10 The Taskforce Report (attached as Appendix Two) made a number of recommendations in relation to Council's role in addressing housing issues. These ranged from helping to increase the housing supply and supporting community housing providers, to advocating for changes to central government policy.

- 11 Through the consultation for the 2018-38 long term plan, the Council discussed the Housing Taskforce report and identified that Council would “do more work to investigate the options the Council has to influence housing issues”.
- 12 Following supportive feedback from the consultation, the 2018-38 Long Term Plan (LTP) provided mandate and direction for the Council to consider our future role in housing including:
  - housing - In 2018/19 we'll investigate options for the Council's role (pg 22, LTP); and
  - Council has a role in social housing as it provides affordable housing for older people, and over the next three years we will consider our wider role in social housing. (pg 82, LTP)
- 13 In early 2019, the council engaged The Property Group (TPG) to prepare specialist and targeted advice on the future of housing in the Kāpiti Coast district. The purpose of the assessment was to identify the key issues to be addressed and the tasks required to establish a housing programme.
- 14 A final draft Housing Programme Assessment report was completed in October 2019 following consultation with over 80 stakeholders including Council staff, housing providers, Māori landowners and Central Government.
- 15 Following internal review, the Housing Programme Assessment report has been finalised.

## THE PROPERTY GROUP HOUSING ASSESSMENT OVERVIEW

### Scope

- 16 The Housing Programme Assessment report (the Assessment) provides the Council with a benchmark of current housing supply in Kāpiti, as well as identifying current and future potential gaps to be addressed.
- 17 The Assessment also aims to give the Council a broad understanding of its role in supporting affordable and public housing and to understand housing needs across the district.

### Key issues and recommended actions

- 18 Four key issues were identified through the Assessment, which a housing programme would need to address:
  - a) Investigate ways to increase the supply of public housing.
  - b) Improve the quality of existing public housing.
  - c) Encourage take up of existing development capacity.
  - d) Improve the availability of emergency and transitional housing.
- 19 There are 14 recommended actions sitting under these key issues (detailed in Appendix One), which would be the foundation for a housing programme. The actions are listed in the recommended order of completion to enable the Council to best respond to each of the issues, and a timing guideline is provided in three phases:
  - Short term (3-6 months)
  - Medium term (6-12 months)
  - Long term (12-24 months)

**Establishing a Housing Programme**

- 20 The Assessment provides clear next steps in terms of establishing a housing programme which would build a work programme for housing in the Kāpiti Coast:
- a) Preparation of a programme brief including:
    - i. Definition of a Council Housing Policy
    - ii. Definition of workstreams
    - iii. Stakeholder engagement strategy and communication strategy.
  - b) Resourcing of a dedicated programme team and a cross functional team within Council.
  - c) Establishing a budget and duration of programme.
  - d) Preparation of an implementation strategy.

**KĀPITI COAST COMMUNITIES HOUSING TASKFORCE REPORT****Overview**

- 21 The Kāpiti Coast Communities Housing Taskforce Report was first submitted to the Council in August 2017. An updated Taskforce Report was then provided in April 2018, as part of the Taskforce's submission to the 2018-38 Long Term Plan consultation.
- 22 The Taskforce consulted housing providers, developers and others involved in the sector on the Kāpiti Coast as part of the development of the report.

**Conclusion and recommendations**

- 23 The Taskforce Report concluded that Kāpiti Coast communities were facing "unprecedented housing pressure, largely caused by recent excessive net migration, showing up the gaps in our housing infrastructure mix and capacity that has been pushed to the limit and beyond."
- 24 There are 18 recommended actions in the Taskforce Report. These are based around the following areas:
- a) Providing housing needs assessments;
  - b) Helping community housing providers
  - c) Helping increase supply
  - d) Helping decrease demand
  - e) Helping change central government policy; and
  - f) Helping improve the adequacy of Kāpiti Coast homes.
- 25 Of the 18 total recommendations, the Taskforce identified four as key, with a focus on increasing supply:
- Recommendation 3A - That Council lease its social housing stock and land to the local Registered Community Housing Providers - Dwell Housing Trust or Link People or Paekakariki Housing Trust, and iwi if they wish, by December 2018.
  - Recommendation 3B - That Council immediately investigate why landowners do not want to rent unused habitable units that they own, and use the results to free up these potential homes.
  - Recommendation 3F – That Council waive or reduce its fees and levies as appropriate when a residential development includes provision for affordable or social or papakainga housing, particularly where it is to be purchased by a recognised or run by a recognised Community Housing provider. That Council use discretion and scaling in the application of its rules, Development Contributions and required items, particularly where the homes being developed are smaller or are socially clustered.

- Recommendation 3G - That Council immediately request Government to urgently fund and develop affordable and social housing on suitable NZTA owned Residential zoned land surplus from the construction of the Kāpiti Expressway, to remedy the earlier loss of housing.

## ESTABLISHING A HOUSING PROGRAMME

### Analysis

- 26 Council Officers have reviewed both the Taskforce Report and the TPG Assessment.
- 27 The Taskforce Report and the TPG Assessment have identified similar key issues to be addressed with regards to housing in the Kāpiti Coast, in particular the supply and quality of housing.
- 28 In many cases the TPG Assessment has developed actions which will respond to the recommendations made in the Taskforce Report.
- 29 A full comparison of the recommendations and actions from the two reports is attached as Appendix Three, which includes the Council officer response to the recommendations made through the Taskforce Report.

### Programme Development

- 30 The TPG Assessment provides clear direction for which issues and actions should be progressed first, and guidelines for the timings of those.
- 31 It is the recommendation of Council Officers that the Council establishes a housing programme based on the steps identified by the TPG Assessment Report as detailed in paragraph 20.
- 32 The Council's ability to respond and implement actions for housing within the Kāpiti Coast will depend on:
- 32.1 the level of resourcing available to develop and progress this work programme.
  - 32.2 the economic impacts of COVID-19.
- 33 Work to develop a detailed Housing work programme will begin early in the 2020/21 financial year. In the meantime, housing will remain an important consideration as the economic and social impacts of COVID-19 become apparent.
- 34 Therefore, Council Officers recommend that until a detailed work programme is developed, the following actions from the TPG Assessment are prioritised as time and resource allows:
- Action 1: Undertake an audit of Council's existing residential land holdings to determine redevelopment potential and improvements needed.
  - Action 2: Investigate the suitability of other Council owned land to support housing developments, giving greater weight to the use of Council land for housing.
  - Action 3: Engage with local iwi to determine how Council can support and enhance the capacity of Maori housing providers through opportunities for development partnerships on Maori-owned and other land.
  - Action 4: Identify partnership opportunities with the public housing sector.
  - Action 7: Establish a working group with the local housing sector, including CHPs to support this industry to provide quality housing.
  - Action 14: Identify suitable Council or other land through Council or its partnerships that maybe available for temporary relocatable housing.

**CONSIDERATIONS****Policy considerations**

- 35 As part of the Cross-Council Policy Work Programme, approved by the Strategy and Operations Committee on 5 December 2019, a line was included for Council's 'Wider Role in Housing'. This Policy was given a timeframe starting early 2019 and finishing early 2021 to enable the outcome to feed into the Council's 2021-41 Long Term Plan.
- 36 The work undertaken by TPG has provided the foundation for this Policy to be developed, in line with the timeframes noted in the Cross-Council Policy Work Programme.
- 37 Council Officers also envisage that the criteria for the Council's Strategic Land Purchase Policy will be reviewed as part of the Housing work programme in response to the TPG Assessment - Action 6 "Investigate potential for long term strategic acquisitions to expand the opportunity for Council to undertake or enable housing development projects".

**Legal considerations**

- 38 There are no legal considerations in relation to the recommendations made in this Council Report.

**Financial considerations**

- 39 The pace of implementation proposed in the TPG Assessment is not possible within existing budgets and given our current environment. However, there is provision within existing budgets to appoint a programme manager which will enable the Council to deliver on priority actions within the Housing work programme, as well as respond to significant housing impacts from COVID-19.

**Tāngata whenua considerations**

- 40 Te Whakaminenga o Kāpiti has identified housing as an area of interest.
- 41 The Iwi Partnership Team are working in closely with Iwi to understand the impacts of COVID-19 for Iwi, including housing impacts.
- 42 There is also currently a standing item on the work programme related to the development of a Papakainga Housing toolkit.
- 43 Interest has been raised by some iwi authorities with regards to the Council supporting iwi to develop their lands further.
- 44 The Government is proposing amendments to the Local Government (Rating) Act 2002 to promote the development of Māori freehold land and to modernise the rating legislation relating to Māori freehold land.
- 45 The amendments are in the Local Government (Rating of Whenua Māori) Amendment Bill which will aim to support Māori freehold landowners to engage, use, develop and live on their land.
- 46 The Amendment Bill has been referred to Select Committee, and the Council will discuss with and work alongside Te Whakaminenga o Kāpiti with regards to the submission process and development.

**Strategic considerations**

- 47 The 2018-38 Long Term Plan (LTP) provided mandate and direction for the Council to consider its future role in housing including:
- housing - In 2018/19 we'll investigate options for the Council's role (pg 22, LTP); and
  - Council has a role in social housing as it provides affordable housing for older people, and over the next three years we will consider our wider role in social housing. (pg 82, LTP)

**SIGNIFICANCE AND ENGAGEMENT****Significance policy**

- 48 This matter has a moderate degree of significance under Council's Significance and Engagement Policy as there is likely to be interest from across a number of sectors.

**Consultation already undertaken**

- 49 A significant amount of engagement and consultation has taken place with regards to the Council's role in housing for the Kāpiti Coast District. These include:
- 49.1 Engagement through the development of the Kāpiti Communities Housing Taskforce Report.
  - 49.2 Consultation for the Long Term Plan 2018-38 included provisions around the future management of Councils Older Persons Housing, and the Council's role in influencing housing issues.
  - 49.3 Engagement through the development of The Property Group Housing Assessment Report.

**Engagement planning**

- 50 Further engagement will be required as the housing programme is developed and implemented.

**Publicity**

- 51 A communications and engagement plan has been developed. Housing Portfolio Lead Councillor McCann will be the Council's spokesperson on this topic.

**Other Considerations**

- 52 The Urban Development Bill, which is with Select Committee, provides for functions, powers, rights, and duties of the Crown entity Kāinga Ora—Homes and Communities, to enable it to undertake its urban development functions.
- 53 Kāinga Ora will be provided the ability to enable, lead or facilitate a special type of complex, transformational development – called specified development projects (SDPs); access to a tool-kit of development powers when undertaking SDPs; access to land acquisition powers when undertaking urban development projects (including SDPs).
- 54 The Council will continue to monitor the progression of this Bill.
- 55 The Council will also monitor and respond to any other considerations, including legislative changes, that occur in response to COVID-19.

**RECOMMENDATIONS**

- 56 That the Council notes that the 2018-38 Long Term Plan (LTP) provided mandate and direction for the Council to consider its future role in housing.
- 57 That the Council notes and endorses the Housing Programme Assessment report, attached as Appendix One, and agrees to establish a housing programme based on the steps it identifies.
- 58 That the Council notes COVID-19 will impact the pace and scale of implementation and that the timeframes for delivery will be further considered through the development of a detailed work programme.
- 59 That the Council agrees that Council Officers should continue to progress Actions 1, 2, 3, 4, 7 and 14 from the Housing Programme Assessment as time and resource allows while a detailed housing work programme is developed.
- 60 That the Council note the comparison of the recommendations and actions from the Kāpiti Communities Housing Taskforce Report and Housing Programme Assessment report, as detailed in Appendix Three.
- 61 That the Council approve the Council Officer response to the recommendations made through the Taskforce Report Recommendations, as detailed in Appendix Three.

**APPENDICES**

1. Housing Assessment [↓](#) 
2. Kapiti Communities Housing Taskforce Report [↓](#) 
3. Report Analysis and Officer Reponse to Taskforce [↓](#) 



Kāpiti Coast District Council  
Housing Programme Assessment  
Final Report  
October 2019



Quality Control

<b>Document:</b>	Housing Programme Assessment
<b>Ref:</b>	Job No. 715677
<b>Date:</b>	17 October 2019
<b>Prepared by:</b>	Ruth Allen, Senior Property Consultant
<b>Reviewed by:</b>	Mark Heavey, Manager Operations and Clients

Revision History

Revision	Revision Date	Details	Authorised	
			Name / position	Signature
1.0	29 Jul 2019	Draft for consultation	Clinton Fisher Senior Property Consultant – Development Management	
1.1	5 Aug 2019	Draft for consultation with SLT	Clinton Fisher Senior Property Consultant – Development Management	
2.0	17 Oct 2019	Final draft Report	Clinton Fisher Senior Property Consultant – Development Management	
3.0	16 Mar 2020	Final Report	Clinton Fisher Senior Property Consultant – Development Management	

### Executive Summary

The Kāpiti Coast district is experiencing increasing demand for housing and pressure on its public housing services. Historically, the Kāpiti Coast has been an affordable housing market based on alternative rural/lifestyle housing choices in proximity to Wellington. However, recent investment in regional transport infrastructure has improved connectivity to surrounding areas and as a result the district is becoming a more desirable location to live. The increased connectivity coupled with population growth and strong national property market has led to an increasing demand for housing.

To manage this demand Kāpiti Coast District Council (Council) has committed to develop a housing programme. Development of the housing programme will establish the role that Council will play in increasing housing supply and in encouraging affordable housing choices. It will identify the tools and levers the Council can use to influence the housing market and prioritise areas for action.

The housing programme will build on from other Council housing initiatives which include the pensioner housing condition assessments and preparation of the Housing and Business Land Capacity Assessment.

Development of the housing programme is consistent with the vision and direction of the Kāpiti Coast District Council 2018-38 Long Term Plan to support the resilience and needs of the community.

#### **Purpose of this assessment**

The Property Group (TPG) has undertaken the following assessment to identify the key issues to be addressed and the tasks required to establish the housing programme. The assessment provides a benchmark of current housing supply in the District and identifies current and future potential gaps to be addressed. It aims to give Council a broad understanding of its role in supporting affordable and public housing and to understand housing needs across the whole district.

The assessment has been prepared through a desktop review and comprehensive consultation with stakeholders including Council staff, community (and transitional) housing providers, Maori landowners, Central Government agencies, non-government organisations, some private developers, consultants and community groups.

#### **Recommendations and actions**

The assessment has identified the following key issues the housing programme will need to address and recommended actions to be considered. The prioritisation of actions is phased over short (3-6 months), medium (6-12 months) and long terms (12-24 months), for further details refer to Part C and Appendix 1 of the report.

Issue to be addressed	Actions for establishing the housing programme	Prioritisation
1. Investigate ways to increase the supply of public housing	<ul style="list-style-type: none"> <li>Action 1: Undertake an audit of Council's existing residential land holdings to determine redevelopment potential and improvements needed.</li> </ul>	Short term
	<ul style="list-style-type: none"> <li>Action 2: Investigate the suitability of other Council owned land to support housing developments, giving greater weight to the use of Council land for housing.</li> </ul>	Short term
	<ul style="list-style-type: none"> <li>Action 3: Engage with local iwi to determine how Council can support and enhance the capacity of Maori housing providers through opportunities for development partnerships on Maori-owned and other land.</li> </ul>	Short term
	<ul style="list-style-type: none"> <li>Action 4: Identify partnership opportunities with the public housing sector.</li> </ul>	Short term
	<ul style="list-style-type: none"> <li>Action 5: In collaboration with the Regional Growth Framework for the Wellington Region, investigate the level of affordable and public housing needs for the Kāpiti Coast District.</li> </ul>	Medium term
	<ul style="list-style-type: none"> <li>Action 6: Investigate potential for long term strategic acquisitions to expand the opportunity for Council to undertake or enable housing development projects.</li> </ul>	Medium-long term
2. Improve the quality of existing public housing	<ul style="list-style-type: none"> <li>Action 7: Establish a working group with the local housing sector, including CHPs to support this industry to provide quality housing.</li> </ul>	Short term
	<ul style="list-style-type: none"> <li>Action 8: Investigate the feasibility of redevelopment of the Council owned pensioner units to provide additional housing opportunities while maintaining and improving at least the existing number of units for older people in the Council property portfolio.</li> </ul>	Medium term
	<ul style="list-style-type: none"> <li>Action 9: Identify opportunities for Council, either through partnership with a CHP or iwi group, to create an example of quality, medium density,</li> </ul>	Medium-long term

Issue to be addressed	Actions for establishing the housing programme	Prioritisation
	public and affordable homes well-connected to transport and other essential facilities and services.	
3. Encourage take up of existing development capacity	<ul style="list-style-type: none"> <li data-bbox="579 465 1134 629">• Action 10: Map Council's consenting and approval process for housing proposals to identify opportunities for Council to assist the efficient processing of these applications and applicants to more easily navigate the system.</li> <li data-bbox="579 667 1134 792">• Action 11: Map Council's operations to identify opportunities to incentivise residential development of land in existing urban areas and greenfields.</li> <li data-bbox="579 831 1134 987">• Action 12: In collaboration with the Regional Growth Framework and Council's Development Strategy, identify and prioritise critical infrastructure required to unlock development potential and growth.</li> </ul>	<p data-bbox="1169 465 1289 488">Short term</p> <p data-bbox="1169 712 1305 734">Medium term</p> <p data-bbox="1169 831 1305 891">Medium-long term</p>
4. Improve the availability of emergency and transitional housing	<ul style="list-style-type: none"> <li data-bbox="579 1055 1134 1151">• Action 13: Similarly, to Action 7, establish a working group with providers to address key barriers to accepting Special Needs Grants</li> <li data-bbox="579 1189 1134 1285">• Action 14: Identify suitable Council or other land through Council or its partnerships that maybe available for temporary relocatable housing.</li> </ul>	<p data-bbox="1169 1055 1289 1077">Short term</p> <p data-bbox="1161 1240 1308 1285">Short-medium term</p>

**Next Steps**

The key next steps in the establishment of the housing programme include the following:

1. Preparation of a programme brief that defines Council’s Housing Policy and identifies the workstreams required
2. Resourcing of a dedicated programme team and enabling a cross functional team within the Council
3. Establishing a budget and duration of programme
4. Preparation of an implementation strategy.

## Contents

Quality Control .....	2
Revision History .....	2
Executive Summary .....	3
1. Introduction .....	7
PART A THE STRATEGIC CONTEXT .....	9
2. National Plans and Policies .....	9
3. Relevant Regional and District Council Plans .....	11
4. Housing Typologies .....	12
5. Stakeholders .....	13
PART B THE HOUSING MARKET .....	16
6. Existing Housing Supply Kāpiti Coast .....	16
7. Provision of subsidised housing .....	20
8. Increasing Housing Demand .....	23
9. Housing Supply .....	24
PART C HOUSING PROGRAMME .....	27
10. Key Issues to be addressed .....	27
11. Strategic Responses .....	27
12. Prioritisation of delivery .....	30
13. Recommendations .....	30
GLOSSARY .....	33
REFERENCES .....	36
APPENDIX 1 .....	37

1. Introduction

Purpose

The Property Group Limited (TPG) has been engaged by the Kāpiti Coast District Council (Council) to undertake an assessment of housing in the Kāpiti Coast District. The assessment provides an analysis of current housing supply, including both market housing and public housing services, and reviews the likely demand into the future. It seeks to understand the opportunities for Council to influence the housing market and to identify the challenges and barriers to be addressed into the future.

The purpose of this work is to establish the next steps for Council to undertake to progress the development of a housing programme. The assessment will assist Council to develop a broad understanding of its role in supporting market, affordable and public housing and to understand housing needs across the whole district. It will enable Council to identify and prioritise strategies to address the problems identified.

Context

In line with challenges faced by New Zealand as a whole, there has been considerable interest and concern about housing availability and affordability on the Kāpiti Coast. Central Government has acknowledged that the demand for housing across New Zealand is growing and has generated a shortage of affordable housing by driving up house prices and rents (Ministry for Social Development, 2019). Recent policy changes signify a drive to address affordable housing as a national issue. This includes the upcoming review of the Resource Management Act to remove barriers to housing development and formation of Kāinga Ora Homes and Communities as a central urban development authority.

Along with most urban areas in New Zealand, the Kāpiti Coast is experiencing increasing demand for housing and pressure on public housing services. Historically, the Kāpiti Coast has been an affordable housing market in the region providing alternative choices to Wellington. However, recent investment in infrastructure including the Kāpiti Expressway and Transmission Gully have improved connectivity to surrounding areas (refer Figure 1 below).



Figure 1 Connectivity of the Kāpiti Coast District (Wellington Regional Land Transport Plan, 2015)

The delicate balance of housing supply and demand is likely to come under increasing pressure as the links to the Coast and its desirability as a place to live and work improve. The affordability of housing is likely to further decrease as demand increases for housing without adequate new land supply, increased resourcing of the supply chain and strategic planning for growth. The impact will be greatest at the shallower end of the housing continuum, where there is already limited supply of public housing that will come under increasing pressure.

### **The Approach - Intervention Logic**

TPG's approach to understanding the Kāpiti Coast district housing market is based upon an intervention logic technique (Treasury, New Zealand, 2019). This approach is used widely in New Zealand and Australia for strategic decision making.

Following the intervention logic technique, TPG's assessment has been undertaken in four key stages.

- Stage 1 - Problem definition, complete a desktop review and targeted consultation to understand and highlight the relevant current and future market problems
- Stage 2 - Options analysis, define each of the options for strategic intervention by Council to address the problems including identifying the associated opportunities and risks with each option
- Stage 3 - Definition of outcomes, analysing the potential outcomes or benefits associated with the strategic interventions
- Stage 4 - Reporting, provide a report based on the findings of the above in order to inform the next steps for Council including establishing a housing programme.

### **Report Structure**

Following this introduction, this report provides an overview of the results of the assessment in the following sections.

Part A – The Strategic Context, puts the assessment into context by providing a review of relevant plans and policies and what they mean for the Kāpiti Coast Housing Programme.

Part B – Housing Market, analyses population growth and trends in the residential market to establish current and future demand on the sector and housing affordability.

Part C – Housing Programme, identifies the potential interventions Council could undertake to address the problems identified and makes recommendations for establishment of the housing programme.

### **Glossary**

Due to the number of defined terms and abbreviations used in this document, a glossary is available at the rear of the report.

### **Appendix 1**

A Prioritisation and Responsibility Schedule is presented to propose how and who would deliver the work.

## PART A THE STRATEGIC CONTEXT

### 2. National Plans and Policies

#### Introduction

The housing sector in New Zealand has been under increasing pressure to provide for a growing demand of housing. As a result, the Government has developed an array of policies, plans, programmes and funding mechanisms to address the need for housing delivery. The following section provides a summary of the relevant plans and policies and what this means for Council's housing programme.

Central Government has four key plans and policies to support urban development and affordable housing in New Zealand, including the Urban Growth Agenda, Kāinga Ora—Homes and Communities Bill, the national Policy Statement on Urban Development Capacity, and the Housing Infrastructure Fund.

#### The Urban Growth Agenda

The Urban Growth Agenda (UGA) is the Government's programme to manage and plan for significant urban growth in New Zealand over the next two years and beyond. It is an ambitious programme which aims to remove barriers to improve choices for the location and type of housing, access to employment, education and services, support emission reduction and climate resilience, and enable quality urban environments for cities to grow up and out.

The broader legislative changes to be undertaken will change the delivery mechanisms for housing development. This includes the review of the Resource Management Act and establishment of Kāinga Ora Homes and Communities to alleviate some of the hurdles in housing provision. Spatial planning for regional growth areas have been identified for Auckland – Hamilton growth corridor, Tauranga and Western Bay of Plenty, Canterbury, Queenstown and Central Otago and the Wellington Region. Council's housing programme will need to be in keeping with these changes.

#### National Policy Statement on Urban Development Capacity

The National Policy Statement on Urban Development Capacity 2016 (NPS-UDC) sets out the objectives and policies for providing development capacity under the Resource Management Act 1991. The NPS-UDC directs local authorities to provide enough development capacity in their resource management plans, supported by infrastructure, to meet demand for housing and business space.

In response to the NPS-UDC requirements, Council has prepared a draft Housing and Business Land Capacity Assessment (HBA) for the Kāpiti Coast. The HBA reports on the demand for, and supply of, residential and business development capacity over 30 years from 2017 to 2047. In summary the HBA has identified that based on current land zoning the Kāpiti Coast district has enough residential capacity over the short and medium term but has several potential longer-term shortages.

The residential capacity identified in the HBA has been used to inform TPG's assessment (refer to Section 9).

### **Public Housing Plan 2018-2022**

The Public Housing Plan is the Government's response to the increasing demand for public housing across New Zealand through to 2022. It provides a plan about where, and how many, additional public housing places are planned to June 2022.

The Plan provides an overarching strategy for strategic partnering that:

- Provides an overarching strategic partnering model to guide how the Ministry of Housing and Urban Development (HUD) works with other agencies and providers, to meet the housing needs of New Zealanders
- Shifts away from a competitive and market-based approach to a more planned and collaborative approach
- Restricts capital funding that is now only available in limited circumstances
- Introduces higher operating subsidies (an operating supplement) available to only Housing New Zealand (HNZ) and Community Housing Providers (CHPs) up to a maximum of 90% of market rent to support development of new supply
- Maintains the existing Income Related Rental Subsidy (IRRS) contract for 25 years for HNZ and CHP tenancies.

### **Kāinga-Ora Homes and Communities Bill**

The draft bill establishes Kāinga Ora - Homes and Communities as a Crown entity absorbing the functions of HLC, Housing New Zealand and some of the KiwiBuild functions and assets making it the Central Government's Urban Development Authority (UDA).

It will ultimately have the core functions of public housing landlord and leading and co-ordinating urban development. However, it is important to note the full urban development implementation powers of Kāinga Ora are unknown at this stage as they will be subject to a subsequent bill.

### **Te Puni Kōkiri - Funding for Māori Land Development**

Te Puni Kōkiri was established under the Māori Development Act 1991 to promote increases in the levels of achievement attained by Māori in a number of key sectors including housing. In terms of housing, Te Puni Kōkiri's goals for the next four years are that:

- More whānau live in safe, secure and affordable homes
- Housing investment is a vehicle for whānau enterprise and community development
- Iwi and Māori are partnering and investing in housing innovation and development.

Te Puni Kōkiri supports the achievement of Māori housing goals in government programmes such as Housing and Urban Development and KiwiBuild. At a local level, it promotes housing investment as a driver and catalyst for the development of whānau and community enterprises.

### 3. Relevant Regional and District Council Plans

#### Wellington Regional Investment Plan

The Wellington Regional Investment Plan is a long-term plan that details the investments that need to be made over the next 30 years to ensure future success and improve the quality of life for the Wellington region. The Plan prioritises the development of new housing supply and urban form. It has the following focus areas and actions for the delivery of housing:

- Focus Area 1 – An Urban Development Authority Model, supporting Kāinga Ora – Homes and Communities to unlock urban development potential
- Focus Area 2 – KiwiBuild Partnerships - Identification of priority areas across the region that can support the KiwiBuild programme
- Focus Area 3 – Public Housing Partnerships – Identification of Crown or Council owned land which could be used for public housing developments
- Focus Area 4- Precincts - Planning for urban growth at a precinct scale, ensuring that housing is provided in areas close to jobs and transport
- Focus Area 5 – Greenfield development - To accommodate the projected population increase greenfield developments will be required throughout the region. To be led by Council's in partnership with developers.

Work has commenced on a regional growth framework including the local and regional Councils, Central Government and Māori. Council's housing programme should accommodate strategies that are consistent with and aim to facilitate the actions outlined above.

#### Kāpiti Coast District Council Long Term Plan 2018-38

The Kāpiti Coast District Long Term Plan outlines the Council's investment path for the next 20 years. The long term plan acknowledges that both housing and rental affordability is increasingly becoming a significant issue for the District and identifies mechanisms for the funding of infrastructure to support an increasing number of dwellings.

Development of the housing programme and supporting the delivery of affordable housing aligns with the strategic directions in the long term plan for building a resilient community.

The Kāpiti Coast Communities Housing Taskforce made a submission to Council on the Long Term Plan in July 2017. The key recommendations made by the taskforce have been considered into TPG's assessment of key issues facing housing in the Kāpiti Coast and are addressed further in Part C of this report.

- That Council lease its public housing stock and land to the local Registered Community Housing Provider - Dwell Housing Trust, and Iwi if they wish, by December 2018
- That Council immediately investigate why landowners do not want to rent out unused habitable units that they own, and use the results to free up these potential homes

- That Council waive or reduce its fees and levies as appropriate when a residential development includes provision for affordable or public housing, particularly where it is to be utilised by a recognised Community Housing provider
- That Council immediately request Government to urgently fund and develop affordable and public housing on suitable NZTA owned Residential zoned land surplus from the construction of the Kāpiti Expressway, to remedy the earlier loss of housing.

**4. Housing Typologies**

**The Housing Continuum**

The Government housing sector uses the concept of a ‘housing continuum’ to identify the role public housing organisations have in providing homes to meet a range of housing needs in New Zealand. The housing continuum, shown in Figure 2 below, is a concept used by policy makers to consider the impact a policy has on different tenancies. It illustrates the various tenancies from homelessness and emergency shelters on the far left through assisted rental or assisted ownership, to private renting and ownership options in the market.

It is a useful tool in understanding the differing areas where Council can focus its strategies to improve housing availability and affordability.



Adapted from: Canada Mortgage & Housing Corporation and Community Housing Aotearoa

**Figure 2 The Housing Continuum**

**Housing Typology Definitions**

The housing continuum has a complex array of housing typologies. It is helpful to use these typologies when identifying the Districts housing needs and gaps in housing provision. Definitions of the housing typologies are given in Table 1 on page 13.

Table 1 Defining the Housing Typologies

Housing Type	Definition
Homelessness	Having no other options to acquire safe and secure housing. There are four categories of homelessness: <ul style="list-style-type: none"> <li>• Without shelter – no shelter or makeshift shelter</li> <li>• Temporary accommodation – overnight shelter in non-private dwellings not intended for long term living</li> <li>• Sharing accommodation – temporary accommodation for people through sharing someone else’s private dwelling</li> <li>• Uninhabitable housing – people living in dilapidated dwellings.</li> </ul>
Emergency Housing	If there is no supply of transitional housing or they have limited needs the individual will be given the Emergency Housing Special Needs Grant (EHSNG). This allows them to stay in a non-contracted provider for a seven-day period.
Transitional Housing	Contracted short-term housing provided by HUD for people who urgently need a place to stay. Transitional housing provides warm, dry and safe short-term accommodation as well as tailored services to support a transition to long-term housing options.
Public Housing (previously social housing)	Public housing is rental housing subsidised by Central or Local Government, CHPs or other community housing organisations (CHOs) e.g. trusts or iwi groups - for individuals and families whose housing needs or circumstances are not adequately provided for by the private sector.
Affordable Housing	Affordable housing is housing which is deemed affordable to those with a median household income or below.
Market Housing	Housing that is brought and sold under prevailing market conditions.

## 5. Stakeholders

### Overview

To inform the assessment TPG has engaged with stakeholders in the Kāpiti housing sector. Stakeholder engagement was undertaken both in person and over the telephone.

The meetings were structured as follows:

- Confirmation of the District’s housing continuum opportunities and constraints
- Proposed actions to enable the opportunities and mitigate the constraints.

Engagement was undertaken with approximately 85 individuals and organisations including the Mayor and elected officials and the Senior Leadership team of Council.

Other groups also included selected key Council staff, Māori landowners, Central Government agencies, CHPs, Transitional Housing Providers (THPs), non-government organisations and community groups (NGOs), a boarding house, selected motels and camping grounds, selected property developers and consultants.

The apportionment between Council and external stakeholders engaged was circa 40% to 60% respectively. Both qualitative and quantitative information was collected during these meetings.

The following section provides a review of the key issues raised and themes emerging through this consultation.

### **Results of Stakeholder Engagement**

The key qualitative themes associated with the stakeholder engagement are summarised below in the opportunities and constraints analysis below:

#### **Opportunities**

- HNZ is planning to deliver 13 additional dwellings in the District over the next 3 years
- Strong regional CHP presence and appetite from some to deliver housing in the District
- Temporary housing projects to reduce the use of motels (under Special Needs Grants (SNGs))
- Early stage discussions between NGOs, CHPs and local developers
- Access to Council land or surplus land from infrastructure projects, subject to feasibility and disposal processes
- Planning for medium density (townhouses) near transport nodes serviced by good quality public transport
- Community appetite for alternative housing models
- Local manufactured prefabricated housing planned in Ōtaki
- Exploration of incentivising housing supply through enabling development policies
- District Plan review could facilitate long term housing supply
- Investigating ways Council could work more collaboratively with the development sector. For example, establishing single point of contact at Council.

#### **Weaknesses**

- Current Central Government policy settings are challenging for supporting new supply of community and affordable housing
- Due to restricted capital funding for CHP projects, some CHPs are winding their exposure down in the south of the North Island

- Development feasibility is challenging due to the poor ground conditions and increased construction costs to deliver housing
- The consenting process in Council is challenging due to increased time and costs
- Housing will come under increased pressure from the Transmission Gully Motorway (opens 2020) and increasing housing prices in the south
- Gentrification of urban areas generally impacts affordability for renters
- There is a lack of existing affordable housing supply in the District for the community, THPs and NGOs to secure housing for vulnerable members of the community
- The market demands larger sections for detached housing over other typologies
- A lack of medium density development and this is constrained by a lack of feasibility.

**PART B THE HOUSING MARKET**

**6. Existing Housing Supply Kāpiti Coast**

**Overview**

Over time, the pattern of growth in the Kāpiti Coast has consolidated around the existing urban areas of Paraparaumu and Waikanae, leading to the incremental development of larger contiguous urban areas which then become better linked across the district. Almost 60% of Kāpiti Coast residents live in Paraparaumu Beach, Paraparaumu Central and Waikanae (Statistics New Zealand, 2016).

Alongside the development of these urban areas, the demand for rural lifestyle properties has also seen areas of surrounding rural land becoming subdivided into smaller lifestyle blocks. Overtime many of the farming and coastal areas in the southern portion of the district have been subdivided for residential development, and this pressure for subdivision is now extending to other parts of the district.

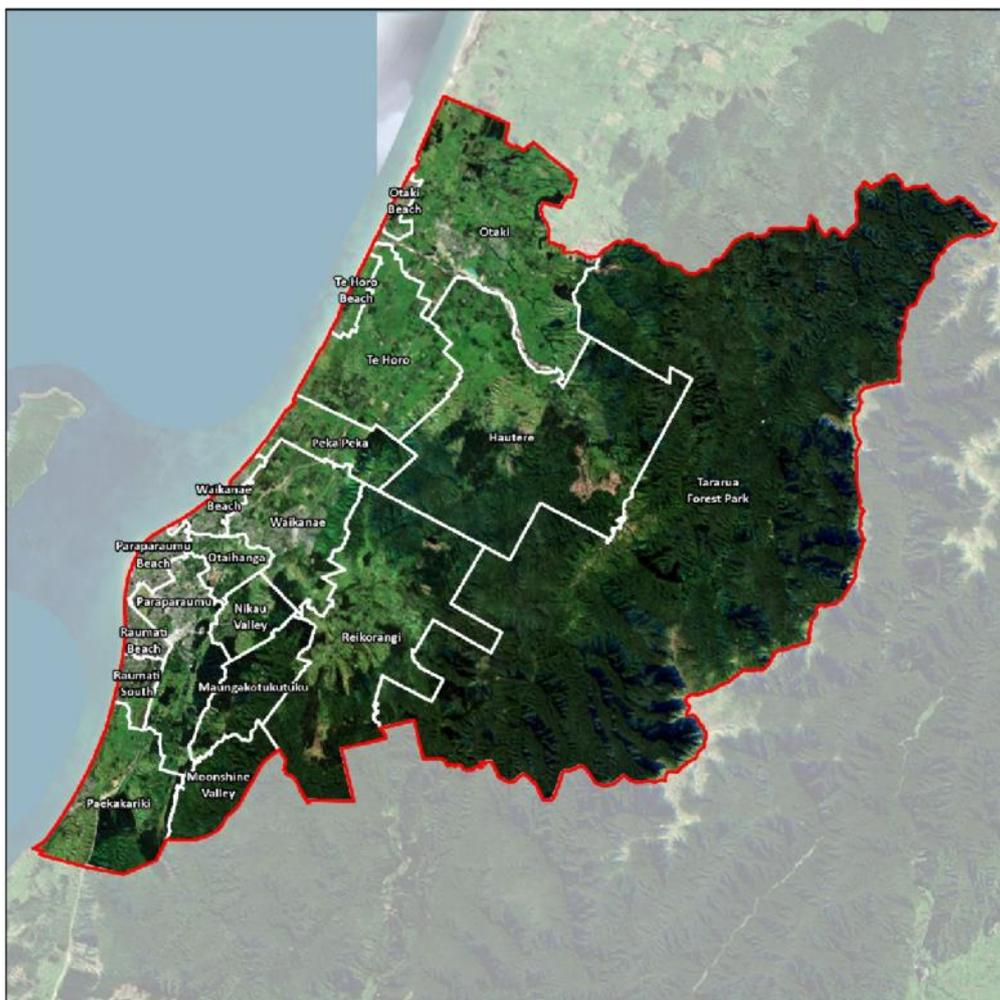


Figure 3: Kāpiti Coast residential areas

More recently, the MacKay’s to Peka Peka Expressway has been completed, while the Peka Peka to Ōtaki Expressway is currently being constructed along with the Transmission Gully Motorway project. Both are expected to further increase accessibility to the district and contribute to further population growth.

Council owned land is illustrated below in Figure 4. This includes approximately 724 ha of Council owned land held in titles and 1,323 ha of land gazetted to Council (which may include infrastructure, for example roads).

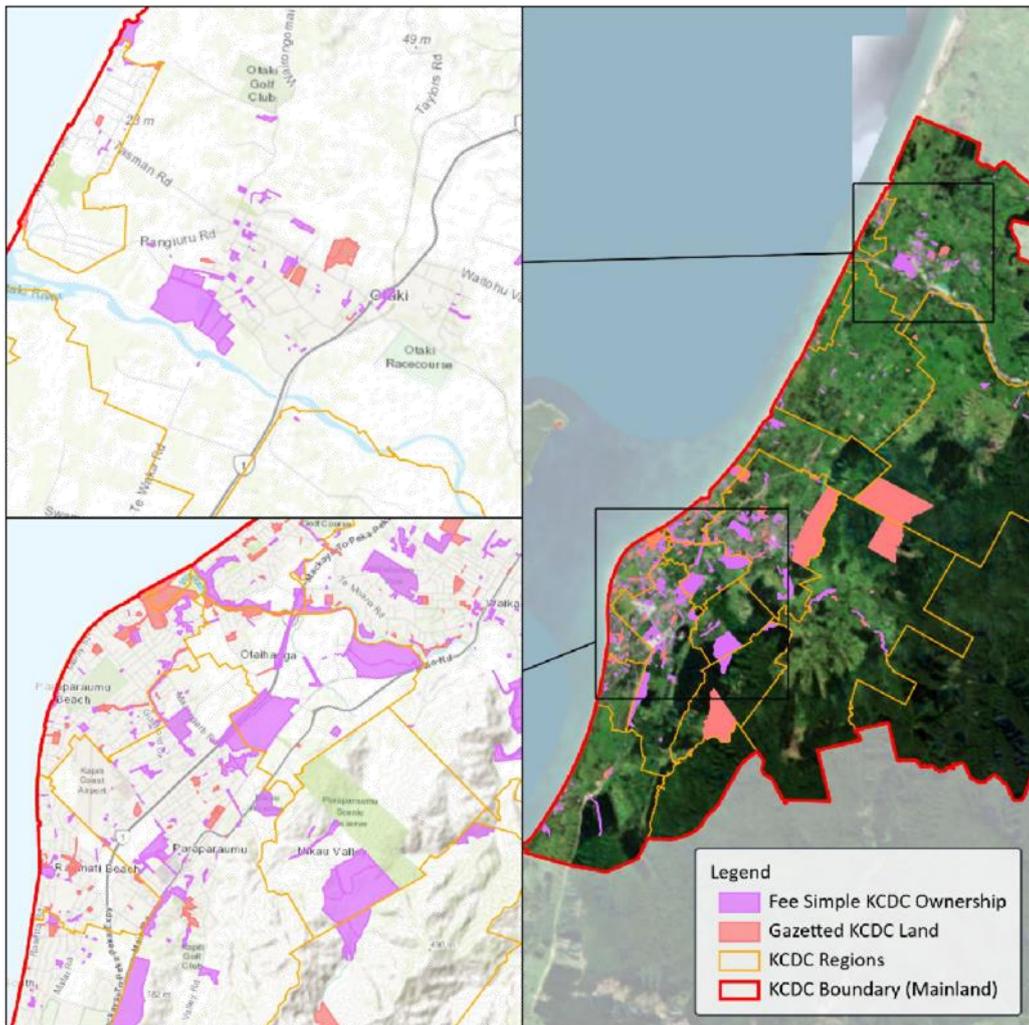


Figure 4: Council owned land

**House Prices**

The Kāpiti Coast historically has had affordable housing compared to other housing markets in the Wellington region. However, the recent benefits from significant investment in infrastructure projects of the Kāpiti Expressway development and Transmission Gully connections coupled with rising population and housing prices have increased the accessibility of the district and its desirability as a place to live and work improve.

The median house price for the Kāpiti Coast District in June 2019 was \$600,000. While this is a slight drop down from \$602,000 in July 2018, overall there has been an increase in house prices over time. The median house price was \$549,000 in June 2018 which puts annual growth at 9.3%. Five years ago, the median was \$350,000 (interest.co.nz – Home Loan Affordability Report).

An overview of the median price points by suburb/township are shown in the table below. Each suburb shows the median price for All Dwellings over the previous three month and the percentage difference between the Sale Price and the Capital Value (CV). Areas with the highest increase in value over their CV appear to be properties which are located close to the beach as homeowners are seeking a particular lifestyle associated with living on the Kāpiti Coast.

**Table 2: Median house price by suburb**

Kāpiti Coast District			
Suburb	No. of Sales	Median Price (\$)	Difference between Sale Price & CV
Otaihanga	2	\$642,500	15%
Otaki	27	\$394,000	16%
Otaki Beach	16	\$412,000	21%
Paekakariki	4	\$587,100	6%
Paraparaumu	48	\$534,000	8%
Paraparaumu Beach	51	\$567,000	8%
Raumati Beach	33	\$514,000	11%
Raumati South	17	\$629,000	11%
Te Horo Beach	1	\$538,000	23%
Waikanae	50	\$574,000	11%
Waikanae Beach	25	\$587,000	12%
Waikawa Beach	1	\$535,000	69%

QV.co.nz (July 2019)

### Housing Affordability

The affordability of housing in the District is likely to decrease as demand increases for housing without increased resourcing of the housing sector and strategic planning for growth. The impact will be greatest at the shallower end of the housing continuum, where there is already limited supply of public and affordable housing that will come under increasing pressure.

The housing affordability index is the ratio of the average current house value to average annual earnings. A higher ratio, therefore, suggests that average housing cost is a greater multiple of typical incomes, which indicates lower housing affordability (i.e. a lower index is more affordable).

The graph below demonstrates the affordability of housing in the Kāpiti Coast and for the Wellington Region by comparing average current house values with average annual

earnings. It shows that the Kāpiti Coast is following Wellington trends with a decrease in housing affordability.

Due to the difference in income levels within the Kāpiti Coast and the Wellington Region, housing affordability for the district is lower overall. The mean income on the Kāpiti Coast is \$47,430 compared to \$67,580 in the Wellington region (Infometrics – Standard of Living). The difference in income levels could probably be due to the higher proportion of pensioners living in the district compared to the Wellington Region.

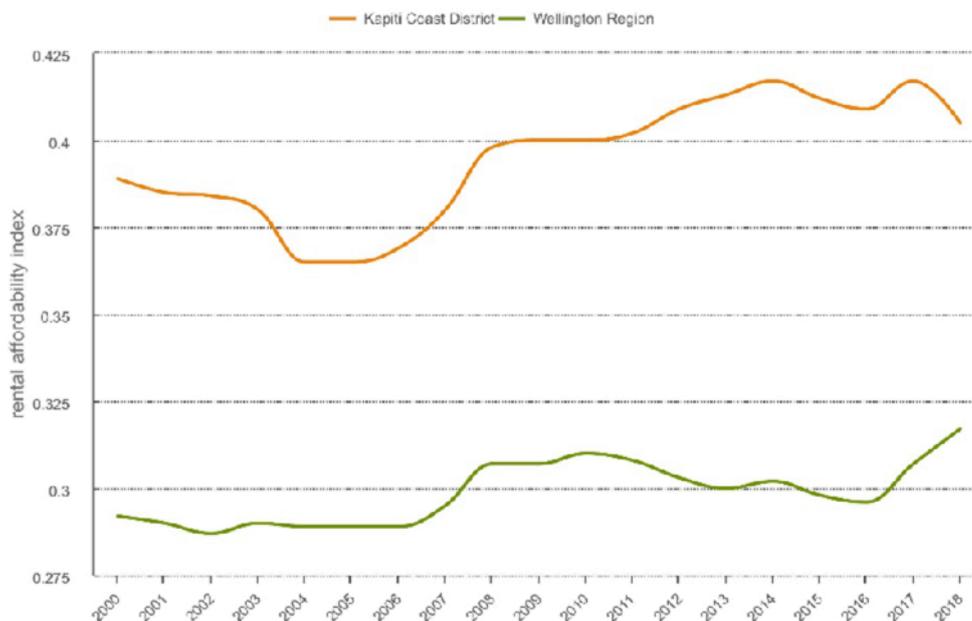


Figure 5: Housing Affordability Overtime

**Rental affordability**

The average rental rate for residential property on the Kāpiti Coast was \$369 per week in 2018 compared to the Wellington region of \$411 per week (Infometrics – Rent). However, due to the difference in income levels discussed above, the Kāpiti Coast rental affordability for the district is lower overall.

This is demonstrated through the rental affordability index which is the ratio of the average weekly rent to average weekly earnings. A higher ratio suggests that average rents cost a greater multiple of typical incomes, which indicates lower rental affordability.



**Figure 6: Rental Affordability Overtime**

The graph above shows that rental affordability in the Kāpiti Coast is lower than the affordability for the Wellington region. This is mainly due to the much lower incomes for the region. However, the dip in rental affordability in the district shown between 2017-2018 could be explained by the following:

- Incomes could be growing from workers with ‘Wellington wages’ moving into the district and commuting south for employment
- Incomes growing as discussed above and rents remaining stable
- Incomes remaining stable and rents reducing which will make rentals more affordable.

Growth in the average rent for the Kāpiti Coast appears to be decreasing at an increasing rate from 2017. This is likely to assist with rental affordability in the district over the next few years while the Wellington region’s rental rate continues to increase.

**7. Provision of subsidised housing**

**Public Housing**

Public housing in the Kāpiti Coast is currently provided by both government (Housing New Zealand Corporation, now form part of the newly established Kāinga Ora – Homes and Communities) and CHPs. For the purposes of this assessment, Council’s provision of pensioner units is also considered under the public housing term noting that it has a different funding structure.

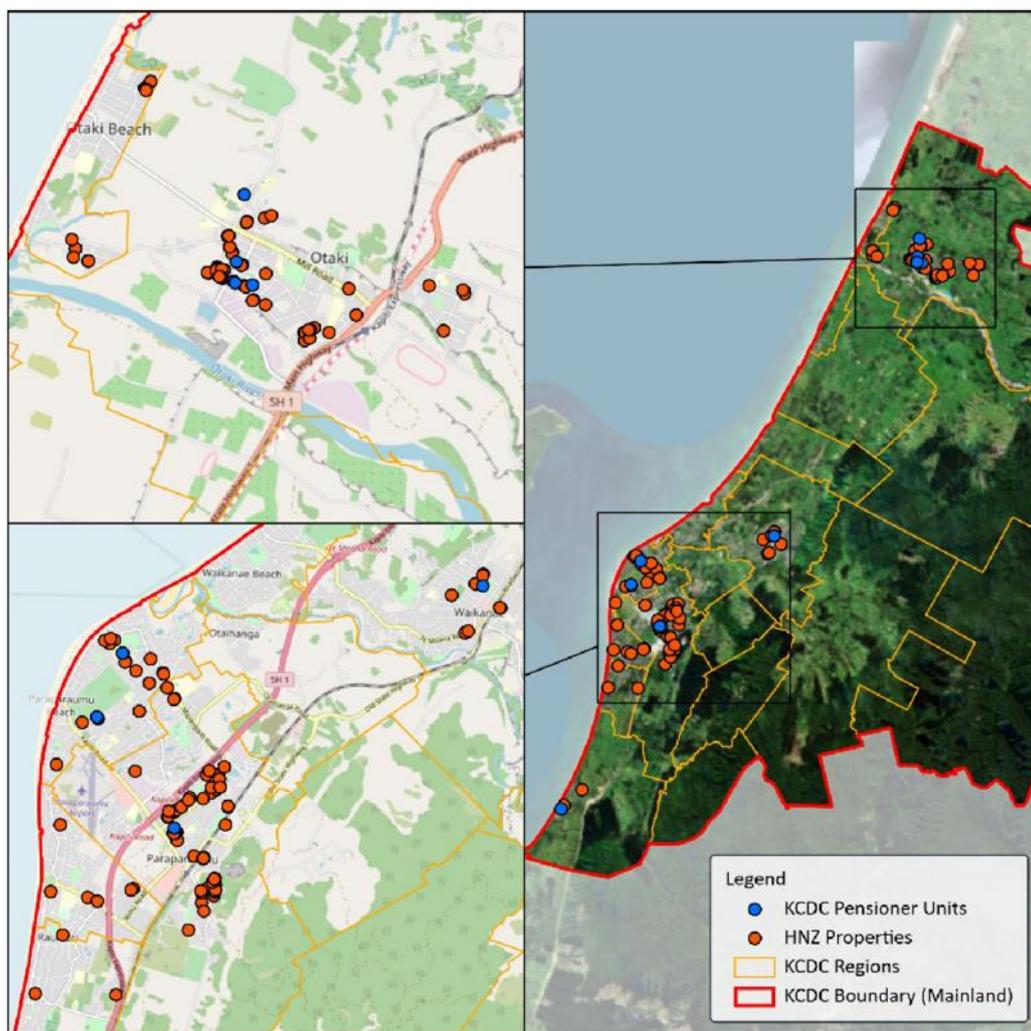


Currently there are an estimated 250 public housing dwellings and 118 pensioner dwellings within the district. Council also own seven residential properties that are earmarked for future infrastructure supply.

The following Table 3 summarises the current supply of public housing.

**Table 3: Current Supply of Public Housing in the Kāpiti Coast District**

Provider	Number of units
Kāpiti Coast District Council	118 pensioner units (refer blue dots in Figure 7)
HNZ	209 units (refer orange dots in Figure 7)
Salvation Army	40 x 1-bedroom community housing units
Dwell Housing	1 x 5-bedroom house
Paekākāriki Housing Trust	1 (unknown typology)



**Figure 7 Locations of Public and Pensioner Housing**

Central Government's funding settings currently exclude pensioner housing supplied by Local Government from the Income Related Rental Subsidy (IRRS). Council is therefore providing significant rental subsidies to enable this housing. This has meant there is limited funds available to upgrade the units which are aging. Alternatively, Council may wish to explore examples of other Councils who have structured their public housing portfolios to access IRRS, for example Nelson City Council and Christchurch City Council.

An audit of the quality of the pensioner housing units is currently being procured by Council, however the extent of the upgrades required is unknown.

#### **Transitional Housing**

Transitional housing is currently limited to only six contracted 'places' across the District. A 'place' is a dwelling that is occupied by a household for a twelve week cycle. Its intended that at the end of the cycle, the household moves into more permanent accommodation, for example public or affordable market housing. There are four cycles per year. Transitional housing is currently provided by The Salvation Army and is funded by HUD.

Other potential providers in the District include Woman's Refuge in partnership with MASH housing and Ngatiawa River Monastery. However, it is not clear whether these organisations are currently contracted to HUD to provide transitional housing.

#### **Housing First**

HUD's flagship housing programme Housing First (targeted at the chronic street homeless cohort) is not established or expected to be established in the Kāpiti District.

#### **Emergency Housing**

Potential emergency housing providers include boarding houses, campgrounds and motels. A desktop review has identified a potential sample of 159 beds in the District, including the Mary's Guest House facility.

Mary's Guest House provides about 90 single (bed) rooms that are suited to singles only and the operators allow SNGs. The other facilities contacted advised that they do not take SNGs due to poor experiences. There is a lack of suitable accommodation for households including children.

The number of motels preferred by MSD has reduced from three to two motels in the District. One of the preferred motels closed in August 2019.

## 8. Increasing Housing Demand

### Population Growth

An assessment of Kāpiti Coast's current and future population and households is a critical input to understanding the future need for housing. Council's recent preparation of the draft HBA has undertaken a detailed assessment of population trends to determine the additional dwelling numbers needed into the future.

According to the HBA there is expected to be demand for 5,659 to 6,707 additional dwellings across the District. This is based on forecast.id projections that the District's current population is expected to continue to grow by 23%, from 50,700 in 2013, to 65,786 by 2047. Statistics New Zealand's High population projection sees this potentially increasing to as high as 69,340 by 2047.

Current national roading projects in the District are also expected to impact future growth, by increasing accessibility, thereby offering further attraction to residential and business development in the District. This growth presents both challenges and opportunities for the District.

Stand-alone housing is expected to continue to dominate future demand; 84% of overall new housing is expected to be standalone, while terraced housing and flats and apartments are expected to increase to up to 12% of all new housing.

### Demand for Public Housing

In addition to facilitating the demand projections established in the HBA, the housing programme will need to address increasing demand for public housing. TPG's assessment has identified significant increases in demand for public housing in the District and no meaningful additional supply to address the gap.

In August 2018, the Ministry of Social Development (MSD) through the release of its Public Housing Plan confirmed demand for housing across New Zealand was growing and more people were experiencing severe and immediate needs for shelter. MSD acknowledged this demand was generated by a shortage of affordable housing driving up house prices and rents. People on low incomes are most affected by rising housing costs and many seek financial help through MSD and HUD.

The District has experienced significant increases in applicants on the MSD's Housing Register from 13 applicants in March 2016 to 95 applications in June 2019 that followed a peak of 110 applicants in March 2019. This increase is shown in Figure 8 on the following page.

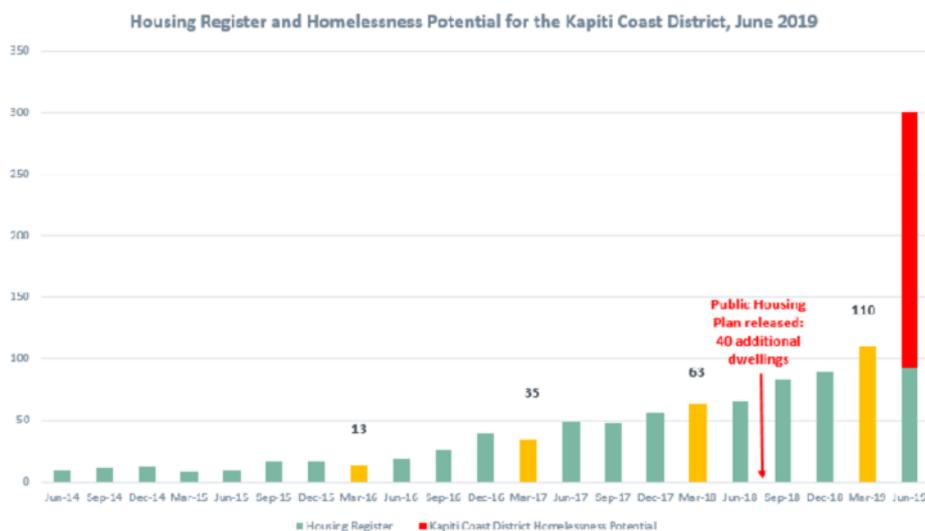


Figure 8: Housing register increasing in the District

Figure 8 also introduces a Homelessness Potential to address feedback from the housing sector engagement and an attempt to estimate the hidden demand occurring in the District. The Homelessness Potential is derived by estimating the number vulnerable members in the community that align with the definition of Homelessness in Table 1, contact a community housing provider (or similar) and who do not present to MSD for assistance due to personal circumstances, for example, dealing with mental health and/or drug and alcohol addictions.

The hidden demand in Kāpiti is estimated at 205 persons and a total demand for public housing in the District of about 300 persons compared to the Social Housing Register of 95 reported in June.

**Demand for Emergency Housing**

SNGs nationally for Emergency Housing increased to about \$34m for the June 2019 quarter or an increase of 230% on the June 2018 quarter payments

The number of SNGs including Emergency Housing Special Needs Grants (EHSNGs) have been marginally decreasing from 10,580 in the December 2018 quarter to 10,357 in the June 2019 quarter. However, in the twelve months to June 2019 an increase of 12.9% indicates that the trend is increasing numbers of vulnerable members if the community are seeking support from Central Government. The value of the SNGs in the Wellington region have increased about 103% over the same period, signalling a constrained level of housing supply, increase emergency housing costs and warranting additional housing supply for the Region and District.

**9. Housing Supply**

Overall the HBA for the Council has identified that based on current land zoning there is enough residential capacity over the short and medium term but has several potential longer-term shortages.



Residential capacity includes the development of both greenfield and brownfield/infill areas. The HBA for Kāpiti identified a plan enabled capacity of 23,135 dwellings. 19,785 of these were brownfield/infill and 3,350 were in greenfield areas.

Considering market factors including the price of land, land development costs and building costs, the number of feasible dwellings is 6,052. 3,310 of these were in brownfield/infill areas and 2,742 in greenfield areas.

### Public Housing Pipeline

The future public housing pipeline planned under the Public Housing Plan (2018) for Kāpiti is only an additional 40 dwellings. At this stage Housing New Zealand plans only to deliver 13 dwellings over the next three years. The balance of the 27 dwellings under the plan are described to be delivered by HNZ or CHPs.

The increase in waiting list applicants from 13 applicants in March 2016 to 110 applicants in March 2019 demonstrates a potentially significant shortfall in additional public houses.

Registered CHPs have indicated their appetite to deliver additional supply in the District. However, a key barrier for CHPs to bring on more housing supply is the lack of up front capital funding from HUD to de-risk their development projects and enable favourable mortgages to be secured.

The pipeline for additional public housing dwellings is shown in the Table 4 below.

**Table 4: Public housing supply on the Kāpiti District**

Planned and current supply of public housing in Kapiti District	Current supply	Pipeline by housing typology					Total
		PHP	1 brm	2 brm	3 brm	4 brm+	
Public housing plan (PHP)		15	13	6	3	3	40
Housing New Zealand (Kāinga Ora)	209	0	0	11	0	2	13
The Salvation Army	40	0	0	0	0	0	0
Dwell Housing	1	0	0	0	0	0	0
<b>Totals</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>2</b>	<b>13</b>
<b>Additional public housing required.</b>		<b>15</b>	<b>13</b>	<b>(5)</b>	<b>3</b>	<b>1</b>	<b>27</b>

**Affordable Housing Pipeline**

Prior to the KiwiBuild unit being incorporated into Kāinga Ora in October, KiwiBuild explored surplus land from the Kāpiti Expressway projects located in Raumati South, however has found these opportunities are not feasible from a land development perspective due to challenging ground conditions. KiwiBuild have advised it's also is not feasible for them to deliver affordable housing for first home buyers north of Waikanae, as the price points delivered by the market are more favourable that what KiwiBuild could achieve.

## PART C HOUSING PROGRAMME

The following section outlines the priority areas that require Council's consideration for the establishment of a programme of work. An Intervention Logic Map (ILM) was adopted to identify the benefits the programme of work is intended to achieve through the delivery of specific actions. The recommendations section then outlines a programme management framework to enable the delivery of the housing programme.

### 10. Key Issues to be addressed

The outcomes of TPG's assessment, as provided in earlier sections of this report, have identified the following key priority areas/issues to be addressed in the housing programme.

#### **Priority Area 1: Investigate ways to increase the supply of public housing**

This assessment has identified a significant increase in demand for public housing in the District and no meaningful additional supply to address the gap. The housing programme will need to identify ways in which the Council can support an increase in public housing supply on either Council owned land or in partnership with the housing sector.

#### **Priority Area 2: Improve the quality of existing public housing**

Due to funding constraints, Council's existing supply of pensioner units are likely to require renewal or redevelopment. Most of these units are aged housing stock and there is potentially significant funding required to bring them in line with existing quality standards.

#### **Priority Area 3: Encourage take up of existing development capacity**

The HBA has identified that, based on current land zoning, there is enough residential capacity over the short and medium term, but there are several potential longer-term shortages. Potential barriers to realisation of the existing development capacity include adequate provision of infrastructure to support residential development and the perceived process driven constraints such as council consenting processes.

#### **Priority Area 4: Improve the availability of emergency and transitional housing**

Currently there is limited provision of emergency and transitional housing within the District. Increasing housing demand and housing affordability issues documented in this report indicates there is potential for a significant increase in the demand for these services.

### 11. Strategic Responses

The following section provides an overview of the recommended strategic responses (or actions) that could be employed to address the priority areas identified above. A summary of the key responses is provided in the Investment Logic Map (ILM) below with the recommended actions given in more detail in the following section.

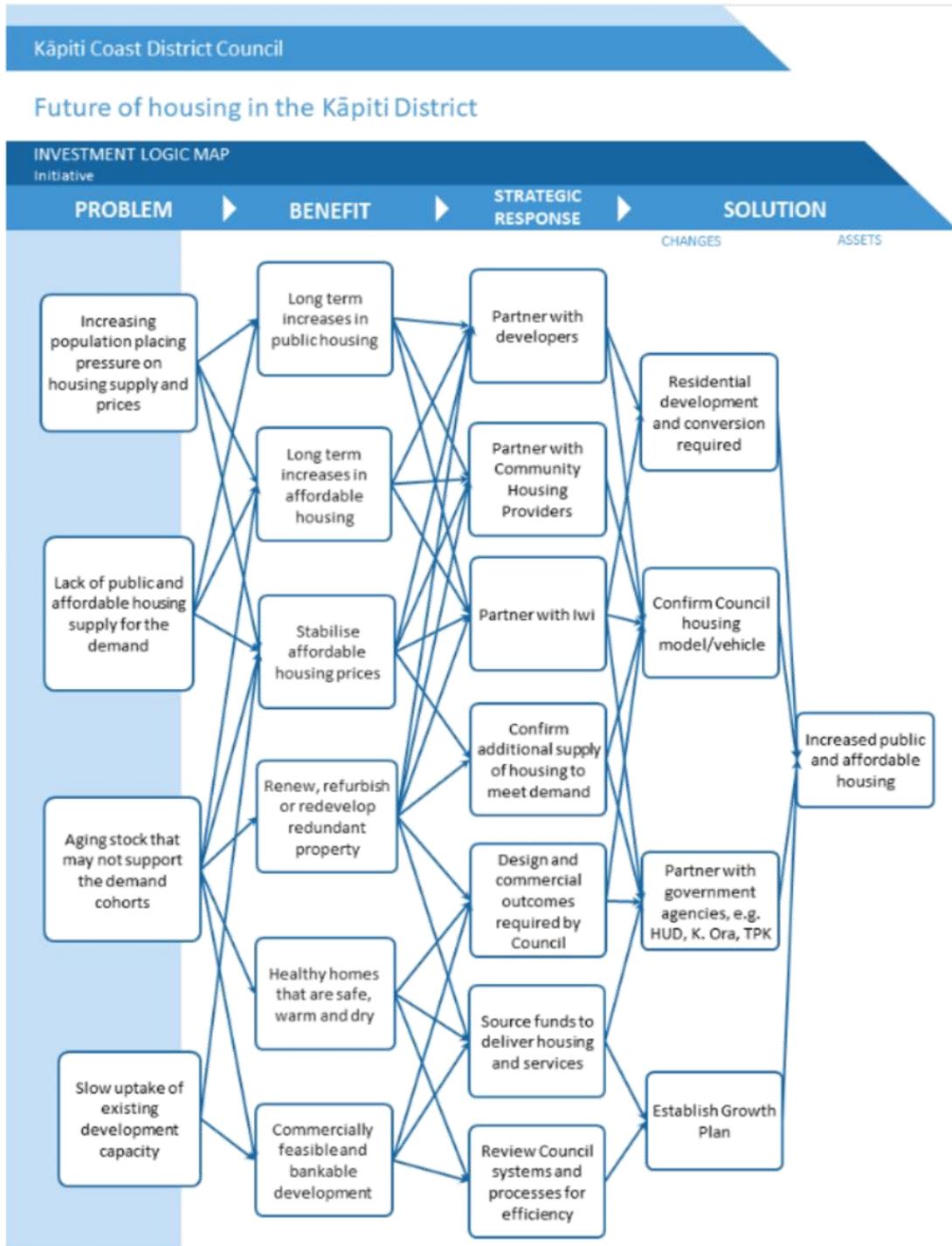


Figure 9: ILM for Housing in the Kāpiti Coast District

**Increasing the Supply of Public Housing**

- **Action 1:** Undertake an audit of Council's existing residential land holdings to determine redevelopment potential and improvements needed.
- **Action 2:** Investigate the suitability of other Council owned land to support housing developments, giving greater weight to the use of Council land for housing.
- **Action 3:** Engage with local iwi to determine how Council can support and enhance the capacity of Maori housing providers through opportunities for development partnerships on Maori-owned and other land.
- **Action 4:** Identify partnership opportunities with the public housing sector.
- **Action 5:** In collaboration with the Regional Growth Framework for the Wellington Region, investigate the level of affordable and public housing needs for the Kāpiti Coast District.
- **Action 6:** Investigate potential for long term strategic acquisitions to expand the opportunity for Council to undertake or enable housing development projects.

**Improve the quality of existing Public Housing**

- **Action 7:** Establish a working group with the local housing sector, including CHPs to support this industry to provide quality housing.
- **Action 8:** Investigate the feasibility of redevelopment of the Council owned pensioner units to provide additional housing opportunities while maintaining and improving at least the existing number of units for older people in the Council property portfolio.
- **Action 9:** Identify opportunities for Council, either through partnership with a CHP or iwi group, to create an example of quality, medium density, public and affordable homes well-connected to transport and other essential facilities and services.

**Encourage Take Up of Existing Development Capacity**

- **Action 10:** Map Council's consenting and approval process for housing proposals to identify opportunities for Council to assist the efficient processing of these applications and applicants to more easily navigate the system.
- **Action 11:** Map Council's operations to identify opportunities to incentivise residential development of land in existing urban areas and greenfields.
- **Action 12:** In collaboration with the Regional Growth Framework and Council's Development Strategy, identify and prioritise critical infrastructure required to unlock development potential and growth.

**Improve Availability of Emergency and Transitional Housing**

- **Action 13:** Similarly, to Action 7, establish a working group with providers to address key barriers to accepting SNGs
- **Action 14:** Identify suitable Council or other land through Council or its partnerships that maybe available for temporary relocatable housing.

## 12. Prioritisation of delivery

A proposed prioritisation and responsibility schedule informs what actions are required to be initiated and/or delivered in the housing programme establishment. The schedule and actions are phased over short (3-6 months), medium (6-12 months) and long terms (12-24 months). This is a useful tool for planning the implementation of the programme to align or understand clashes with other programmes, projects or workstreams that are undertaken by Council or its stakeholders.

The schedule also includes a proposed responsibility matrix that applies to each of the actions. The matrix is based upon a RASCI approach that supports the alignment (or conflicts) resource planning and delegations by aggregating roles and responsibilities, including:

- Responsible - who is responsible for carrying out the entrusted action?
- Accountable (also Approver) - who is responsible for the whole action and who is responsible for what has been done?
- Support - who provides support during the implementation of the activity / process / service?
- Consulted - who can provide valuable advice or consultation for the action?
- Informed - who should be informed about the task progress or the decisions in the action?

For details please refer to Appendix 1.

## 13. Recommendations

The analysis and findings within this report supports:

1. The establishment of a programme for housing to ensure Council optimises its position to support the delivery of increased housing supply across the housing continuum in the District
2. Development of a housing programme will look at the role that Council can play in increasing housing supply and in encouraging affordable housing choices. It will identify the tools and levers the Council can use to influence the housing market and prioritise areas for action
3. The key objectives of the programme could be to:
  - Increase the supply of public housing and choice for existing and new members of our community
  - Improve the quality of our existing public housing to ensure its fit for purpose
  - Support the enablement and delivery of residential land supply
  - Advocate for increasing the supply of emergency and transitional housing for vulnerable members of the community.
4. Implement some of the key recommendations from the Housing Taskforce Report to Council that are within Council's sphere of influence
5. Delivery of the work in accordance with the Proposed Prioritisation and Responsibility Matrix that is summarised includes (for further details refer to Appendix 1):

Issue to be addressed	Actions for establishing the housing programme	Prioritisation
1. Investigate ways to increase the supply of public housing	<ul style="list-style-type: none"> <li>• <b>Action 1:</b> Undertake an audit of Council's existing residential land holdings to determine redevelopment potential and improvements needed.</li> </ul>	Short term
	<ul style="list-style-type: none"> <li>• <b>Action 2:</b> Investigate the suitability of other Council owned land to support housing developments, giving greater weight to the use of Council land for housing.</li> </ul>	Short term
	<ul style="list-style-type: none"> <li>• <b>Action 3:</b> Engage with local iwi to determine how Council can support and enhance the capacity of Maori housing providers through opportunities for development partnerships on Maori-owned and other land.</li> </ul>	Short term
	<ul style="list-style-type: none"> <li>• <b>Action 4:</b> Identify partnership opportunities with the public housing sector.</li> </ul>	Short term
	<ul style="list-style-type: none"> <li>• <b>Action 5:</b> In collaboration with the Regional Growth Framework for the Wellington Region, investigate the level of affordable and public housing needs for the Kāpiti Coast District.</li> </ul>	Medium term
	<ul style="list-style-type: none"> <li>• <b>Action 6:</b> Investigate potential for long term strategic acquisitions to expand the opportunity for Council to undertake or enable housing development projects.</li> </ul>	Medium-long term
2. Improve the quality of existing public housing	<ul style="list-style-type: none"> <li>• <b>Action 7:</b> Establish a working group with the local housing sector, including CHPs to support this industry to provide quality housing.</li> </ul>	Short term
	<ul style="list-style-type: none"> <li>• <b>Action 8:</b> Investigate the feasibility of redevelopment of the Council owned pensioner units to provide additional housing opportunities while maintaining and improving at least the existing number of units for older people in the Council property portfolio.</li> </ul>	Medium term
	<ul style="list-style-type: none"> <li>• <b>Action 9:</b> Identify opportunities for Council, either through partnership with a CHP or iwi group, to create an example of quality, medium density,</li> </ul>	Medium-long term

Issue to be addressed	Actions for establishing the housing programme	Prioritisation
	public and affordable homes well-connected to transport and other essential facilities and services.	
3. Encourage take up of existing development capacity	<ul style="list-style-type: none"> <li>• <b>Action 10:</b> Map Council's consenting and approval process for housing proposals to identify opportunities for Council to assist the efficient processing of these applications and applicants to more easily navigate the system.</li> <li>• <b>Action 11:</b> Map Council's operations to identify opportunities to incentivise residential development of land in existing urban areas and greenfields.</li> <li>• <b>Action 12:</b> In collaboration with the Regional Growth Framework and Council's Development Strategy, identify and prioritise critical infrastructure required to unlock development potential and growth.</li> </ul>	<p>Short term</p> <p>Medium term</p> <p>Medium-long term</p>
4. Improve the availability of emergency and transitional housing	<ul style="list-style-type: none"> <li>• <b>Action 13:</b> Similarly, to Action 7, establish a working group with providers to address key barriers to accepting SNGs</li> <li>• <b>Action 14:</b> Identify suitable Council or other land through Council or its partnerships that maybe available for temporary relocatable housing.</li> </ul>	<p>Short term</p> <p>Short-medium term</p>

6. The next steps to establish a programme management framework for housing including the preparation of a Programme Brief, including:
- The definition of Council's Housing Policy
  - Definition of workstreams
  - Resourcing a programme team
  - Stakeholder engagement strategy and communication strategy
  - Budget and duration of programme.

## GLOSSARY

Term	Definition
Accommodation Supplement	MSD payment to low income individuals and families who have high housing costs. The payment currently subsidises the housing costs of around 11% of the total population.
Affordable housing	A resident household spends no more than 30% of its gross income on housing costs, whether rent or mortgage.
Alternative housing	Housing that is not public housing e.g. housing in the private market.
Base	Current number of public housing IRRS places e.g. 67,228 as at 30 June 2018. ?
Buy-in	Purchase of an existing or newly-developed property by a housing provider for the purposes of increasing the public housing supply.
CHP	Community Housing Provider – a housing provider (other than Housing New Zealand) that provides community rental housing and/or affordable rental housing.
Chronically homeless	<ul style="list-style-type: none"> <li>• Homeless for longer than 1 year, or</li> <li>• Experienced 4 or more episodes of homelessness within the last 3 years and the combined duration equals a year or more.</li> </ul>
Community Housing Organisation (CHO)	<p>A housing provider not registered with the CHRA.</p> <p><b>Example:</b> <i>Accessible Properties</i>, which is New Zealand's largest nongovernment - community housing provider, owning and operating almost 2000 units - across New Zealand.</p>
Community Housing Provider (CHP)	A housing provider (other than HNZ) that provides community rental housing and/or affordable rental housing. Registered by CHRA.
Community Housing Regulatory Authority (CHRA)	<p>CHRA works with CHPs who wish to provide quality community and/or affordable rental housing for those in need. Our role includes registering CHPs as well as engaging with registered providers to monitor their performance and intervene if required. Read more about <a href="#">what we do</a>.</p> <ul style="list-style-type: none"> <li>• Assessing CHPs who meet the prescribed eligibility criteria.</li> <li>• Registering CHPs who meet the eligibility criteria and who demonstrate the capacity to meet the Performance Standards.</li> <li>• Maintaining an up to date register of registered CHPs which is accessible to CHPs, tenants and the public.</li> </ul> <p><b>Note:</b> Regulatory framework for the <b>community housing sector</b> was introduced in April 2014. Needs assessments and associated functions were transferred from HNZ to MSD.</p>
Emergency Housing SNG (EHSNG)	The purpose of the EHSNG is to help individuals and families with the cost of staying in short-term emergency accommodation (motels, hostels, campsites etc) if they are temporarily unable to access of MSD's contracted transitional housing places.
Homes. Land. Community (HLC)	Now part of the new government entity Kāinga Ora, Homes and Communities, HLC (formerly Hobsonville Land Company) was responsible for management of the development of integrated urban communities. The company was established in 2006 to develop the former Hobsonville Air Force base into a new township.

Housing First	The Homeless Hub (Canada) defines Housing First' as a recovery-oriented approach to ending homelessness that centres on quickly moving people experiencing homelessness into independent and permanent housing and then providing additional supports and services as needed.
Housing Support Products (HSPs)	A range of individual products designed to assist people to achieve or sustain accommodation in the private housing market by addressing barriers to access. Delivered by MSD to help people move from public into alternative housing; to meet needs not covered by other forms of assistance.
Housing and Business Land Capacity Assessment (HBA)	The National Policy Statement on Urban Development Capacity (NPS-UDC) requires local authorities with a high- or medium growth-urban area in their jurisdiction to complete a housing and business development capacity assessment (HBA) at least once every three years. The HBA is to provide a clear picture of the current state of demand and capacity for housing and business land.
Housing New Zealand (HNZ)	Now part of the new government entity Kāinga Ora - Homes and Communities, Housing New Zealand was responsible for the provision and upkeep of New Zealand's public housing.
Income Related Rent (IRR)	IRR is calculated based on a client's assessable income and their household type. Public housing providers (HNZC and CHPs) then charge this rate as rent to the client (market rent = IRR + IRRS). If the calculated rate of IRR is higher than the market rent for the property, the housing provider will charge no more than the market rate as rent for the property.
Income Related Rent Subsidy (IRRS)	A top-up payment to housing providers (HNZ and CHPS) to bridge the difference between client's income-related rent calculation and the market rent of the property. Market Rent = IRR + IRRS.
Insecure housing	Living in dwellings or shelters not necessarily designed for human habitation but which are occupied.
Kāinga Ora - Homes and Communities (Kāinga Ora)	Formed in 2019, Kāinga Ora incorporates the functions of the former Kiwi Build Unit, Housing New Zealand and its development subsidiary HLC. It works with other government departments (MHUD and MSD) deliver public housing and undertakes government led urban development projects.
Longer-term housing	Accommodation solution which is longer than three months and is sustainable for the client.
Ministry of Housing and Urban Development (HUD)	The Ministry of Housing and Urban Development plays a lead role in helping individuals, family and whānau have healthy, secure and affordable homes that meet their needs.
Ministry of Social Development (MSD)	Ministry of Social Development (MSD), manages all applications for public housing, assesses housing need, administers income-related rents for public housing tenants, delivers other social services, and provides accommodation support to people in need living in the private sector.
Social Housing Register	<p>The Social Housing Register represents the unmet need of people known to be eligible for public housing but cannot be placed. The Register includes applicants assessed as eligible for public housing who are ready to be matched to a suitable property. Applicants are assessed as <i>Priority A</i> or <i>Priority B</i>:</p> <ul style="list-style-type: none"> <li>• A = People who are considered 'at risk' and includes households with a severe and persistent housing need that must be addressed immediately. The household is unable to access and/or sustain suitable, adequate and affordable alternative housing.</li> <li>• B = People who have a 'serious housing need' and includes households with a significant and persistent need. The household is unable to access and/or sustain suitable, adequate and affordable alternative housing.</li> </ul> <p>Some definitions include a requirement that <i>public housing</i> is owned by Central or Local Government, but this is not necessarily the case. Most often, public housing does receive direct subsidies from government to meet operating expenses or capital costs, or even both.</p>
Social Allocation System	Needs assessment tool used by MSD to assess housing need and eligibility for public housing.
Social housing	Social housing is rental housing subsidised by Central or Local Government, Community Housing Providers (CHPs) or other community housing organisations (CHOs) e.g. trusts or iwi groups - for

---

	<p>individuals and families whose housing needs or circumstances are not adequately provided for by the private sector. Social housing is allocated based on need via the Social Housing Register (MSD). The provision of assistance with housing to those who cannot otherwise meet their own housing needs, prioritised mostly to those with the greatest unmet housing need.</p>
Public housing	<p>Public housing refers to social housing provided by any sector, <b>including private</b> – but subsidised in some way by the Government (HUD uses the term ‘public’ housing). They may be paying income-related rent or market rent.</p> <p><b>Note:</b> MSD uses the term ‘public’ as excluding government-subsidised private rentals e.g. private tenants receiving the AS.</p>
State housing	<p>State housing refers to public housing owned and managed by HNZ. State housing is allocated based on need via the Social Housing Register (MSD).</p> <ul style="list-style-type: none"> <li>• Most tenants in state/public housing pay Income-Related Rent (IRR).</li> <li>• Dispute over the use of the term ‘social housing’ in lieu of ‘State housing’ (or ‘public housing’) is, in part, an ideological dispute around what those involved consider an appropriate role of the State in housing markets.</li> </ul>
Special Needs Grant (SNG)	<p>Is a grant to help individuals and families with the cost of staying in short-term accommodation (motels, hotels, campgrounds) if they are temporarily unable to access one of the Ministry’s contracted transitional housing places.</p>

---

## REFERENCES

Colliers International Market Snapshot Report 2019 New Zealand

Id, Population Forecasts 2016, <http://forecast.idnz.co.nz/Porirua/home>

Ministry of Business and Innovation Rental Bond Data, August 2016

Real Estate Institute of New Zealand, April 2019

Statistics New Zealand, April 2019

Emergency Housing Special Needs Grants, <https://www.msd.govt.nz/about-msd-and-our-work/publications-resources/statistics/benefit/latest-quarterly-results/hardship-assistance.html> [16 July 2019]

Kāinga Ora—Homes and Communities

Housing Infrastructure Fund

Māori Housing Network, Te Puni Kōkiri

National Policy Statement on Urban Development Capacity

Public Housing Plan 2018, Ministry of Social Development

Social Housing Register, Ministry of Social Development

Urban Growth Agenda

Draft Wellington Region Housing and Business Land Capacity Assessment

APPENDIX 1

Proposed Prioritisation and Responsibility Schedule

**Housing Programme Assessment - Proposed Prioritisation of Actions**



Draft - 17 October 2019

Priority Areas and Actions	Prioritisation		
	Short term 3-6mths	Medium term 6-12mths	Long term 12-24mths
<b>Priority Area 1:</b> Increasing the Supply of Public Housing			
Action 1: Undertake an audit of Council's existing residential land holdings to determine redevelopment potential and improvements needed.	●		
Action 2: Investigate the suitability of other Council owned land to support housing developments, giving greater weight to the use of Council land for housing.	●		
Action 3: Engage with local iwi to determine how Council can support and enhance the capacity of Maori housing providers through opportunities for development partnerships on Maori-owned and other land.	●		
Action 4: Identify partnership opportunities with the public housing sector.	●		
Action 5: In collaboration with the Regional Growth Framework for the Wellington Region, investigate the level of affordable and public housing needs for the Kāpiti Coast District.		●	
Action 6: Investigate potential for long term strategic acquisitions to expand the opportunity for Council to undertake or enable housing development projects.		●	●
<b>Priority Area 2:</b> Improve the quality of existing Public Housing			
Action 7: Establish a working group with the local housing sector, including CHPs to support this industry to provide quality housing.	●		
Action 8: Investigate the feasibility of redevelopment of the Council owned pensioner units to provide additional housing opportunities while maintaining and improving at least the existing number of units for older people in the Council property portfolio.		●	
Action 9: Identify opportunities for Council, either through partnership with a CHP or iwi group, to create an example of quality, medium density, public and affordable homes well-connected to transport and other essential facilities and services.		●	●
<b>Priority Area 3:</b> Encourage Take Up of Existing Development Capacity			
Action 10: Map Council's consenting and approval process for housing proposals to identify opportunities for Council to assist the efficient processing of these applications and applicants to more easily navigate the system.	●		
Action 11: Map Council's operations to identify opportunities to incentivise residential development of land in existing urban areas and greenfields.		●	
Action 12: In collaboration with the Regional Growth Framework and Council's Development Strategy, identify and prioritise critical infrastructure required to unlock development potential and growth.		●	●
<b>Priority Area 4:</b> Improve Availability of Emergency and Transitional Housing			
Action 13: Similarly, to Action 7, establish a working group with providers to address key barriers to accepting SNGs	●		
Action 14: Identify suitable Council or other land through Council or its partnerships that maybe available for temporary relocatable housing.	●	●	

**Kāpiti Coast**  
**Communities Housing Taskforce**

*All Kāpiti Coast people well-housed*

Submission to  
Kāpiti Coast District Council  
on the  
Long Term Plan 2018-2038  
Consultation Document

Final Version 2

23 April 2018

## Versioning

Date	By	Changes	Version
22/04/18	P Hughes	Recommendations renumbered Additional Council housing stock lease agencies added Fees and levies etc. - changed to include social clustering, papakainga, development contributions scaling, rules discretion, and required items scaling Accessible housing - included NZ Standard 4121:2001	1
23/04/18	P Hughes	Added reference to the Healthy Homes Guarantee Act 2017 and removed the recommendation on rental WOF as it no longer requires Council action	2

## Table of Contents

Executive Summary.....	3
Kāpiti Coast Communities Housing Taskforce.....	5
What is the Housing continuum?.....	7
Kāpiti Coast Housing providers.....	8
Recommendations.....	9
1. Providing housing needs assessments.....	9
2. Helping Community Housing providers.....	11
3. Helping increase Supply.....	12
4. Helping decrease Demand.....	16
5. Helping change central government policy.....	19
6. Helping improve the adequacy of Kāpiti Coast homes.....	20
There is a NZ Standard “Design for access and mobility: Buildings and associated facilities” - NZS 4121:2001.....	21
Appendices.....	22
1. Definitions.....	22
2. Current Kāpiti Coast District Council Long Term Plan housing provisions.....	24
3. Further reading.....	26
4. Forum comments.....	27
5. 2012 KCDC's Role in Housing – Recommendations.....	28

## Executive Summary

The Kāpiti Coast Communities Housing Taskforce is an independent body advocating for the needs of the housing sector on the Kāpiti Coast, representing a wide range of organisations. It was established after a series of meetings of many of the various stakeholders in the housing sector, who defined the issues and role, and supported its establishment. See Appendix 4. The taskforce has consulted housing providers, developers and others involved in the sector on the Kāpiti Coast.

The Taskforce concludes that our communities face unprecedented housing pressure, largely caused by recent excessive net migration, showing up the gaps in our housing infrastructure mix and capacity that has been pushed to the limit and beyond.

This report lists current Kāpiti Coast housing providers.

The Kāpiti Coast Communities Housing Taskforce then provides recommendations on:

- providing housing needs assessments;
- helping community housing providers;
- helping increase supply;
- helping decrease demand;
- helping change central government policy; and
- helping improve the adequacy of Kāpiti Coast homes.

### KCDC social housing stock

The best core model identified by the taskforce as a future path for KCDC social housing is found in Christchurch, where all community housing stock and land has been leased to the local Ōtautahi Community Housing Trust – See <https://ocht.org.nz/>

We have developed a refined model based that has the following benefits:

- Management by an entity whose core business is community housing provision.
- Management by iwi if they wish.
- Community Housing Provider access to greater central government resources in the form of Income Related Rent (IRR) and Income Related Rent Subsidies (IRRS) to provide Social Landlord Tenancy Management and assist people to sustain a tenancy.
- Access to community charity, goodwill, and volunteering.
- Council's assets and future management options are retained.
- Jump start capability for a local Registered Community Housing Provider and iwi housing, which will build a foundation and lead to greater community housing provision in the future, either at scale or incrementally.

**Key recommendations are:**

## Recommendation 3A

*That Council leases its social housing stock and land to the local Registered Community Housing Provider - Dwell Housing Trust, or LinkPeople or Paekakariki Housing Trust, and iwi if they wish, by December 2018.*

## Recommendation 3B

*That Council immediately investigates why landowners do not want to rent unused habitable units that they own, and use the results to free up these potential homes.*

## Recommendation 3F

*That Council waive or reduce its fees and levies as appropriate when a residential development includes provision for affordable or social or papakainga housing, particularly where it is to be purchased or run by a recognised Community Housing provider. That Council use discretion and scaling in the application of its rules, Development Contributions and required items, particularly where the homes being developed are smaller or are socially clustered. These changes will reduce affordable and social housing or papakainga costs and to encourage social clustering.*

## Recommendation 3G

*That Council immediately request Government to urgently fund and develop affordable and social housing on suitable NZTA owned Residential zoned land surplus from the construction of the Kāpiti Expressway, to remedy the earlier loss of housing.*

It is time to properly provide a great housing infrastructure for our people, our children, and our future children.

Council and ratepayers have limited resources, but by working smart together we can properly provide for our people to be well housed.

-----

## Kāpiti Coast Communities Housing Taskforce

Who are we?

The Kāpiti Coast Communities Housing Taskforce was formed as an independent body to advocate for the needs of the Housing sector in the Kāpiti Coast community. It has been formed recently after the Mayor initiated a series of meetings of many of the various stakeholders in the housing sector, who defined the issues and role, and supported its establishment.

Adequate housing is a basic human right.

See [https://www.hrc.co.nz/files/9214/2388/0508/HRNZ\\_10\\_right\\_to\\_housing.pdf](https://www.hrc.co.nz/files/9214/2388/0508/HRNZ_10_right_to_housing.pdf)

Accessible housing is also a right for disabled persons – See <https://www.hrc.co.nz/your-rights/people-disabilities/our-work/crpd/>

The Taskforce that prepared this report comprised the following Kāpiti Coast community people:

Chair - Paul Hughes – Paekakariki Housing Collective

Secretary – Mary Skertchly

Sue Emirali – Disabled Persons Assembly NZ

John Hayes – Older Persons Council

David Scott – Kāpiti Coast District Councillor

Theresa Hynes - resident

Trevor Daniel – Kapiti Grey Power

Kevin Burrows – Kapiti Grey Power

Shona Macneill – Te Ara Korowai

Angie Cairncross – Community Housing Aotearoa

Rev Brian Hooper – Kia Kaha Charitable Trust

Joleen McEvoy

Iride McCloy – Abbeyfield

Dermot Whelan – Age Concern

Cindy Foote – Jade Rentals

The views expressed in this report are those of the individuals involved and do not necessarily represent the views of the organisations to which they belong.

Who else has contributed?

Initially there were several meetings of Housing providers and interested parties comprising the above members and the following:

- Salvation Army
- Age Concern
- Kāpiti Coast District Council
- Community Housing Aotearoa
- Paekakariki Community Trust
- Dwell Housing Trust
- Quinovic
- Maypole
- RSA Welfare
- Kapiti Valuations
- Pastor Impact Church
- Te Ara Korowai
- DCM Urban
- Disability Information & Equipment Service
- Pathways Health
- Link People
- Citizens Advice Bureau
- Dwell Housing Trust

As a result of several meetings, a list of concerns was drawn up (See Appendix 4) and the Taskforce was tasked to prepare a submission to Council to give effect to these and other concerns.

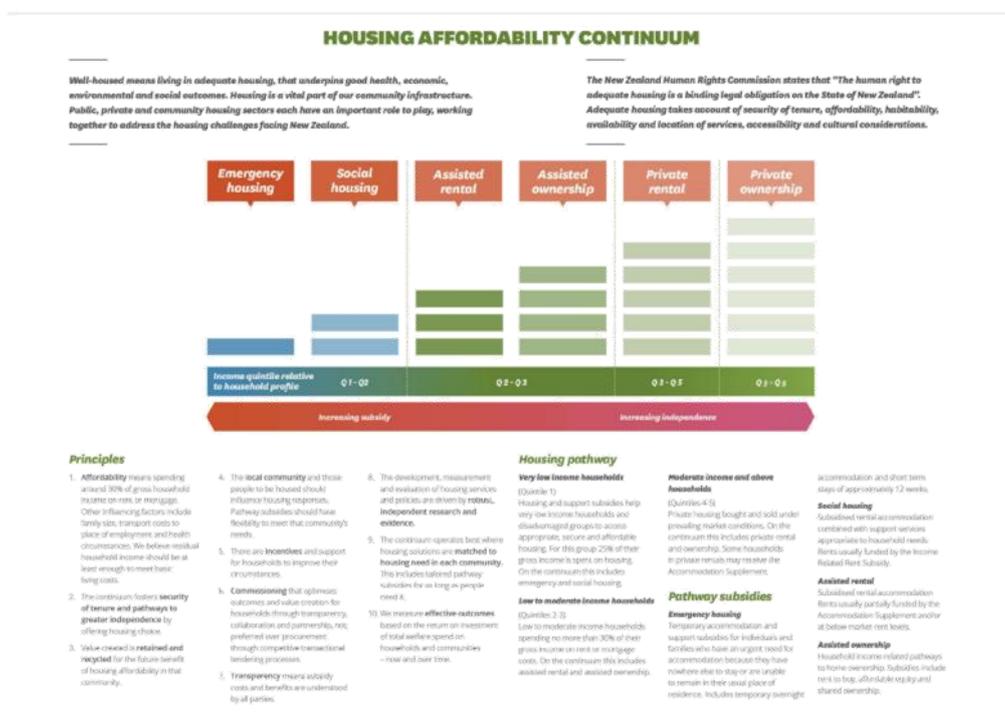
## What is the Housing continuum?

A housing continuum can be used to identify where there are housing challenges and barriers. This should then lead on to what options, resources and agencies are needed to address them that get the best social and economic results.

The availability of all forms of housing is crucial for people to have both housing options and pathways available to them along the housing continuum throughout their lives.

See Appendix 1 for Housing continuum definitions.

Figure One: The Housing Continuum



Source: Community Housing Aotearoa

## Kāpiti Coast Housing providers

Providers can be grouped in several ways.

Community led housing providers within Kāpiti Coast are:

Salvation Army (12 units) - <http://www.salvationarmy.org.nz/centres/nz/lower-north-island/paraparaumu>

Pact Group - <http://www.pactgroup.co.nz/supported-accommodation/>

LinkPeople - <https://www.linkpeople.co.nz/>

Paekakariki Housing Trust (1 unit)- <https://www.paekakarikihousingtrust.org/>

Government led housing providers within Kāpiti Coast are:

Kāpiti Coast District Council (118 units with a waiting list of ~90) - <http://www.kapiticoast.govt.nz/services/A---Z-Council-Services-and-Facilities/Housing/>

Housing NZ Corporation (210 units) - <http://www.hnzc.co.nz/>

Community led providers of supported accommodation within Kāpiti Coast are:

MASH Trust - <http://www.mashtrust.org.nz/> - working through Kapiti Welcome Trust

Womens Refuge

Kia Kaha Charitable Trust

Hohepa Wellington - <http://www.hohepawellington.com/>

Some Community Housing providers are registered with central government to qualify for participation in assistance programs. Registered providers are able to access income related rent subsidy when they take people from the MSD Social Housing Register which has a waiting list of 151 (this includes multiple registrations by the same person for more than one location).

Current Registered Community Housing Providers within Kāpiti Coast are:

Dwell Housing Trust - <http://dwell.org.nz/>

Salvation Army - <http://www.salvationarmy.org.nz/centres/nz/lower-north-island/paraparaumu>

Abbeyfield NZ Inc. - <http://www.abbeyfield.co.nz/>

LinkPeople - <https://www.linkpeople.co.nz/>Pact Group -

<http://www.pactgroup.co.nz/supported-accommodation/>

<https://emergeaotearoa.org.nz/> - presently operating in Wellington/Lower Hutt/Porirua

## Recommendations

### 1. Providing housing needs assessments

#### Housing Needs Assessment

The standard method to assess the housing needs of a community is to undertake a Housing Needs Assessment. These were first provided for in the Affordable Housing: Enabling Territorial Authorities Act 2008, to ensure the adequate supply of affordable and social housing. They assess the housing needs of an area using the Housing Continuum as a framework.

Other Councils that have completed these include:

Palmerston North City Council 2011 - <http://www.pncsc.co.nz/docs/housing-needs-assessment.pdf>

Dunedin City Council -

[http://www.dunedin.govt.nz/\\_data/assets/pdf\\_file/0018/251541/Social-Housing-Needs-Assessment-Dunedin-CC-Jan-2012v2.pdf](http://www.dunedin.govt.nz/_data/assets/pdf_file/0018/251541/Social-Housing-Needs-Assessment-Dunedin-CC-Jan-2012v2.pdf)

Wellington City Council - DTZ New Zealand and Stimpson & Co. *Wellington City Housing Needs Assessment*. Wellington City Council; Housing New Zealand, 2006  
*Wairarapa Housing Needs Assessment*, Dr. Chrissy Severinsen & Rachel Hansen, 2016

While the legislation that initiated them has been repealed, the need for such assessments has not diminished, but increased.

The new National Policy Statement (NPS) for Urban Development Capacity requires that a Housing Development Capacity Assessment be prepared, but this assessment does not necessarily provide for all affordable and social housing needs, so a Housing Needs Assessment is still required.

#### Recommendation 1A

That Kāpiti Coast District Council completes a Housing Needs Assessment before 31 December 2018 in conjunction with its NPS Housing Development Capacity Assessment.

#### Housing development capacity assessment

The new National Policy Statement (NPS) for Urban Development Capacity requires that a housing development capacity assessment is completed by Council before 31 December 2018. Some of the matters needing to be assessed are similar to those required of a Housing Needs Assessment.

#### Recommendation 1B

That Kāpiti Coast District Council completes an NPS Housing Development Capacity Assessment by 31 December 2018 in conjunction with a Housing Needs Assessment.

### Maori Housing Needs assessment

The government has launched a Māori Housing Strategy 2014-2025 recently that defines 6 strategic pou:

1. Ensure the most vulnerable Māori have secure tenure and access to safe, quality housing with integrated support services.
2. Improve the quality of housing for Māori communities.
3. Support Māori and their whānau to transition to preferred housing.
4. Increase the amount of social housing provided by Māori organisations.
5. Increase housing on Māori-owned land.
6. Increase large-scale housing developments involving Māori organisations.

See

[http://www.maorihousingconference.nz/uploads/7/6/9/0/76905947/nmhc\\_report\\_web\\_version\\_final.pdf](http://www.maorihousingconference.nz/uploads/7/6/9/0/76905947/nmhc_report_web_version_final.pdf)

and

<http://www.tpk.govt.nz/en/whakamahia/maori-housing-network>

#### Recommendation 1C

Council immediately engage and work with local iwi authorities to provide for their housing needs.

## ***2. Helping Community Housing providers***

The Kāpiti Coast Community Housing sector will thrive better with help and support from Council. They can leverage other community resources to increase the quantity and quality of community housing. Investment in these providers can potentially have large benefits for the community, in ways that Council itself cannot attain. Many other Councils have various forums to build their relationship with the sector, and Kāpiti Coast will only benefit from such a forum.

### Recommendation 2A

That Kāpiti Coast District Council immediately establishes and supports a Community Housing subcommittee of Council, in conjunction with MSD and MBIE and Community Housing Aotearoa, to ensure ongoing help and support to the Community Housing sector, and a forum for the ongoing relationship to nurture each other's housing work.

### **3. Helping increase Supply**

#### **Council social housing stock and land**

There has been much talk about there being better models for the best community use of Councils social housing stock and land. The Councils provisions in the current Long Term Plan are considered insufficient – See Appendix 2.

In 2012 a comprehensive review of Council's role was undertaken - See Appendix 5.

Transfer to a Council Controlled Organisation (CCO) was recommended but Council have not done so.

It is time to act.

We need management entities with the following attributes:

- Registered Community Housing Provider – to qualify for government resources.
- Established governance, administration, and delivery functions.
- Local experience and presence.
- Iwi management for some stock and land if they wish.

KCDC has rejected CCO management. It is now time to look at other solutions. The best core model we can find is Christchurch, where all community social housing stock and land has been leased to the local Ōtautahi Community Housing Trust – See

<https://ocht.org.nz/>

We also favour supporting iwi to provide for their own social housing needs if they wish.

The benefits of our refined model are:

- Management by an entity whose core business is community housing provision.
- Management by iwi if they wish.
- Access to greater central government resources.
- Access to community charity, goodwill, and volunteering.
- Council's assets and future management options are retained.
- Jump start capability for local Community Housing providers and iwi social housing, which will build a foundation and lead to greater community housing provision to a range of people in our communities in the future.

The most suitable local registered Community Housing Providers that we are aware of are Dwell Housing Trust - <http://dwell.org.nz/> and LinkPeople - <https://www.linkpeople.co.nz/> because they are local registered community housing providers with experience in delivering a range of community housing needs. Paekakariki Housing Trust and iwi are established and may become Community Housing Providers in the future.

#### **Recommendation 3A – Key Priority action**

That Council lease its social housing stock and land to the local Registered Community Housing Providers - Dwell Housing Trust or LinkPeople, or Paekakariki Housing Trust, and iwi if they wish, by December 2018.

### **Habitable Units**

Many properties have unused habitable units present that are not being used for various reasons, including Council policies that discourage owners from using them as rental homes. These are existing stock that is unutilised but readily available to increase supply.

#### Recommendation 3B – Key Priority action

Council immediately investigate why landowners do not want to rent unused habitable units that they own, and use the results to free up these potential homes.

### **Progressing Medium Density zoned housing development**

The District Plan has many areas zoned for Medium Density development, but little has been developed. See

<http://www.kapiticoast.govt.nz/contentassets/2393421a567f4592ba50092280a39870/d1-appendix-1-medium-density-housing-design-guide.pdf>

Anecdotal reports are that it is too expensive for landowners to undertake the redevelopment, or it is too risky to purchase the number of adjoining properties required to make it worthwhile, Council Development Levies and fees are too high, or the land is too expensive to develop as it is peatland or flood prone.

Council and government have the powers to progress land purchase and development for Medium Density housing.

Wellington City is considering a high rating differential to encourage owners of Medium Density zoned to develop the land for more homes, or sell.

#### Recommendation 3C

Council immediately investigate why Medium Density zoned landowners do not want to develop properties that they own for more homes, and use the results to increase the likelihood of more homes.

#### Recommendation 3D

Council work with government to use its powers to ensure that Medium Density zoned land is developed for more homes within 5 years, particularly areas without owner occupiers that do not wish to sell.

**Residential development quotas**

Some Councils use planning rules to insist that affordable houses are provided for in housing subdivisions according to a quota. This has been successful in Hobsonville and Queenstown. It is not always appropriate to provide that affordable housing within the subdivision, so allowance needs to be made for transferring a contribution towards affordable housing development elsewhere locally under the supervision of Council.

**Recommendation 3E**

Council implement planning rules that require housing subdivisions to provide a quota of affordable sections/homes, or a contribution to Council for affordable housing development nearby.

**Council assistance for social and affordable housing**

Council rules, fees and levies all add cost to developments that can benefit social and affordable and papakainga housing. Council needs to use its discretion to reduce costs where they do not disadvantage Council or the outcome intended. This can entail reducing Development Contributions in proportion to the demand placed on infrastructure, particularly for smaller units. This can entail reducing requirements for the provision of required items such as rainwater tanks in proportion to the demand of the home. This can entail discretionary application of rules for social cluster developments that are lacking in our housing stock diversity.

**Recommendation 3F – Key Priority action**

That Council waive or reduce its fees and levies as appropriate when a residential development includes provision for affordable or social or papakainga housing, particularly where it is to be purchased or run by a recognised Community Housing provider. That Council use discretion and scaling in the application of its rules, Development Contributions and required items, particularly where the homes being developed are smaller or are socially clustered. These changes will reduce affordable and social housing or papakainga costs and to encourage social clustering.

**Kāpiti Expressway housing removal remedies**

During the construction of the Kāpiti Expressway about 100 homes were removed to make way for construction, impacting significantly on the supply of houses within Kāpiti Coast. There is now some land surplus from Kāpiti Expressway construction that is zoned Residential, has infrastructure available and is not exposed to excessive traffic noise. This land should be reinstated as affordable houses to remedy the adverse effects on the supply of affordable houses created by NZTA, and provide for social housing needs where the site is appropriate. There are also houses that were purchased but not removed, that can now be sold back into the market.

**Recommendation 3G – Key Priority action**

That Council immediately request Government to urgently fund and develop affordable and social housing on suitable NZTA owned Residential zoned land surplus from the construction of the Kāpiti Expressway, to remedy the earlier loss of housing.

**Recommendation 3H**

That Council immediately request Government to urgently sell the houses on residential land surplus from the construction of the Kāpiti Expressway, to remedy the earlier loss of housing.

**Council residential land assessment**

Council has extensive land holdings, some of which may not be required for community purposes.

**Recommendation 3I**

That Council look at its land holdings to assess if any land may be surplus to community requirements and is zoned as suitable for affordable or social housing provision.

#### **4. Helping decrease Demand**

There are many government policies that are considered by some commentators to inappropriately raise demand and price for normal, affordable, and social housing. These policies directly affect people wanting to buy or rent a home to live in, and Community Housing providers. Any resultant improvement in the affordable housing market supply is expected to also benefit the social housing market by reducing demand there. It is considered that current relevant demand encouraging policies and trends are likely to be:

##### **Net migration**

Net migration has steadily risen over the past few years, having previously been neutral. Net migration includes kiwis, overseas students, immigrants, and overseas workers. Any net migration that exceeds our ability to build homes to accommodate them will only increase competition for home purchase and rental, driving up prices as we see around the country, and pushing people outwards due to price competition.

See [http://www.salvationarmy.org.nz/sites/default/files/uploads/20170203tsa-sotn-off-the-trackwebreport\\_0.pdf](http://www.salvationarmy.org.nz/sites/default/files/uploads/20170203tsa-sotn-off-the-trackwebreport_0.pdf) See Page 50 - bemoaning record immigration.

See <http://www.interest.co.nz/property/86210/no-easing-housing-pressure-net-gain-71305-migrants-12-months-january>

Government tightened up on the rules late last year but volumes remain high. See <http://www.interest.co.nz/news/84033/government-rejigs-immigration-rules-require-higher-skills-gain-residency-reduces-number>

Overseas people increasingly see NZ as a refuge from the troubles of the world and are increasingly seeking to migrate here.

See <http://www.reuters.com/article/us-usa-election-canada-idUSKBN1340I9>  
and <http://www.newyorker.com/magazine/2017/01/30/doomsday-prep-for-the-super-rich>

Current trend: Net migration increasing. Increased demand for NZ residency as the rest of world becomes a less desirable place to live. Increasing pressure on home purchase prices and rental prices driving people outwards due to price competition.

### Money Laundering

Money Laundering through property is estimated by the NZ Police to amount to \$1.6 billion per annum.

See <https://www.pressreader.com/new-zealand/weekend-herald/20160910/281599534949998>

Government is introducing Anti Money Laundering (AML) rules shortly which will reduce this competition significantly.

See <http://www.interest.co.nz/news/85218/govt-stick-3-anti-money-laundering-supervisors-it-moves-drag-real-estate-agents-lawyers>

Homes owned by money launderers are homes denied to NZ homeowners and Community Housing Providers.

Current trend: Reduced money laundering through property within 2 years. Increased home supply on the market.

### Overseas Investors

There are over 7 billion potential overseas investor people or corporates that can buy NZ residential property under the current legislation, in competition with NZ homeowners and Community Housing providers.

Most residential land in NZ has no restrictions on purchase by overseas investors, and most purchases do not require Overseas Investment Office (OIO) approval or character checks.

It appears that overseas investors consider that NZ property investment has tax benefits and is a tax haven.

See <http://www.nzps.com/why-invest-in-new-zealand.php> and <https://www.enz.org/propertyinvesting.html>

It appears that many overseas investors commonly leave homes empty once they have purchased them.

See [http://www.nzherald.co.nz/business/news/article.cfm?c\\_id=3&objectid=11676319](http://www.nzherald.co.nz/business/news/article.cfm?c_id=3&objectid=11676319)

Current trend: Increased overseas investor purchases of homes. Increased number of empty houses. Increasing pressure on home purchase prices and rental prices driving people outwards due to price competition.

### Taxation advantages for NZ Property Investors

Taxation provides some advantages to a NZ property investor over a home buyer or a Community Housing provider, although the International Monetary Fund (IMF) is pressuring for change.

See <http://www.interest.co.nz/property/79909/international-monetary-fund-suggests-ring-fencing-tax-losses-housing-investments>

See <http://www.interest.co.nz/property/87077/land-price-house-size-jumps-how-nz%E2%80%99s-1989-tax-experiment-ignored-potential-impacts>

Current trend: Taxation advantages to NZ property investors will continue. Continuing pressure on home purchase prices and rental prices driving people outwards due to price competition.

### Unlimited Credit

The seemingly limitless growth in bank created housing credit has fuelled the fire of competition between all potential house purchasers in the market. Housing mortgage credit has ballooned from \$50 billion in 1998 to \$217 billion in 2017. See <https://www.globalpropertyguide.com/Pacific/New-Zealand/Price-History> and [http://www.nzherald.co.nz/personal-finance/news/article.cfm?c\\_id=12&objectid=11651660](http://www.nzherald.co.nz/personal-finance/news/article.cfm?c_id=12&objectid=11651660)

In an attempt to rein in the seemingly unlimited bank created housing credit resourcing provided to NZ property investors, the Reserve Bank has introduced stricter Loan To Value (LVR) rules, requiring property investors to provide greater equity, and providing the banking system greater resilience against a downturn in property prices.

See <http://www.rbnz.govt.nz/news/2016/09/reserve-bank-confirms-nationwide--restrictions-on-loans-to-property-investors>

These are already having an effect on NZ property investors.

See <https://www.interest.co.nz/property/86219/new-reserve-bank-figures-show-housing-investors-were-continuing-rapid-retreat-summer>

Current trend: Increasing housing debt with the resultant deterioration in the standard of living of many people. Short term retreat of NZ property investors from the market as they sell down stock when refinancing is unavailable, and as they have reduced ability to purchase/finance additional stock. Long term continuing unlimited bank created credit. Increasing pressure on home purchase prices and rental prices driving people outwards due to price competition.

### Recommendation 4

That Council determines what it considers are the likely causes of housing demand and rising prices that work against NZ homeowners and Community Housing Providers, and requests Government remove these causes with policy changes.

## ***5. Helping change central government policy***

### **Home Tenancy security**

One of the negatives of renting is the lack of security of tenure, particularly for families. Greater legal protection is required to provide renters with greater security of tenure. Possibilities include longer period contracts, greater notice, protection from property sale or refurbishment, and excessive rent increases.

#### Recommendation 5A

That Council immediately request that Government significantly improve the security of tenure for home renters.

## **6. Helping improve the adequacy of Kāpiti Coast homes**

### **Safe, dry, and healthy homes**

People need safe, dry, and healthy homes to live in. We all pay the cost if these basic requirements are not met, through our accident and health systems. A rental Warrant Of Fitness has been developed -

<http://www.healthyhousing.org.nz/research/current-research/rental-housing-warrant-of-fitness/>

Government has passed a Healthy Homes Guarantee Act 2017 -

[www.legislation.govt.nz/act/public/2017/0046/latest/096be8ed816ce8a0.pdf](http://www.legislation.govt.nz/act/public/2017/0046/latest/096be8ed816ce8a0.pdf)

#### Recommendation 6A

That Council continuously promote good practice around safe, dry, and healthy homes, and continue to provide Sustainable Home Advice to assist people in all homes.

### **Earthquake resilience**

We are likely to experience a significant earthquake in the future. It is one thing to survive an earthquake, it is another to readily get back to normal living as soon as one can afterwards. This is difficult if your home has not survived an earthquake well. This problem has been recognised by the Wellington Resilience Strategy -

<http://wellington.govt.nz/about-wellington/wellington-resilience-strategy>

Securing substandard chimneys, joists, and verandas can protect the structural integrity of a house and avoid loss of life and injury. Securing furniture can ensure a minimum of disruption and injury within a home. Installing emergency water tanks can ensure that there is sufficient water for each home to get through, long enough for some sort of normality to resume.

#### Recommendation 6B

That Council continuously promote good practice around securing houses and furniture to minimise the effects of an earthquake, and continue to provide advice and loans to assist people to provide emergency water tanks in all homes.

### Accessible houses

All houses need to be accessed by people with accessibility limitations at some time. This is becoming more of a problem as the population ages. It is not just the residents that may need accessibility, but also family, carers, friends and visitors. See

[http://www.branz.co.nz/cms\\_show\\_download.php?id=f67d42b2b445fc3b2e2404c3e2539d90b76c97f1](http://www.branz.co.nz/cms_show_download.php?id=f67d42b2b445fc3b2e2404c3e2539d90b76c97f1)

[Universal Design](#) principles maximise use of a home to all people over the lifetime of the home, and incorporate accessibility in the range of uses considered. This increases accessibility through improved housing design, and reduces future costs related to house modification.

There is a Lifemark quality standard for NZ Universal Design accessibility and other healthy design needs – See <http://www.lifemark.co.nz/>

There is a NZ Standard “Design for access and mobility: Buildings and associated facilities” - NZS 4121:2001 - See <https://shop.standards.govt.nz/catalog/4121%3A2001%28NZS%29/view>

### Recommendation 6C

That Council require standards and continuously promote good practice around accessibility to and within houses, and provide advice and loans to assist people to improve accessibility in all houses.

## Appendices

### 1. Definitions

From Christchurch City Council - Housing policy 2016 - <https://ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/policies/community-policies/housing-policy>

#### **Housing adequacy framework**

**Adequacy** - Housing that takes account of security of tenure, affordability, habitability, availability and location of services, accessibility, and cultural considerations.

**Accessibility** - Housing that takes account the specific needs of disadvantaged and marginalized groups.

**Availability of services** – Housing that provides access to essential services essential for health and security.

**Habitability** - Housing that has adequate space, protection from cold, damp, heat, rain, wind or other threats to health.

**Location** – Housing that provides for physical safety, is away from locations that threaten the health of its occupants, and allows access to services.

**Security of tenure** - Freedom from, and protection against, forced evictions, harassment and other threats.

#### **Housing continuum**

**Social housing** - Not-for-profit housing programmes that are supported and/or delivered by central or local government, or community housing providers, to help low income households and other disadvantaged groups to access appropriate, secure and affordable housing (on the Housing Continuum, includes Emergency Housing and Supported Rental).

**Affordable housing** - Low- to middle-income households (i.e. those households earning up to 120% of median household income) spending no more than 30% of their gross income on rent or mortgage costs (on the Housing Continuum, includes Assisted Rental, Assisted Affordable Ownership, and some Market Affordable).

**Market Housing** - Private housing bought and sold under prevailing open market conditions (on the Housing Continuum, includes some Market Affordable, Private Rental and Private Ownership).

**Accommodation type**

**Emergency housing** - Temporary accommodation for individuals and families who have an urgent need for accommodation because they have nowhere else to stay, or are unable to remain in their usual place of residence (common forms include emergency shelter, night shelter, and transitional housing).

**Supported rental** - Subsidized rental accommodation, combined with wrap-around supportive services appropriate to the household needs. Rents usually partially funded by the Income Related Rent Subsidy (common forms include rental housing and community group housing).

**Assisted rental** - Subsidized rental accommodation only. Rents usually partially funded by the Income Related Rent Subsidy or the Accommodation Supplement, or from a capital subsidy that allows the setting of rents at below market rates.

**Assisted ownership** - Household income-related pathways to home ownership including rent-to-buy, affordable equity, and shared equity programmes. Models can include below market price point mechanisms to ensure longer term 'Retained Affordable Housing'.

**Market affordable** - Full ownership for housing usually at below the median house price, typically for smaller units or houses within a development (also known as 'Relative Affordable Housing').

**Private rental** - Households in private rental accommodation which is not directly subsidised (although some households may receive the Accommodation Supplement).

**Private ownership** - Housing that is privately owned without any form of direct external assistance (although a small number of households may receive the Accommodation Supplement).

---

## 2. Current Kāpiti Coast District Council Long Term Plan housing provisions

### Social housing

Council will continue to provide some affordable rental housing for older Kāpiti residents on low incomes with a housing need. We will ensure that occupation of the housing for older persons units is maximised and that rents are fair and reasonable.

How we will fund our community facilities and community support		
	User fees	Targeted rate
Halls	20%	80%
Housing for older persons	100%	
Public toilets		100%
Community support		100%

#### How we will measure our performance

Contribution to outcomes	Performance measures	Target	Comment
<i>Council-owned property</i>			
We provide a good standard of comfort, convenience, quality and usability of the library buildings.	Users who are satisfied with the standard of the library building facilities	85%	Amended measure
Council hall hirers are satisfied that the halls meet their needs	Users who are satisfied with halls	80%	Amended measure
Our housing for the older persons' rents are fair and reasonable, the service and facilities are of a good standard and our high occupancy rates are maintained	Occupancy rate of housing for older persons units	97%	Amended measure
	Housing for older persons tenants who rate services and facilities as good value for money	85%	Amended measure
	Housing for older persons tenants who are satisfied with services and facilities	85%	

#### How much we are spending on capital works

Community facilities and community support																					
	2014/15	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
<b>Asset renewal</b>																					
Paraparaumu housing renewals	31	30	15	33	57	37	55	27	42	36	84	120	89	55	42	39	66	138	-	-	-
Ōtaki housing renewals	42	26	102	64	41	39	89	39	48	121	40	29	95	156	132	257	107	170	-	-	-
Waikanae housing renewals	2	2	2	2	2	2	8	8	2	3	3	4	4	21	5	44	6	6	-	-	-
Rental properties renewals	34	9	47	9	38	8	3	32	24	-	47	-	-	-	39	-	35	-	-	-	-

**Supporting information**

<http://www.kapiticoast.govt.nz/contentassets/2b844c5271d94c54a36602b124bb31af/websi-te-version-final-supporting-information2.pdf>

**Affordability**

One of the drivers of our historically high population growth was the affordability of housing in the Kāpiti district, when compared to the city centres. This, along with the mild climate and plentiful recreation spaces such as beaches and reserves, saw high levels of migration into the district. People nearing retirement were the main demographic group, but there have also been numbers of young families seeking a better environment for children.

While the growth has slowed, our population now has a different mix when compared to the rest of the region. Households with fixed incomes and many low-wage jobs locally, translate to an increased sensitivity to the impacts of rates. Council reviews rates impacts on vulnerable households as part of the long-term plan, and provides a number of policies to relieve impacts on those most affected.

We also include affordability as a consideration in setting our budgets in this long term plan.

**Rates remission policy - iwi**

The council will give a remission or postponement of up to 100% of all rates for the year for which it is applied for based on the extent to which the remission or postponement of rates will:

- recognise and take account of the importance of the land in providing economic and infrastructure support for Marae and associated papakainga housing (whether on the land or elsewhere);

**Rates remission policy – financial hardship**

Rate remission for significant costs causing financial hardship. The council will make available up to \$300 per rateable property for those ratepayers/applicants who have incurred hardship due to repair of water leaks, a serious health issue (including on-going serious health issues) or for essential housing maintenance. Applications may be made throughout the year and will be considered until the \$25,000 fund is fully subscribed.

---

### **3. Further reading**

Wellington Resilience Strategy March 2017 - homelessness, aging population, structure resilience, safe and dry homes, and hospital continuity -

<http://wellington.govt.nz/~media/about-wellington/resilient-wellington/files/strategy/resilience-strategyj001767-100-web.pdf?la=en>

Citiblox - <http://www.thewellingtoncompany.co.nz/projects/initiatives/citiblox/>

The Mess We're In -

[https://thepolicyobservatory.aut.ac.nz/\\_data/assets/pdf\\_file/0005/75083/168465\\_The-Mess-We-Are-In\\_Proof4\\_Digital\\_PRINT-VERSION-w-May.pdf](https://thepolicyobservatory.aut.ac.nz/_data/assets/pdf_file/0005/75083/168465_The-Mess-We-Are-In_Proof4_Digital_PRINT-VERSION-w-May.pdf)

---

#### 4. Forum comments

##### INVOLVEMENT ACTIVITIES (THINGS TO DO)

###### IDEAS FROM SOCIAL HOUSING MEETING HELD ON 8th MARCH 2017

Look at the Peoples project in Hamilton with the Wise Trust. It is a successful project to eliminate homelessness. Could this be applied in Kapiti?

Working in partnership between KCDC and Salvation Army (for instance) to build new units on council owned land. But again we need to know actual need.

Do we have any "approved" Community Housing Trusts in Kapiti?

How much "appropriate" land does KCDC own or have "buy-back" rights to?

Where do we get money from?

Quantify the actual real problem.

How many are currently homeless? How many are leaving Kapiti for elsewhere due to no housing.

Identify providers of emergency accommodation on Kapiti Coast **NOW**.

Needs assessment to capture numbers.

Prioritise people on the waiting list – transparency?

Insufficient stock suited to various social housing needs (includes emergency).

Social Housing at a low cost using land available.

Net migration in excess of the ability to house people, is putting pressure on affordable/social/emergency housing - **REDUCE**.

Need to find what land is available.

Did NZTA pay market rate?

KCDC need to encourage 2 Bedroom homes.

Pressure on politicians - local and government.

Developers to put 10% - 20% of any development for Social Housing'.

KCDC have to accept that it is a key issue.

Housing and health are interlinked.

---

## 5. 2012 KCDC's Role in Housing – Recommendations

Source - KCDC's Role in Housing – An analysis of models and options for alternatives to the current use of the Council's housing stock and land, Sustainability Ltd, March 2012.

### “Recommendations

The social housing environment is changing in response to new government housing policy and Kapiti Coast has an opportunity to capitalise on these changes.

In the short term it is recommended that Council considers ways in which it can increase its enabler role to encourage the growth of affordable housing responses in the district. It is unlikely that local groups will benefit directly from the changes in government funding policy although opportunities for indirectly benefitting through partnerships and consortium arrangements with well established groups can be supported. The Council can also consider ways in which it can create a more conducive local environment for housing groups to grow. This might initially be simply providing a regular forum for such groups to share information and monitor trends or it could take a more active role in encouraging groups with development potential by waiving development fees, offering revenue and capital grants or land or introducing inclusionary zoning and stakeholder agreements through the LTCCP process. As part of this process the Council can explore options for formal partnerships with organisations such as Wellington Housing Trust (now Dwell Housing Trust ed.), Abbeyfield or Habitat with a view to increasing and supporting these groups' local presence and increasing the opportunity to obtain government housing grants for the district via these organisations.

The development of an affordable housing strategy would greatly assist this role.

In the medium term it is recommended that the Council undertakes a special consultative procedure to seek the community's agreement to transfer the pensioner units to an organisation whose core business is community housing provision. This organisation will have the capacity to increase the stock of local affordable housing and undertake a rolling modernization programme of the existing stock. This may involve reconfiguration of individual units or of estates/schemes or demolition and increasing the site density. The option of transferring pensioner stock to a regional or national organisation remains to be tested but is likely to be unacceptable locally in the short to medium term. Transfer to an existing local organisation may be more acceptable but is higher risk and will not qualify for government funding. In these circumstances the option of transfer to a Council Controlled Organisation is likely to be the most attractive. The relative merits of a profit focussed Council Controlled Trading Organisation model or a community focussed Council controlled trust are discussed in the report. A trading organisation will allow profits to be ploughed back into the pensioner stock and will generate a capital receipt for the Council. However gifting the stock to a CCO Trust will have a minimal impact on the Council's debt equity gearing and will provide a strong balance sheet for the new trust to achieve wide ranging community outcomes. It will also create an organisation that is more likely to eventually qualify for government grants towards increasing its affordable housing portfolio, when SHF funding criteria are reviewed.”

Appendix Three

Kāpiti Communities Housing Taskforce Recommendation and The Property Group Housing Assessment Report Action Analysis

Rec.	Issue	Recommendation	Alignment with TPG Assessment Action	Status	Comment
1A	Housing needs assessments	That Kāpiti Coast District Council completes a Housing Needs Assessment before 31 December 2018 in conjunction with its NPS Housing Development Capacity Assessment.	Action 5: In collaboration with the Regional Growth Framework for the Wellington Region, investigate the level of affordable and public housing needs for the Kāpiti Coast District.	Accepted - underway	The TPG Housing Report has provided an assessment of the housing needs and opportunities for the Kāpiti Coast. Additional work at a regional level is continuing through the Regional Growth Framework process.
1B		That KCDC completes an NPS Housing Development Capacity Assessment by 31 December 2018 in conjunction with a Housing Needs Assessment.	Action 5: In collaboration with the Regional Growth Framework for the Wellington Region, investigate the level of affordable and public housing needs for the Kāpiti Coast District.	Accepted - complete	NPS-UDC 2018 Housing and Business Assessment complete (HBA 2018), with updated report to be completed 3-yearly (by end of 2021).  Additional work at a regional level is continuing through the Regional Growth Framework process.
1C		Council immediately engages and works with local iwi authorities to provide for their housing needs.	Action 3: Engage with local iwi to determine how Council can support and enhance the capacity of Maori housing providers through opportunities for development partnerships on Maori-owned and other land.  Action 9: Identify opportunities for Council, either through partnership with a CHP or iwi group, to create an example of quality, medium density, public and affordable homes well-connected to transport and other essential facilities and services.	Accepted - underway	Conversations with some iwi authorities are underway.  Council staff will work with Te Whakaminenga o Kāpiti to develop a Papakainga housing toolkit.
2A	Helping Community Housing providers	That KCDC immediately establishes and supports a Community Housing subcommittee of Council, in conjunction with MSD and MBIE and Community Housing Aotearoa, to	Action 7: Establish a working group with the local housing sector, including CHPs to support this industry to provide quality housing.	Accepted in part - underway	Recommendation to establish a housing sub-committee not accepted as there is a portfolio approach in place for Councillors. Housing Portfolio lead confirmed.

Appendix Three

Kāpiti Communities Housing Taskforce Recommendation and The Property Group Housing Assessment Report Action Analysis

		ensure ongoing help and support to the Community Housing sector, and a forum for the ongoing relationship to nurture each other's housing work.			Relationships with relevant central government agencies and CHPs established.  Council endorsement of recommendation to establish a local housing working group (Action 7) sought at 30 April 2020 Council meeting.
3A	Helping increase supply	That Council lease its social housing stock and land to the local Registered Community Housing Providers - Dwell Housing Trust or Link People or Paekakariki Housing Trust, and iwi if they wish, by December 2018.	Action 8: Investigate the feasibility of redevelopment of the Council owned pensioner units to provide additional housing opportunities while maintaining and improving at least the existing number of units for older people in the Council property portfolio.	Not accepted	The need to investigate the feasibility of redevelopment of Council-owned pensioner housing is acknowledged, but the mechanisms for doing so need further investigation.
3B		That Council immediately investigate why landowners do not want to rent unused habitable units that they own, and use the results to free up these potential homes.		Accepted in part	Recommendation falls outside of Council's direct responsibilities.  It is acknowledged that rental market pressures contribute to the broader housing access and affordability challenges within the district, and should therefore be a topic of ongoing advocacy from the Council as needed.
3C		Council immediately investigate why Medium Density zoned landowners do not want to develop properties that they own for more homes, and use the results to increase the likelihood of more homes.	Priority area 3 – Encourage take up of existing development capacity	Accepted in part	Encouraging the take up of existing development capacity is important in all housing typologies, not just medium density.  The HBA 2018 report discusses the feasibility of developing housing in Kāpiti. The findings will inform the review of the Council's Development Management Strategy, which provides a framework for sustainable development and growth for the District.

Appendix Three

Kāpiti Communities Housing Taskforce Recommendation and The Property Group Housing Assessment Report Action Analysis

					<p>Any changes proposed through the Development Management Strategy would be implemented via the District Plan change process.</p> <p>The HBA 2018 findings are also informing conversations through the Regional Growth Framework process.</p>
3D		<p>Council work with Government to use its powers to ensure that Medium Density zoned land is developed for more homes within 5 years, particularly areas without owner occupiers that do not wish to sell.</p>	<p>Action 11: Map Council's operations to identify opportunities to incentivise residential development of land in existing urban areas and greenfields.</p> <p>Action 12: In collaboration with the Regional Growth Framework and Council's Development Strategy, identify and prioritise critical infrastructure required to unlock development potential and growth.</p>	<p>Accept in part - underway</p>	<p>Through the Urban Development Bill, the Government will provide Kāinga Ora with the ability to enable, lead or facilitate a special type of complex, transformational development – called specified development projects (SDPs). SDPs are designed to deliver improved urban development outcomes, including a mix of housing types, good transport connections, employment and business opportunities, key infrastructure, community facilities, and green spaces.</p> <p>At a regional level, the Council is part of the Regional Growth Framework process which is a joint spatial planning project between local government, central government and Iwi.</p>
3E		<p>Council implement planning rules that require housing subdivisions to provide a quota of affordable sections/homes, or a contribution to Council for affordable housing development nearby.</p>	<p>Action 11: Map Council's operations to identify opportunities to incentivise residential development of land in existing urban areas and greenfields.</p> <p>Action 12: In collaboration with the Regional Growth Framework and Council's Development Strategy, identify and prioritise critical infrastructure required to unlock development potential and growth.</p>	<p>Ongoing advocacy</p>	<p>The Council's HBA 2018 identifies potential constraints or barriers to development in Kāpiti and the wider region. The findings are informing discussions through the Regional Growth Framework process, and will also inform the review of the Council's Development Management Strategy, which provides a framework for sustainable development and growth for the District.</p>

Appendix Three

Kāpiti Communities Housing Taskforce Recommendation and The Property Group Housing Assessment Report Action Analysis

					<p>Any changes proposed through the Development Management Strategy would be implemented via the District Plan change process.</p> <p>Through the Urban Development Bill, the Government will provide Kāinga Ora with the ability to enable, lead or facilitate a special type of complex, transformational development – called specified development projects (SDPs). SDPs are designed to deliver improved urban development outcomes, including a mix of housing types, good transport connections, employment and business opportunities, key infrastructure, community facilities, and green spaces.</p>
3F	Helping increase supply (continued)	<p>That Council waive or reduce its fees and levies as appropriate when a residential development includes provision for affordable or social or papakainga housing, particularly where it is to be purchased by a recognised or run by a recognised Community Housing provider.</p> <p>That Council use discretion and scaling in the application of its rules, Development Contributions and required items, particularly where the homes being developed are smaller or are socially clustered.</p>	<p>Action 10: Map Council's consenting and approval process for housing proposals to identify opportunities for Council to assist the efficient processing of these applications and applicants to more easily navigate the system.</p> <p>Action 11: Map Council's operations to identify opportunities to incentivise residential development of land in existing urban areas and greenfields.</p>	<p>Not accepted</p> <p>No progress at this time</p>	<p>Specific recommendation not accepted but Incentives will be further investigated.</p> <p>The HBA 2018 identifies potential constraints or barriers to development in Kāpiti and the wider region. The findings are informing discussions through the Regional Growth Framework process, and will also inform the review of the Council's Development Management Strategy, which provides a framework for sustainable development and growth for the District.</p> <p>Any changes to the Development Contributions Policy will occur within the long term plan process.</p>
3G		<p>That Council immediately request Government to urgently fund and develop affordable and social housing on suitable NZTA owned Residential</p>	<p>Action 4: Identify partnership opportunities with the public housing sector.</p>	<p>Ongoing advocacy</p>	<p>Relationships with relevant central government agencies have been established with discussions on-going.</p>

Appendix Three Kāpiti Communities Housing Taskforce Recommendation and The Property Group Housing Assessment Report Action Analysis

		zoned land surplus from the construction of the Kāpiti Expressway, to remedy the earlier loss of housing.			
3H		That Council immediately request Government to urgently sell the houses on residential land surplus from the construction of the Kāpiti Expressway, to remedy the earlier loss of housing.	Action 4: Identify partnership opportunities with the public housing sector.	Ongoing advocacy	
3I		That Council look at its land holdings to assess if any land may be surplus to community requirements and is zoned as suitable for affordable or social housing provision.	Action 1: Undertake an audit of Council's existing residential land holdings to determine redevelopment potential and improvements needed.  Action 2: Investigate the suitability of other Council owned land to support housing developments, giving greater weight to the use of Council land for housing.	Accepted - In process	The Council is currently carrying out a Land Audit. Once the Land Audit is complete, Council will consider options for existing land holdings.
4A	Helping decrease demand	That Council determines what it considers are the likely causes of housing demand and rising prices that work against NZ homeowners and Community Housing Providers, and request Government remove these causes with policy changes.		Ongoing advocacy	The Council's HBA 2018 Report and the TPG Housing Assessment Report both address this.  The Ministry of Housing and Urban Development is leading a number of housing and urban initiatives, including the Urban Growth Agenda (UGA) which is designed to address the fundamentals of land supply, development capacity and infrastructure provision by removing undue constraints.
5A	Central government policy	That Council immediately request that Government significantly improve the security of tenure for home renters.		Complete	The recent changes to the Residential Tenancies Act has achieved this. For example, it has improved the security and stability of tenure for tenants and it ensures there are appropriate protections in place for both landlords and tenants.

Appendix Three

Kāpiti Communities Housing Taskforce Recommendation and The Property Group Housing Assessment Report Action Analysis

					The Council made a submission on the reform of the Residential Tenancies Act 1986 which is available on the Council website.
6A	Helping improve the adequacy of Kāpiti Coast homes	That Council continuously promote good practice around safe, dry and healthy homes, and continue to provide Sustainable Home Advice to assist people in all homes.		Ongoing	The Council has a Memorandum of Understanding with the Wellington Regional Healthy Housing Response Group with a vision that “Everyone in the Wellington Region Lives in Warm, Dry and Safe Housing by 2025”. The MoU is publically available on the Council website. The Council also supports a variety of initiatives to alleviate energy poverty (e.g. curtain banks).
6B	Helping improve the adequacy of Kāpiti Coast homes	That Council continuously promote good practice around securing houses and furniture to minimise the effects of an earthquake, and continue to provide advice and loans to assist people to provide emergency water tanks in all homes.		Ongoing	The Council provides advice to assist with the provision of emergency water tanks, and sells emergency water tanks at a reduced price. Council works with other providers (e.g. Plunket, WREMO, etc) who promote good practice for earthquake preparedness.
6C	Helping improve the adequacy of Kāpiti Coast homes (continued)	That Council require standards and continuously promote good practice around accessibility to and within houses, and provide advice and loans to assist people to improve accessibility in all houses.		Ongoing	The Council works with other providers (e.g. Well-Able) who provide advice and assistance to improve accessibility in houses.

**9 CONFIRMATION OF MINUTES****9.1 CONFIRMATION OF MINUTES**

**Author:** Grayson Rowse, Democracy Services Advisor

**Authoriser:** Janice McDougall, Group Manager

**RECOMMENDATIONS**

1. That the minutes of the Council meeting on 12 December 2019 be accepted as a true and accurate record of the meeting.
2. That the minutes of the Council meeting on 30 January 2020 be accepted as a true and accurate record of the meeting.
3. That the minutes of the Council meeting on 27 February 2020 be accepted as a true and accurate record of the meeting

**APPENDICES**

1. Minutes of Council meeting 12 December 2019 [↓](#) 
2. Minutes of Council meeting 30 January 2020 [↓](#) 
3. Minutes of Council meeting 27 February 2020 [↓](#) 

## COUNCIL MEETING MINUTES

12 DECEMBER 2019

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 12 DECEMBER 2019 AT 9.30AM**

**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:** Christine Papps (Ms), Kathy Spiers (Ms), Jill Griggs (Ms), Holly Ewens (Ms), James Westbury (Mr), Wayne Maxwell (Mr), Natasha Tod (Ms), Sean Mallon (Mr), Janice McDougall (Mrs), Mark de Haast (Mr), Darryn Grant (Mr), Tim Power (Mr), Leyanne Belcher (Ms), Vyvien Starbuck-Maffey (Ms), David Ledson (Mr), Bill Carter (Mr), Deirdre Kent (Ms), Natalia Repia (Ms), Kevin Burrows (Mr), Adrian Mitchell (Mr).

**APOLOGIES:** Nil

**LEAVE OF ABSENCE:** Nil

## **1 WELCOME**

The Mayor welcomed everyone to the last meeting of Council for 2019.

## **2 COUNCIL BLESSING**

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

## **3 APOLOGIES**

Nil.

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

Cr Randall put several queries about one of the public excluded items on the agenda. The Mayor said he would respond at that point in the meeting.

There were no declarations of interest relating to items on the agenda.

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

Jenny Rowan spoke on behalf of the Kāpiti Climate Change Action Group, congratulated the new Council and looked forward to working positively with Council on climate change.

## **6 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses – the Mayor was in conversation with the Chief Executive concerning the Council's climate change efforts.

**COUNCIL MEETING MINUTES**

12 DECEMBER 2019

## (b) Leave of Absence

**MOVED (COOTES / BUSWELL)**

That leave of absence is granted to the following:

Cr Sophie Handford – until 24 February 2020

Cr Jocelyn Prvanov – 13-23 January 2020

Cr Janet Holborow – 2-15 January 2020

**CARRIED**

## (c) Matters of an Urgent Nature (advise to be provided to the Chair prior to the commencement of the meeting) Nil.

**7 MAYOR'S REPORT****7.1 REQUEST TO GOVERNMENT TO PLACE MORATORIUM ON BOTTLED WATER CONSENTS****MOVED (HANDFORD / COMPTON)**

That Council receives the Mayor's report.

**CARRIED**

Cr Holborow reported on her Arts portfolio, noting:

- The success of the 2019 Arts Trail where the hubs appeared to attract more visitors than the individual artist studios
- Progress with local public art projects was outlined
- Public art delivery – staff working on how to add colour to public spaces
- Mahara Gallery upgrade has received resource consent, and fundraising commenced The Lotteries Commission was not successful but the contribution from Wellington Communities Trust was noted.
- The new Kāpiti Performing Arts Centre opening on 22 February 2020
- NZ Festival of the Arts is coming to Kapiti in November 2020.
- Arts workshops by Jenna-Lea Philpott
- Mahara Gallery Arts review
- Friends of the Libraries work and events
- Council to review its Strategy for Supporting the Arts
- Local music scene highlights were outlined.

*Cr Jackie Elliott joined the meeting at 9.50am.*

**MOVED (MAYOR / BUSWELL)**

That Council accepts the portfolio report.

**CARRIED**

## COUNCIL MEETING MINUTES

12 DECEMBER 2019

**8 REPORTS****8.1 FEES FRAMEWORK FOR NON-ELECTED MEMBERS 2019-2022 TRIENNium**

Leyanne Belcher Democracy Services Manager responded to questions, noting an amendment to the meeting fees heading on page 11 which should read "2019-2022".

**MOVED (HOLBOROW / HANDFORD)**

That Council revokes the 2017 Fees Framework and Expenses Policy for Non-Elected Members

That Council approves the Fees Framework and Expenses Policy for Non-Elected Members as revised at Appendix 1 of the report "Fees Framework for Non-Elected Members 2019-2022 Triennium."

**CARRIED****8.2 AMENDMENTS TO THE COUNCIL DELEGATIONS TO CHIEF EXECUTIVE AND STAFF**

Legal Counsel Tim Power spoke to the report and answered members questions.

**MOVED (ELLIOTT / BUSWELL)**

That the Council adopts the revised Council to Chief Executive and Staff Delegations as shown in Appendix A to report *Amendments to the Council Delegations to Chief Executive and Staff*.

That the Council adopts the revised Resource Management Act 1991 Delegations to Staff as shown in Appendix B to report *Amendments to the Council Delegations to Chief Executive and Staff*.

**CARRIED****8.3 APPOINTMENT OF CHAIR AND DEPUTY CHAIR DISTRICT LICENSING COMMITTEE (DLC)**

Leyanne Belcher Democracy Services Manager introduced the report and responded to questions.

Members discussed the proposed change from an elected member as DLC Chair to an Independent commissioner.

A further opportunity for discussion. The current commissioner could continue in the role for the time being.

**MOVED (ELLIOT / RANDALL)**

That this report be left to lie on the table.

**LOST****MOVED (BUSWELL / MAYOR)**

That the Council instructs the Chief Executive to commence a recruitment process to identify a suitable candidate for appointment as a commissioner to act as Chair of the District Licensing Committee for a period of five years;

## COUNCIL MEETING MINUTES

12 DECEMBER 2019

A division was called:

For the motion: Cr Holborow, Cr Buswell, Mayor, Cr Cootes, Cr Handford

Against the motion: Cr Compton, Cr Randall, Cr Halliday, Cr McCann, Cr Prvanov, Cr Elliott

**LOST**

**MOVED (RANDALL / ELLIOTT)**

That the Council confirms Cr Janet Holborow in the role of Deputy Chair of the District Licensing Committee for the 2019-2022 Triennium.

**CARRIED**

Cr Holborow abstained from voting.

**MOVED (MAYOR / COOTES)**

That Council staff bring a report on this matter back to the next Council meeting.

**CARRIED**

*The meeting adjourned at 10.50am and reconvened at 11am.*

*The meeting agreed to reverse the order of the next two items on the agenda, 8.4 and 8.5.*

**8.5 WASTE MINIMISATION TASK FORCE REPORT BACK**

David Ledson, Chair of the Task Force, supported by Council officer and Waste Projects Manager Adrian Mitchell, presented the report, including a powerpoint presentation which outlined who the Task Force were, their mandate, and findings. Mr Ledson lauded the support of Council officers, and asked members of the Task Force to comment on their individual workstreams and projects.

Bill Carter raised two cultural issues, both of which dealt with the principle of removing waste from this area to another iwi's rohe, which was offensive to Māori. The future of the Otaihanga Landfill was raised; it was a valuable asset with an opportunity for reclamation and redevelopment.

Deirdre Kent spoke on behalf of Low Carbon Kāpiti. Natalia Repia, Ngati Toa Rangatira representative, spoke about the need to consider behaviours around waste and not to offload problems, as solutions lie within the community. Kevin Burrows, the Grey Power representative spoke about kerbside collection and recycling issues. Construction and demolition, waste food and organic waste were the biggest areas for reduction.

*Cr Elliott left the meeting at 11.54am and returned at 11.55am.*

**MOVED (ELLIOTT / MCCANN)**

That Council acknowledge receipt of the Final Report of the Waste Minimisation Taskforce.

That Council thanks the Taskforce members for the considerable skill, time and effort they have committed in the preparation of the Final Report of the Waste Minimisation Taskforce.

That Council congratulate staff on their contribution to the work of the taskforce.

**CARRIED unanimously**

## COUNCIL MEETING MINUTES

12 DECEMBER 2019

**8.4 KĀPITI ECONOMIC DEVELOPMENT: MAJOR EVENTS FUND ALLOCATION 2019/2020**

*Cr McCann left the meeting at 12.10pm.*

Darryn Grant Economic Development Manager spoke to the report and explained the reasons for the change in the process.

*Cr McCann rejoined the meeting at 12.12pm.*

Further information the Māoriland Film Festival was tabled.

**MOVED (COOTES / HOLBOROW)**

The Council notes the decision of FFFLAIR to postpone their event to 2021.

The Council notes the applications received for the 2019/20 Major Events Fund.

The Council notes the applications received for the feasibility funding for the Major Event Fund 2019/2020.

The Council notes that the applicants have been assessed using the agreed criteria set out in the 2019/20 Major Events Policy, that Takutai Kāpiti does not fulfil all the criteria, and that the applications were not reviewed by the major events fund assessment panel.

The Council approves the allocation of funding as outlined in Table 4.

Table 4: Major Event Fund allocations.

Event application name	Allocations
Toot Suit Boutique Festival	\$20,000
2020 Takutai Kāpiti	\$19,000
Coasters Musical Theatre	\$0
Te Tāpoi Kāpiti	\$11,000
Dirt Farm	\$15,000

**CARRIED**

Cr Randall abstained from voting.

**9 CONFIRMATION OF MINUTES****9.1 CONFIRMATION OF MINUTES 31 OCTOBER 2019****MOVED (ELLIOTT / HOLBOROW)**

That the minutes of the Council meeting on 31 October 2019 be accepted as a true and accurate record of that meeting.

**CARRIED**

COUNCIL MEETING MINUTES

12 DECEMBER 2019

9.2 CONFIRMATION OF MINUTES 7 NOVEMBER 2019

**MOVED (COMPTON / PRVANOV)**

That the amended minutes of the Council meeting on 7 November 2019 be accepted as a true and accurate record of that meeting.

**CARRIED**

10 PUBLIC SPEAKING TIME

- Nil

Cr Elliott left the meeting at 12.58pm.

11 PUBLIC EXCLUDED REPORTS

**RESOLUTION TO EXCLUDE THE PUBLIC**

**MOVED (MAYOR / HOLBOROW)**

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. Community Board representatives are allowed to stay for item 11.1 only.

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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>11.1 - Appointment of Chair of the Audit and Risk Subcommittee</b>	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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
<b>11.2 - Property Acquisition</b>	Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities  Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and	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

**COUNCIL MEETING MINUTES**

**12 DECEMBER 2019**

	industrial negotiations)	
<b>CARRIED</b>		

*The Council meeting went into public excluded session at 12.59pm.*

**12 RELEASE OF PUBLIC EXCLUDE ITEMS**

<i>The Council came out of public excluded session at 1.20pm.</i>	
The Council came out of public excluded session at 1.20pm having resolved that the report Appointment of the Chair of the Audit and Risk Subcommittee, with the exception of Appendix 2 be released from publically excluded business.	
<b>Appendices</b>	
1	Appointment of the Chair of the Audit and Risk Committee, with the exception of Appednix 2 (released from publically exlcuded business)

**The Council meeting closed at 1.20pm.**

.....  
**CHAIRPERSON**

**COUNCIL MEETING MINUTES****30 JANUARY 2020**

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 30 JANUARY 2020 AT 9.30AM**

**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 Robert McCann, Cr Bernie Randall

**IN ATTENDANCE:** Christine Papps, Kathy Spiers, Holly Ewens, James Westbury, Wayne Maxwell, Natasha Tod, Sean Mallon, Janice McDougall, Chris Pearse, James Jefferson, Nienke Itjeshorst, Adrian Mitchell, Jason Holland, Leyanne Belcher, Tanicka Mason

**APOLOGIES:** Nil

**LEAVE OF ABSENCE:** Cr Sophie Handford

**1 WELCOME****2 COUNCIL BLESSING**

The Mayor welcomed everyone to the meeting and the Council blessing was read.

**3 APOLOGIES**

Nil

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

Nil

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

Quentin Poole spoke regarding item 8.4 on the agenda, RMA Issues and Options Draft submission January 2020, and answered members' questions.

Christopher Ruthe spoke regarding item 8.6 on the agenda, Reports and Recommendations from Standing Committees and Community Boards, and answered members' questions.

**6 MEMBERS' BUSINESS****(a) Public Speaking Time Responses**

Staff would provide a response to Mr Quentin Poole during the agenda item 8, RMA Issues and Options Draft submission January 2020.

**(b) Leave of Absence****LEAVE OF ABSENCE**

**COUNCIL MEETING MINUTES****30 JANUARY 2020****RESOLUTION 2020/1**

Moved: Cr Angela Buswell

Seconder: Cr James Cootes

That a leave of absence is granted to Cr Jocelyn Prvanov from 13 to 18 February.

**CARRIED**

(c) Matters of an Urgent Nature

Nil

**7 MAYOR'S REPORT**

Nil

**8 REPORTS****8.1 SUBMISSION TO THE DEPARTMENT OF INTERNAL AFFAIRS ON THE FIRE AND EMERGENCY NEW ZEALAND FUNDING REVIEW**

Brandy Griffin spoke to the report and members' questions were answered. A number of amendments were discussed.

- Emphasise the irony that the FENZ Act 2017 removed oversight of rural fire services from territorial authorities to FENZ, but the consultation document has proposed that Territorial Authorities (TAs) collect rates on their behalf and/or provide direct funding.
- If the review concludes that TAs should collect rates for fire and emergency services, Councillors suggest that this is carried out by unitary and regional councils rather than by city or district councils.
- Since over 13,000 call outs were for medical emergencies last year, it would seem that some funding should be from the Health budget. This strengthens our argument that general taxation as a source of funding should not be excluded from the scope of this review.
- For property-based funding models, it is important to note that some properties will have a higher risk than others. For example, some commercial properties will house large amounts of flammable materials. Therefore, the preferred funding model should consider risks.

**MOVED ELLIOTT/PRVANOV**

That Council receives and approves the draft submission to the Department of Internal Affairs' Fire and Emergency New Zealand Funding Review, as attached as Appendix 1 to this report.

**MOVED**

**COUNCIL MEETING MINUTES**

30 JANUARY 2020

**8.2 COUNCIL SUBMISSION TO MINISTRY FOR THE ENVIRONMENT CONSULTATION ON "REDUCING WASTE: A MORE EFFECTIVE LANDFILL LEVY".**

The report was taken as read. Nienke Itjeshorst, Sustainability and Resilience Manager, and Adrian Mitchell, Waste Project Manager, answered members' questions. A number of amendments were discussed.

Staff were thanked for the work involved in preparing the report and submission.

*Cr Randall left the chamber at 10.25am and returned at 10.30am.*

**MOVED ELLIOTT/COOTES**

That the Council approves that the submission as presented in Appendix 2 of this report is adopted as a submission of Council to the Ministry for the Environment on the consultation document "*Reducing waste: a more effective landfill levy*"

**CARRIED**

*The meeting adjourned at 10.55am and resumed at 11.14*

**8.3 GOVERNANCE STATEMENT 2019-2022 TRIENNIUM**

Leyanne Belcher, Democracy Services Manager, introduced the report and answered members' questions. A number of amendments were discussed.

- Inclusion of wording around delegations to community boards
- Reference to 'Portfolios'
- Names of Districtwide Councillors to be in alphabetical order
- A reference to 'Elected Members' to be changed to 'Councillors'

Staff would also take advice as to whether it would be appropriate to include a reference to Elected Members being protected under the Health and Safety Act.

**MOVED HOLBOROW/COOTES**

That in accordance with Section 40(1) of the Local Government Act 2002, the Council adopts and makes publicly available the Governance Statement for the 2019-2022 Triennium as at Appendix 1 of this report.

That the Council authorises the Chief Executive to make administrative update to the Governance Statement as necessary throughout the Triennium in respect of any subsequent changes in circumstances or amendments the council might make to the individual policies contained or referenced in the Governance Statement.

**CARRIED****8.4 RMA ISSUES AND OPTIONS DRAFT SUBMISSION JANUARY 2020**

Jason Holland, District Planning Manager, introduced the report and responded to some points made by Mr Quentin Poole during Public Speaking Time. Members' questions were answered.

A number of amendments were discussed.

*Cr Randall left the meeting at 11.50am and returned at 11.55am.*

**MOVED HOLBOROW/COOTES**

That Council approve the draft submission, with amendments, on the *Issues and Options Paper*

**COUNCIL MEETING MINUTES****30 JANUARY 2020**

for *Transforming the Resource Management System*, which is attached as Appendix 1 to this report.

**CARRIED**

**8.5 ELECTED MEMBER REMUNERATION, EXPENSES AND ALLOWANCES POLICY**

The report was taken as read.

**MOVED COMPTON/COOTES**

That the Council adopts the Elected Member Remuneration, Expenses and Allowances Policy as at Appendix 1 of this report, 'Elected Member Remuneration, Expenses and Allowance Policy'.

**CARRIED**

**8.6 REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND COMMUNITY BOARDS****MOVED ELLIOTT/COMPTON**

14 That the Council notes the following recommendations:

That Te Whakaminenga o Kāpiti gives in-principle approval to the appointment of a Māori representative to the Council's Strategy and Operations Committee, and agrees to convene a recruitment panel to manage the initial phase of the recruitment process.

That the Paekākāriki Community Board actively encourages the Kāpiti Coast District Council to join with the Wainuiwhenua working group in the next stage of investigating the feasibility of this project and that this relationship be formalised with a Memorandum of Understanding.

That the Paraparaumu-Raumati Community Board requests the Council to restore the reduction in the book budget for the Paraparaumu Library made in the last Annual Plan.

That the Paraparaumu-Raumati Community Board requests that the Council funds a feasibility study for an Indoor Sports Stadium and Community Centre to be developed on the Kapiti Coast; and that the matter be left to lie on the table for further discussion.

**CARRIED**

**9 CONFIRMATION OF MINUTES**

Nil

**10 PUBLIC SPEAKING TIME**

Margaret Stevenson-Wright spoke in relation to discussion around community board delegations.

**11 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

**COUNCIL MEETING MINUTES**

**30 JANUARY 2020**

**12 PUBLIC EXCLUDED REPORTS**

Nil

**The Council meeting closed at 1.20pm.**

.....  
**CHAIRPERSON**

---

**COUNCIL MEETING MINUTES****27 FEBRUARY 2020**

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 27 FEBRUARY 2020 AT 9.30AM**

**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), Natasha Tod (Ms), Glen O'Connor (Mr), Janice McDougall (Mrs), James Jefferson (Mr), Jacinta Straker (Ms), Leyanne Belcher (Ms), Kathy Spiers (Ms), Tanicka Mason (Ms), Grayson Rowse (Mr), Kathy Spiers (Ms), James Westbury (Mr), Holly Ewen (Ms), Shelly Warwick (Ms).

**APOLOGIES:** Nil

**LEAVE OF ABSENCE:** Nil

**1 WELCOME**

The Mayor welcomed everyone to the meeting.

**2 COUNCIL BLESSING**

Cr Handford read the Council blessing in Te Reo Māori.

**3 APOLOGIES**

Nil

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

Cr Compton declared a conflict of interest in item 12.1 on the agenda - **Appointment of Community Representatives to the Grants Allocation Subcommittee**. Cr Compton took no part in the discussion or voting.

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

There were no public speakers.

**6 MEMBERS' BUSINESS**

(a) Public Speaking Time Responses

No responses were required.

(b) Leave of Absence

**COUNCIL MEETING MINUTES****27 FEBRUARY 2020****LEAVE OF ABSENCE****RESOLUTION 2020/9**

Moved: Mayor K Gurunathan

Seconder: Cr Sophie Handford

That a request from Cr Buswell for a leave of absence from 12 May 2020 to 10 June 2020 be accepted and the leave of absence be granted

**CARRIED**

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

Nil

**7 MAYOR'S REPORT**

The Mayors Report had been circulated. Members noted an amendment to the report. The Mayor did not attend the Wellington Regional Growth Framework workshop.

**MOTION****RESOLUTION 2020/10**

Moved: Cr Jackie Elliott

Seconder: Cr Gwynn Compton

That the Mayor's report be accepted with the amendment.

**CARRIED****Appendices**

1 Mayoral Activities - Council Meeting 27 February 2020

**8 REPORTS****8.1 WELLINGTON REGION TRIENNIAL AGREEMENT 2019-2022**

Leyanne Belcher, Democracy Services Manager introduced the report and answered members questions.

The word 'Waste' had been proposed as a minor ammendment by Wellington City Council under section 6.1 of the Wellington Region Triennial Agreement 2019-2022.

Members requested that a further minor amendment be made to section 6.1 of the Wellington Region Triennial Agreement 2019-2022 with the change that of the words 'Regional spatial planning' be replaced by the words 'Regional spatial planning including housing'.

*Cr Prvanov arrived at 9.38am*

**RESOLUTION 2020/11**

Page 2

**COUNCIL MEETING MINUTES****27 FEBRUARY 2020**

Moved: Cr James Cootes  
 Secunder: Cr Robert McCann

That the Kāpiti Coast District Council approves the Wellington Regional Triennial Agreement (2019-2022 Triennium), as amended, and authorises the Mayor to sign on behalf of the Council and approve minor amendments requested by other local authorities as part of the adoption process.

**CARRIED**

### 8.2 DRAFT WELLINGTON REGION WASTE MANAGEMENT & MINIMISATION BYLAW TEMPLATE

Cr Elliott introduced the report. Staff members Nienke Itjeshorst, Sustainability & Resilience Manager and Adrian Mitchell, Waste Projects Manager presented the report and answered members questions.

*Cr Randall left the meeting at 9:51 am and returned to the meeting at 9:53 am.*

Ms Itjeshorst would as a matter of process provide Councils feedback on the bylaw.

#### RESOLUTION 2020/12

Moved: Cr Jackie Elliott  
 Secunder: Cr James Cootes

That Council approves the recommendations as set out in paragraph 44 of the report 'Draft Wellington Region Waste Management and Minimisation Bylaw' and

That Council notes the next steps as set out in paragraphs 45-49 of the report 'Draft Wellington Region Waste Management and Minimisation Bylaw'.

**CARRIED**

### 8.3 DRAFT SUBMISSION ON INFRASTRUCTURE FUNDING AND FINANCING BILL

Jacinta Straker, Chief Financial Officer and Leeza Boyd, Senior Policy Advisor introduced and spoke to the report. Both discussed and answered members questions.

*Cr Jackie Elliott left the meeting at 10:11 am and returned to the meeting at 10:13 am.*

Cr Cootes suggested that the paragraph around the cost of home ownership be strengthened.

Staff would adjust the submission to include information about treasuries opinion in terms of the interest rates (making it more expensive), a specific sentence around set up costs being passed on to homeowners, how the public can decipher between Council rates and this additional rate and the ability to speak to the submission.

#### RESOLUTION 2020/13

Moved: Cr Gwynn Compton  
 Secunder: Cr Bernie Randall

That the Council receives and approves the draft submission to the Transport and Infrastructure Select Committee, attached as Appendix 1 to this report.

**CARRIED**

## COUNCIL MEETING MINUTES

27 FEBRUARY 2020

**9 CONFIRMATION OF MINUTES**

Nil

**10 PUBLIC SPEAKING TIME**

- Covering other items if required

There were no public speakers.

- Public Speaking Time responses

No responses were required.

**11 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

The meeting was adjourned at 10.23am and resumed at 10.35am

**12 PUBLIC EXCLUDED REPORTS****RESOLUTION TO EXCLUDE THE PUBLIC****PUBLIC EXCLUDED RESOLUTION 2020/14**

Moved: Deputy Mayor Janet Holborow

Seconder: Cr Robert McCann

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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>12.1 - Appointment of Community Representatives to the Grants Allocation Subcommittee</b>	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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
<b>12.2 - DISPOSAL OF LAND</b>	Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	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

Page 4

**COUNCIL MEETING MINUTES**

**27 FEBRUARY 2020**

	Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	withholding would exist under section 6 or section 7
<b>CARRIED</b>		

<p><b>RESOLUTION 2020/15</b>                  Moved: Mayor K Gurunathan                  Seconder: Cr James Cootes                  That the Council moves out of a public excluded meeting.  <b>CARRIED</b></p>
<p>Council came out of Public Excluded session at 11.49am having resolved that Council approves the release of this report 'Appointment of Community Representatives to the Grants Allocation Subcommittee' (excluding Appendices) and the resolutions from public excluded session.</p>
<p><b>Appendices</b></p> <ol style="list-style-type: none"> <li>1 Appointment of Community Representatives - Resolutions</li> <li>2 Report - Appointment of Community Representatives to the Grants Allocation Subcommittee</li> </ol>

The Council meeting went into public excluded session at 10.36am.

The Council came out of public excluded session at 11.49am.

**The Council meeting closed at 11.50am.**

.....  
**CHAIRPERSON**

**10 PUBLIC SPEAKING TIME**

- Covering other items if required
- Public Speaking Time responses

**11 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

## 12 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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>11.1 - Confirmation of Publicly Excluded Minutes</b>	<p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	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