



AGENDA

Council Meeting

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

Date: Thursday, 28 May 2020

Time: 9.30am

Location: Online and livestreamed on YouTube

**Wayne Maxwell
Chief Executive**

Kapiti Coast District Council

Notice is hereby given that a meeting of the Kapiti Coast District Council will be held online via Zoom and livestreamed on YouTube, on Thursday 28 May 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

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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

Members of the public wishing to speak to an agenda item must book ahead. Please see <https://www.kapiticoast.govt.nz/your-council/meetings/meeting-process/public-participation-at-meetings/#COVID19speaking> for details.

Speakers must book by emailing Democracy.Services@kapiticoast.govt.nz by 12.00 noon Wednesday 27 May 2020.

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 ADOPTION OF FEES AND CHARGES

Author: Chris Pearce, Manager, Corporate Planning & Reporting

Authoriser: Mark de Haast, Group Manager Corporate Services

PURPOSE OF REPORT

- 1 This report provides for the Council to note and approve the full schedule of fees and charges for 2020/21, which take effect from 1 July 2021.

DELEGATION

- 2 The Council has not delegated the authority to approve the Annual Plan fees and charges to any Committee or subcommittee of the Council.

BACKGROUND

- 3 As part of the Council's ongoing commitment to improve customer service, the Council has approved the following year's fees and charges in late May or early June over the last six years to allow for invoicing in June prior to the start of the new financial year.
- 4 The early approval of the fees and charges in Regulatory Services has resulted in benefits for both customers and the Council. Early communication of fees provides flexibility for customers and the ability to make early payment arrangements before the invoice due date.
- 5 For the 2020/21 financial year however, due to the impacts of COVID-19, Council is proposing to maintain most of the fees and charges at current (2019/20) levels to help the district withstand the economic and social challenges expected, with some small exceptions. The exceptions are where:
 - A fee increase is mandated by legislation, or
 - Minor amendments have been made to fees for increased clarity to the public, or
 - Fees are added or adjusted to more accurately reflect the cost of service provision, and therefore assist with cost recovery.

ISSUES AND OPTIONS

Issues

- 6 Only those exceptions considered absolutely necessary to the proposed 2020/21 fees and charges have been included in the draft 2020/21 Annual Plan. Amendments to these exceptions would result in a change to the draft 2020/21 Annual Plan financials.
- 7 Exceptions to the 2020/21 fees and charges are listed below:

Type	Current Fee	Proposed Fee	Comment
Building consent standard inspection fees	\$117	\$157	Cost recovery - The proposed fee is preferred as it more accurately reflects the time spent on inspections (1hr rather than 45min). The hourly rate has not increased.
Building consent fees (other charges) - Infrastructure Inspection Fee	-	\$157 per hour	Minor Amendment - Clarification of existing fee. Currently charging as damage deposit.
PIM – Multi-residential and	-	\$784	Amendment – include the current fee that is erroneously not included in the 2019/20 fee schedule

Type	Current Fee	Proposed Fee	Comment
commercial (cross lease and unit titled)			
MBIE Levy per \$1000 or part of project value	\$2.01	\$1.75	Legislation changes commencing 1 July 20
Removal of Section 77 (1) certificate	-	\$157 plus disbursements	Minor Amendment - include the current fee that is erroneously not included in the 2019/20 fee schedule
Food Control Plan (FCP)	\$614	\$614 deposit (covers first four hours including administration and processing time)	Minor Amendment – further clarification of current fee.
Deemed (FCP)	\$614	-	Minor Amendment – This fee is being removed as deemed FCPs were transitional and are no longer applicable.
Manager's certificate application or renewal	\$324	\$316.25	Minor Amendment – fee schedule corrections.
Temporary authority	\$304	\$296.70	
Temporary licence	\$304	\$296.70	
Extract of register (ARLA or DLC)	\$59	\$57.50	
Hairdressers	home occupation \$214 and commercial premises \$256	\$214	Minor Amendment – Combine and charge at the lower rate.
Removal of overhanging trees/vegetation	-	Cost incurred for removal of obstruction	Minor Amendment – clarification of existing fee for better transparency when working through vegetation issues with landowners.
Learn to swim private lessons	-	20 minute lesson \$20.00 30 minute lesson \$30.00 Special Needs \$15.00 Private lesson (2 students) 2 on 1, 20 minute lesson \$27.00 2 on 1, 30 minute lesson \$37.00	Minor Amendment – further clarity to the public for current private learn to swim lessons. Normal learn to swim lesson is \$12.80 per lesson which is unchanged for 2020-21.

Type	Current Fee	Proposed Fee	Comment
Aquatic (small Group) programmes	-	10 week term \$65.00 Casual Visit \$7.50	Minor Amendment - include the current fee that is erroneously not included in the 2019/20 fee schedule
Waikanae Pool BBQ hire	-	BBQ Hire per hour \$10.00 BBQ Bond \$20.00	Minor Amendment - include the current fee that is erroneously not included in the 2019/20 fee schedule
Interloans	\$15.30 each	\$15.00 each	Minor Amendment - Library fees are kept to the nearest dollar for customer convenience when paying in cash.
Membership cards (replacement)	\$3.80	\$4.00	
Replacement of lost or damaged library items	Price varies depending on publication \$5.10 administration fee also charged per item	Price varies depending on publication \$5.00 administration fee also charged per item.	
Bore depth	-	\$6.60	Minor Amendment - include the current fee that is erroneously not included in the 2019/20 fee schedule
cBOD g/M3	-	\$33.30	Legislation change - now required to run this test for consent work
E.Coli no/100ml (m Tec River monitoring only)	-	\$22.50	Minor Amendment - include the current fee that is erroneously not included in the 2019/20 fee schedule
Presence/absence coliform	-	\$22.50	
Staff collection (2 people)	-	\$109	
Total Coliforms and Ecoli (Colilert)	-	\$35.80	
Travel (per KM)	-	\$0.77	

- 8 The full proposed fees and charges schedule for 2020/21 is attached at appendix 1 to this report.

CONSIDERATIONS

Policy considerations

- 9 There are no policy considerations relating to this report.

Legal considerations

- 10 The Local Government Act 2002 (LGA) Section 150 allows fees and charges to be imposed by a local authority.

Financial considerations

- 11 The financial considerations and impacts of fees and charges on the draft 2020/21 Annual Plan have been discussed during the public Annual Plan workshops and in previous Council reports. All fees and user charges proposed for 2020/21 are compliant with the Council's Revenue and Financing Policy.

- 12 2020/21 fees and charges take effect from 1 July 2020 and are inclusive of GST.

Tāngata whenua considerations

- 13 There are no tāngata whenua considerations arising directly from this report.

Strategic considerations

- 14 By approving the 2020/21 fees and charges early, the Council is able to notify dog owners of next year's dog registration fees in advance of invoices being issued and falling due for payment either on or before the 31 July 2020. This provides more certainty for customers and contributes to Council's three-year priority outcome of improving accessibility of Council services.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

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

Consultation already undertaken

- 16 The Council has complied with the Local Government Act 2002 in respect of consulting on these fees and charges previously as part of the 2018-38 Long Term Plan. There are no significant changes proposed to the 2020/21 fees and charges that require public consultation.

Engagement planning

- 17 An engagement plan is not needed to implement this decision.


Publicity

- 18 A media release will be prepared regarding the Council's early approval of the 2020/21 fees and charges. Council customers will receive, as appropriate, an explanation of the new fees and charges as they relate to them.
- 19 A public notice, as required by Section 37(6) of the Dog Control Act 1996, will be published in a local newspaper at least once during the month preceding the start of the 2020/21 registration year.

RECOMMENDATIONS

- 20 That the Council receives and notes this report, including Appendix 1 to this report.
- 21 That Council approves the exceptions to the 2020/21 Fees and Charges as detailed in paragraph 7 of this report.
- 22 That Council approves under Section 150 of the Local Government Act 2002, the 2020/21 Fees and Charges, attached as Appendix 1 to this report.
- 23 That Council notes that any changes occurring as a result of the decisions made at this Council meeting of 28 May 2020, will be incorporated into the final 2020/21 Annual Plan to be adopted on 25 June 2020.

APPENDICES

1. Fees and Charges Schedule 2020/21  

Schedule of user fees and charges 2020/21

All fees and charges include GST.

Building consent fees

Applicants are required to pay the full fee for the consent at the time of application.

Under some conditions, applicants may be required to pay additional fees when processing is completed. This will include fees for development levies, additional inspections, re-assessment, alternative design/details, and other fees required under the Building Act 2004.

The inspection fee¹ is estimated on the number of inspections required for the type of work. If the number of inspections has been over-estimated a refund will be made. If additional inspections are required, they will be charged at the rate applicable at the time they occurred and will need to be paid before we issue a code compliance certificate. The building consent fee includes inspection fees only where shown for minor works.

The fees exclude BRANZ, MBIE, and accreditation levies, and refundable deposits which are scheduled in the 'other fees' section and are additional to the building consent fees.

The building consent fees in the following table include the plan vetting and digital storage charges and costs associated with scanning hard copy applications or alternatively paying application costs for electronic applications received through the portal. The building consent fees (other than minor works) include the fee for provision of electronic copy of a building consent.

Minor work (This includes one or two inspections as indicated. Additional inspections will be charged at \$157 per hour.)	
Solid fuel heater (includes one inspection)	\$261
Solid fuel heater with wetback (includes two inspections)	\$381
Solar water heating (includes one inspection)	\$256
Minor building work <\$5,000 (includes one inspection) e.g. sheds	\$313
Minor building work < \$10,000: retaining walls/carports decks/swimming/spa pools/ conservatories/ pergolas/ plumbing and drainage (includes two inspections)	\$783

¹This fee includes inspection onsite, travel, creating inspection records and review of documentation in office. If the project is in a remote area or has difficult access, additional travel time will be charged. The inspection fee also applies to meetings prior to CCC issue.

Building consent fees (continued)

Processing of residential building consents	
Residential new building/alterations: \$10,001-\$20,000	\$757
Residential new building/alterations: \$20,001-\$50,000	\$1,069
Residential new building/alterations: \$50,001-\$100,000	\$1,377
Residential new building/alterations: \$100,001-\$250,000	\$1,690
Residential new building/alterations: \$250,001-\$500,000	\$2,003
Residential new building/alterations: \$500,001 upwards	\$2,003 plus \$157 for each \$100,000 (or part thereof) above \$500,000

Processing of commercial/industrial consents	
Commercial/offices/retail buildings: <\$20,000	\$1,228
Commercial/offices/retail buildings: \$20,001-\$50,000	\$2,003
Commercial/offices/retail buildings: \$50,001-\$100,000	\$2,786
Commercial/offices/retail buildings: \$100,001-\$250,000	\$3,255
Commercial/offices/retail buildings: \$250,001-\$500,000	\$3,720
Commercial/offices/retail buildings: \$500,001-\$1,000,000	\$4,346
Commercial/offices/retail buildings: >\$1,000,001	\$4,346 plus \$201 per additional \$100,000 value
Inspection fees ¹	
Standard inspection fee	\$157 per inspection
Final inspection fee (includes officer time completing the records for CCC)	\$157 (includes first hour) plus additional hours charged at \$157 per hour

¹ As noted on previous page, this fee includes inspection onsite, travel, creating inspection records and review of documentation in office. If the project is in a remote area or has difficult access, additional travel time will be charged. The inspection fee also applies to meetings prior to CCC issue.

Project information memorandum (PIM) fees

Applicants are required to pay the full fee for the PIM at the time of application.

Residential new dwellings	
PIM – Simple Residential (fee simple title)	\$449
PIM – Multi-residential and commercial (cross lease and unit titled)	\$784

Multi-proof consent fees

Applicants are required to pay the full fee for the consent at the time of application.

Under some conditions you may be required to pay additional fees when processing is completed. This will include fees for development levies, additional inspections and other fees required under the Building Act 2004.

If the number of inspections has been over-estimated, a refund will be made.

The multi-proof consent fees below include a digital storage charge of \$47.

The fees exclude BRANZ, MBIE levies (these are not set by the Council) and refundable deposits.

Multi-proof consents	
Multi-proof consent	\$751 (including three hours' processing), additional hours charged at \$157 per hour

Building consent fees – other charges

BRANZ and MBIE levies are not set by the Council.

Levies	
BRANZ levy per \$1,000 or part (of project value over \$20,000)	\$1
MBIE levy per \$1,000 or part (of project value over \$20,444)	\$1.75
Accreditation levy	\$1 per \$1,000 of project value over \$20,000
For staged projects, the levies are to be assessed on the total project value	
Other charges	
Plan vetting (half hour charge included in building consent fees)	\$157 per hour
Registration of Section 72 certificate (as at January 2018 the disbursements are \$285 per registration)	\$146 plus disbursements (includes registration at Land Information New Zealand)
Administration staff (per hour)	\$104 per hour
Administration fee on refunds (applicable if building consent application cancelled by applicant)	\$88

Other charges	
Registration of Section 77(1) certificate (as at January 2018 the disbursements are \$292 per registration)	\$229 plus disbursements (includes registration at Land Information New Zealand)
Digital storage charge (included in consent fees)	\$47 per application
Amendment to building consent application	\$240 lodgment fee (includes half-hour assessment) plus \$157 per hour over and above first half-hour
Application for discretionary exemption (Schedule 1, Part 1, Section 2, Building Act 2004)	\$240 lodgment fee (includes half-hour assessment) plus \$157 per hour over and above first half-hour
Warrant of fitness audit inspections	\$157 per hour
Inspection fees associated with a notice to fix	\$157 per hour
Engineering technical assessment/peer review	Cost plus 10%
New/amended compliance schedule (part of a building consent or initiated by IQP)	\$146

Building consent fees – other charges (continued)

Other charges	
Application for code compliance certificate	\$79
Certificate of public use	\$328
Application for certificate of acceptance	\$328 plus building consent fees applicable to project
The building consent fee does not include the cost of any structural engineer assessment which may be required	
Land information memorandum	\$323 payable on application
Land information memorandum with building plans	\$341 payable on application
Record of title	\$36 payable on application
Reassessment fee (amended plans/further information received)	\$157 per hour
Alternative design/details applications	\$157 per hour
Environmental health/plan vetting	\$157 per hour

Other charges

An Infrastructure deposit will be taken for each significant new build including pile driving, building relocation, drainage works, earthworks for building platforms, concrete pours and new vehicle crossing to ensure that Council's assets in the road reserve are protected, and that if damaged, can be repaired. If no damage is found during inspection and/or the damage has been repaired satisfactorily, the deposit will be refunded.

An infrastructure inspection fee of \$157 will be taken for each significant new build including pile driving, building relocation, drainage works, earthworks for building platforms, concrete pours and new vehicle crossing. This fee includes a pre-construction onsite inspection and/or documentation review, a post construction onsite inspection and certification. If the works require further inspections additional time will be charged as per the hourly inspection fee of \$157 per hour. Where both a new build and a new vehicle crossing are in the same application only one infrastructure inspection fee will be charged.

- The deposit where no new vehicle crossing is included; \$614
- The deposit where a new vehicle crossing is required to provide access from a residential building to the legal road; \$ 1,637
- The deposit where a new commercial vehicle crossing is required to provide access from a commercial building to the legal road; \$ 1,782
- Infrastructure Inspection Fee \$157 per hour

Provision of building files, copy of building consents, copy of compliance schedules or aerial maps via email, uploading to portal, on USB or on CD	\$18 plus disbursements
Access to building files/all copying/printing charges additional to the above services	Black and white: A4 – first 20 copies free then \$0.30 per page A3 – \$0.40 per page
	Colour: A4 – \$2.30 per page A3 – \$3.70 per page
Building certificate for supply and sale of alcohol	\$137

Building consent fees – other charges (continued)

Other charges	
Building warrant of fitness renewal (one-two systems)	\$78.50 Includes first half-hour (\$157 per hour thereafter)
Building warrant of fitness renewal (three + systems)	\$117.75 includes first 45 minutes (\$157 per hour thereafter)
Removal of Section 72 certificate	\$157 plus disbursements
Removal of Section 77(1) certificate	\$157 plus disbursements
Time extension fee (for consents about to lapse or 24 months after issue)	\$100
List of building consents issued each week (emailed)	\$88 per year
List of building consents issued each month (emailed)	\$44 per year
List of building consents issued each month (posted)	\$68.50 per year
Receiving third party reports or other information to place on a property file at the owner's request	\$104 plus digital storage charge
Application for exemption from the requirement to carry out seismic work on the building or part	\$240 lodgment fee (includes half-hour assessment) plus \$157 per hour over and above first half-hour

Other charges	
Application for extension of time to complete seismic work for heritage building	\$240 lodgment fee (includes half-hour assessment) plus \$157 per hour over and above first half-hour
Application for extension of time to provide seismic assessment	\$240 lodgment fee (includes half-hour assessment) plus \$157 per hour over and above first half-hour

District plan check fee all applications (except minor)	
Building consents with a project value < \$20,000	\$78.50 (first half-hour) \$157 per hour thereafter
Building consents with a project value > \$20,001	\$157 (first hour) \$157 per hour thereafter

Resource management fees

Fees are as set under Section 36 of the Resource Management Act 1991. Initial deposit fees are set under section 36(1) and must be paid before we start processing your application. Further charges will be incurred if additional time is spent processing the request, or if disbursement costs are incurred, which are over and above the allocated time provisions.

If any charge for an application is not paid by the due date, then Kāpiti Coast District Council reserves the right under Section 36AAB(2) of the Resource Management Act 1991 to stop processing the application. This may include the cancellation of a hearing or the issuing of a decision. If a hearing is cancelled or postponed due to the non-payment of a charge, the applicant will be charged for any costs that may arise from that cancellation or postponement.

Discounts shall be paid on administrative charges for applications for resource consent applications that are not processed within the statutory timeframes. The discounts shall be in accordance with the Regulations to the Resource Management Act 1991.

Notified applications	
Publicly notified applications	\$4,710 deposit (covers first 30 hours of processing time; balance to be charged on time and material basis including advertising)
Limited notified applications	\$4,082 deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)

² Conditions apply, applications will only be accepted on a case by case basis and assumes adequate information is provided.

Non-notified land use applications (including temporary events)	
Permitted activities (including temporary events)	nil
Trim protected tree (urban area)	nil
Home occupation (Controlled activities)	\$215 fixed fee
Non-notified land use activities – general	\$1,256 deposit (covers first 8 hours of processing time \$157 per hour thereafter)
Fast track resource consent (Controlled activities)	\$1,177.50 deposit (covers the first 7.5 hours of processing time, \$157 per hour thereafter)
Fixed fee activities ² 1. Removal/trimming protected trees causing significant structural damage (as determined by an appropriately delegated, qualified and experienced person, i.e. an ecologist or council staff member) 2. Trimming of protected vegetation to maintain existing farm tracks. 3. Earthworks to maintain existing farm tracks.	\$109

Resource management fees (continued)

Designations	
Notice of requirement to designate land – non-notified	\$1,570 deposit (covers first 10 hours of processing time, \$157 per hour thereafter)
Notice of requirement to designate land - notified	\$4,082 deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)
Alteration to designation (non-notified)	\$1,256 deposit (covers first 8 hours of processing time, \$157 per hour thereafter)
Outline plan approval	\$1,099 deposit (covers first 7 hours of processing time, \$157 per hour thereafter)
Outline Plan Waiver	\$628 deposit (covers the first 4 hours of processing time \$157 per hour thereafter)
Non-notified subdivision applications	
Subdivisions – 2-lot	\$2,512 deposit (covers first 16 hours of processing time, \$157 per hour thereafter)
Subdivisions (between 3 to 19 lots)	\$2,826 deposit (covers first 18 hours of processing time, \$157 per hour thereafter)
Subdivisions (20 or more lots)	\$4,710 deposit (covers first 30 hours of processing time, \$157 per hour thereafter)

Non-notified subdivision applications	
Boundary adjustment (as defined by district plan) and subdivisions where no additional lots are created	\$1,256 deposit (covers first 8 hours of processing time, \$157 per hour thereafter)
Update existing cross-lease	\$314 fixed fee
Update cross-lease to fee simple title	\$628 fixed fee

Subdivision certifications	
Section 223 certificate	\$314 deposit (covers first 2 hours of processing time, \$157 per hour thereafter)
Section 224(c) certificate including other certificates	\$1,256 deposit (covers first 8 hours of processing time, \$157 per hour thereafter)
Section 224(f)	\$314 deposit (covers first 2 hours of processing time, \$157 per hour thereafter)
Section 5(1)(g) of Unit Titles Act 1972 and s25(5), s32(2)(a) of Unit Titles Act 2010 (staged unit developments)	\$314 deposit (covers first 2 hours of processing time, \$157 per hour thereafter)

Resource management fees (continued)

Subdivision certifications	
Section 221 consent notice (when issued as a separate notice)	\$314 (fixed charge)
Section 226 certificate (certify subdivision complies with district plan provisions)	\$785 deposit (covers first 5 hours of processing time, \$157 per hour thereafter)
Reserves valuation calculation	At cost
Miscellaneous applications/certificates	
Boundary activity	\$314 deposit (covers first 2 hours of processing time, \$157 per hours thereafter)
Marginal and temporary exemptions	\$314 deposit (covers first 2 hours of processing time, \$157 per hours thereafter)
Marginal and temporary exemptions in relation to temporary events (as defined by the District Plan)	nil
Certificate of compliance (certifies land use complies with district plan provisions)	\$942 deposit (covers first 6 hours of processing time, \$157 per hour thereafter)
Existing use rights certificate	\$942 deposit (covers first 6 hours of processing time, \$157 per hour thereafter)
Transfer/surrender of consent in whole or in part	\$314 (fixed charge)
Section 125 extensions of time	\$785 deposit (covers first 5 hours of processing time, \$157 per hour thereafter)
Change or cancellation of conditions/consent notice	\$785 deposit (covers first 5 hours of processing time, \$157 per hour thereafter)

Non-notified subdivision applications	
Revocation of easements	\$314 deposit (covers first 2 hours of processing time, \$157 per hour thereafter)
Right of way (ROW) approval	\$942 deposit (covers first 6 hours of processing time, \$157 per hour thereafter)
Section 348 (Local Government Act 2002) certificate (ROW certification)	\$785 deposit (covers first 5 hours of processing time, \$157 per hour thereafter)
Re-Issue certificate (all types)	\$314 (fixed charge)
Transfer instruments and other miscellaneous legal documents	\$314 deposit (covers first 2 hours of processing time, \$157 per hour thereafter)

Other	
Private plan change	\$6,280 deposit (covers first 40 hours of processing time, balance to be charged on time and material basis including advertising)
Objection to development contributions – note, fee to be refunded in part or in full depending on level of objection upheld by independent hearing commissioners	\$785 deposit (covers first 5 hours of processing time, \$157 per hour thereafter)

Resource management fees (continued)

Other	
Planning certificate – alcohol licensing	\$157 (fixed charge)
Cost recovery charge for inspection of confirmed breach of district plan provisions	\$157 per hour
Cancellation of building line restriction	\$628 (fixed charge)
Hourly charge out rates and disbursements	
Staff:	
- Planner/engineer (all levels)	\$157 per hour
- Planning manager, asset manager	\$188 per hour
- Environmental protection staff (all levels)	\$157 per hour
Administration staff	\$104 per hour
Elected member commissioner costs per hour for any hearing:	\$209 per hour (or part thereof)
Sitting collectively without an independent commissioner: (chairperson, hearing commissioners)	\$104 per hour per elected member as chair and
Sitting with an independent commissioner	\$84 per hour per elected member on a committee up to a collective total of \$209 per hour (or part thereof)

Hourly charge out rates and disbursements	
Independent commissioners	At cost
Postage and stationery	At cost
Consultant's fees (the use of consultants/peer review will be undertaken in consultation with the applicant)	At cost
Provision of resource consent files via email or on CD	\$18 fixed fee
Copying and printing	Black and white: A4 – first 20 copies free then 30c per page
	Black and white: A3 – 40c per page
	Colour: A4 – \$2.30 per page A3 – \$3.70 per page

Engineering fees

Note: these fees apply in addition to the resource consent deposit fees on the preceding pages. All consents will be subject to compliance monitoring which will be charged on an actual time basis at \$161 per hour.

Non-notified land use consents		
Commercial/industrial development or infrastructure development	Application deposit	\$942 per application (includes the first 6 hours, \$157 per hour thereafter)
	Compliance monitoring administration fee	\$314 (includes the first 2 hours, \$157 per hour thereafter)
Commercial/industrial development or infrastructure development	Engineering drawing approval	\$1,413 (includes three submissions of engineering drawings, beyond this will be charged at \$157 per hour thereafter)
	Engineering construction supervision	Determined as 2% of the total estimated value of services (water, sanitary, drainage and road), including engineering and contingency fees (minimum of \$10,050)

Monitoring		
Compliance monitoring to be charged at an hourly basis for staff time		\$157 per hour
Subdivision engineering drawing approval and engineering construction supervision		\$628 plus \$314 per lot deposit (\$157 per hour thereafter)
Other		
Objection to decision		\$157 per hour
Variation to consent conditions		\$157 per hour
Plan change applications		\$157 per hour
Easement – new/cancellation	Application deposit per application	\$314 deposit (includes the first 2 hours, \$157 per hour thereafter)
Specialist consultants		At cost

Animal management fees

Registration Entire dog		
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 31 August 2020
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$68	\$102
Working dogs (second and subsequent (B))	\$41	\$61
Standard dog (C)	\$186	\$279
Approved owner (D)	\$160	\$240
Registration fee for dog owner over 65	\$174	\$261
Dogs classified as dangerous dogs (H)	\$278	\$417
Owner current member of NZ Kennel Club (Dogs New Zealand) (G), provide proof of membership annually	\$160	\$240

Registration Neutered/spayed dog		
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 31 August 2020
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$68	\$102
Working dogs - second and subsequent (B)	\$41	\$61
Standard dog (E)	\$97	\$145
Approved owner (F)	\$68	\$102
Registration fee for dog owner over 65	\$77	\$115
Dogs classified as dangerous dogs (I)	\$145	\$217
Owner current member of NZ Kennel Club (Dogs New Zealand) (G) – provide proof of membership annually	\$86	\$129

Animal management impoundment charges

Impounding has occurred when a dog is confined to a dog control officer's vehicle or impounded.

Seizure has occurred when a notice of seizure has been served on the dog owner or placed at the dog owner's property.

No dog or stock will be released without payment of all impounding fees unless in exceptional circumstances.

Item	First impound or seizure	Second impound in any two year period	Third and subsequent impound in any two year period
Impounded (must be registered and microchipped to release)	\$52	\$170	\$303
Impounded - unregistered	\$94	-	-
Sustenance – dog (per day)	\$12.30	\$12.30	\$12.30
Microchipping – dog	\$41	N/A	N/A
Seizure and take custody fee	\$72	\$72	\$72
Prearranged after-hours release (two officers) – all	\$157 / Officer (one hour of time additional time at \$104 per hour)	\$157 / Officer (one hour of time additional time at \$104 per hour)	\$157 / Officer (one hour of time additional time at \$104 per hour)

Item	First impound or seizure	Second impound in any two year period	Third and subsequent impound in any two year period
Impounding – sheep and goats	\$36 per head plus any costs incurred in transporting stock	\$62 per head plus any costs incurred in transporting stock	\$128 per head plus any costs incurred in transporting stock
Impounding – cattle and horses	\$62 per head plus any costs incurred in transporting stock	\$128 per head plus any costs incurred in transporting stock	\$256 per head plus any costs incurred in transporting stock
Animal control officer hourly charge-out rate – this includes driving and securing stock costs		\$157 per hour	
Adopting Animals from Shelter			
Dogs (includes registration, microchip, and if applicable a de-sex certificate		\$270*	
Stock		Auction**	

*Adoption of a dog requires a property inspection, dog ownership history check. The dog is registered, microchipped and if dog is entire it comes with a voucher for de-sexing.

** Auction is a requirement of Impound Act 1955.

Impoundment charges (continued)

Item	First impound or seizure	Second impound or seizure in any two year period	Third and subsequent impound or seizure in any two year period
Officer charges relating to impounding of stock	\$157 per hour	\$157 per hour	\$157 per hour
Sustenance – sheep and goats (per day)	\$6.10 per day per unit	\$6.10 per day per unit	\$6.10 per day per unit
Sustenance – cattle and horses (per day)	\$12.30 per day per unit	\$12.30 per day per unit	\$12.30 per day per unit

Other animal management charges

Item	Working	Standard	Entire
Permit for three or more dogs (special license)	N/A	\$62	\$62
Approved owner application	N/A	\$49	\$49
Approved owner re-inspection fee*	N/A	\$27	\$27
Replacement tag	\$6.10 for first replacement tag \$12.30 for any subsequent replacement tag		
Euthanasia	Actual cost plus 10%, but minimum \$47		
Relinquishment fee	\$80 ³		

* For site visit if:

- an approved owner changes address or;
- re-inspection to check that any required improvements have been made.

³ Provides contribution towards sustenance costs (three days minimum and administration and/or euthanasia costs).

Environmental Health Food Act 2014 Fees

Registration and verification fees provide for a set time provision. Any additional time may be subject to the hourly rate of \$157.

Registration fees	
New Food Control Plans (FCP) or National Programme (NP)	\$307
Renewal of FCP and NP	\$153
New registration multisite business (FCP or NP)	\$307 plus \$153 for each additional site
Renewal of registration multisite business	\$153, plus \$51 for each additional site
New FCP or NP (market operator less than 52 time per year)-	\$153
Amendment to registration	\$157 per hour
Significant Amendment to registration	\$317

Verification fees

These fees include preparation, travel [within the district] reporting and administration time, if the activity exceeds the maximum hours set, there will be an extra charge of \$157 per hour.

Food Control Plan (FCP)	\$628 deposit (covers first four hours including administration and processing time)
FCP (low risk cakes and biscuits only that do not require refrigeration)	\$157 per hour
National Programme 1 (NP1)	\$157 per hour
National Programme 2 (NP2)	\$157 per hour
National Programme 3 (NP3)	\$157 per hour
Verification multisite business	See FCP or NP charges for first site plus \$157 per hour for any other site requiring verification
Unscheduled verification	\$157 per hour
Verification outside the district - FCP or NP	See cost for verification and add any extra time, actual travel and accommodation costs
Technical expert for verification or unscheduled verification	At cost

Note for verification fees

The Council is not currently verifying National Programme businesses, so this fee is a placeholder. National programme businesses will be verified by third party verifiers, who will set their own charges.

Other associated fees under Food Act 2014	
Corrective Action Request (CAR) follow up	\$157 per hour
Investigation resulting in improvement notice or direction	\$157 per hour
Follow-up in relation to compliance with an improvement notice or direction	\$157 per hour
Processing an application for review of Improvement Notice	\$157 per hour
Monitoring of food safety and suitability	\$157 per hour
Investigation and enforcement activity related to registration or complaint	\$157 per hour
Technical expert review (advice or verification) associated with an investigation	At cost
Cancelling or rescheduling a verification (less than 48 hours' notice)	\$51
Failure to attend or facilitate a scheduled verification	\$157
Mentoring and additional expert support and advice for implementation of FCP or NP	\$157 per hour
Replacement FCP or NP guidance	\$26
Replacement Licence	\$51
Events – food stall approvals	\$157 per hour

Other associated fees under Food Act 2014	
Copying and printing	Black and white: A4 – first 20 copies free then 30c per page
	Black and white: A3 – 40c per page
	Colour: A4 – \$2.30 per page A3 – \$3.70 per page

Environmental Health – Health Act Registration fees

Premises required to be registered under the Health Act 1956 and associated Regulations – current fees

Health Act Registration fees	
Hairdressers	\$214
Funeral directors	\$333
Camping grounds	\$333

Alcohol licensing fees

The application fee applies to applications for new licences, renewals of licences and variations to licences. Application fees are payable on date of application.

In the case of a new licence, the annual fee must be paid prior to the issue of the licence and subsequently must be paid on the anniversary of the date the licence was issued.

In the case of an existing licence, the annual fee is payable on the most recent of the following:

- the date on which the licence was issued;
- the date on which the licence renewed; and
- the date on which a variation of the licence was granted.

Pursuant to Regulation 6(4) of the Sale and Supply of Alcohol (Fees) Regulations 2013 the Council may in its discretion and in response to particular circumstances assign a fees category to premises that is one level lower than the fees category determined.

Alcohol licensing fees – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013	
Very low	Application fee \$368 and annual fee \$161
Low	Application fee \$609.50 and annual fee \$391
Medium	Application fee \$816.50 and annual fee \$632.50
High	Application fee \$1,023.50 and annual fee \$1,035
Very high	Application fee \$1,207.50 and annual fee \$1,437.50

The Sale and Supply of Alcohol Act 2012 (the Act) was fully enacted on 19 December 2013.

The Sale and Supply of Alcohol (Fees) Regulations 2013 associated with the Act include a fee regime for licensed premises and other types of licensing applications. In addition, it includes a risk-based fee structure for licensed premises which includes both an application and annual fee component.

Dependent on changes to the operation of the premises or enforcement actions undertaken against a licensee or manager, the fees may change each year. The fee categories represent a risk rating for types of premises, their trading hours and if they have had enforcement actions taken against them. They are calculated in accordance with Regulation 4 to 8 of the Sale and Supply of Alcohol (Fees) Regulations 2013.

Special licences – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013	
Class 1 – one large event or more than three medium events or more than 12 small events	\$575
Class 2 – one to three medium events or three to 12 small events	\$207
Class 3 – one or two small events	\$63.25

Definitions of an event which the Territorial Authority believes on reasonable grounds will have patronage of a:

- large event – more than 400 people;
- medium event – between 100 and 400 people;
- small event – fewer than 100 people.

Pursuant to Regulation 10(2) of the Sale and Supply of Alcohol (Fees) Regulations 2013, the territorial authority may, in its discretion and in response to particular circumstances, charge a fee for a special licence that is one class below the class of licence that is issued.

Fees payable for other applications – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013	
Manager's certificate application or renewal	\$316.25
Temporary authority	\$296.70
Temporary licence	\$296.70
Extract of register (ARLA or DLC)	\$57.50

Trade waste fees

Trade Waste Administrative Charges	
A1: Compliance monitoring	\$157 per hour plus consumables (see laboratory charges)
A2: Trade waste application fee (permitted)	\$235 (includes the first 1.5 hours, \$157 per hour thereafter)
A2: Trade waste application fee (controlled/ conditional)	\$391 (includes the first 2.5 hours, \$157 per hour thereafter)
A3: Inspection for non- compliance	\$235
A5: Temporary discharge application and discharge fee	\$157 (includes the first hour, \$157 per hour thereafter based on risk)
A6: Annual tradewaste management fee (permitted)	\$235
A6: Annual tradewaste management fee (controlled/ conditional)	\$391

Residential Pool Fencing

– Building (Pools) Amendment Act 2016

Residential Pool Fencing	
*Compliance inspection fee	\$157 per hour
Administration Fee	\$104 per hour

*The compliance inspection fee includes inspection onsite, travel, creating inspection records and review of documentation in office. If the project is in a remote area or has difficult access, additional travel time will be charged.

General compliance fees – Environmental Protection

General compliance	
General activities including processing licence and permit applications, and annual renewal of any licence or permit including trading in public places (other than outdoor dining).	\$157 per hour deposit (\$157 per hour thereafter)
Removal of litter/overhanging trees/shrubs or obstructions encroaching, or on road reserve or Council land	Cost incurred for removal of litter plus 20%
Noise control – seizure fee (noise making equipment)	\$240 plus \$35 each additional callout plus any additional towage fee related to seizure of a vehicle
Noise control – alarm deactivation fee	Cost of service plus 20%
Amusement devices*	1 x 11.50 2 x 13.80 3 x \$16.10 4 x \$18.40
Environmental Compliance Officer hourly rate	\$157
Administration Officer	\$104 per hour
Return of non-compliant signs	\$52
Outdoor Dining Application fee – fixed fee	\$157
Outdoor Dining renewal fee– fixed fee	\$95

*Amusement devices: Fees are set in the Amusement Device Regulations 1978. The Machinery Act 1950 defines an amusement device.

Abandoned vehicles	
Towage and recovery cost	Cost plus 20%
Daily storage fee	\$5.20 daily charge

Districtwide cemetery charges

The Council has an arrangement with certain funeral homes that provide services within the district to collect fees detailed in these cemetery charges on behalf of the Council. In return, the funeral homes keep 15% of any total fee to cover their administration costs associated with collecting these fees.

Cemetery charges will be reviewed regularly to ensure that they are consistent with the Council's revenue and financing policy.

Purchase of right for burial	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Services burial plot	No charge	No charge
Services cremation plot	No charge	No charge
Monumental and lawn area plots	\$1,748	\$3,692
Cremation garden and beam plots	\$973	\$2,816
Infant plots (under 1 year)	\$779	\$779
Natural burial plot	\$2,122	\$4,015
Interment fees		
Burial fee	\$1,119	\$1,119
Burial fee child (under 15 years)	\$560	\$560
Burial fee (Saturday)	\$1,942	\$1,942

Interment fees	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Burial fee child (under 15 years) (Saturday)	\$971	\$971
Burial fee infants (under 1 year)	No charge	No charge
Ashes interment	\$149	\$149
Ashes interment child (under 15 years)	\$74	\$74
Natural burial fee	\$1,119	\$1,119
Natural burial fee child (under 15 years)	\$560	\$560
Oversized casket fee (additional to burial fee)	\$280	\$280
Extra charges		
Monumental permit	\$154	\$154
Hire of lowering device	\$107	\$107
Hire of grass mats	\$107	\$107
Burial disinterment fee	\$1,360	\$1,360
Cremation disinterment fee	\$164	\$164

Housing for Older Persons - weekly rental charges

Accommodation category	Address	Weekly rent effective 1 July 2020	Weekly rent tenants pre 30 June 2015
Category A Single bedroom unit built pre-1960	Tahuna Flats, Units 1-8 Kirk Street, Ōtaki	\$118	\$105
Category B Single bedroom unit built post-1970	Oakley Court, Eatwell Avenue, Paraparaumu	\$118	\$115
	Te Atiawa Flats, Donovan Road, Paraparaumu	\$118	\$113
	Arnold Grove, Paraparaumu	\$118	\$113
	Wipata Flats, Wellington Road, Paekākāriki	\$118	\$112
	Tahuna Flats, Kirk Street (Units 15 & 16)	\$118	Unit 15 \$105 Unit 16 \$118

- These rates are unchanged from 19/20.

Accommodation category	Address	Weekly rent effective 1 July 2020	Weekly rent tenants pre 30 June 2015
Category C Single or double bedroom unit built pre-1970	Kainga Flats, Aotaki Street, Ōtaki	\$118	\$112
Category D Double bedroom unit post-1970	Paterson Court, Kirk Street, Ōtaki	\$151	\$138
	Wipata Flats, Wellington Road, Paekākāriki	\$151	-
	Tahuna Flats, units 9, 10, 11, 12, 17, 18 Kirk Street, Ōtaki	\$151	\$138
	Hadfield Court, Te Rauparaha Street, Ōtaki	\$151	\$138
	Repo Street, Paraparaumu	\$151	\$140
	Oakley Court Eatwell Avenue, Paraparaumu	\$151	\$140
Category E Single bedroom units (Waikanae)	Belvedere Avenue, Waikanae	\$151	\$136

Swimming pools charges	
Adult per swim ⁴	\$5.20
Child per swim ⁵	\$3.20
Under 5 years old swim	\$1.70
Adult swimming with child under five years of age	\$1.70
Spectators	Nil
Community services cardholder per swim	\$3.20
Senior citizen (65 years of age and over)	\$3.20
Student ⁶	\$3.20
AquaFit Adult per class	\$6.30
AquaFit Senior per class	\$5.80
Hydroslide (Waikanae and Coastlands Aquatic Centre – unlimited use per visit) ⁷	\$2.50
Family pass (family of four, minimum of one adult or maximum of two adults). Each extra family member is \$2.70	\$12.50
Family pass plus hydroslide Each extra family member is \$2.70 and extra slide pass is \$2.70	\$20.40
Group discount adult (10 or more)	\$4.70
Group discount child (10 or more)	\$2.90
Spa and/or sauna (Coastlands Aquatic Centre) in addition to pool entry ⁸	\$2.00

⁴ Adult 16 years plus

⁵ Child 5-15 years

⁶ On supply of a student ID

⁷ Adults accompanying an under 8 slide user do not pay the hydroslide fee.

Swimming pools charges		
Spa (Waikanae Pool) in addition to pool entry ⁸		\$1.00
Spa and/or sauna (Ōtaki Pool) in addition to pool entry ⁸		\$2.00
10 swim	Adult	\$46.80
	Child	\$28.80
	Community Services Cardholder	\$32.00
	65 years of age and over	\$32.00
	AquaFit adult AquaFit senior	\$56.70 \$52.20
20 swim	Adult	\$88.40
	Child	\$54.40
30 swim	Adult	\$124.80
	Child	\$76.80
50 swim	Adult	\$195.00
	Child	\$120.00

⁸ Spa and/or sauna only (i.e. no swim) is at applicable pool entry rate.

* Subject to discretion of pool management depending on availability.

** After 4pm Saturday and Sunday, after 7pm weekdays.

Swimming pools charges (continued)

Swimming pools charges	
Swimming pool complex hire - Coastlands Aquatic Centre*	\$410 per hour (peak) \$205 per hour (off-peak**)
Swimming pool complex hire - Ōtaki*	\$105.00 per hour
Swimming pool complex hire - Waikanae*	\$310.00 per hour
Competitive events	plus per head entry at applicable rate
Lane hire	\$8.20 per hour
School lane hire (Lessons only - not using Kāpiti Coast aquatics instructors)	\$8.20 per hour/per Lane
School Groups Learn to Swim – Using Kāpiti Coast aquatics instructors (no lane hire charge and minimum numbers apply)	\$4.00 per child
Commercial lane hire	\$12.30 per hour plus per head entry at applicable rate
Meeting room hire (Coastlands Aquatic Centre only)	Community groups: \$12.50 per hour \$46.00 half day use \$77.00 full day use Commercial use: \$20.50 per hour \$82.00 half day use \$143.00 full day

Swimming pools charges	
Targeted aquatic events/activity programmes	Throughout the year the Council may organise targeted aquatic events/activity programmes. Each programme may involve an actual and reasonable participation fee that will be determined in accordance with the nature of the event or activity. The participation fee will be authorised by the relevant group manager acting under general delegated authority.
Learn to swim	\$12.80 per lesson (depends on the number of weeks in the term) Private lessons 20 minute lesson \$20.00 30 minute lesson \$30.00 Special Needs \$15.00 Private lesson (2 students) 2 on 1, 20 minute lesson \$27.00 2 on 1, 30 minute lesson \$37.00
Aquatic (Small Group) programmes	10 Week term \$65.00 Casual Visit \$7.50
Waikanae Pool	BBQ Hire per hour \$10.00 BBQ Bond \$20.00

Sportsgrounds charges (per season)

Fees include access to changing facilities where applicable.

These fees exclude junior sport.

Sports activity (seasonal)	
Cricket (grass)	\$1,410 per block
Cricket (artificial)	\$624 per block
Croquet	\$1,096 per grass court
Netball	\$212 per court
Rugby	\$708 per field
Rugby league	\$708 per field
Football	\$708 per field
Softball	\$708 per field
Tennis	\$141 per court
Touch	\$351 per field
League tag	\$351 per field
Twilight football	\$175 per field

Sports activity (one-off bookings)

Cricket (grass)	\$197 per block
Cricket (artificial)	\$84 per block
Netball	\$16.40 per court
Rugby	\$112 per field
Rugby league	\$112 per field
Football	\$112 per field
Softball	\$92 per field
Tennis	\$11.30 per court
Touch	\$77 per field
League tag	\$77 per field
Off season field marking*	\$300 per field

* Conditions apply

Reserve land rentals

Reserve land rentals	
Clubs with alcohol licences	\$881
Clubs without alcohol licences	\$441
Craft, hobbies and other activities	\$354
Educational (standard)	\$214
Youth and service	\$214

Hall hire charges

Hall hire		
Hall Hire Conditions:		
<ul style="list-style-type: none"> Any booking that alcohol is present and the event is after 5pm a bond of \$767 is required Bookings for sports activities there will be a bond of \$375 Fees are payable at the time of booking No booking fees applied if cancelled more than 28 days before the hire date 30% booking fees chargeable if cancelled less than 28 days before the hire date \$2 coin user-pays system for heaters are available in the following venues: Otaki, Paraparaumu, Raumati South, Paekākāriki memorial halls, and the Waikanae Community Hall All hall bookings are at Council's discretion in all respects 		
	Per Hour Charge Rate	Per Hour Charge Rate – for 4 hours or more booking ⁹
Paekākāriki Memorial Hall	\$15.30	\$12.30
Paekākāriki tennis club hall	\$12.30	\$6.50
Raumati South Memorial Hall		
o Main Hall	\$15.30	\$12.30
o Supper room	\$12.30	\$11.90
o Whole complex	\$24.60	-
Paraparaumu Memorial Hall		
o Main Hall	\$15.30	-
o Supper room	\$12.30	-
o Whole complex	\$24.60	-

Hall hire		
	Per Hour Charge Rate	Per Hour Charge Rate – for 4 hours or more booking ⁹
Waikanae Memorial Hall		
o Main Hall	\$8.20	\$7.60
o Small Hall / Mezzanine	\$7.60	\$6.50
o Whole Complex	\$24.60	-
Waikanae Community Centre	\$46.50	-
Waikanae Beach Community Hall	\$12.30	-
Reikorangi Community Hall	\$12.30	-
Ōtaki Memorial Hall		
o Main Hall	\$15.30	-
o Supper Room	\$12.30	-
o Whole Complex	\$24.60	-
Mazengarb Sports complex	\$14.30	-
Paraparaumu College gymnasium hall		
o Weekends	\$16.40	-
o Weekdays	\$32.70	-

⁹ Reduced hourly rate for bookings apply for some halls due to existing policy and agreements

Library fees and charges

Lending	
Best seller books	\$2.50
DVDs	\$2.00 or \$3.00 for multi disc set*
Talking books	No charge
Loans/reserves	
Interloans	\$15.00 each
International interloans	\$35.00 each
Library membership	
Membership cards (replacement)	\$4.00
Anyone living, working, owning property or studying on the Kāpiti Coast can join the Kāpiti Coast District Libraries at no charge and use the resources of all of our SMART Libraries. Horowhenua residents who do not meet the above criteria can join Kāpiti Coast District Libraries and use Ōtaki, Waikanae, Paraparaumu and Paekākāriki libraries. They do not receive access to the SMART Libraries	Free

*Items will be reduced by 50% for holders of Super Gold card and a Community Services card. No charge for the profoundly deaf borrowers for DVDs.

Library membership	
Anyone who is not in either of these categories can either join Kāpiti Coast District Libraries as a subscription member or pay prescribed fees.	\$2.00 per item, or \$68 for six months, or \$135.00 per annum
Other services	
Faxes and scanning – local/national	\$1 for first page 50c for each subsequent page
Faxes and scanning – international	\$1.50 for first page 50c for each subsequent page
Historic photo service	\$5.00 per high-resolution digital image emailed or copied to a CD to customer for personal use. \$50.00 per high resolution digital image emailed or copied to a CD for commercial purposes.
Laminating	\$2.10 for A4 and \$4.10 for A3
Photocopying and printing – black and white	20c per A4 side 30c per A3 side
Photocopying and printing – colour	\$1 charge per A4 side \$2.00 charge per A3 side
Library bags	\$3.50

Library fees and charges (continued)

Other services	
Replacement of lost or damaged library items	Price varies depending on publication \$5.00 administration fee also charged per item
eBook publishing	Price varies depending on publication
Purchase of library publications	Price varies depending on publication
Digital and e-book workshops	\$26-\$46 per session
Overdue loan charges	
Books, magazines, adult CDs	60c per day
Children's books	20c per day
Bestsellers and DVDs	\$1.30 a day
Services free of charge	
Children's CDs and talking books	No charge
Internet	No charge

Hire of the Coastlands meeting room at the Paraparaumu Library	
Community groups	
Community groups – evening	\$51
Half day	\$46
Full day	\$77
Half day plus evening	\$82
Full day plus evening	\$113
Commercial groups	
Commercial groups – evening	\$97
Half day	\$82
Full day	\$143
Half day plus evening	\$164
Full day plus evening	\$215

Arts and Museums fees and charges

Kāpiti Arts Guide and Trail	
Arts Trail participation fee and entry in Arts Guide	\$185
Entry in Kāpiti Arts Guide only	\$125

Solid waste charges

Otaihanga Landfill (cleanfill only)	
Cleanfill	\$14.00 per tonne
- must meet the cleanfill acceptance criteria published on the Council's website	\$14.00 minimum charge
License fee	\$189 annually

More information can be found on the Council website: kapiticoast.govt.nz

Official information request charges

Official information request charges are for requests under the Local Government Official Information and Meetings Act (LGOIMA) 1987.

In determining these charges, we have taken account of the Ministry of Justice and Office of the Ombudsman charging guidelines.

Official information request charges	
Staff time (in excess of two hours)	\$38 per half hour or part thereof
Black and white copying	
– A4 per sheet (the first 20 copies free)	20c
– A3 per sheet	40c
For any other cost, the amount incurred in responding to the request. For example, specialty copying (maps etc.), including provision of electronic media storage devices, will be done at cost.	At cost
Requests requiring specialist experts, not on salary, to research and process the request	At cost

How official information charges are determined

In instances where a charge is to be applied, we will notify you as soon as possible. You will be provided with an estimate of the cost for the work involved in providing the response, whether a deposit is required and asked to confirm in writing that you agree to pay. You will only be charged for the actual work involved and the final charge will not exceed the estimate.

What can be charged for:

Labour:

- search and retrieval, collation, research, editing and redacting;
- scanning or copying;
- reasonably required peer review in order to ensure that the above tasks have been carried out correctly;
- formatting information in a way sought by the requester;
- supervising access (where the information at issue is made available for inspection); and
- reproducing film, video or audio recordings.

Materials:

- paper (for photocopying); and
- discs or other electronic storage devices that information is provided on (these will be provided at cost but we cannot accept a device provided by the requester as this poses a risk to Council's ICT systems).

Other actual and direct costs:

- retrieval of information from off-site.

We will not charge for the following:

- work required to decide whether to grant the request in whole or part, including reading and reviewing, consultation, peer review and seeking legal advice to decide on withholding or releasing the response;
- work required to decide whether to charge and if so, how much;
- searching for or retrieving information that is not where it should be;
- formatting information in a way preferred by the agency but not sought by the requester;
- costs not directly related to supplying the information including general overheads and costs of establishing and maintaining systems and storage facilities;
- involvement by the chief executive or elected members;
- costs of liaising with an Ombudsman;
- liaison with a third party (e.g. informant);
- costs associated with transferring a request to another organisation; and
- costs of refining the request with the requester.

Additional factors

- Where repeated requests from the same source are made in respect of a common subject over intervals of up to eight weeks, requests after the first may be aggregated for charging purposes.
- A deposit may be required where the charge is likely to exceed \$76. In instances where a deposit is requested, work on the request may be suspended pending receipt of the deposit.
- Charges may be waived or modified at the discretion of the chief executive or a group manager. This will generally be in a situation where there is an agreed public interest in the disclosure of the requested information or where payment may cause financial hardship to the requestor, and therefore the charge may become an unreasonable deterrent to seeking information.

Access and transport charges

How corridor access fees are determined:

- Project works, major works, and minor works are as defined by the National Code of Practice for Utility Operators' Access to Transport Corridors.
- The Council may at its discretion allow for multiple sites to be included in a single CAR application with a single fee being charged. Applicants shall, if they consider there is a case to combine multiple sites, provide the Council with the justification for a combined application fee.
- Possible examples where a single fee may be considered are as follows:
 - repetitive works of a minor nature requiring minimal or no excavation works,
 - minor works on multiple sites (maximum of four to five minor streets); and
 - main contractor managing multiple works but located on a single site.

Corridor access fee	
Corridor access request (CAR) fee ¹⁰ project works	\$285
Corridor access request (CAR) fee ¹⁰ major works	\$144
Corridor access request (CAR) fee ¹² minor works	\$72
Road engineering	\$157 per hour
Clerk of works	\$104 per hour
Paper road closure	
Road stopping application fee	\$775
Hourly rate for additional work	\$157 per hour

¹⁰ In case of an emergency CAR approval, the minor works CAR fee will be charged.

Vehicle crossing inspection fee

Overweight loads permit fee

To cover vetting and issuing a permit for [an] overweight loads[s] or specialist vehicles using local roads and that starts or finishes its journey in Kāpiti Coast District**

Processing time will be invoiced based on hourly engineering fee*

*Note: when a full technical bridge assessment is required this could take one to two working days and will be invoiced per hour.

\$157 per hour
[minimum charge \$78.50]

Removal of overhanging trees/vegetation – on road reserve (Section 355 Local Government Act 1974)

Removal of trees, vegetation or obstructions to prevent injury, obstruction to traffic, pedestrians and general infrastructure.

Cost incurred for removal obstruction

** For SH1 permits, apply to New Zealand Transport Agency direct.

Wastewater charges

Wastewater treatment	
Connection to network	Quoted as per site
Septage disposal and treatment	\$27 [per m ³]

Water charges

Water charges	
Connection to network	Quoted as per site
Water metering configuration modifications	Quoted as per site
Special reading – water meters	\$37
Water dedicated filling point access card	\$68
Water charge for potable water from water supply system	1.25 times the water rate per m ³
Water meter accuracy testing	\$392 for water meters up to DN25mm Quoted per site for water meters greater than DN25mm

Water rates

Fixed charge per separately used part of a rating unit – refer to the funding impact statement.

Volumetric charge – refer to the funding impact statement.

Laboratory charges

Testing of water - laboratory charges	
Alkalinity	\$15.00
Ammonia-N g/m ³	\$21.00
BOD g/m ³	\$27.00
Bore depth	\$6.60
cBOD g/M3	\$33.30
Chloride g/m ³	\$21.00
COD g/m ³	\$27.00
Conductivity mS/cm	\$12.00
DO g/m ³	\$10.00
DRP-P g/m ³	\$21.00
E.Coli no/100ml (m Tec River monitoring only)	\$22.50
F/Coli + E.Coli (namug –mbr-filt)	\$35.00
Enterococci no/100ml (mbr Filt)	\$24.00
F/Coli no/100ml (mbr Filt)	\$22.00
Fluoride g/m ³	\$27.00
Iron g/m ³	\$21.00
Nitrite testing	\$21.00
Nitra+Nitri-N g/m ³ (Nitrate)	\$21.00
pH	\$12.00
Presence/absence coliform	\$22.50

Testing of water - laboratory charges	
Salinity	\$12.00
Staff collection (2 people)	\$109.00
Suspended solids g/m ³	\$21.00
TEMP °C	\$10.00
Total coliforms no/100ml (mbr filt)	\$22.00
Total Coliforms and Ecoli (Colilert)	\$35.80
Total Nitrogen	\$28.00
Total P g/ m ³	\$27.00
Total solids %	\$15.00
Travel (per KM)	\$0.77
Total solids g/m ³	\$21.00
Turbidity NTU	\$12.00
UV transmission	\$12.00

8.2 KAPITI GATEWAY

Author: Darryn Grant, Economic Development Manager

Authoriser: Alison Law, Acting Group Manager Place and Space

PURPOSE OF REPORT

- 1 This report seeks Council's approval to make an application to the Provincial Growth Fund for fifty percent of the total development costs for the Kapiti Gateway Project based on the recommended concept design from Athfield Architects.

DELEGATION

- 2 Council has the authority to make this decision.

BACKGROUND

- 1 A gateway building has been discussed for at least 28 years within the Kapiti community. For the main purpose of promoting and enhancing Kapiti Island as a tourist activity; to provide a focus for Kapiti as a tourist destination and to promote other attractions and activities in the region. In 1992 the proposal was to leverage the attraction of Kāpiti Island as a tourist destination and to drive further economic benefit to the broader Kāpiti Coast community, which still remains a key focus of the project today.
- 2 Tourism to Kapiti Island (day and overnight trips) has been steadily increasing over recent years, and in 2019 totalled nearly 16,000 visits. Approximately 78% of visitors to Kapiti Island are from New Zealand. There is significant opportunity for further growth, with an annual capacity of 58,000 visits.

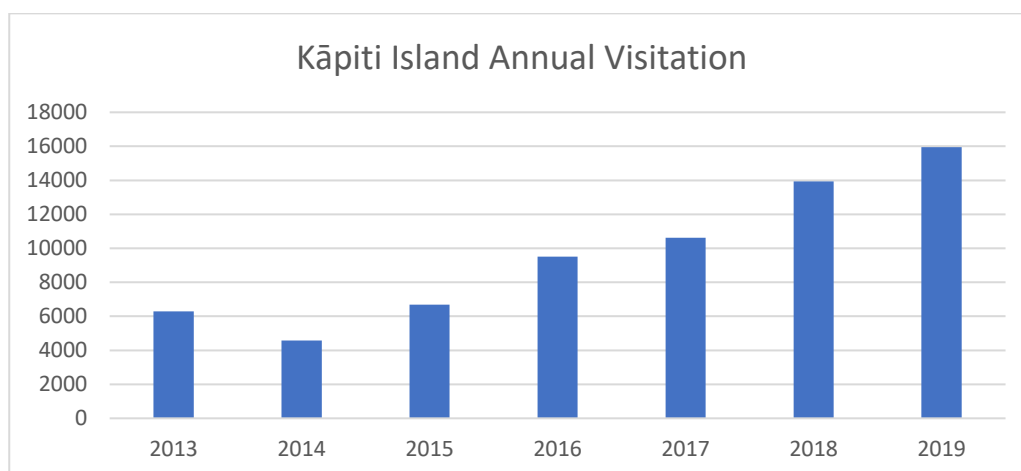


Figure 1. Kapiti Island Annual Visitation 2013-2019. Source: DoC concession data.

- 3 A survey of some 2,000 recent visitors to the island show that the trips are a strong catalyst for visits to the district; with nearly eighty percent of visitors to Kapiti Island from outside of the Kapiti district, and forty percent of those staying overnight (average two nights) as part of their visit.
- 4 In 2013, a feasibility study was completed by Tourism Research Consultants Limited (TRC) for Council. The feasibility study was commissioned in order to confirm a suitable location for a Gateway facility and to confirm its function. The report recommended that a facility was developed at the Paraparaumu Boat Club site at Paraparaumu Beach and included an interactive visitor centre. The estimated cost for the proposed facility was \$13m. The recommendations from this study did not proceed any further.
- 5 More recently, calls for a Gateway came through strongly in the Maclean Park Management Plan community consultation discussions in 2017. The Management and Development Plan

process included three rounds of public consultation, and was completed in partnership with Iwi. Numerous submissions were received in support of a Gateway facility within the park. The sentiment from the community was for a small building, on the south side of the Tikotu Stream. As a result, the development plan for the park includes the south side of the stream in the area identified for a potential Gateway development.

- 6 In 2018, the Kapiti District became eligible for the Provincial Growth Fund (PGF). Following confirmation of the district's eligibility, community meetings were held to identify suitable projects for submission to the fund. The Gateway project was identified through this process and Council submitted an Expression of Interest to the Provincial Development Unit (PDU). Council was encouraged to progress to an application for up to 50% of costs. As part of the application for the PGF, it is important that the applicant is able to demonstrate employment creation and operating viability, how the remaining projects costs will be funded and that the project is able to quickly get started if funding is confirmed.
- 7 In order to have the greatest chance of success in receiving funding from the PGF, Council has been advised that it needs to submit an application as soon as possible. The application should include a business case for the project and confirmation about how the remaining fifty percent of development costs will be funded and confirmation that the consenting process is well progressed. At the time of submitting this report, the Giblin Group were in the process of finalising the business case.
- 8 In order to move the Gateway project forward and enable an application to be made to the PGF, it was decided in June 2019 to update the TRC feasibility study completed in 2013. TRC were requested to include the area identified in the Maclean Park Development Plan as part of this process.
- 9 TRC engaged directly with Iwi, key stakeholders and community representatives and were requested to:
 - Clarify the role, location and purpose of the Gateway
 - Consider the tourism impact of the Gateway
 - Consider a financial assessment of the sustainability
 - Assess community acceptance.
- 10 It was important to reach a consensus with key partners, stakeholders and community groups about the potential Gateway facility as part of the feasibility study update. Stakeholders included Kapiti Boating Club, Coastguard Kapiti, Underwater Club Kapiti, Kāpiti Island Eco Tours, Kāpiti Island Nature Tours, Kāpiti Coast Chamber of Commerce, Guardians of the Kāpiti Marine Reserve, Kāpiti Economic Development Agency (KEDA), Paraparaumu Beach Business Association, WellingtonNZ and Victoria University of Wellington (Architecture School).
- 11 The 2019 TRC feasibility study, finalised and released in March 2020, concluded that the preferred site was on the south side of the Tikotu stream. That it's purpose should be to:
 - include a booking office for Kapiti Island tours,
 - build awareness of conservation programmes,
 - provide the biosecurity facility for Kapiti Island,
 - be designed sympathetically to the natural environment,
 - include interpretive space to tell the area's rich and diverse history,
 - provide visitor information for the entire Kapiti Coast
- 12 TRC also indicated a size of some 435m² for the building and an estimated budget to build of \$3.5m. However, this budget did not include site works, design, professional fees and consents.

ISSUES AND OPTIONS

Issues

- 13 Following the completion of the feasibility assessment by TRC and confirmation that Council officers would progress the proposal to an application to the PGF, it has been necessary to work through the requirements of the Gateway facility and how they relate to the proposed site. This also needs to take into consideration that the proposed site is part of the Maclean Park reserve, is of significant cultural importance and is in a coastal location. There was little evidence in TRC's report to substantiate a particular building size, so this was not included in the brief to designers, but rather, a budget and outcomes desired.
- 14 It was also important that the requirements of the PGF were taken into consideration to ensure the greatest level of success in this process. This included ensuring that the steps were in place to enable the development to proceed if PGF funding was approved.

Process Followed

- 15 The first step in this process was to establish governance for the project to include partners, key stakeholders and community representatives. A project governance group and advisory group were formed:
 - 15.1 **Governance Group members:** Representatives from Te Ātiawa ki Kāpiti, Ngāti Toa Rangatira, Department of Conservation and Council officers. George Hickton (former CE of Tourism NZ) was appointed as the independent chair of the Governance Group.
 - 15.2 **Advisory Group members:** Representatives from Kapiti Boating Club, Coastguard Kapiti, Underwater Club Kapiti, Kāpiti Island Eco Tours, Kāpiti Island Nature Tours, Kāpiti Coast Chamber of Commerce, Guardians of the Kāpiti Marine Reserve, WellingtonNZ, Kāpiti Economic Development Agency (KEDA), Paraparaumu Beach Business Association, Victoria University of Wellington (Architecture School).
- 16 The two current tour operators have been engaged with frequently during the process and development of the concept design. Whilst their views may sometimes differ, we have worked constructively together and their input has been vital in the preparation of the concept thus far.
- 17 The second step in the process was to ensure that all the feedback and information received through the various forms of consultation and engagement about the Gateway was gathered and understood. This information provided a solid foundation to begin with and included the importance of the biosecurity function of the building. This includes a requirement that the facility is in immediate proximity to the Kapiti Island boat loading in order to provide the most effective biosecurity. Also consultation with the Department of Conservation made it clear that for the biosecurity area to function effectively it needed to be designed with specific requirements.
- 18 Based on this information a list of objectives for the project was developed in consultation with the Governance Group for the Gateway facility, to ensure that there was clarity of the various outcomes that would be important from the facility. These are outlined below:
 - a. To provide interpretation and education about Kāpiti Island (on the mainland)
 - b. To improve biosecurity measures to protect Kāpiti Island
 - c. To encourage visitation to Kāpiti island (increase numbers of visitors)
 - d. To tell the stories and history of the Te Uhiri area, Kāpiti Island and the Kāpiti Marine Reserve.
 - e. To encourage increased visitor duration and spend in the Kāpiti district
 - f. To create a multi-purpose, dynamic facility for the community
- 19 These objectives along with the specific requirements for the site and the facility were then used to develop a detailed design brief for the facility. The values for Maclean Park

established in the Management Plan were noted as the principles underpinning the design. Key designed requirements included:

- Coastal site - including wind, no-build set-backs and fragile dune environment
- Public site - including crime prevention through environmental design
- Ecological values - recognising the stream and dune restoration, and valuing water
- Cultural values - the significance of the site and importance to mana whenua
- Visitor needs - island visitors, park visitors and visitors to the Kapiti region
- Biosecurity requirements - supplied by DoC
- Best practice build - including relocatable, storm water, rain water and materials used
- Tour operators needs, including check-in, process, briefing areas, boat loading
- Future proof – how can it be expanded in future.

- 20 In order to meet the PGF timeframes, complete a fair procurement process and enable maximum creative input a design competition was organised. Five architecture firms from Kapiti and Wellington with proven coastal / iconic building expertise were asked to supply concept designs as part of this process. Four architects accepted the invitation, two from Wellington and two from Kapiti.
- 21 Each architect was supplied with an indicative total project budget of \$4m plus the detailed design brief along with necessary site and pre-design surveys. The concept designs were then assessed by a panel made up of the Governance Group plus two independent architects, with specialist input in relation to the Park, Resource consent and biosecurity requirements.
- 22 After the first review by the selection panel, two preferred designs emerged. In order to assist the panel with the final selection, both architects were asked for further clarification on the same elements of their concepts. Based on the responses to these questions and the panel's overall assessment of the concept, the proposal submitted by Athfield Architects was selected as the preferred option.
- 23 The Athfield Architects design was identified as the preferred concept because it best met the design brief. The selection panel provided the following feedback in support of the proposed concept:
- Contemporary, beach weathered timber aesthetic in keeping with the location
 - Ecological / sustainable design
 - The building is used to tell the history and stories unique to the area
 - Good inspection room, briefing & holding areas for biosecurity requirements
 - Low-risk construction
 - Allows for future expansion
 - Best multi-use / flexible space
 - Best connection with park, town & landscape
 - Relocatable
 - Weaves the culture into the building and landscape

An artist impression of the Athfield Architect concept design is shown below. Further artist impressions of the concept design are attached as Appendix 1.



- 24 Following the selection of the preferred architect it was necessary to understand whether the proposed design could be built within the estimated project budget and also the likelihood of obtaining a resource consent for the design. The costs were reviewed by Quantity Surveyors, Rawlinsons Ltd, who confirmed an estimated cost for the building of \$4.06m. This included a total contingency of 20%. This was in line with the project budget and is outlined in more detail below. The \$4.06 million estimate was received during the COVID-19 lockdown. As part of our due diligence process we asked Rawlinsons to review the estimated project costs again, noting that as a result of COVID-19 there is a degree of uncertainty in the building and construction sector. The project budget has subsequently been revised to \$4.46 million.
- 25 It's important to note that this figure will be checked again as we move to the detailed design phase. The final costs won't be known until we put out a tender for the construction of the building.

Project Budget		
Buildings, finishes, FFE, containers	1,660,961	
External works, decks, bridge, landscaping, site services, carvings	1,254,416	
		2,915,377
Construction Contingency @ 20%	583,075	
		3,498,452
COVID19 contingency @ 15%	437,307	
		3,935,759
Other fees, consents, design, project mgmnt @15%	524,768	
GRAND TOTAL		4,460,527

- 26 An independent planner, Cuttriss Consultants Ltd, has been contracted to prepare the resource consent applications for Kapiti Coast District Council and Greater Wellington Regional Council. These included an initial review of the proposed design to ensure there were no significant issues from a resource consent perspective. In Cuttriss's opinion, any effects from a resource consent perspective are minor.
- 27 In order to inform and support the proposal the following assessments have also been contracted for the project:
- archaeological survey
 - topographic survey

- traffic impact assessment
- structural engineering assessment of the proposed building and bridge
- verification that the building is relocatable
- geotechnical assessment of the site
- environmental impact assessment
- cultural impact assessments (from Te Āti Awa and Ngāti Toa)
- ecological impact assessment
- visual effects assessment

Parking

- 28 Part of the proposed site for the Gateway is currently a public carpark within Maclean Park, holding 32 carparks, including two mobility parks. The reconfigured carpark following the development of the Gateway will hold 15 carparks, including two mobility parks and a drop off/pick-up only park. A customer survey of recent visitors to Kapiti Island showed that 85% of them park in “off-road carparks by the beach”, which includes both the proposed site and the Boating Club carpark. Tours to the island are an existing activity, but the Visitor centre activity would be new, and as such, the district plan indicates that a further three parks would be required to service the building activity.
- 29 Based on the removal of 17 carparks and the requirement for the provision of 3 carparks for the new facility, there will technically be an impact of 20 carparks from the development of the Gateway.
- 30 In order to offset this impact, Council have signed a Letter of Understanding with the Paraparaumu Beach Golf Club for 30 carparks to be used by island tour visitors. The Golf Club would develop the carpark at their cost and charge users for the carparks. Both tour operators are willing to create an add-on (build into overnights) to their ticket prices for the Golf Club carparking. Both operators believe many of their customers will prefer to use these parks than park by the beach. This is further substantiated by a customer survey of recent island visitors, where 48% of respondents indicated that they would be willing to pay for an off-site carpark rather than take up a public carpark for the day.
- 31 Other options such as introducing time restricted parking may also need to be explored. In addition, further work will be undertaken by the Access and Transport team regarding parking as a whole in the Paraparaumu beach area.

Provincial Growth Fund

- 32 Throughout this project we have been in regular contact with the Provincial Development Unit (PDU), and they have encouraged us to submit the project forward to the PGF for up to 50% funding. Initially, a deadline of early May 2020 was advised. However, since the COVID19 crisis, the PDU have clarified their priority as being for projects which are able to commence groundworks **within 6 months** and provide new employment. They are awaiting an application for the Gateway. We would work towards submitting an application in June 2020, if approved construction is forecasted to commence in December 2020.
- 33 If the PGF application is not submitted very swiftly, it is unlikely to be successful. The fund will close soon for the coming General Election. It is also possible that the fund may become fully subscribed. There are no other immediate sources of funding identified.
- 34 If the PGF application is not submitted, or is submitted but is unsuccessful, Council will need to decide whether to proceed with building a Gateway Centre as part of the Long Term Planning process.

COVID-19

- 35 As part of the recovery response to COVID-19, construction projects have been considered to be an area of significant focus for government in order to provide employment opportunities. It is estimated that the project will create at least 14 jobs over the 9 month construction period. There will also be employment created for professional service providers and suppliers.

- 36 The Gateway is considered to be a significant asset for local tourism sector, along with supporting sectors such as hospitality and retail. The project will help create awareness of the Kapiti region amongst its key market, domestic travellers. The Gateway will not be ready to open until October 2021, by which point NZ's borders are expected/hoped to be re-opened and the Gateway would help to firmly position Kapiti as a tourism destination for international visitors.

Visitation Growth Potential

- 37 The potential to increase visitation to Kapiti Island is significant. By working with partners it may be possible to implement changes which would enable and/or stimulate growth such as:

- converting the daily limit to an island limit (which would enable Dawn Chorus and Twilight Chorus tours, for which there is strong demand)
- introducing different types of tours which do not require landing on the island (such as glass-bottomed boat, snorkel with seahorses, and seal-pup nursery boat trips)
- improving tracks on the island
- improved marketing, for example, if the Wilkinson Track (summit track) was made into a Great Walk, the awareness of Kapiti Island would grow significantly – on par with the Tongariro Alpine Crossing.
- the Gateway building is likely to be the catalyst for shore-based tourism also, for example bike, kayak or waka hire.

- 38 Tourism growth for the Kāpiti Coast has averaged 6.5 percent annually over the last decade compared to 8.1 percent across the whole of New Zealand. The tourism industry employed an average of 1,199 people, or 6.8 percent of the Kāpiti Coast's workforce in 2019. Employment growth in the tourism sector has averaged 2.1 percent per annum since 2000.

Economic Impacts

- 39 An Economic Impact Assessment (EIA) has been undertaken by Sean Bevin, Economic Solutions Ltd (ESL). The specific aspects of the proposed development covered in the analysis include the construction period, initial operation, and future growth.
- 40 The economic impacts of the construction period to the Kapiti economy is estimated in the table below:

Economic Impact Components	Economic Impact Measures			
	Revenue (\$M)	Net Household Income (\$M)	Employment (Persons)	Value Added/ GRP (\$M)
Initiating Expenditure	4.00			
Total Direct Economic Impacts	4.00	0.53	6	0.84
Total Flow-on Production and Consumption Economic Impacts	3.70	0.52	8	1.13
TOTAL KĀPITI COAST DISTRICT ECONOMIC IMPACTS	7.70	1.05	14	1.97

- 41 The economic impacts of the Kāpiti Gateway Visitor Operation and Annual Visitation to Kapiti is estimated in the table below:

Economic Impact Components	Economic Impact Measures			
	Revenue (\$M)	Net Household Income (\$M)	Employment (Persons)	Value Added/ GRP (\$M)
Initiating Total Expenditure	3.15			
Total Direct Economic Impacts	3.15	0.80	20	1.39

Total Flow-on Production and Consumption Economic Impacts	2.76	0.33	7	0.85
TOTAL KĀPITI COAST DISTRICT ECONOMIC IMPACTS	5.91	1.13	27	2.24

42 Forecast Kāpiti Coast District Visitor Spending Economic Impact Scenarios
(not including Gateway operations impacts)

Visitor Scenarios (# of Visitors)	Total Annual Revenue \$M	Economic Impacts Net Household Income \$M	Employment (Persons)	Value Added/GRP \$M
30,000 (Yr 2025)	10.84	1.96	48	4.16
45,000 (Yr 2030)	16.26	2.94	72	6.24
58,000 (Maximum)	20.98	3.79	93	8.05

CONSIDERATIONS

Policy considerations

- 43 Given the proposed Gateway Facility is to be located within Maclean Park, this proposal has been considered in relation to the 2017 Maclean Park Management and Development Plan. It is noted that the Development Plan enables the Gateway to be located within a specified area of the park. The proposal is within this area.

Legal considerations

- 44 The development and operation of the Gateway facility in Maclean Park needs to be in accordance with 2017 Maclean Park Development and Management Plan. Representatives of the Parks Team have been involved in the development of this proposal and this has included a review of the proposed design and the resource consent requirements.
- 45 The Council's legal team have advised on aspects of the procurement process and will be requested to provide further support if the proposal progresses.
- 46 There are no additional legal considerations at this stage.

Financial considerations

Development Budget

- 47 The feasibility study completed by TRC indicated a build cost of approximately \$3.5m for the Gateway Centre, however this did not include allowances for consents, fees and business case development. This preliminary figure provided the basis for the \$4m budget that informed the architects along with the design brief.
- 48 As noted above, an additional "COVID19" contingency has been applied, given there is a degree of uncertainty in the building and construction sector.
- 49 Based on the above QS reviewed budget the total funding required for development of the Gateway facility is \$4.46m. As outlined previously it is proposed to request funding of 50% or \$2.23m from the PGF. This would require a funding contribution of \$2.23m from Council in order to confirm in the PGF application that the remaining funding requirement is approved. This is a key consideration for the PGF in order to guarantee that the project will commence and be completed.

Operational Budget

- 50 An indicative operational budget for the Gateway facility has been prepared by Council officers, after engagement with the Governance Group and tour operators about key operating model assumptions. The operating model will be further refined with partners in the next stage of the project.

Kapiti Gateway	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28
Revenue	0	256,050	315,400	332,750	350,950	370,050	\$389,155	\$408,571
Total Revenue	0	256,050	315,400	332,750	350,950	370,050	\$389,155	\$408,571
Personnel Costs	0	90,000	120,000	120,000	120,000	120,000	\$120,000	\$120,000
Other Operating Expenses	0	48,719	64,958	64,958	64,958	64,958	\$64,958	\$64,958
Depreciation	0	76,032	101,376	101,376	101,376	101,376	\$101,376	\$101,376
Finance Expense	23,569	70,793	107,053	107,053	107,053	107,053	\$107,053	\$107,053
Total Expenses	23,569	285,544	393,386	393,386	393,386	393,386	\$393,386	\$393,386
Net Operating Profit/(Loss)	(23,569)	(29,494)	(77,986)	(60,636)	(42,436)	(23,336)	(\$4,231)	\$15,184

- 51 The operational budget is based on what is considered to be realistic and achievable based on current known information. It includes estimated personnel and operating costs, as well as allowing for depreciation and interest (on the increased total budget due to the COVID19 contingency). The operating model is yet to be confirmed. For the purpose of this indicative budget, the personnel cost includes two staff working in the facility. This will be reviewed further as detailed design is undertaken and the operating model is developed. A desired outcome is to develop a self-sustainable model as soon as possible.
- 52 The operational budget shows the facility becoming break even in its 6th full year of operation, 2027/28. There is a shortfall in the years leading up to this, with a peak operational shortfall of \$78k in 2022/23. The total budgeted operational shortfall is \$262k over the seven year period from 2020 to 2026.
- 53 Council officers will continue to look at options to further offset the operating shortfall such as corporate partners, fundraising initiatives and seeking grants specific to educational, cultural and environmental programmes. There may also be some opportunities to off-set the capital costs, such as grants for artworks and carvings, landscape or plantings, etc.

Tāngata whenua considerations

- 54 Maclean Park is situated in an area of great historical significance to the people of Te Ātiawa and Ngāti Toarangitira. The wider area was originally occupied by the settlement know as Te Uruhi Pā, which was located in the vicinity of Te Uruhi Lake and the Tikotu Stream which flowed from the lake out to sea. Traditionally, the Tikotu provided for mahinga kai (gathering of food) to support the community living there.
- 55 The Maclean Park Management Plan states that Te Uruhi Pā and its shoreline have particular significance as a tauranga waka, or boat landing. Oral history tells of this point being one of the first key landing sites of Te Ātiawa and Ngāti Toarangitira as they arrived on their series of migrations down to settle the Kāpiti Coast and Porirua areas from 1822. Te Uruhi was initially settled by Ngāti Toarangitira chief Te Rangihaeata and his followers for a few months, before they moved to Kāpiti Island, where it became the strategic centre of their rohe. It was then allocated to the Ngāti Puketapu hapū of Te Ātiawa who became the permanent occupants of the pā. The land is recorded as being owned by the chief of Ngāti Puketapu, Ihakara Te Ngarara.

- 56 Both Te Ātiawa and Ngāti Toarangitira have been engaged at all stages of conversation around Maclean Park and the Kapiti Gateway proposal. Both Iwi have been actively represented as part of the project's Governance Group and have played a key part in the development of this proposal. As part of the resource consenting process, Cultural Impact Assessments have been commissioned from both Iwi.

Strategic considerations

- 57 The Gateway Project sits within the framework of the Council's 2018-38 Long-Term Plan and was noted as a project to be investigated in the first three years of the LTP.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

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

Consultation already undertaken

- 59 As outlined above, there has been various forms of consultation with the community, including iwi, stakeholders and community representatives over several years.
- 60 Following the feasibility report by TRC undertaken in 2013 there have been a number of key steps that have informed this project:
- Development of the Maclean Park Management and Development Plan in 2017 (significant consultation over an 18 month period)
 - Community engagement on potential Provincial Growth Fund projects in 2018
 - Completion of an updated project feasibility report by TRC in 2019/20.
- 61 The 2019/20 TRC feasibility report provided significant consultation (independent of Council) with a wide range of partners, stakeholders and key community representatives. A key outcome from the feasibility report being a consensus between all parties on the location and functions of the Gateway facility.
- 62 In order to continue this engagement and involve partners and stakeholders in the development of the project, a Governance Group and Advisory Group were formed and Terms of Reference were developed.
- 63 The purpose of the Governance Group is to provide project oversight and to make a recommendation to Council. The purpose of the Advisory Group was to enable communication between key stakeholders and key community representatives and to provide advice to the Council's Project Manager. The representatives within the Governance Group and Advisory Group are outlined above.
- 64 Elected members have been briefed on the project:
- March 7 2020; regarding the project strategy and concept procurement plan
 - April 28 2020; for a project update and preferred concept
 - May 14 2020; to review all concepts received and selection process
- 65 A letter of support has been received from the Paraparaumu Raumati Community Board, noting that three members of the community board do not support the PGF application.

Engagement planning and publicity

- 66 A communications and engagement plan has been developed for the Kapiti Gateway project. Whilst, necessarily, communications were limited during the lockdown period, there has been a Gateway section of the Council website since early March.
- 67 The preferred design, selection criteria, Council decision, PGF funding application, and benefits to the wider community of the proposal will be communicated.

- 68 Neighbouring residents of the site, though contacted in earlier stages of the project, will also be invited to a site visit, where the concept plans and effects will be discussed.
- 69 Should the PGF application be successful, a significant community engagement and communications plan will be implemented. This will include, but is not limited to, public “drop-in” workshops with the project team (e.g. a stall at the Saturday morning Paraparaumu Beach market), signage at the site, regular Advisory Group meetings, updates of the Gateway page on the Council website and updates via the usual Council channels.
- 70 The Athfield concept is currently at the preliminary/early developed design stage. If the project progresses, the next stages - developed and detailed design - will require significant input from iwi, users, stakeholders and community representatives. Including artists, carvers, weavers etc, to ensure that the stories to be “heroed” through the building and landscape are appropriate. Tāngata whenua will need to be at the heart of these conversations and decisions.

RECOMMENDATIONS

- 71 That the Council approves an application being made to the Provincial Growth Fund for fifty percent (\$2.23m) of the total development costs for the Kapiti Gateway Project and delegates to the Chief Executive the authority to sign off the final application and support material in general accordance with this report.
- 72 That the Council notes that officers will provide reprioritised capex budgets for the council share of development costs, once the PGF application is approved and detailed design is confirmed – including construction timelines.

APPENDICES

1. Kapiti Gateway Artist Impressions [!\[\]\(b1b781be830eb908d845c527ab08d5f8_img.jpg\)](#) 

Kāpiti Gateway



Athfield Architecture - Concept Design

Artist Impression

Kāpiti Gateway



Athfield Architecture - Concept Design
Artist Impression

Kāpiti Gateway



Athfield Architecture - Concept Design
Artist Impression

Kāpiti Gateway



Athfield Architecture - Concept Design
Artist Impression

Kāpiti Gateway



Athfield Architecture - Concept Design
Artist Impression

8.3 SUSTAINABLE TRANSPORT STRATEGY

Author: Suzanne Rushmere, Roding Network Planner

Authoriser: Sean Mallon, Group Manager Infrastructure Services

PURPOSE OF REPORT

- 1 To obtain Council approval to undertake public consultation on the Draft Sustainable Transport Strategy.

DELEGATION

- 2 Council has the authority to make this decision under section A2 of the Governance Structure.

BACKGROUND

- 3 Our existing Sustainable Transport Strategy was adopted in 2008. Whilst many of the principles remain relevant, there have been changes to the transport network in Kāpiti and legislative amendments that have necessitated a review.
- 4 Changes to the transport network have included the Roads of National Significance Projects, double tracking to Waikanae and the implementation of the Stride and Ride programme.
- 5 From a legislative perspective there has been
 - changes to the Land Transport Act;
 - the Ministry of Transport has developed the Transport Outcomes Framework; and
 - the Government Policy Statement on Land Transport has increased the importance of safety and a no one mode takes priority approach.
- 6 The Draft Sustainable Transport take account of these changes and identifies our key challenges, vision and objectives and key actions to achieve a sustainable transport network. Its purpose to provide a framework that:
 - guides decision making;
 - enables a relationship with other strategies (such as the Development Management Strategy); and
 - forms the basis of discussions with key transport stakeholders and investors.

ISSUES**Issues**

- 7 The key challenges for transport include:
 - The level of growth anticipated in Kāpiti;
 - A network under pressure as a result of congestion, lack of mode choice and parking issues;
 - Service provision and lack of access related to public transport options;
 - Reliance on the private car as a result of lack of mode choice and land use choices;
 - Demographic change;
 - Safety, particularly for our vulnerable road users;
 - Resilience and responding to unexpected events;

- Environment and amenity including the impacts of climate change, transport as a contributor to climate change and how amenity can impact travel choice; and
- Affordability relating to infrastructure provision and ability to access transport opportunities.

- 8 The Draft Sustainable Transport Strategy addresses these through the development of five outcomes and eight focus areas. The focus areas will not identify specific schemes as this will quickly become out of date, and a particular scheme may not be the only means of achieving the same outcome.
- 9 Instead the Draft Sustainable Transport Strategy will identify key principles that will be applied in developing our transport programmes.
- 10 It is proposed to publically consult on the Draft Sustainable Transport Strategy from 3 April until 15 May, if Council approves the current draft.

Next Steps

- 11 It is proposed that the outcomes of the consultation will be incorporated into the Draft Sustainable Transport Strategy, and the draft final strategy will be reported to Council on 26 June 2020.

CONSIDERATIONS**Policy considerations**

- 12 There are no policy considerations at this stage of the strategy.

Legal considerations

- 13 There are no policy considerations at this stage of the strategy, and the strategy is not required to follow the special consultative procedure set out in the Local Government Act.

Financial considerations

- 14 The development of the strategy will be funded from existing budgets. Whilst the strategy guides programme development, specific schemes will be consulted on as part of a future Annual Plan or Long Term plan process.

Tāngata whenua considerations

- 15 Te Whakaminenga o Kāpiti received a briefing on the review the Draft Sustainable Transport Strategy on 4 February 2020 and were invited to the Council workshop on 18 February 2020.
- 16 In developing the Draft Sustainable Transport Strategy consideration has been given to the principles of
- Manaakitanga – which is concerned with the wellbeing of families and communities;
 - Te Reto – it is fundamental that the language is treasured;
 - Kotahitanga – working in partnership to build strength; and
 - Tino Rangatiratanga – self-determination, control and decision-making, including a strong role for kaitiakitanga.
- 17 The new iwi relationships team have had some opportunity to input into the development of the Draft Sustainable Transport Strategy. However, further work will be required to ensure that the Māori World View is captured through the consultation process and appropriately reflected in the strategy.

Strategic considerations

- 18 The outcomes and focus areas in the Draft Sustainable Transport Strategy have a high level of consistency with the outcomes and goals in the Long Term Plan. These are identified in

detail in the attached Draft Sustainable Transport Strategy in detail but fall within the following themes:

- The transport network;
- Integrating transport and land use;
- Resilience;
- Environment and Amenity; and
- Affordability.

19 They will contribute to the following outcomes and goals in the Long Term Plan:

- infrastructure investment that supports growth;
- improved accessibility to Council Services;
- an effective response to climate change;
- wise management of public resources;
- a community that is more resilient; and
- improved biodiversity and environment and through sustainable practices.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

20 This matter has a low level of significance under Council's Significance and Engagement Policy. The strategy does not affect a strategic asset, is not required by legislation, does not incur capital expenditure and is consistent with the Long Term Plan.

Consultation already undertaken

- 21 The briefing on the review of the Sustainable Transport Strategy was presented to Council on 28 January 2020 and Te Whakaminenga o Kāpiti on 4 February 2020.
- 22 Council, Te Whakaminenga o Kāpiti and the Community Boards were invited to a workshop on 18 February 2020. The outcomes from this workshop were presented to Council on 17 March 2020 and have informed the development of the strategy.
- 23 Since then officers have met with some interest groups to increase awareness of the review, begin early engagement, and encourage further involvement through the public consultation process. These included including the Cycleway Walkway Bridleway Advisory Group and the Disability Advisory Group.
- 24 Officers will continue to meet with other interest groups such as the Youth Council and Older Persons Council in the coming weeks.

Engagement planning

25 An engagement plan is not needed to implement this decision, however, a communications plan is currently being finalised to inform the public consultation process. Consultation will seek feedback on the Draft Sustainable Transport Strategy to inform the final document.

Publicity

26 A communications plan is currently being finalised. This will include details on how and when the Strategy will be made publicly available and how interested parties can make submissions.

RECOMMENDATIONS

- 27 That Council approves the Draft Sustainable Transport Strategy for formal public consultation.

APPENDICES

1. Draft Sustainable Transport Strategy [!\[\]\(815df092dd722ee9268ef8e6d0193e3a_img.jpg\)](#) 

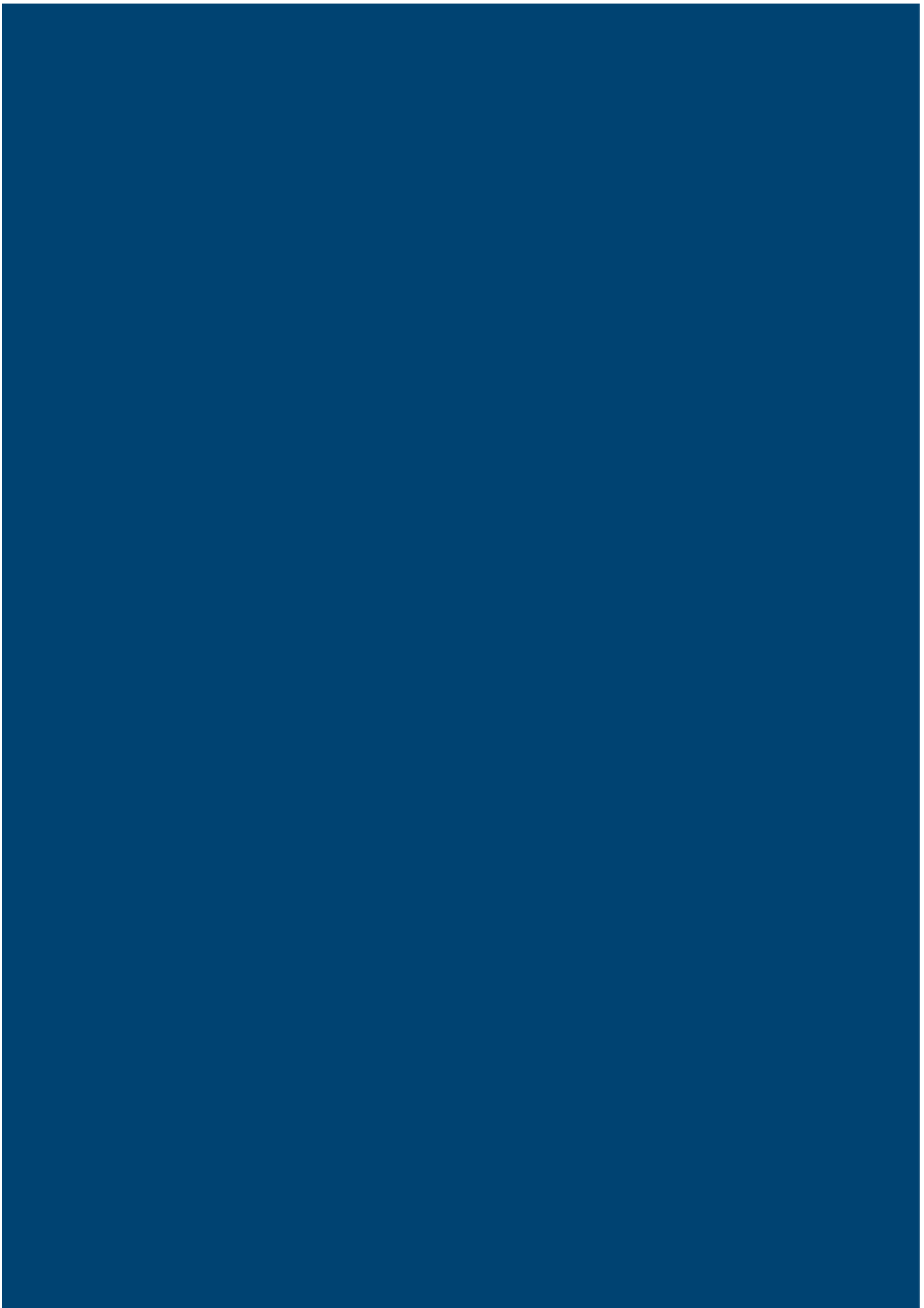


Kāpiti Coast District Council

Sustainable Transport Strategy

April 2020





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Executive Summary

Any comprehensive transport strategy must cover all modes of travel and have a clear vision of the future. This Strategy establishes a framework for delivering good outcomes for our communities, and provides details of the key areas of focus for transport in Kāpiti for the next twenty years.

A Sustainable Approach

This Strategy aims to deliver a transport network that provides equitable access for all, whilst ensuring that environmental and economic outcomes are reflected in decision making.

Addressing Challenges

Kāpiti strives to be an attractive location for businesses as well as an appealing area for new residents. There are a number of transport-related challenges to achieving this. There is a need to ensure that the transport infrastructure supports growth, as well as addressing issues that already exist, so that people and businesses can easily access services and goods. The vision and outcomes contained within this strategy reflect these desires.

The strategy recognises that to deliver a fit for purpose network, there is a need to address key gaps in the network that are limiting connectivity and the ability to encourage mode shift, reverse the worsening road safety trends, build resilience into the transport network, and provide for environmental and amenity enhancements. The responses to the challenges need to be made within the context of funding availability.

Outcome and Vision

The outcomes and vision have been developed to ensure that the transport issues being faced such as congestion, pressures on parking, levels of access to public transport, safety risks, and the impacts of climate change do not worsen over time. The goal is to enhance community connectedness through the creation of a well-planned physical transport system that

allows for the reliable, efficient and safe movement of people and goods. Therefore, this strategy has established 5 outcomes:

- Improved Access
- Connectivity and Integration
- Safe and Resilient Communities
- Supporting a Vibrant and Thriving District
- Environmental Enhancements
- Improved Amenity
- Affordability.

Focus Areas

To achieve these outcomes this strategy identifies 7 Focus Areas. These focus areas do not identify specific schemes, as the spending programme will be in the Access and Transport Activity Management Plan and the Long Term Plan. Instead it establishes the principles that Council will apply in the development of new and enhancement of existing infrastructure, and provides a framework to enable discussions with other funding partners.

Council recognises that the outcomes will also be delivered through the actions of individuals and organisations, investment by Council in infrastructure on behalf of the community and regulation through other Council policies and plans such as the District Plan, and bylaws.

Tāngata Whenua

Te Whakaminenga o Kāpiti and Whakahoatanga Manatu

Council recognises the status of the *tāngata whenua* under Te Tiriti o Waitangi (Treaty of Waitangi), and works closely with Ngāti Toa Rangatira, Ngāti Raukawa and Te Āti Awa ki Whakarongotai iwi, who hold mana whenua within the District.

Te Whakaminenga o Kāpiti is one of the longest running partnerships between tāngata whenua and Kāpiti Coast District Council, and it establishes a commitment of working together to advance matters of mutual interest. The partnership is engaged in Whakahoatanga Manatu (a Memorandum of Partnership) that recognises the “need for active protection of tāngata whenua interests to be considered in its dealings with other parties”.

Through Whakahoatanga Manatu Council agrees to hold a number of principles, which are relevant to this Strategy. In particular, the agreement to actively promote the sustainable management of natural and physical resources, to promote partnership with tāngata whenua in policy and plan development, and to recognise and provide for kaitiakitanga. In the Māori world view, people and the environment are inextricably linked, and Kaitiakitanga (guardianship and protection) recognises the role of humans and tikanga in sustaining the mauri of natural and physical resources.

The tāngata whenua have established four principles on which the vision is based:

- Manaakitanga – which is concerned with the wellbeing of families and communities;
- Te Reto – it is fundamental that the language is treasured;
- Kotahitanga – working in partnership to build strength; and
- Tino Rangatiratanga – self-determination, control and decision-making, including a strong role for kaitiakitanga.

The Sustainable Transport seeks to implement measures that:

- ensure the most is made of existing assets;
- support mode shift;
- protect the environment; and
- work in partnership to deliver transport improvements.

Therefore, achieving the outcomes contained with this strategy will go some way towards realising the principles of Manaakitanga, Kotahitanga and Tino Rangatiratanga.

Strategy on a Page

This Strategy on a page illustrates the relationship between identified challenges, what is desired for Kāpiti, and the key areas of focus to address the challenges and deliver against the outcomes



1.0

Introduction

Kāpiti's position as a gateway to the Wellington Region and improved regional transport links make it attractive to people seeking lifestyle changes and housing choice. Kāpiti has undergone significant growth and is forecast to continue to grow over the next 30 years.

Transport and urban form play a key role in contributing to the social, economic, environmental and cultural wellbeing of communities and are key influencers of travel behaviour. The ability for people to move around has an immense impact on their lives and how they gain access to people, employment, goods and services. It is essential to ensuring a vibrant and thriving economy.

Kāpiti faces a number of challenges including a network under pressure, reliance on the private car, safety, resilience, and protecting the environment and affordability, all of which can be exacerbated by growth, demographic changes and climate change. Travel patterns differ from the past, and investment decisions need to support the users of different modes for existing and future generations by delivering infrastructure to support growth and addressing existing issues on the network.

1.1

What is the Sustainable Transport Strategy and Why is it Important?

A sustainable transport system is concerned with managing and delivering a transport network that supports growth and encouraging alternatives to the private car. Principles of sustainability in the transport network include equitable access for all, a system that can cope with change, the integration of transport and land use, and ensuring impacts on the environment are avoided, remedied or mitigated.

This Strategy takes a long-term view, up to 2040, in shaping the future of transport and provides a framework for guiding transport investment

in Kāpiti, providing a clear basis for engagement with all 'transport stakeholders'. It establishes a relationship between local, regional and central policy and decision making, and the implementation programme to ensure the delivery of infrastructure to support growth.

This Strategy aims to enhance community connectedness via the development of a well-planned transport system that ensures the reliable, efficient and safe movement of people and goods.

There is a need to:

- develop and maintain a well-connected transport network that will cater for the impact of population and business growth whilst minimising environmental impacts;
- provide for transport mode choice;
- take into account the diverse needs of communities including vulnerable road users, the travel disadvantaged and local businesses;
- ensure that the transport network is resilient to adapt to the effects of climate change and other natural events such as earthquakes and landslides; and
- improve affordability and decrease carbon footprint.

1.2

Why Now?

The original transport strategy was developed in 2008. Since then there has been significant changes to both the transport network in Kāpiti and to Central, Regional and Local Government legislation and policy. Many of the proposals identified in the original Strategy have been developed or superseded. At both a regional and local level, the most significant change to the network has been the Roads of National Significance projects, which have changed travel patterns both within and in and out of Kāpiti.

The road network is growing as a result of new development and new connections - around 28km of Old State Highway 1 will form part of the roading network once responsibility for it passes from NZTA to Kāpiti Coast District Council (revocation).

2.0

What does the transport network look like now?

Kāpiti has an extensive transport network that is characterised by State Highway 1 and a railway line running north / south through the District connecting us to the Wellington Region to the South and East and Horowhenua and Horizons to the North. There is a well-established but limited bus network and a high quality and frequent rail service between Waikanae and Wellington, as well as a developing cycleway, walkway and bridleway network (www.kapiticoast.govt.nz/media/30062/stride-n-ride-trails-dec-2017.pdf).

The Kāpiti Coast District Plan also contains a road network hierarchy for planning purposes and rules in the District Plan relate to this hierarchy. The hierarchy includes:

1. strategic arterial routes (such as State Highway 1),
2. major community connectors (such as Te Moana Road, Kapiti Road),
3. Local community connectors such as Otaihangā Road; and
4. other local roads / neighbourhood access routes.

The hierarchy¹ has been developed based on function and the level of traffic using these routes. All these roads serve to help support the movement and connectivity of people and goods. This bears many similarities to the One Network Road Classification (ONRC)² hierarchy, details of the ONRC hierarchy and its relationship to the implementation programme can be found in the Access and Transport Activity Management Plan (AMP).

Whilst we have an extensive transport network, there are still transport issues that need to be addressed. A key challenge will be to develop a transport network that is fit for purpose for existing and future residents, businesses and services, and that enables mode choice while minimising environmental impacts and enhancing character.

¹ www.kapiticoast.govt.nz/media/29724/transport_hierarchy.pdf
² www.nzta.govt.nz/roads-and-rail/road-efficiency-group/projects/onrc



3.0 Policy Context

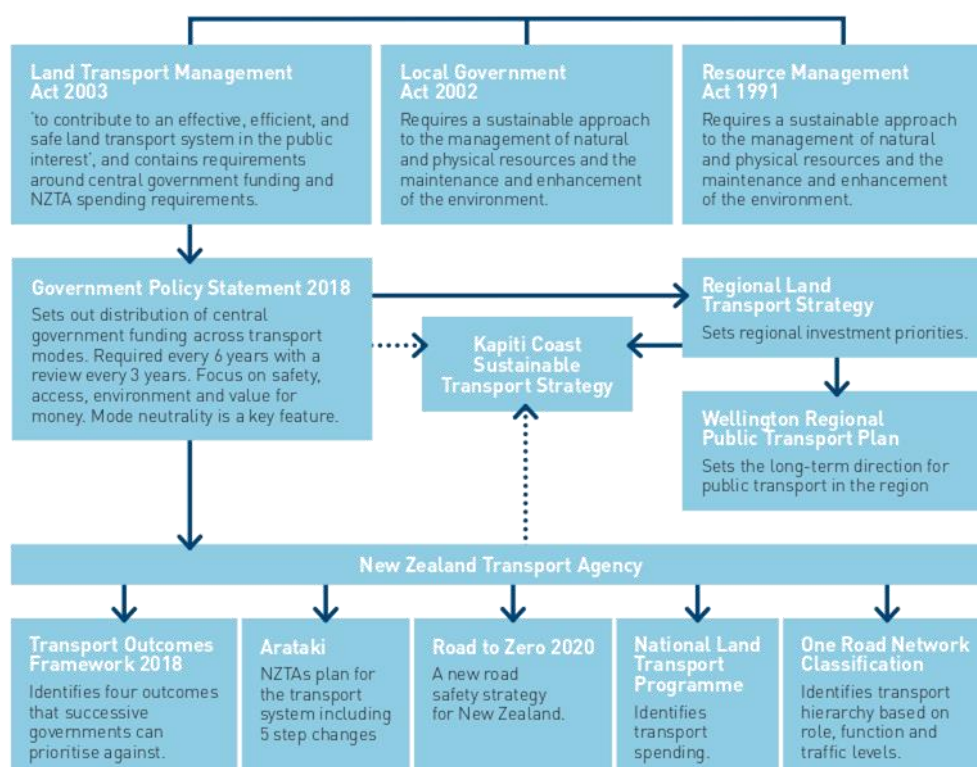
This Strategy sits within a framework of local, regional and national plans, strategies and legislation, and is one of a number of Kāpiti Coast District strategies that set out the long-term strategic response to Council's outcomes and goals for the community.

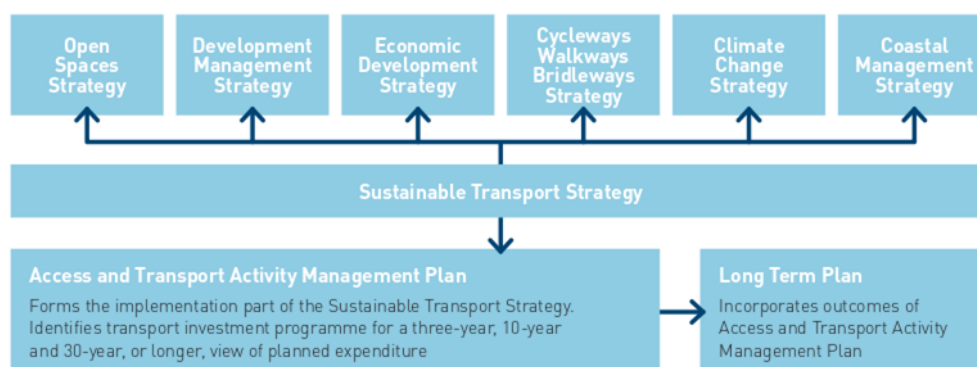
At the national level, this strategy is directed mainly by three acts, the Local Government Act 2002 (LGA), the Resource Management Act 1991 (RMA) and the Land Transport Management Act 2003. (LTMA). Since 2008 there have been changes to legislation that direct transport spending priorities.

The four wellbeings - social, economic, environmental and cultural have also been reintroduced into the Local Government Act as a statutory purpose of Local Government.

By definition, a network cannot operate in isolation. It is important, therefore, that in developing this strategy cross-border working or broader strategies, plans and activities are taken into account. In addition to the relationship with NZTA and their policies and plans, the most relevant of these are:

- The Regional Growth Framework (currently under development);
- The Regional Land Transport Plan, which is led by Greater Wellington Regional Council, but developed in partnership with all local authorities in the Wellington Region;





- The relationship between Kāpiti and:
 - Porirua City;
 - Upper Hutt District Council; and
 - Horowhenua District Council; and
- The Horowhenua Integrated Transport Strategy, where the Ōtaki to Levin project, improved rail services and improved connectivity for cycleways, walkways and bridleways is of particular importance.

At a local level, the Sustainable Transport Strategy is one of a number of Kāpiti Coast District Strategies that set out the long term response to key challenges. The Development Management Strategy, Open Space Strategy, Coastal Strategy and Climate Change Strategy are particularly relevant to directing transport investment. These are currently being reviewed, and so names may change, but the relationship of these strategies and the Sustainable Transport Strategy will remain relevant. The Development Management Strategy identifies the growth framework and the transport system must respond to this as well as the outcomes of the Coastal Strategy and Climate Change Strategy. In this respect transport is an enabler rather than a key driver. These responses include directing the location and construction of infrastructure, and supporting measures such as mode shift and transport technologies, to ensure resilience and reduction of transport based emissions. The Open Space Strategy sets

the direction for the provision and management of Kāpiti Coast's open spaces network for the next 30 years. It is relevant as the recreational trails associated with the Cycleway, Walkway and Bridleway (CWB) network form part of the Open Space Strategy but also straddles the Sustainable Transport Strategy.

The Access and Transport AMP, which is submitted to NZTA for approval. Specifically, the AMP identifies:

- the national, regional and local strategic drivers for services;
- how the Council will assess and manage transport demand;
- the critical assets and how these are accounted for in the proposed plan;
- what levels of service the investment provides;
- the planned balance between maintenance, renewals and capital investment proposed for the maintenance of existing assets and for any future needs; and
- how these costs will be met.

Our approach to strategy and related implementation plan development will provide flexibility for amending investment priorities and take account of changes to National, Regional and Local Policies, Strategies, Programmes without having to make large scale changes to this document.

4.0 Challenges

As a regional gateway with strong links to the North and South, Kāpiti is well positioned to create a vibrant and thriving District that residents are proud to call home. However, fundamental to achieving this will be addressing the transport challenges we face.

4.1 Population Growth and Economic Development

Kāpiti has seen significant growth in the last 30 years and projections show that this will continue. The current population of approximately 56,000 is expected to grow to 68,548 by 2043 leading to a demand of around 7,680 new dwellings. Projections show a change in household composition over time with increases in the older population and smaller (i.e., fewer people) households. Between 2013 and 2043, the number of residents over 65 will grow by 70% and at that time, they will constitute 31.7% of the total population of the district.

As population growth is an influencer in the future demand for business land Kāpiti also currently requires around 61,600sqm of floor space in the next 25 years. Similarly, as a coastal destination with many attractive attributes including Kāpiti Island, Kāpiti is also a draw for tourism activities, which will place further pressure on the transport network. Tourism has increased since the opening of the M2PP Expressway, particularly at Kapiti Landing and Paraparaumu Beach, and accounts for around 15% of spending in the Kāpiti district.

With growth in population and economic and tourism development, there is strong potential for an increase in both personal and commercial vehicles on roads. Without a coherent and co-ordinated plan to direct funding to where it is needed, all of the challenges highlighted in this strategy are likely to be exacerbated further. There is a need to ensure that infrastructure is delivered to support this growth in a timely manner.

4.2 A Network Under Pressure

Poor connectivity combined with population growth and economic development is placing pressure on infrastructure. This is resulting in:

- level of service issues such as congestion, particularly on east west arterial routes;
- impacts on access to goods, services and recreational facilities; and
- parking issues.



Kapiti Road is one of the most congested routes on the network with over 26,000 vehicles per day using this road. This is a major community connector that links beach communities and town centres with the wider regional network, but traffic has increased to the point where there is no discernible peak. Traffic increases from 8am and remains high until at least 6pm. Based on current conditions, plans for anticipated growth and intensification around the Paraparaumu District Centre, along with business development around Te Roto Drive and the Kāpiti Airport, would see congestion along Kāpiti Road and Rimu Road worsen.

4.2.1 Congestion

Traffic modelling tells us that without intervention and greater mode choice these problems will only worsen over time.

The Wellington Northern Corridor improvements, including the Roads of National Significance Expressway (RONS) projects have changed, and will continue to change, travel patterns. These include:

- McKays to Peka Peka (M2PP): Completed in February 2017
- Transmission Gully (TGJ): due for completion late 2020
- Peka Peka to Ōtaki (PP20): due for completion in 2021
- Ōtaki to north of Levin (O2L): which is in the planning stages and will potentially be completed by 2029.

Changes to traffic volumes on Old State Highway 1 have been significant pre and post the M2PP Expressway.

	2016	2017	2018
Paraparaumu South of Coastlands	25,527	26,050	12,172
Waikane North of Elizabeth Street	22,090	23,051	11,870

However, the speed of progress of the O2L projects may determine impacts on the local road networks such as bottlenecks in the North of the district and the potential to enable better cycleway, walkway and bridleway networks to Horowhenua.

Connectivity is key, and users want to be able to move around the network easily (especially with so many new assets). Whilst the RONS projects have improved North-South connectivity through the District, there still exists the need to invest in East-West connections, and to ensure that the local road network interacts efficiently and effectively with the new Expressways. Without these connections the town centres will become vulnerable and congestion will continue to increase on the local road network.

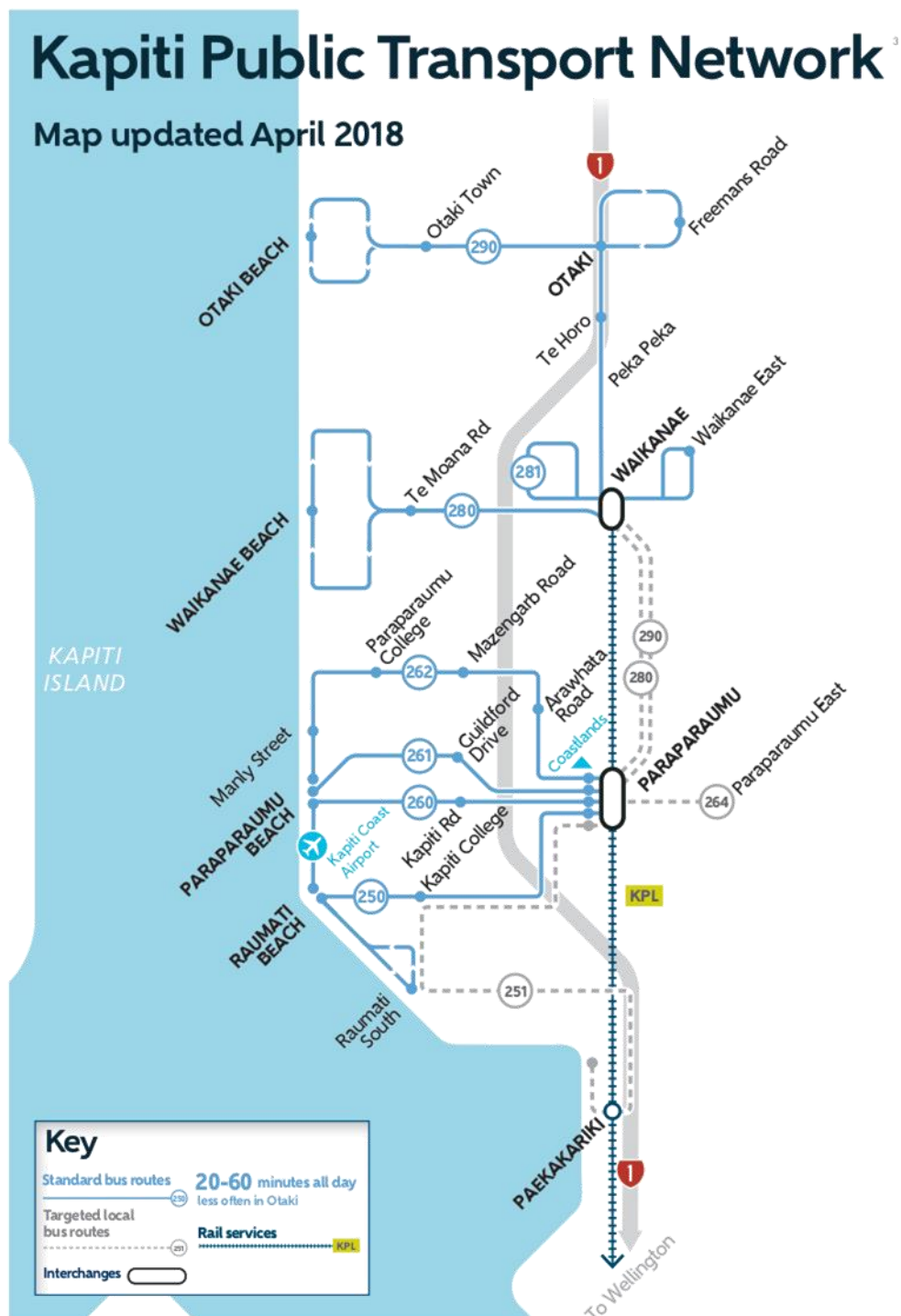
4.2.2 Parking

In Waikanae and Paraparaumu town centre parking pressures are being experienced, particularly with demand from train commuters as a result of limited rail services to the north. The Greater Wellington Regional Council have increased Park and Ride provision along the Kāpiti Line, which has helped relieve the parking pressures around the Paraparaumu and Waikanae train stations, but has not completely resolved parking issues in these areas. This is impacting on businesses, particularly in Waikanae, as parking is being taken up by commuters rather than town centre visitors.

4.3 Service Provision and Lack of Access

Whilst rail services from Waikanae to Wellington are frequent and high quality, rail services in the north of the District are poor. Electrification only extends as far as Waikanae, and in Ōtaki the only rail service is the Capital Connect that runs to and from Wellington once a day. This can limit access to opportunities for communities as services often do not arrive or leave Wellington at a time they are needed.

Bus transport is also limited, particularly in the north of the District, and usage has steadily declined between 2014 and 2019. This is concerning from the point of view of being able to maintain these services in the future but also for encouraging mode shift and providing transport options.



³ www.metlink.org.nz/assets/Uploads/untitled.pdf

Barriers to use can include:

- slower journey times compared to using cars or the Park and Ride;
- the need for infrastructure to support bus usage, such as bus shelters;
- affordability; and
- poor facilities such as bus stops and toilets.

Without improved connectivity, integration and service improvement, public transport usage may also decline further over time. Buses require a level of patronage to maintain viability; unless the declining trend is reversed services could be scaled back or lost. Whilst passenger rail boardings have increased by almost 1 million in the five-year period between 2014 and 2019, capacity issues and a lack of connectivity at either end of the rail journey could inhibit future growth.

4.4 Reliance on the Private Car

Many journeys to work and school are either made in their entirety by private car, or include a transfer from the private car to another mode. This shows that we have some way to go in encouraging and supporting mode choice.

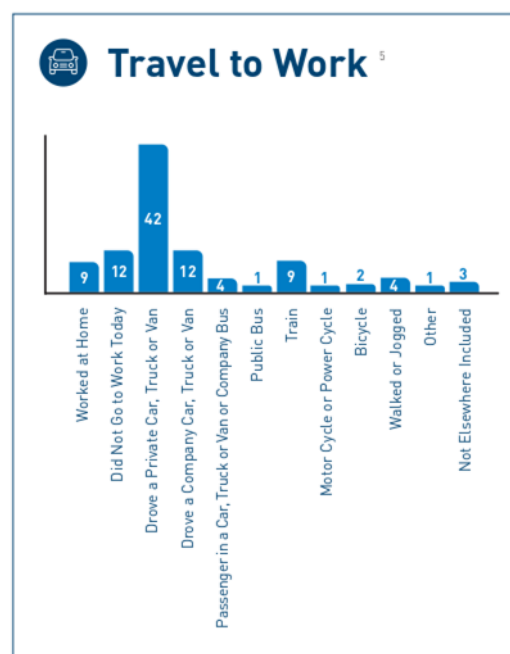
Whilst some decisions around travel patterns are personal for reasons such as safety, weather, and perceived or actual convenience, these travel patterns are also driven by the level of investment in the transport network.

The lack of integration and connectivity within and between modes is a barrier to their use and is impacting the use of alternatives to the private car. As an example, limited integration between bus services and passenger rail services is encouraging Park and Ride usage and car based travel. Similarly, whilst significant investment in active modes has been seen in the development of cycleways, walkways and bridleways through the Stride and Ride⁴ programme, key links are still missing. Monitoring has only shown small increases in the usage of cycleway / walkway / bridleway trails between 2018 and 2019, this is partly as a result of limited connectivity between the cycleway / walkway / bridleway network and

urban areas, town centres, public transport interchanges. This forces the user to think “Now What” and either risk safety issues or abandon cycling as a viable mode.

Similarly, car dependent low density urban form is increasingly unsustainable and difficult to service. Travel by private vehicle has been the major emphasis for the transport investment. As the total space available has reached a limit, the response has generally been to increase road corridor capacity to reduce constraints on vehicle use. This, and the pattern of land use, has influenced the form of transport networks and the level of investment in other modes.

There is also a regional form where some key social and education services are located outside the district. Coupled with limited transport options, this has meant a heavy reliance on private vehicle transport to reach economic, social, cultural and environmental opportunities, and more people travel to work outside the District than travel in.

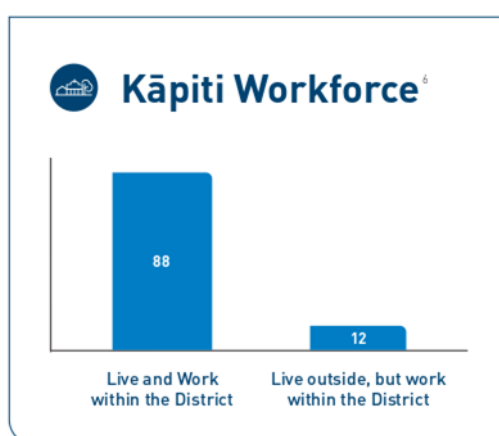


⁴ www.kapiticoast.govt.nz/your-council/projects/getting-around-kapiti/
⁵ www.stats.govt.nz

In addition 36.3% of the working population commutes outside of the District, and the nearest hospitals are located in Porirua and Wellington. More people also travel out of Kāpiti than into Kāpiti for work and private vehicles also represent the most heavily used mode for travel to work, with buses being the lowest.

Many of Kāpiti's schools were not designed or located with the level of car use currently being experienced in mind. The main means of travel to education is by car, although travel by school bus or on a public bus is higher than people travelling for work. As well as causing congestion, which impacts across the road network, car trips to school can cause problems for the schools themselves. Traffic and parking, local air pollution, the safety risks to child pedestrians and cyclists, and a decline in children's health and fitness are as a result of high vehicle use.

The quality of infrastructure and limited off road facilities is also a barrier, particularly for vulnerable transport users. The network still requires investment in maintenance and new infrastructure to improve user experience. Mode choice has been impacted by the design of new developments, with some new large-scale developments being incapable of accommodating conventional buses. Concern over personal safety as a result of poor design can also impact on a person's choice to seek alternatives to the private car.



⁶ www.stats.govt.nz

4.5

Demographics and Demographic Change

Demographics can influence travel patterns, and the ability to move around easily can be impacted by health, age and affordability. Projections show a change in household composition over time with increases in the older population and younger age groups, and smaller households.

Therefore, as population grows so too will the vulnerable road users and transport disadvantaged. For example:

- older people can have particular mobility issues requiring a number of different responses ranging from planning for mobility aids in developing the pedestrian network to aiding access to key services;
- safety will be important in protecting vulnerable road users and planning for the network; and
- those on lower incomes that have limited access to public transport are isolated and unable to access social and economic opportunities.

Younger and older people make up a significant proportion of pedestrian and cyclists. Pedestrians and cyclists are the most vulnerable users of the transport network, and are over represented in accident statistics. The transport network needs to better suit the needs of these age groups, particularly since older people are increasingly able to remain mobile as a result of changing technologies, such as mobility scooters, and micromobility such is increasingly attractive to younger people as a result of new transport modes including electric scooters.

The lack of cheap and reliable access to regional health and social services that are located outside the District is a pressing issue and is especially problematic for the large elderly population, the mobility impaired and the Māori population. A report published by the Ministry of Health identified that whilst the gap between Māori and non-Māori is narrowing, there have also



There is an Accident and Medical service available in Paraparaumu, and an urgent care unit in Waikanae, but these are not 24-hour facilities and families and carers still have to travel to Wellington, Kenepuru and Palmerston North hospitals. Limited local services provide transport direct to Kenepuru or Wellington hospitals but these are user pays and, therefore, pose a barrier for patients. The only available public transport service to Palmerston North hospital for Ōtaki residents is traditional public transport.

been areas where improvements have been more marked for non-Māori than for Māori such as *"hospitalisation and mortality for adults aged 35 years and over in all types of cardiovascular disease"*⁷. This identifies the importance of being able to access key healthcare services. Similarly, affordability can impact on the ability to reach key educational and employment opportunities. In 2018 the unemployment rate was 6%⁸, which is higher than the national average. In 2013 Māori population also had a higher level of unemployment than non-Māori and so reflects the importance of reducing transport disadvantage and providing access to economic and cultural activities.

In 2013 census, of the 6,198 that identified as Māori or Māori descent in Kāpiti 1,509 spoke Māori. As Te Reo Māori forms a central part of Māori identity and adds value to the economy, access to community infrastructure, employment, and educational opportunities where the use of Te Reo is promoted and taught should be actively encouraged.

⁷ www.health.govt.nz/publication/wai-2575-maori-health-trends-report

⁸ www.stats.govt.nz

⁹ roadsafetyrisk.co.nz

4.6 Safety

Current road safety indicators are worsening and vulnerable users need to be kept safer. Some of the network has been identified as high-risk, with the top seven road safety issues including:

- pedestrian safety;
- cyclist safety;
- motorcyclists;
- young drivers;
- intersections;
- excessive speed; and
- mature road users.

In particular, Kāpiti had the second highest personal risk to motorcyclists and third highest risk to pedestrians compared to similar districts. The 2018/19 annual report shows that accidents have increased in the last five-year period when compared to the previous five years, despite the implementation of safety improvements on the network and education.

Accidents are spread across the network and range from minor injuries to fatal accidents. NZTA identify personal and collective risk to road users⁹. The collective risk identifies corridors with a high number of fatal or serious crashes, whilst the personal risk identifies serious risk to road users of fatal or serious crashes on corridors.

Accidents can be attributed to both human error and the physical transport network. At a human level accidents occur for a number of reasons such as loss of control, loss of concentration, overtaking, conflict during turning manoeuvres, collisions during merging. Older and younger people are particularly vulnerable. This can be as a result of health issues and a lower level of concentration or awareness of road safety principles, but a lack of mode separation can also present physical and emotional barriers to active modes.

Urban and rural roads are of equal concern but the quality of some of the rural roads can present particular challenges. Kāpiti has 13.3km of unsealed roads and several rural roads which are narrow and have sight visibility issues that can impact on road safety. Of particular note are Paekakariki Hill Road and Akatarawa Road, which cross administrative boundaries and will require joint working with NZTA and the adjoining territorial authorities to address safety issues. The quality of the urban network can also create road safety problems as a result of the need for increased maintenance and the presence of hazards.

These safety issues are of concern, especially given the increase in young and old age groups and without action serious harm on the roads will continue. There is a need to ensure that Kāpiti takes account of the needs of all communities in the decision making processes to ensure that this trend does not continue as the network and population grows.

4.7 Resilience

Increasing occurrence of severe weather related events and coastal erosion is affecting some structures and challenging network resilience.

Resilience in the transport network means the ability to continue to function at an acceptable level and ensure access to essential services after a disruptive or major event. At a more personal level, resilience in the community means the ability to gain and maintain access to key services and places that are centred around ensuring wellbeing including Marae's and civil defence centres.

There is a need to ensure that the transport system can not only accommodate future growth and changes to land use patterns, but also have the ability to deal with higher levels of demand as a result of unexpected problems.

Being a coastal district, Kāpiti is vulnerable to the impacts of, and resilience to, climate change and sea level rise, as well as other major events such as earthquakes and land-slides. More extreme weather conditions can also cause damage due to slips and washouts, as well as localised flooding, which place pressure on limited resources.

With the level growth anticipated in Kāpiti and the wider Wellington Region this will become an increasing problem unless Kāpiti develops a more sustainable transport network and integrates climate change planning into future decision making. Therefore, the transport network must respond to the outcomes of the Climate Change and Coastal Strategies.

Energy and other resource costs may also have impacts on community resilience, including:

- Impacts on the community's ability to access goods and services; and
- Potential shortages of fuel on a temporary or longer term basis.

4.8 Climate Change and the Environment

Travel and transport systems can impose significant harm to the environment and, without action, will mean that the principle of Tino Rangatiratanga (particularly Kaitiakitanga) is not achieved through adequate environmental protection. It is important that the range of effects on key resources such as air, water, and soil are identified and informed choices made about minimising adverse effects to the environment. The implications of uncoordinated development on those parts of the environment that are less able to cope with change should be considered.

The transport sector remains a significant contributor to greenhouse gas and noxious emissions, and light vehicle emissions are the fastest growing of these. Not only can this have health implications but climate change is exacerbating existing problems on the network including damage to the network as a result of:

- increased flooding and ground water;
- greater storm intensity;
- sea level rise and coastal erosion; and
- warmer temperatures.

Transport is currently responsible for about 56% of carbon dioxide emissions in Kāpiti. The private car is the most significant contributor to land based travel emissions but the use of diesel trains between Ōtaki and Wellington, and buses running on fossil fuel also play a part.

The Climate Change Zero Carbon Act¹⁰ requires the government to develop and implement policies for climate change adaptation and Kāpiti will need to respond to these. Kāpiti Coast has also declared a Climate Change Emergency which recognises the significant costs associated with coastal erosion and climate change such as inland flooding in the District.

4.9 Amenity

Decisions on land use and transport can affect the amenity, attractiveness and safety of areas. In Kāpiti there is a desire to maintain character, amenity and environmental quality.

The RMA defines amenity as being “*those natural or physical qualities and characteristics of an area that contribute to people’s appreciation of its pleasantness, aesthetic coherence, and cultural and recreational attributes*”¹¹. The physical and visual attributes of the transport network can have positive or negative impacts on the experience of a place. A high quality network is important to the community and the allocation of space within the road corridor can have an effect on local economies and the viability of town centres.

The town centres are vulnerable to change and the new travel patterns resulting from the RONS projects removes passer-by traffic, which can impact on economic viability. The lack of quality town centre design is resulting in a lost opportunity to catalyse growth, and the lack of main streets is resulting in economic and retail activity occurring outside the region or district. The challenge will be to lock in the benefits of the RONS projects and enhance the town centres.

4.10 Affordability

Access and transport activities are funded by a combination of:

- rates funding,
- subsidies from NZTA for maintenance,
- school travel plans renewals and capital works;
- Greater Wellington Regional Council for public transport and;
- New development.

Any decisions on transport investment and programme development will need to be made within the context of funding constraints. Council’s focus is on achieving a balance between delivering affordable rates, minimising borrowings and optimising capital expenditure whilst still delivering against what the community needs and what is required to operate a safe and efficient transport network.

As well as ensuring the development of new infrastructure to support growth, Council needs to address shortfalls with the existing infrastructure, including required maintenance and renewals, that create barriers to transport opportunities.

Many transport projects, including new infrastructure and maintenance, attract funding assistance rates from NZTA but Councils have to fund their share, usually around 50%. There is capacity to support growth if the transport network supports sustainable approaches but growth brings with it higher costs for infrastructure delivery, operation and maintenance.

¹⁰ mfe.govt.nz/climate-change/zero-carbon-amendment-act

¹¹ www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html

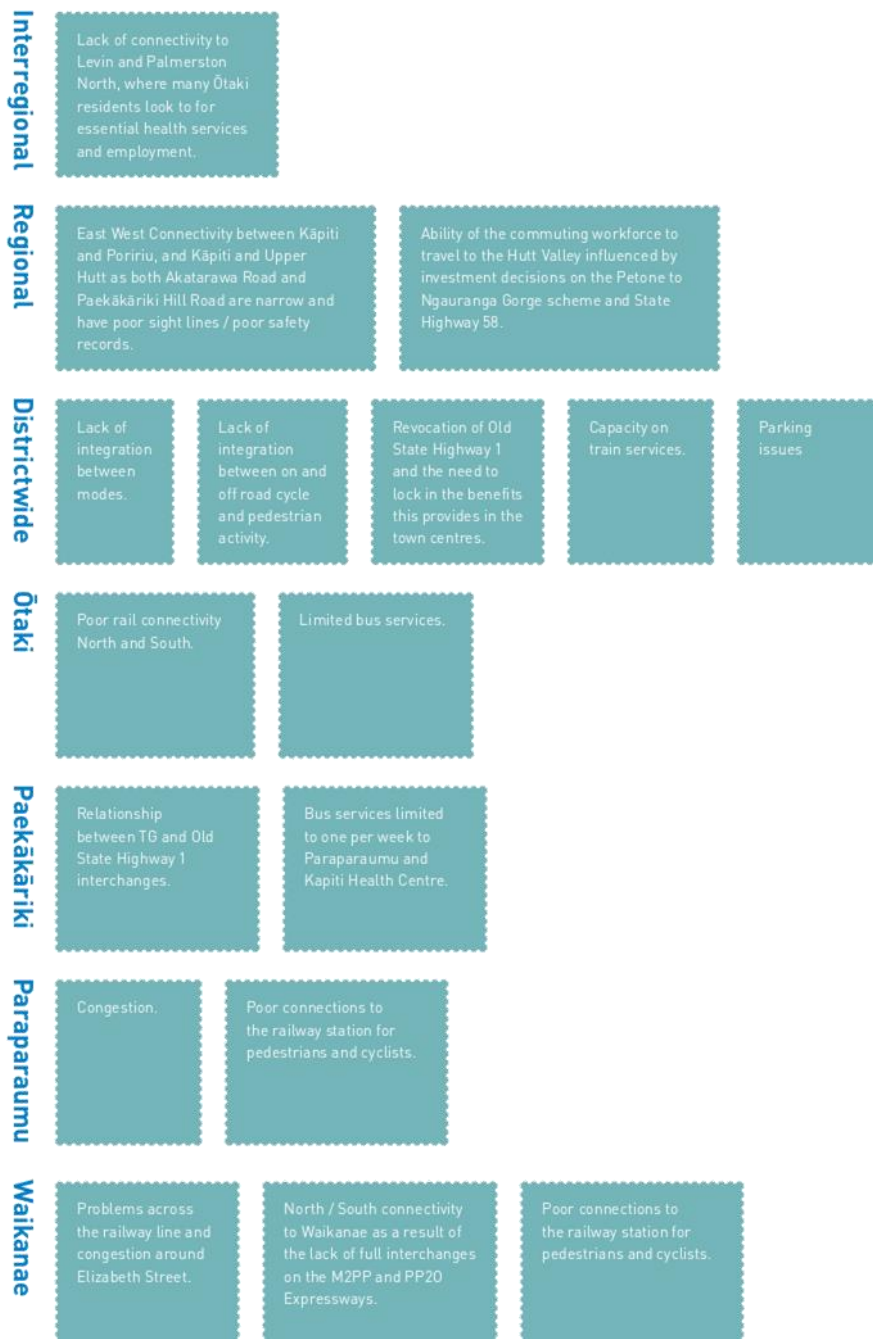
4.11

Summary of Key Challenges

Challenge	Why is this an issue	Effect of no action
Growth	Growth is exacerbating existing transport challenges.	<ul style="list-style-type: none"> Existing transport issues and challenges will continue to worsen over time.
A network under pressure	Poor connectivity coupled with growth is impacting on: <ul style="list-style-type: none"> level of service such as congestion and reliability, particularly on east west arterial routes; access to goods, services and recreational facilities; mode choice; and economic viability and amenity due to parking problems. 	<ul style="list-style-type: none"> These conditions worsen over time and infrastructure will deteriorate.
Service provision / lack of access	<ul style="list-style-type: none"> Effects mode choice; and Limits access to essential social, economic and service facilities. 	<ul style="list-style-type: none"> Services become increasingly vulnerable over time; and Increasing pressure on the roading network.
Reliance on the Private Car	<ul style="list-style-type: none"> Effects mode choice; and Limits access to essential social, economic and service facilities. 	<ul style="list-style-type: none"> Increasing pressure on the roading network; Travel patterns will not change; and Land use patterns can be affected.
Demographic Change	<ul style="list-style-type: none"> Effects mode choice; Limits access to essential social, economic and service facilities; and Vulnerable road users are increasing. 	<ul style="list-style-type: none"> Number of people with limited access will increase; Travel patterns will remain unchanged; and Safety statistics will worsen over time.
Safety	<ul style="list-style-type: none"> Safety statistics are worsening; and Vulnerable road users are at risk. 	<ul style="list-style-type: none"> Serious harm will continue.

Challenge	Why is this an issue	Effect of no action
Climate Change and Environmental Impacts	<ul style="list-style-type: none"> Transport is a significant contributor to greenhouse gases; Climate change is exacerbating existing problems which affect the transport network including: <ul style="list-style-type: none"> increased flooding and ground water; greater storm intensity; sea level rise and coastal erosion; warmer temperatures. 	<ul style="list-style-type: none"> Impacts of climate change will worsen over time.
Amenity	<ul style="list-style-type: none"> Lack of quality town centre design is resulting in a lost opportunity to catalyse growth and encourage mode shift; and Lack of main streets is resulting in economic and retail activity occurring outside the region or district, and increasing the need to travel. 	<ul style="list-style-type: none"> Amenity and viability in town centres will worsen, and economic development may decline.
Affordability	<ul style="list-style-type: none"> Decisions on transport investment and programme development will need to be made within the context of funding constraints; and Funding assistance rates from NZTA usually cover only 51% of the cost, and Council must find its share. 	<ul style="list-style-type: none"> Impact on balance between delivering affordable rates, minimising borrowings and optimising capital expenditure.

4.10 Summary of Key Challenges



5.0

Outcomes and Vision

5.1

Outcomes

Council aims to enhance community connectedness through the creation of a well-planned physical transport system that allows for the reliable, efficient and safe movement of people and goods. There is a need to prioritise infrastructure spending and ensure that new developments contribute towards solutions rather than add to existing pressures. The following outcomes reflect what is desired in Kāpiti and emphasise the need to ensure a complete and integrated transport network which serves all communities.

Outcome 1: Improved Access, Connectivity and Integration

In Kāpiti communities will benefit from a transport network and travel service that offers the widest possible choice, giving access to essential civic and economic centres, social infrastructure and recreational opportunities. Transport and land use will be better integrated and the design of new development will support good transport connections internally and to the wider transport network.

In identifying transport solutions no mode should have priority over any other. Delivery programmes will not start on the premise that road building will be the most efficient way of enabling people and businesses to access the goods and services that matter to them. Space will be allocated on the network to match the needs of all user groups so people can easily get around the district by their preferred means, and have an enjoyable journey.

Outcome 2: Safe and Resilient Communities

By adopting a vision zero and safer systems¹³ approach people feel safe using a mode of their choice. At the same time the health and wellbeing of communities is improved as a result of increased activity, improved access to key social infrastructure and the ability to appropriately manage the effects of and respond to transport based emissions.

Kāpiti will be able to respond quickly and restore essential transport connections after a disruptive event including natural disasters, accidents and major entertainment events. Resilience will be built into the network including alternative routes and effective and reliable options for mode choice,

as well as ensuring construction standards and emergency measures are in place to ensure that damage is as limited as possible and recovery is swift.

Outcome 3: Supporting a Vibrant and Thriving District

The town centres and local businesses are supported by the transport network, parking management strategies and projects, and people and goods can easily and reliably move around.

Objective 4: Environmental Enhancements

There will be a transport system that establishes kaitiakitanga as a guiding principle, avoids, remedies or mitigates effects on the environment including the demand for and use of energy and impacts on air and water quality.

Objective 5: Amenity Enhancements

The design of the network reflects its form and function and proposals will create coherent, safe, high quality and attractive places.

Outcome 6: Affordability

Investment decisions will ensure value for money. Transport infrastructure developments, renewals and upgrades will be undertaken efficiently and effectively to ensure we obtain maximum external funding, optimise rates funding and sustain economic activity. Travel will become more affordable for all users.

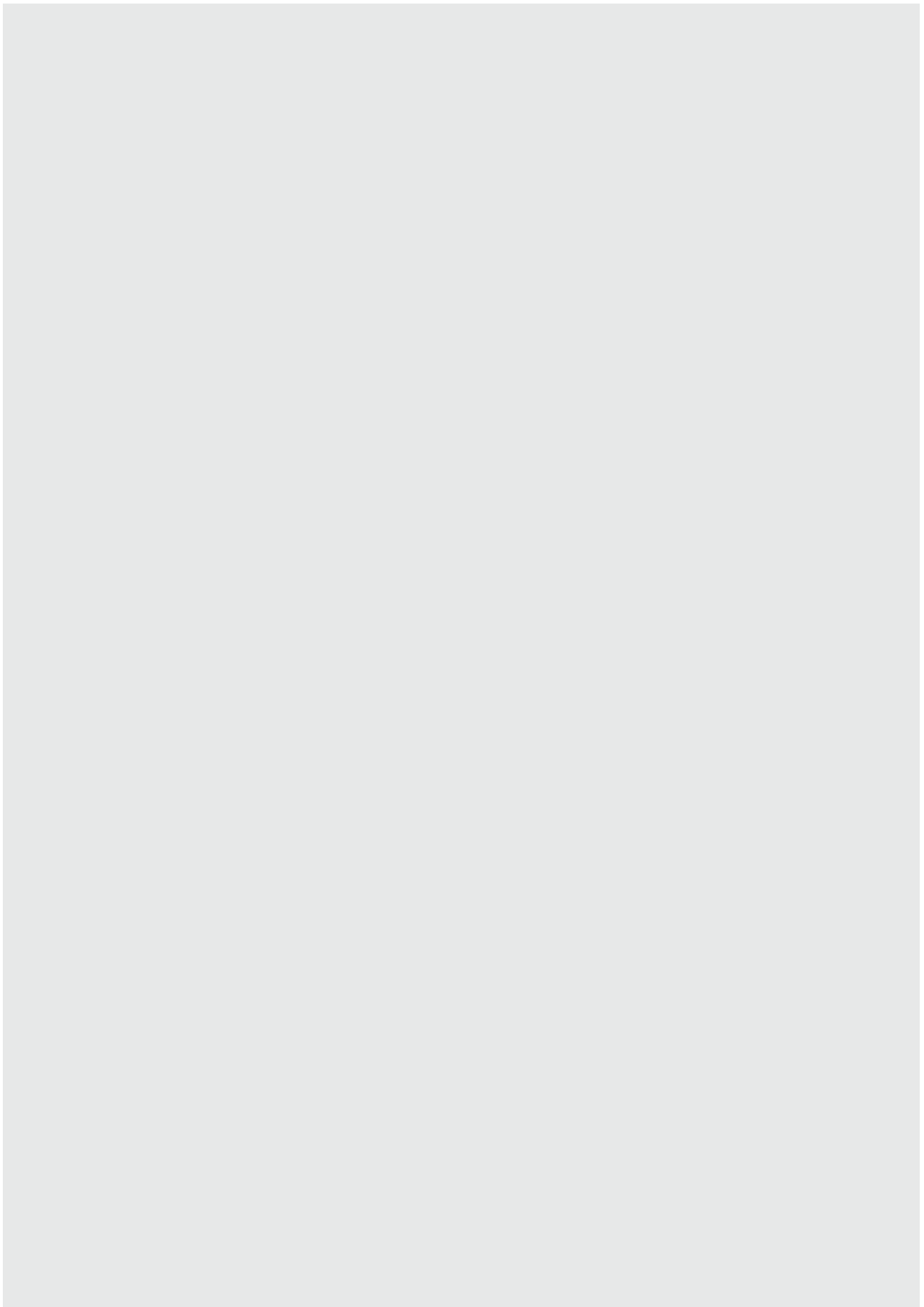
5.2

Vision

To achieve an attractive, well connected, responsive, safe, and environmentally friendly transport system that enables mode choice.

Whilst all outcomes are linked to key challenges some will be more relevant than others, most relevant connections are shown on the Strategy on a Page. Improving connectivity and integration for example will reduce the need to travel by the private car and encourage mode shift. In turn this addresses the challenges that arise as a result of growth and demographics, as well as improving the environment and amenity.

¹³ www.transport.govt.nz/multi-modal/keystrategiesandplans/road-safety-strategy/vision-zero-and-the-safe-system/



6.0

Focus Areas

The Challenges identified in section 4 of this strategy and the Long Term Plan (LTP) performance measures identify there are some areas where we continue to need to prioritise infrastructure spending, as well as ensuring that new developments contribute towards solutions rather than add to existing pressures.

Balancing the ability for Council to maintain the current roading network and fund renewals, while meeting future growth needs, is an ongoing challenge, given the size and scale of the assets and limited funding sources. Neither does it wholly address other key areas of performance such as resilience, amenity, accessibility and safety. The focus areas identify what is needed in order to accomplish the vision and outcomes contained within this Strategy.

6.1

Focus Area 1: The Transport Network

The physical form of the transport network will have major impacts on transport choice. The transport network will need to develop in a way that:

- increases the connectivity of communities;
- integrates transport modes;
- improves access to the District centres, recreation areas, school services and employment opportunities;
- increases mode choice;
- improves safety, particularly for vulnerable road;
- ensures resilience; and
- delivers high quality design that respects the environment and amenity.

6.1.1 Improved Connections and Mode Choice

Council aims to enhance community connectedness through the creation of a well-planned physical transport system that allows for the reliable, efficient, and safe movement of people and goods. The One Road Network Classification indicates the relative importance of streets and “divides New Zealand’s roads into six categories based on how busy they are, whether they connect to important destinations, or are the only route available¹³”. In this respect it identifies the current state of play but does not currently consider how these roads could be used in the future, for example, if a greater proportion of trips were made by alternatives to the private car. Decisions on allocation of space within the road corridor can assist with mode shift, relieve congestion, and improve access to services and the One Network Framework will “Provide a clear line of sight between transport interventions and the customer service levels and community outcomes to be useful for strategic, operational and tactical activities¹⁴”.

¹³ www.nzta.govt.nz/roads-and-rail/road-efficiency-group/projects/onrc

¹⁴ www.nzta.govt.nz/roads-and-rail/road-efficiency-group/projects/one-network-framework/

The RONS projects provide additional capacity within the Kāpiti Coast roading network. To support further growth and prevent the benefits of the RONS projects from being eroded, there is a need to capitalise upon the opportunities that the RONS projects have provided and ensure that any negative impacts on the local road network are mitigated. To reduce congestion and support economic and housing growth within the town centre, and around the airport, the establishment of east west connectivity projects in Kāpiti's main towns will be prioritised.

The revocation process to vest current SH1 in Council has enabled Council to think more innovatively about how the town centres of Paraparaumu, Waikanae and Otaki should look, feel and operate in the future. The town centres project will develop a programme of works that identify measures for improving connectivity in the town centres including:

- improved access to the railway station in Paraparaumu for public transport, pedestrians and cyclists;
- accommodating the impact of projected passenger transport and growth, vehicle, pedestrian and cycle movements, and enhancing the Waikanae Town Centre; and
- town centre improvements in Ōtaki.

Key to reducing reliance on the private car will also be providing good quality alternatives. There exists an ability to make the most of the advantages that Kāpiti has including a generally flat topography that encourages walking and cycling, a community that is passionate about transport, and high quality frequent rail services to Wellington.

In considering new development and investment priorities Council will:

- continue to develop the cycleway / walkway / bridleway network by seeking opportunities through growth, the National Land Transport Programme, working with neighbouring districts, and the exploration of funding sources;
- ensure a high level of maintenance on the cycleway, walkway and bridleway network;
- advocate and work with partners to encourage improved level of service on public transport;
- strongly support the development of public transport interchanges including through the development of Station Access Plans;
- advocate and work with partners to improve connectivity between transport modes and to transport interchanges;
- lock in the benefits of the RONS Expressway projects by implementing schemes to maintain lower levels of vehicular traffic and improve access by other modes;

The transport network will be managed in a way that supports and encourages development of cycleway, bridleway and walkway routes. The relationship with the Open Space Strategy will be important in establishing good connectivity between the recreational linkages and key services, transport interchanges, employment opportunities, educational facilities and places of cultural significance. Funding decisions will be made within the context of ensuring a high level of connectivity between Activity Management Plans in this regard.

Kāpiti Coast District Council will continue to advocate for improvements to the public transport services as a priority for regional and national investment. Of particular importance are bus services both in terms of numbers and frequency, and more frequent and improved rail services, particularly in the north of the District.

Council will also encourage and promote mode shift through a programme of education, communication and incentives such as celebrating car free day and bike to work day.

6.2

Focus Area 2: Integrating Land Use and Development

When considering the need to travel and travel patterns, the relationship between land use and transport is a fundamental one. Land use can affect travel patterns, particularly if alternatives to the private car are unviable, and the ability to travel somewhere easily and ensure access to goods and services can impact on decisions to locate new development.

There is a need to ensure that the right infrastructure is delivered in the right place at the right time. In identifying priorities for infrastructure development Council will take account of future growth and ensure:

- Infrastructure to support the growth identified in the District Plan and Development Management Strategy is planned through:
 - closely aligning the Sustainable Transport Strategy, Development Management Strategy and Economic Development Strategy;
 - ensuring that specific infrastructure to serve specific developments is provided through the resource consenting process;
 - reflecting the outcomes of the Sustainable Transport Strategy and Development Management Strategy in the AMP and LTP;
 - inputting into District Plan Change and review and structure plan development processes; and
 - ensuring that new development connects effectively into the existing transport network; and
- new developments are planned in a way that either reduces the need to travel or encourages alternatives to the private car, and that they support the development of identified infrastructure projects.

Whilst some larger developments are known and are masterplanned, a number of smaller sites come forward in unexpected locations and infrastructure will be provided on an as needed basis. District Plan zoning provides an indication of where new development should take place. We collect District wide development contributions to fund infrastructure that is not related to anticipated development sites.

Development Contributions are set through the LTP at a rate that ensure a fair and equitable contribution to ensure the delivery of necessary infrastructure and currently transport contributions are uniform across the District. These will be used in association with other funding streams such as the Funding Assistance Rate for infrastructure that also serves a wider community benefit.

Stronger links will be established between transport requirements and the consenting / development contributions policies and processes. This will be supported by traffic models that have and will continue to provide us with the ability to scenario test and identify parts of the roading network that will require investment to ensure a good level of service.

More detail on the infrastructure delivery plan can be found in the AMP and LTP.

6.3

Focus Area 3: Safety

Safety is a key priority under the GPS and Vision Zero identifies the Government's approach to ensuring this occurs.

Vision Zero¹⁵ says that:

- "no loss of life on the roads is acceptable
- road deaths and serious injuries are preventable
- people make mistakes and are vulnerable – we need to stop simple mistakes turning to tragedies
- safety should be a critical decision-making priority in our transport decisions
- we need to focus on shared responsibility between road users, and the people who design and operate our roads."

¹⁵ www.transport.govt.nz/multi-modal/keystrategiesandplans/road-safety-strategy/vision-zero-and-the-safe-system/

The Safe System recognises that everyone makes mistakes but the road system should be able to protect people from death and serious injury if mistakes occur. It recognises that some of the responses should be to:

- improve the safety of roads, for example with median barriers, improved road sides, safer intersections and separated cycle lanes and foot paths
- strive for travel speeds to be safe and appropriate for the function and use of the road so that road users can survive the crashes that happen
- improve the safety of vehicles, for example with electronic stability control, front and side curtain airbags, and collision avoidance systems
- support road users who are competent, alert and unimpaired; they comply with road rules, take steps to improve road safety and expect safety improvements.

The transport system will cater for the safety of all users. In setting priorities Council will adopt a Road to Zero¹⁶ and Safer Systems¹⁷ approach and take the following matters into consideration:

- the development of good quality footpaths which are safe and attractive for people to use, particularly older people;
- ensuring safety is fundamental to the design of new developments through the District Plan and resource consent process;
- the development of cycle and pedestrian facilities that are clearly signed;
- the provision of safe crossings and seating;
- setting appropriate speed limits;
- provision of night time bus services to main residential areas;
- amenity and lighting improvements that improve personal safety;
- vehicle safety including appropriate speed limits, intersection improvements, and a high level of maintenance on Councils fleet vehicles; and
- opportunities to deliver educational programmes to the community and local businesses e.g. at schools and mobility scooter training.

The AMP identifies a programme of localised road safety schemes such as new roundabouts on major community connectors and pedestrian crossings.

6.4

Focus Area 4: Resilience

In addition to supporting better access and connectivity, which improves general and personal resilience Council will prioritise projects and standards that will ensure limited damage or a speedy recovery after an event through:

- continuing to adopt a high level of construction standards for its own projects and for new development by following national guidelines and standards, and the Kāpiti Coast District Council Subdivision and Development Principles and Requirements document;
- ensuring that emergency management procedures continue to be fit for purpose and allow key connections to be established as quickly as possible; and
- Managing the effects of Temporary Events.

Council will work with key funding partners to ensure that any works after an event can be undertaken as an emergency works under the RMA. The outcomes of, and response to, the Coastal Strategy and Climate Change Strategy will be reflected in the AMP. This is because the impacts of climate change may necessitate a different response to that previously undertaken.

¹⁶ www.transport.govt.nz/multi-modal/keystrategiesandplans/road-safety-strategy/vision-zero-and-the-safe-system/

¹⁷ www.transport.govt.nz/multi-modal/keystrategiesandplans/road-safety-strategy/

6.5

Focus Area 5: The Environment

As transport is a major contributor to greenhouse gas and noxious emissions, providing opportunities to achieve mode shift to low-emission options and reduce the need to travel by changing land use patterns will help to improve air quality.

Changing technology, including micromobility, provides the opportunity to change travel patterns and encourage alternatives to the private car. In particular, improved ultra-fast broadband connectivity in Kāpiti creates more and better opportunities to work from home and integrated ticketing and timetable linkages between bus and rail improves connectivity and travel times for bus and rail users.

Similarly, the quality and type of energy source can improve environmental quality and health outcomes. It is possible to make decisions about the kinds of vehicles and efficiency levels of vehicles, which will directly reduce emissions. Kāpiti Coast District Council has recognised this and has introduced a policy for transport fleet that:

- provides bikes for shorter journeys;
- promotes train use for travel where possible;
- reviews the type of Council vehicles;
- has introduced electric vehicles
- maintains a high level of servicing;
- requires a centralised booking system for vehicles to maximise trip planning; and
- monitors and evaluates vehicle performance.

Council will support and promote various agencies that provide advice on emission reducing vehicles to communities as part of any education projects we undertake.

With regards to flooding and water quality standards within the Proposed District Plan and the Subdivision and Development Principles and Requirements control development in flood prone areas and identifies standards to ensure that there are no impacts on the Stormwater network from transport infrastructure. Council will, therefore:

- seek to implement measures to encourage mode shift;
- continue to consider the efficiency of its own vehicle fleet, as well as staff travel in and to work;
- provide information and advice to the community on how they can reduce vehicle emissions;
- ensure the adverse effects of infrastructure development are avoided, remedied or mitigated;
- give effect to environmental standards in Government, regional and local standards, strategies, policies and plans;
- advocate to Central Government to ensure that the right signals, initiatives, and legislative framework are in place from the top to enable emissions targets to be met; and
- take enforcement action where requirements are not being met.

Council will also take account of the outcomes of the Climate Strategy that relate to transport in determining spending programmes.

6.6

Focus Area 6: Amenity

As identified in section 4.8, there are a number of issues affecting amenity in the District including the condition of the transport network, parking and a lack of attractive alternatives to the car for access to social infrastructure.

When developing spending priorities consideration will be given to the following:

- ensuring that transport schemes are consistent with New Zealand and Council standards contained within documents such as those relating to roading design and the Proposed District Plan;
- taking account of amenity in scheme design;
- developing a parking strategy that recognises the need for and identifies an approach for addressing the various parking issues;
- developing bylaws that enable enforcement where required;
- ensuring good transport scheme design through the resource consent process; and
- ensuring maintenance and renewals programme.

In addition to projects that further develop connectivity, the Town Centres Project will also impact positively on amenity. The “goal is to create vibrant, diverse and thriving town centres that are easily accessible, reflect the unique flavour of each town’s centre, attract visitors and investment, and have more people working locally in higher paid jobs”.

6.7

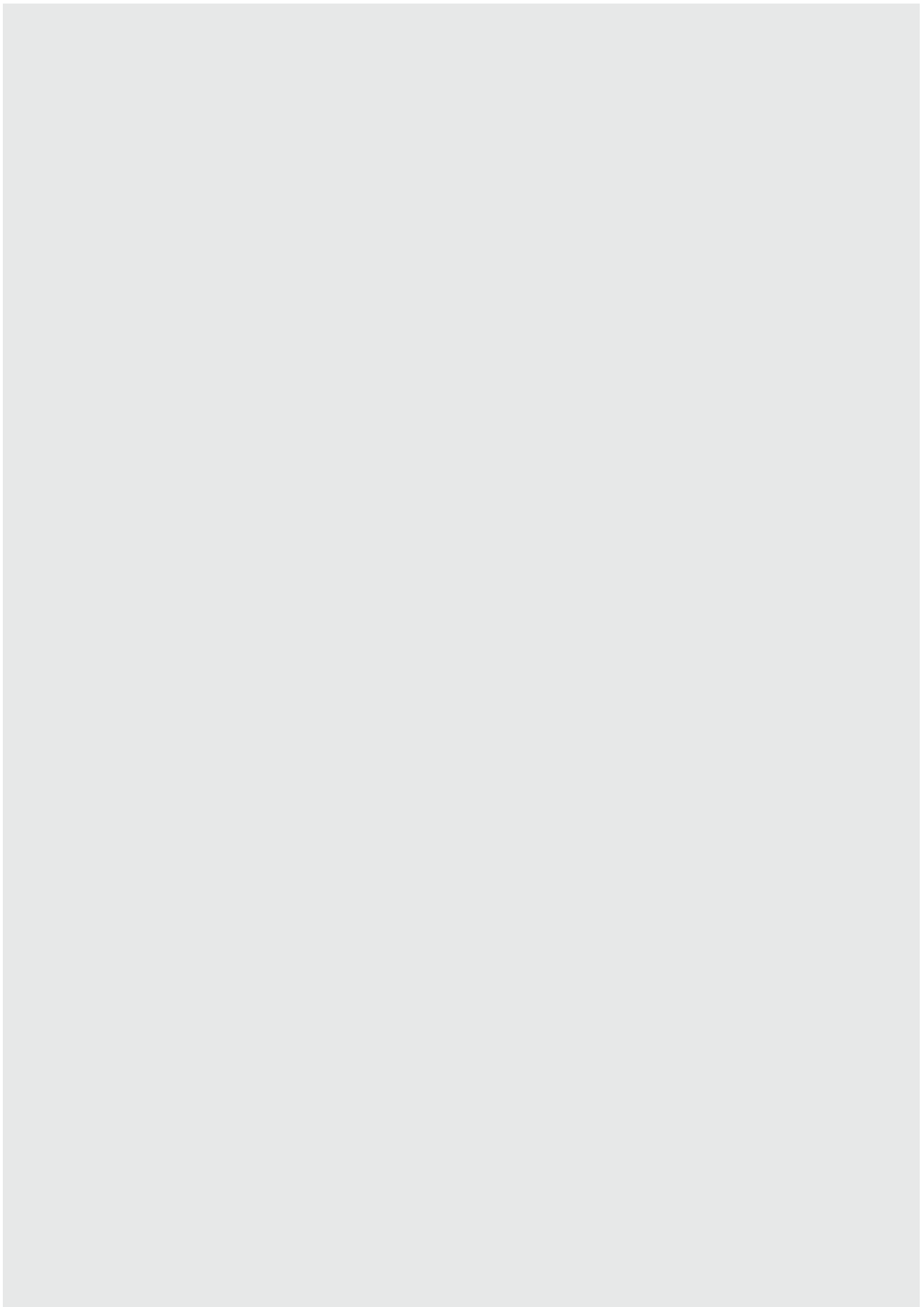
Focus Area 7: Affordability

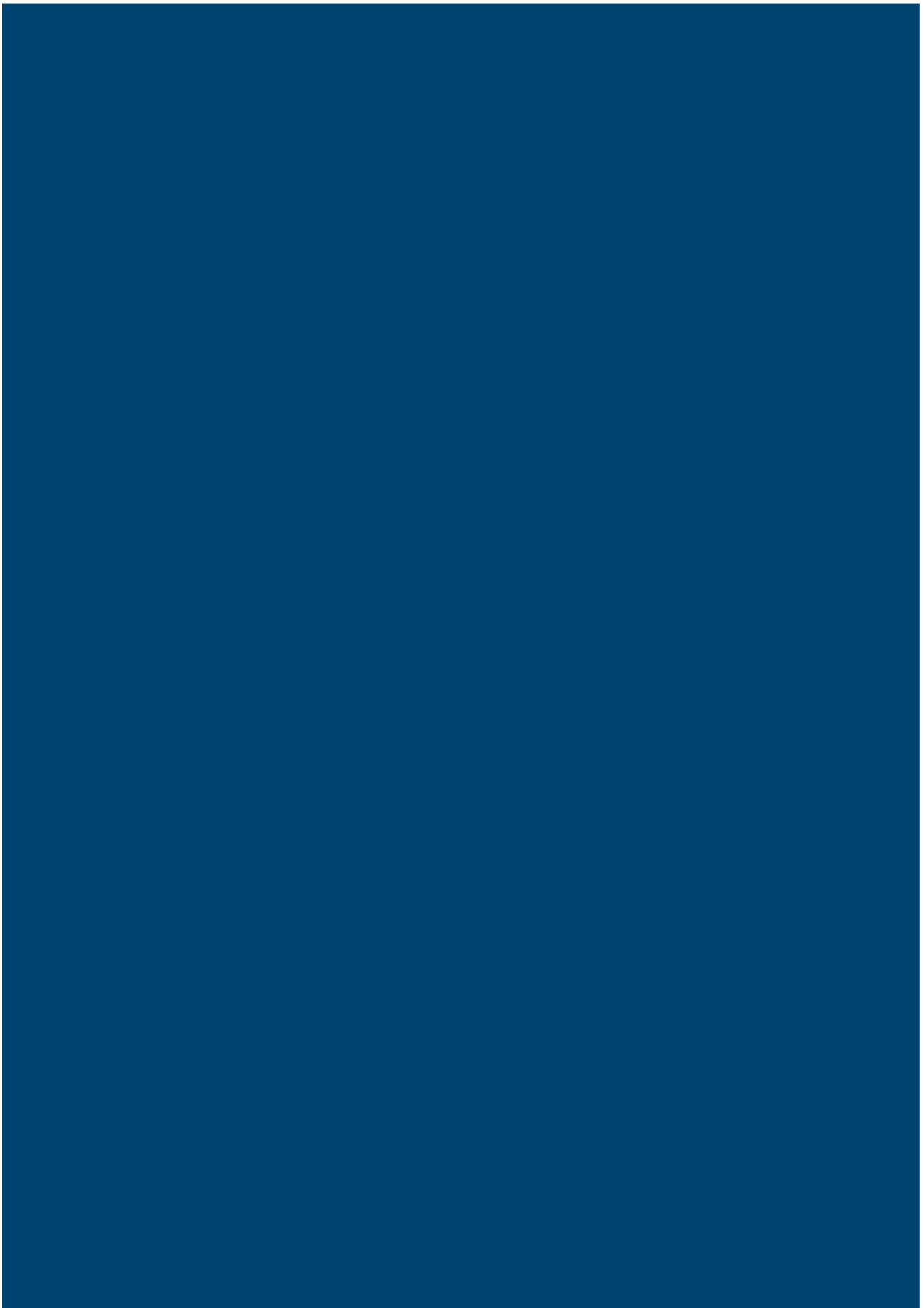
The AMP and LTP identify the delivery programme within the context of the limits of Council’s financial strategy.

In setting transport priorities Council will:

- ensure that the best use is made of the existing network;
- seek funding opportunities from external sources for capital, maintenance, renewal and emergency works including:
 - NZTA
 - Greater Wellington Regional Council;
 - the National Land Transport Fund (NLTF);
 - approved organisations’ local share;
 - Crown funds and loans;
 - partnerships; and
 - Development contributions.
- ensure development provides an appropriate level of infrastructure to serve its needs without impacting on the existing network;
- work with partners to make public transport services more affordable; and
- look for opportunities to align programme development and funding with other infrastructure providers, including the adjoining districts and regions.

By establishing the principle of kotahitanga (building strength in relationships) there will be the ability to deliver infrastructure through partnerships and support the Council’s financial strategy.





8.4 FINANCE REPORT AS AT 31 MARCH 2020

Author: Anelise Horn, Manager Financial Accounting

Authoriser: Mark de Haast, Group Manager Corporate Services

PURPOSE OF REPORT

- 1 This report sets out Kāpiti Coast District Council's (Council) financial performance and position for nine months ended 31 March 2020 including the full year forecasts with explanations of key results and variances.

DELEGATION

- 2 The Council has delegated authority to consider this report.

BACKGROUND

- 3 The report sets out the Council's financial information across nine broad areas:
 - Part A: Statement of Comprehensive Revenue and Expense
 - Part B: Statement of Financial Position
 - Part C: Statement of Cash Flows
 - Part D: Summary of Rates Funding
 - Part E: Water Account Statement
 - Part F: Capital Spending Programme
 - Part G: Outstanding Rates Debt
 - Part H: Treasury Management
 - Part I: Asset Revaluation
- 4 New Zealand moved to Alert Level 4 in response to COVID-19 on Wednesday 25 March 2020. The Council closed its customer service centres, libraries, aquatic centres, community centre and halls from 5.30am on Monday 23 March 2020. Reduced fees and charges estimates from closing these facilities as well as likely impacts on planned work programmes for 2019/20 are included in this report.
- 5 Council publicly released its multi-stage community support package on the 9 April 2020 and retrospectively approved Stage 1 – Sustain Community Support Package on the 30 April 2020. The current costs of the community support package is not included in this report but will be reported in future Finance Update Reports to the Council.

Part A: Statement of Comprehensive Revenue and Expense

- 6 The statement of comprehensive revenue and expense covers all of the Council's revenue and expenditure for the reporting period.
- 7 The net position of revenue less expenditure provides the operating surplus or deficit for the reporting period.
- 8 Table 1 below outlines the Council's actual revenue and expenses for the nine months ended 31 March 2020, including the full year budget and forecast for 2019/20.

Table 1	Year to Date to 31 Mar 2020			Full Year 2019/20		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Rates	50,682	50,568	114	67,571	67,498	73
Fees and Charges	7,386	7,513	(127)	8,301	9,771	(1,470)
Grants and Subsidies	3,899	3,576	323	5,189	4,606	583
Development and Financial Contributions Revenue	2,531	1,593	938	3,124	2,124	1,000
Other Operating Revenue	2,760	288	2,472	3,316	905	2,411
Interest Income	1,339	1,419	(80)	1,558	1,848	(290)
Total Income	68,597	64,957	3,640	89,059	86,752	2,307
Personnel, maintenance & operations	40,231	41,932	1,701	56,749	56,418	(331)
Depreciation and Amortisation	15,781	15,636	(145)	21,529	21,183	(346)
Finance Expense	6,784	7,163	379	8,860	9,493	633
Total Expenditure	62,796	64,731	1,935	87,138	87,094	(44)
Operating (Deficit) / Surplus	5,801	226	5,575	1,921	(342)	2,263
Unrealised gains/(losses)						
Unrealised gain/(loss) on revaluation of financial derivatives	(5,498)	-	(5,498)	(5,498)	-	(5,498)
Total Comprehensive Revenue and Expense	303	226	77	(3,577)	(342)	(3,235)

Financial performance summary

March Year to Date

- 9 The Council is \$5.6 million favourable to budget as at 31 March 2020. Revenue is \$3.6 million favourable to budget, mainly due to \$2 million of assets vested to Council in March 2020. Similarly, operating expenditure is \$1.9 million favourable to budget, mainly due to less spending in areas such as personnel, maintenance and operations and interest expenses are less than planned due to less debt than planned and lower interest rates.
- 10 Council's across New Zealand use financial derivatives to "fix" their interest rates rather than relying on floating interest rates, so as to provide more certainty over cash flows and protection against adverse movements in market rates.
- 11 The unrealised loss on revaluation of financial derivatives of \$5.5 million reflects continued softening of market interest rates since 30 June 2019, compared to the Council's committed financial derivatives. This revaluation needs to be shown in our financial statements but it is not a real loss as there is no intention to prematurely terminate these commitments.

Full Year Forecast

- 12 The Council is forecasting to be \$2.3 million favourable to budget at year end. This is mainly due to stronger revenue from additional NZTA subsidies received from projects being completed earlier than planned and high value vested assets and development contributions being received from several Waikanae developments.

Revenue performance - commentary**13 Fees and charges**

Description	Fees and charges includes all non-rates revenue earned by the Council for providing services to the community. This also includes fines and penalties charged.
Year to date:	Generally in line with budget.
Full Year Forecast:	<p>New Zealand moved to Alert Level 4 in response to COVID-19 on Wednesday 25 March 2020. The Council facilities including service centres, libraries, aquatic centres, community centre, halls and venues were closed from 5.30am on Monday 23 March 2020.</p> <p>\$1.5 million unfavourable to budget as a result of Council facility closures due to COVID-19.</p>

14 Grants and subsidies

Description	Includes grants received by the Council for operating and capital spending. The majority of grants revenue is received from NZ Transport Agency (NZTA) for their share of our roading maintenance and capital investment.
Year to date:	\$323,000 favourable to budget due to additional NZTA funding received from the completion of the Mazengarb & Tasman road shared path projects (Stride N Ride) & road resealing starting earlier than planned.
Full Year Forecast:	<p>\$583,000 favourable to budget mainly due to several NZTA projects being done earlier than planned (i.e. the Ratanui roundabout and the Kāpiti Road widening).</p> <p>M2PP also agreed to pay the Council \$100,000 in lieu of undertaking lining works on several stormwater pipes they installed as part of the overall project. This was not included in the 2019/20 Annual Plan.</p> <p>In the previous triennium, the Council authorised the Chief Executive to reassign this unbudgeted revenue of \$100,000 to help fund the costs of the unbudgeted independent organisational review.</p>

15 Development and financial contributions

Description	<p>Development contributions are levied under the Local Government Act 2002 and cover all key activities except reserves and are also levied on developers at the time of subdivision. Developers' contributions to the Council works are treated as revenue.</p> <p>Financial contributions are levied under the Resource Management Act and cover reserves contributions levied on developers at the time of subdivision.</p>
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Year to date:	<p>\$938,000 favourable to budget mainly due to the following:</p> <ul style="list-style-type: none"> Hudson Place & Manu Heights Stage 1 developments applied for their S224C in February 2020 and a total of \$1.2 million was invoiced. 47 of the 75 lots for the Kohe Kohe development were invoiced in March 2020, totalling \$521,000. Offsetting this is a credit of \$300,000 following Council approval to accept the development and provision of a pocket park in the Ngarara Waimeha Development in lieu of reserve contributions as originally planned.
Full Year Forecast:	\$1 million favourable to budget at year end as explained above.

16 Other operating revenue

Description	Includes assets vested to the Council, local government petrol tax, donations and/or sponsorship and realised gains on asset disposals. Note also, that the value of land vested to the Council as part of subdivision activity in any year is recorded as revenue in that year.
Year to date:	\$2.4 million favourable to budget mainly due to \$2 million of assets vested to the Council in March 2020 (\$1.8 million for Manu Park Stage 1, Waikanae and \$170,000 for 206 Ngarara Road, Waikanae).
Full Year Forecast:	2.4 million favourable to budget at year end as explained above.

17 Interest income

Description	Interest income represents the Council's earnings on its term deposits, overnight cash deposits and borrower notes held by the Local Government Funding Agency.
Year to date:	\$80,000 unfavourable to budget mainly due to lower deposit rates.
Full Year Forecast:	\$290,000 unfavourable to budget at year end as explained above.

Expenditure performance - commentary

18 Personnel, maintenance and operations

Description	Includes personnel expenses, maintenance, business-as-usual Council operating expenses, internal recoveries, grants and other sundry expenses.
Year to date:	\$1.7 million unfavourable to budget mainly due to less spend than anticipated. This does not reflect savings in operating expenditure but instead, it represents temporary timing differences of planned expenditure.
Full Year Forecast:	<p>\$331,000 unfavourable to budget at year end mainly due to increased spending expected on the following activities:</p> <ul style="list-style-type: none"> Council's property asset management improvement programme, including condition assessments of Council buildings; increased remuneration for elected members in line with recommendations from the remuneration authority; work to understand the housing issues in the district;

	<ul style="list-style-type: none"> the unbudgeted independent organisational review. This is partially offset by additional unbudgeted revenue from the M2PP projects of \$100,000 as discussed above; meeting current resourcing needs across many areas of the Council; and Council's Phase 1 – Sustain Community Support package costs.
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19 Depreciation and amortisation

Description	Depreciation reflects the use of our property, plant and equipment and intangible assets currently owned by the Council.
Year to date:	\$145,000 unfavourable to budget mainly due to the following: <ul style="list-style-type: none"> Unbudgeted additional depreciation from NZTA connector roads (i.e. Hadfield Road) originally planned for 2021/22 was vested to Council from NZTA during 2018/19. The final revaluation of roading assets as at 30 June 2019 was higher than planned, resulting in higher depreciation.
Full Year Forecast:	\$346,000 unfavourable at year end as explained above.

20 Finance expense

Description	Interest is incurred on borrowings.
Year to date:	\$379,000 favourable to budget mainly because the Council had less net debt as at 1 July 2020 than planned and the Council's weighted average cost of borrowings is lower than planned.
Full Year Forecast:	\$633,000 favourable to budget at year end as explained above.

21 Unrealised gain / (loss) on revaluation of derivatives

Description:	<ol style="list-style-type: none"> The Council recognises its interest rate swaps at fair value on a monthly basis. The change in fair value between 30 June 2019 and 31 March 2020 is treated as either an unrealised gain (fair value has decreased) or an unrealised loss (fair value has increased).
Year to date:	5.5 million unfavourable to budget mainly due softening of market interest rates compared to the Council's committed financial derivatives. This revaluation needs to be shown in our financial statements but it is not a real loss as there is no intention to prematurely terminate these commitments.
Full Year Forecast:	Due to the high volatility of market interest rates, the full year forecast is set to the year to date actual variance.

Part B: Statement of Financial Position

- 22 The Council's financial position as at 31 March 2020 and full year forecast and budget are set out in Table 2, followed by a summary of the key variances.

Table 2	2019/20			
	YTD actual	Full year forecast	Full year budget	Variance
	\$000	\$000	\$000	\$000
Assets				
Cash and cash equivalents	7,073	200	200	-
Trade and other receivables	6,832	9,569	8,569	1,000
Inventories	172	127	127	-
Property, plant and equipment	1,675,774	1,748,240	1,760,240	(12,000)
Forestry assets	79	114	114	-
Intangible assets	2,281	2,625	2,625	-
Other financial assets	63,736	53,496	48,496	5,000
Loans	436	453	453	-
Total assets	1,756,383	1,814,824	1,820,824	(6,000)
Liabilities				
Trade and other payables	8,358	18,092	20,092	2,000
Employee benefit liabilities	2,555	2,681	2,681	-
Deposits	1,223	1,237	1,237	-
Borrowings	225,000	210,000	210,000	-
Provisions	3,173	3,724	3,724	-
Derivative financial instrument	26,822	26,822	12,887	(13,935)
Total liabilities	267,131	262,556	250,621	(11,935)
Public equity				
Accumulated funds	565,192	566,473	580,408	13,935
Reserves and special funds	4,914	6,404	6,404	-
Revaluation reserve	919,146	979,391	983,391	4,000
Total equity	1,489,252	1,552,268	1,570,203	17,935
Total liabilities and equity	1,756,383	1,814,824	1,820,824	6,000

Year to date summary

- 23 The Council's only material changes to its financial position since 30 June 2019 were in respect to other financial assets and gross borrowings.
- 24 During the third quarter, the Council issued \$10 million of new debt. \$5 million was towards the current year's capital works programme and \$5 million towards the prefunding of the May 2021 debt maturity. The total amount of new debt issued since 30 June 2019 is \$35 million. The funds that are placed on term deposit, as part of the Council's prefunding programme are placed at the most favourable rates available in the market at the time (see part H: Treasury management).

- 25 \$20 million of long term debt matured during September 2019 that was fully funded through the prefunding programme and repaid from term deposits maturing on the same day.

Full year forecast summary

- 26 Officers' have reviewed Council's 2019/20 capital works programme and expect to spend \$12 million less than planned on renewing and upgrading Council's assets (See part F: Capital Spending Programme for further information). Consequently, net borrowings are forecast to be lower than budget at year end.
- 27 Derivative financial instruments are currently forecast to be \$13.9 million higher than budget. This is mainly due to the fall in fixed interest rate swap rates since the setting the 2019/20 Annual Plan budget in March 2019.

Part C: Statement of Cash Flows

- 28 The Council's cash flow for nine months ended 31 March 2020 and the full year forecast and budget are set out in Table 3, followed by a summary of key variances.

Table 3	YTD Actual \$000	2019/20 Full year forecast \$000	Full year budget \$000	YTD Variance \$000
Cash flows from operating activities				
<i>Cash was provided from:</i>				
Kapiti Coast District Council rates	51,999	67,498	67,498	-
Greater Wellington Regional Council Rates	3,195	-	-	-
Grants and subsidies - operating	1,436	1,942	1,942	-
Interest received	1,107	1,811	1,811	-
Charges and fees	9,781	12,800	12,800	-
GST (net)	(57)	(70)	(70)	-
	67,461	83,981	83,981	-
<i>Cash was applied to:</i>				
Payments to employees and suppliers	49,234	53,616	52,616	1,000
Rates paid to Greater Wellington Regional Council	3,195	-	-	-
	52,429	53,616	52,616	1,000
Net cash flows from operating activities	15,032	30,365	31,365	(1,000)
Cash flows from investing activities				
<i>Cash was provided from:</i>				
Loan repayment/Term deposit maturities	25,365	45,720	45,720	-
Proceeds from sale of property, plant and equipment	39	-	-	-
Proceeds from capital grants	2,463	2,664	2,664	-
	27,867	48,384	48,384	-
<i>Cash was applied to:</i>				
Construction and purchase of property, plant and equipment and intangibles	17,563	24,446	30,446	(6,000)
Purchase of investments	30,560	44,280	39,280	5,000
	48,123	68,726	69,726	(1,000)
Net cash flows from investing activities	(20,256)	(20,342)	(21,342)	1,000
Cash flows from financing activities				
<i>Cash was provided from:</i>				
Short-term borrowings	31,400	-	-	-
Long-term borrowings	35,000	44,280	44,280	-
	66,400	44,280	44,280	-
<i>Cash was applied to:</i>				
Interest on borrowings	6,789	9,303	9,303	-
Short-term borrowings	31,400	-	-	-
Long-term borrowings	20,000	45,000	45,000	-
	58,189	54,303	54,303	-
Net cash flows from financing activities	8,211	(10,023)	(10,023)	-
Net increase/(decrease) in cash and cash equivalents	2,987	-	-	-
Add total cash and cash equivalents at 1 July 2019	4,086	200	200	-
Total cash and cash equivalents	7,073	200	200	-

Year to Date Summary

- 29 The Council's material changes to its cash flow management for the nine months ending 31 March 2020 were:
- \$20 million of long term debt matured during September 2019.
 - \$35 million of new debt was issued year to date. \$30 million was placed on term deposit towards the prefunding the April 2020, October 2020 and May 2021 debt maturities and \$5 million was used for the current year capital works programme.
 - \$25 million of term deposits matured (\$20 million was prefunded for the repayment of the September 2019 debt maturity and \$5 million of surplus cash that was placed on fixed deposit for final payment of the 2018/19 capital works programme).
 - \$17.56 million was paid towards the Council's capital expenditure programme.

Part D: Summary of Rates Funding

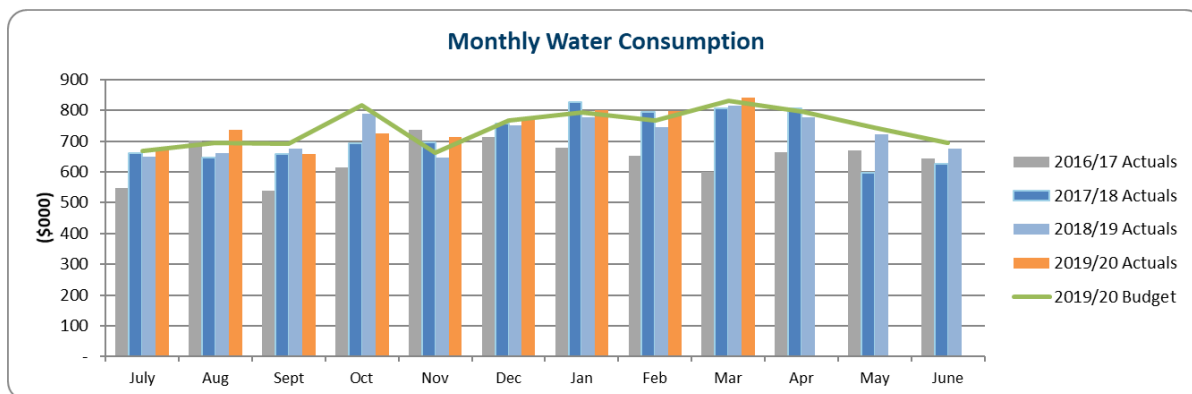
- 30 The summary of rates funding covers the Council's revenue and expenses that are funded by rates. It is a sub-set of the statement of comprehensive revenue and expense on page 2 which covers all of the Council's operating revenue and expenses.
- 31 Table 4 below details the actual rates funding deficit forecast for the year ending 30 June 2020:

Table 4	Full Year 2019/20		
	Forecast \$000	Budget \$000	Variance \$000
Operating (deficit)/surplus	1,921	(342)	(2,263)
Adjusted by income and expenditure not funded by rates:			
Less: Net Expenditure funded by reserves and special funds	294	286	(8)
Less: Capital funding and vesting of assets	(6,637)	(2,989)	3,648
Less: Gain/Loss on Sale of Assets	(134)	-	134
Add: Unfunded Depreciation	3,145	3,145	(0)
Underlying net rates surplus/(deficit)	(1,411)	100	1,510
Represented by:			
Net underspend/(overspend) across the organisation	(1,737)	(258)	1,480
Water account surplus/(deficit)	327	357	31
Rates surplus / (deficit)	(1,411)	100	1,510

- 32 A \$1.4 million rates funding deficit is currently forecast for 2019/20 mainly due to reduced fees and charges as a result of Council facility closures in response to COVID-19.

Part E: Water Account Statement

- 33 Since water meters were introduced in 2014, the total operational cost of supplying potable water, which includes reticulation and treatment, and the rates we have received, has been tracked as part of the water account. The water account is a closed account. This means that any surpluses will be held within the account to fund future costs of providing water. Conversely, any deficits need to be recovered from future water charges.
- 34 Water usage has taken a number of years to normalise since districtwide water meter charging for all residential properties commenced from July 2014. Therefore, the Council has carefully monitored usage trends to best determine what charges are necessary to fully recover the total costs of providing a treated water supply over a rolling 5-year period.
- 35 The Council's water revenue year to date is tracking to budget.



- 36 The table below outlines the water account position. As shown, we are planning to reduce the overall water account deficit from \$0.5 million to \$0.2 million by the end of the financial year. Further work is being done during the development of the 2020/21 Annual Plan and the following 2021-41 Long Term Plan to assess when the water account is likely to be fully funded.

Table 5	2014/15 Actual \$m	2015/16 Actual \$m	2016/17 Actual \$m	2017/18 Actual \$m	2018/19 Actual \$m	2019/20 Forecast \$m	2020/21 Budget \$m	2021/22 Budget \$m	2022/23 Budget \$m
Cost of providing water	8.1	8.0	8.6	8.3	8.0	8.8	8.9	9.3	9.9
Water rates revenue	7.6	7.6	7.8	8.6	8.9	9.1	8.9	9.5	9.7
Annual surplus/(deficit)	(0.5)	(0.4)	(0.8)	0.3	0.9	0.3	0.1	0.2	(0.2)
Balance of water account	(0.5)	(0.9)	(1.7)	(1.4)	(0.5)	(0.2)	(0.1)	0.1	(0.1)
Variable price (Including GST)	\$0.95	\$0.99	\$1.04	\$1.09	\$1.14	\$1.19	\$1.19	\$1.23	\$1.25
Fixed price (Including GST)	\$189	\$190	\$199	\$207	\$215	\$222	\$222	\$224	\$227
Fixed portion	54%	55%	57%	54%	53%	55%	56%	54%	54%

Part F: Capital Spending Programme

- 37 A summary of our capital spending programme for 2019/20 is shown by activity against the full year forecast and full year budget in Table 6 below.

Table 6	2019/20							
	Year to Date to 31 Mar 2020	Full Year Forecast	Full Year Budget	Full Year Variance to Budget	Variance to Forecast	Draft Proposed Carryovers to 2020/21	Draft Proposed Carryovers to future years	Variance after Carryovers
	Actual \$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Access and Transport	4,600	5,639	7,998	2,359	1,039	494	1,009	1,895
Coastal Management	381	480	671	191	99	167	-	123
Community Facilities and Community Support	2,621	2,874	3,890	1,016	253	448	124	698
Corporate	536	870	1,260	390	334	575	-	149
Economic Development	3,777	4,199	2,562	(1,637)	422	-	-	(1,215)
Governance and Tangata Whenua	315	445	445	-	130	-	-	130
Parks and Open Spaces	299	807	1,427	620	508	108	-	1,020
Recreation and Leisure	548	794	1,245	451	246	188	3,716	(3,207)
Regulatory Services	283	574	238	(336)	291	-	-	(45)
Solid Waste	31	173	181	8	142	-	-	150
Stormwater Management	3,434	3,393	3,655	262	(41)	237	-	(16)
Wastewater Management	522	1,095	1,697	602	573	1,524	-	(349)
Water Management	1,044	2,005	10,092	8,087	961	881	7,610	557
Totals	18,391	23,348	35,361	12,013	4,957	4,620	12,459	(109)

- 38 For the nine month period to 31 March 2020, the Council has completed \$18.39 million of capital works to either renew or upgrade the Council's assets.
- 39 During 2018/19, the Council committed to review the 2019/20 capital works programme to ensure it was deliverable and Officers' are currently forecasting to spend \$23.35 million for the year, which is \$12 million less than originally planned.
- 40 In the economic development activity, the majority of the additional spending relates to work on Kāpiti Road for the completion of the shared path and widening of the road which has received additional funding from NZTA.
- 41 In the recreation and leisure activity, the unfavourable variance relates to the Mahara Gallery Trust funded project \$3.47 million carried over from 2018/19 financial year.
- 42 The majority of this reduction is due to the intention to move \$6.4 million of the funding for the drinking water safety and resilience project (DWSRP) to future years. This was due to delays in the establishment of the Water Professional Services Panel in 2018/19 to allow for a strategic procurement review. Those delays held back the awarding of the contract for the DWSRP and although the design work is progressing well the construction work is now planned to start in 2020/21. Other projects are also being put on hold due to COVID-19 such as work on Paraparaumu/Raumati Playgrounds, and swimming pools.

43 Indicative carry forwards are listed below:

Activity	Project	Amount \$ to 20/21	Amount \$ to 21/22	Comments
Carryovers requests from 2019/20				
Access and Transport	Bridges/Culverts	493,627		Waiting for IWI approval for Resource consent application.
Access and Transport	SH1 Revocation		1,009,000	Carried over to align with NZTA revocation delivery plan
Community Facilities and Community Support	Districtwide Access Control System		123,683	Lack of resources to carry out this project
Community Facilities and Community Support	EQP building remediation	60,000		A conversation has started with the Trust on their ongoing tenure. A paper will be going to the Council in the next few months. The Trust wishes to remain but the EQ remediation costs are significant and cannot be considered in isolation. This is an LTP issue for the Council to consider.
Community Facilities and Community Support	Otaki Theatre roof/Otaki Museum	132,467		A more detailed report on the condition of the Theatre is underway following completion of the initial survey. The extent of renewal / remediation will be determined at that point and is expected to be spent in Q1 2020/21. This budget will be needed in its entirety for the Theatre.
Community Facilities and Community Support	Paraparaumu College Sports Hall roof replacement	255,250		Conversation with the College on deferring roof replacement has started. \$500k funds originally budgeted in 2020-21 is being moved to 2021-22.
Corporate	Health & Safety	65,561		Unspent Health & Safety funds to carry over for future health & safety initiatives in 2020/21
Corporate	Self-insurance Fund	509,504		0% risk factor accessed for 2019/20 and unspent funds to be carried over.
Recreation and Leisure	Coastlands Aquatic Centre (CAC)	48,000		To be completed under temporary closure in 2021
Recreation and Leisure	Mahara Gallery council fund		246,020	To align with trust funded Mahara Gallery funding
Water Management	Drinking water resilience program	313,220	6,410,000	Delays in the establishment of the Water Professional Services Panel in 2018/19 held back the awarding of the contract for the DWSRP and although the design work is progressing well the construction work is now planned to start in 2020/21.
Total Carryovers requests from 2019/20		1,877,629	7,788,703	
Carryovers requests from 2019/20 (due to Covid-19)				
Coastal Management	Beach Accessways	46,314		Project delayed due to Covid19
Coastal Management	Coastal Restoration	19,535		Work couldn't be done in June, some plants purchased and this work needs to continue.
Coastal Management	Coastal Renewals	100,654		Project delayed due to Covid19
Parks and Open Spaces	Mazengarb Reserve	10,000		This is committed spending but delayed due to Covid19.
Parks and Open Spaces	Paraparaumu /Raumati Playgrounds	85,000		Marere Avenue carried over – work already committed but unlikely to happen in June due to Covid19.
Parks and Open Spaces	Tasman Lakes	13,322		Work committed to residents
Recreation and Leisure	CAC - Cylinder Replacement moveable floor	38,000		Delays due to Covid19 - Technician unable to travel from Netherlands

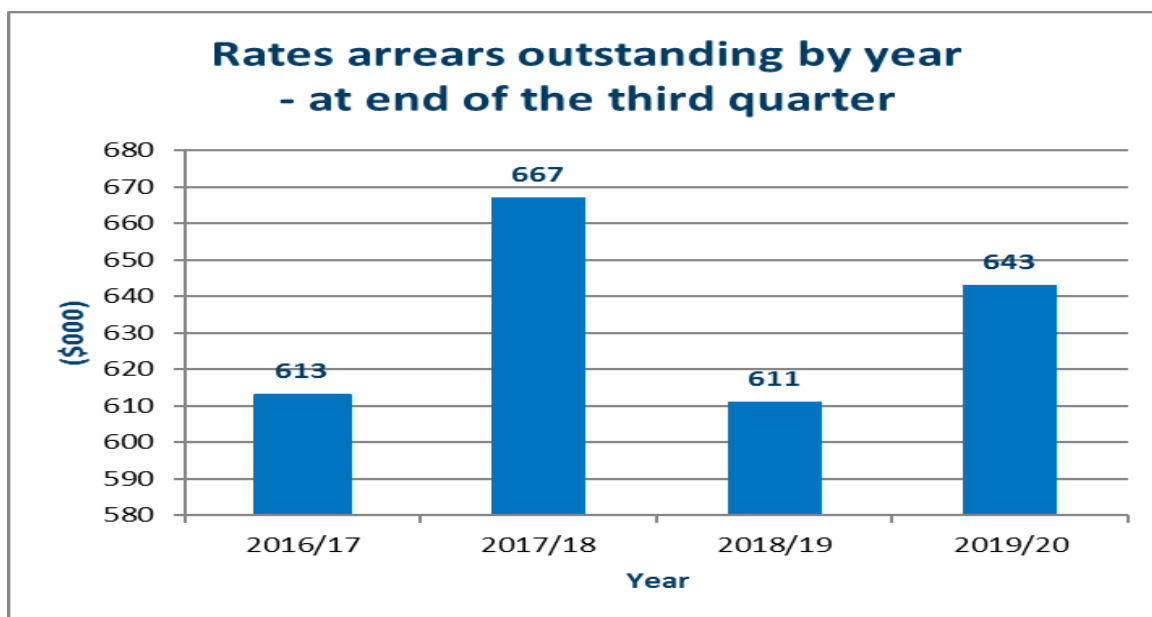
Activity	Project	Amount \$ to 20/21	Amount \$ to 21/22	Comments
Recreation and Leisure	CAC - 1 x New Pump, UV Ballast	6,800		Parts sourced overseas
Recreation and Leisure	CAC - Sauna Seat	6,200		Parts sourced overseas - Sauna contractor not available
Recreation and Leisure	CAC - ramp refurbishment	5,000		5 yearly due, delayed due to closure of pool
Recreation and Leisure	Maclean Park art installation	54,000		Art installation is planned to be completed by June 2020 but expect delays due to Covid-19 lockdown. Project management contract is with Mills Albert.
Recreation and Leisure	Waikanae Pool - Hydroslide water treatment	10,000		Water quality in slide not meeting recommended guidelines - public safety at risk. Solution not identified until March – insufficient time to complete.
Recreation and Leisure	Waikanae Pool - Complete planned refurbishment	17,000		Originally planned for May - June but expect delays due to Covid-19 lockdown
Recreation and Leisure	Waikanae Pool - Slurry Tank replace	2,500		Originally planned for May - June but expect delays due to Covid-19 lockdown
Stormwater Management	Category A - Habitable floor flooding	236,640		Project delayed due to Covid19
Wastewater Management	Paraparaumu WWTP consent	602,538		Project delayed due to Covid19
Water Management	Network Upgrades	164,652	1,200,000	Project delayed due to Covid19
Total Carryovers requests from 2019/20 (due to Covid-19)		1,418,155	1,200,000	
Total Carryovers requests from 2019/20		3,295,784	8,988,703	

Part G: Outstanding Rates Debt as at 31 March 2020

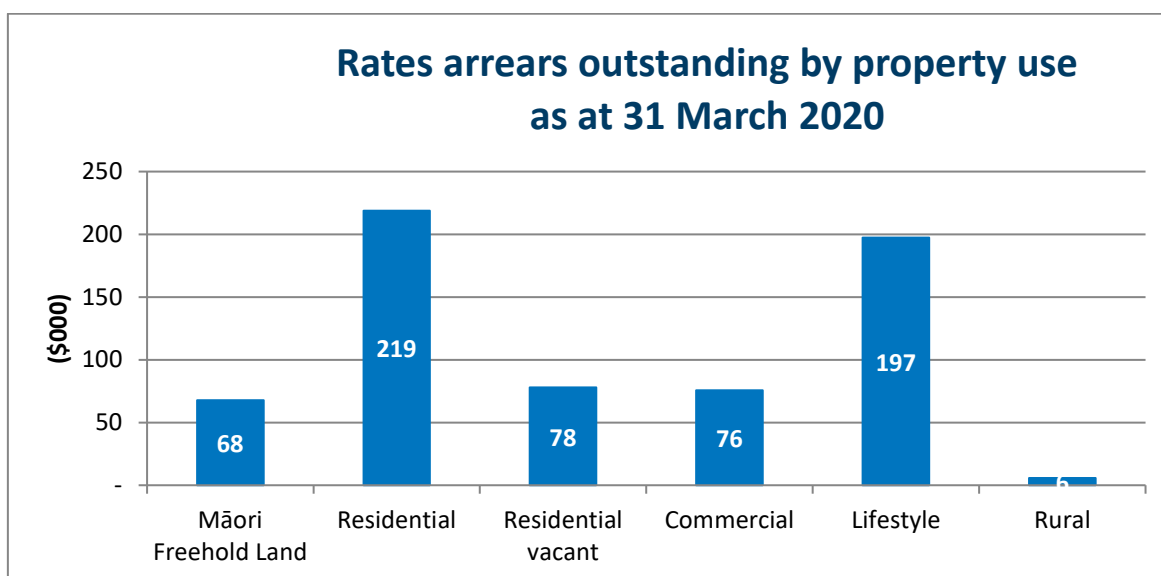
- 44 As part of the wider strategy of continuing to reduce the Council's debt, we need to ensure that everyone is paying their property and water rates.
- 45 Like a number of other councils around the country, we are now using the services of a local government shared services agency, Debt Management Central (DMC), to assist our team with collecting outstanding rates debts.
- 46 This framework for recovery of unpaid rates is set out in the Local Government (Rating) Act 2002. DMC is working within the provisions of our rating policy and following our internal debt collection processes.

Improved collection of outstanding property rates

- 47 The total property rates outstanding as at 31 March 2020 was \$2.05 million, which was a decrease of 7.0% from this time last year (31 March 2019: \$2.38 million).
- 48 DMC and the Council's debt collection staff have worked with ratepayers to set up workable payment arrangements. Where a payment arrangement has not been agreed, and provided the property is subject to a mortgage, the Council has issued mortgagee notifications where appropriate.
- 49 Rate arrears collection by DMC has been put on hold since 25th March 2020 due to COVID-19.
- 50 The graph below shows a comparison of the \$643,000 of rate arrears outstanding as at 31 March 2020 and for the previous three years.



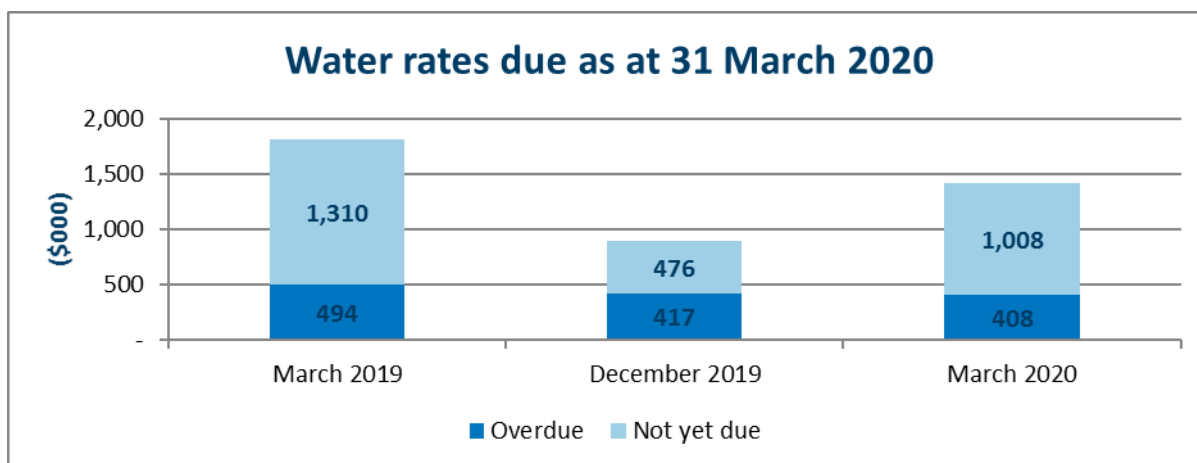
- 51 The graph below details the rates arrears of \$643,000 by property use/type. The majority of the total rate arrears are from residential and lifestyle properties.



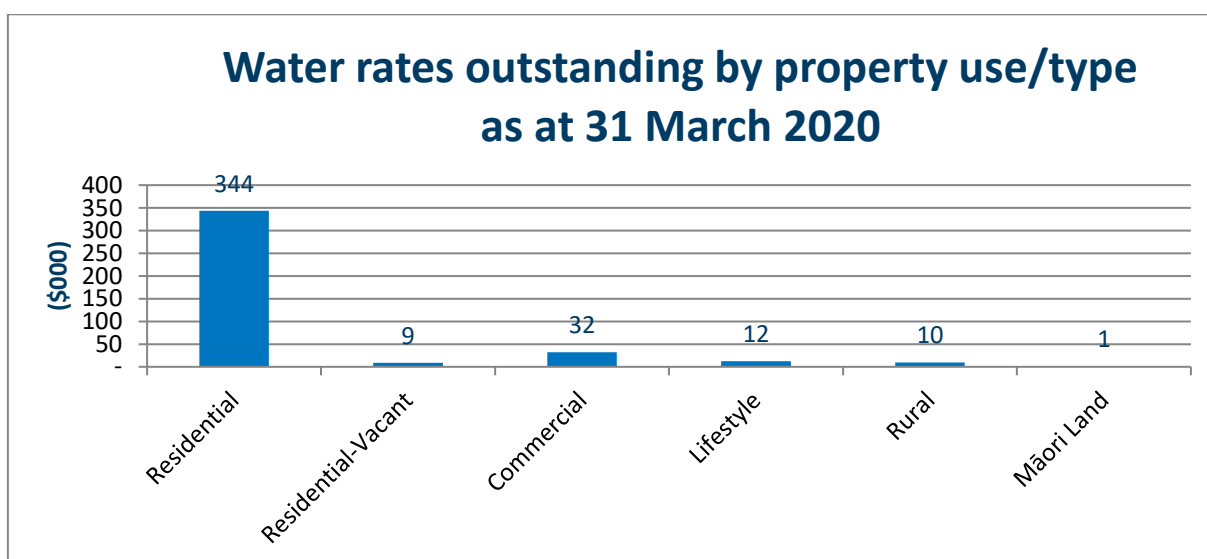
- 52 The rates arrears from Māori freehold land are rates owed to the Greater Wellington Regional Council.
- 53 There are a small number of properties with significant outstanding arrears over a number of years. There are processes prescribed in the legislation for collection of this long outstanding debt. In light of COVID-19, this will be considered very carefully and updates will be provided to the Council over the coming months.

Improved collection of outstanding water rates

- 54 A total of \$408,000 of water rates is overdue as at 31 March 2020, which is a 17% reduction from the same time last year (\$494,000 as at 31 March 2019). This significant reduction is due to the focus on collection by the Council over the last year in partnership with DMC.
- 55 Water rates payments received are first applied to water rate arrears. The chart below reflects the overdue and not-yet-due water rates as at 31 March 2020, 31 December 2019 and 31 March 2019.



- 56 The graph below details the total water rates outstanding by property use/type. The majority of the outstanding water rates are from residential properties.



- 57 \$280,000 or 69% of outstanding water rates relate to individual debtor balances of less than \$500.

- 58 Table 7 below details the total rate remissions approved to 31 March 2020 against the full year budget. Applications for rates assistance were posted to eligible property owners in December 2019, and we processed first batch of applications in February 2020.
- 59 Rates assistance grants are funded by rates and are a unique level of additional support provided by our Council to assist households in need. Further detail on the eligibility criteria can be found in the Council's rates remission policy.

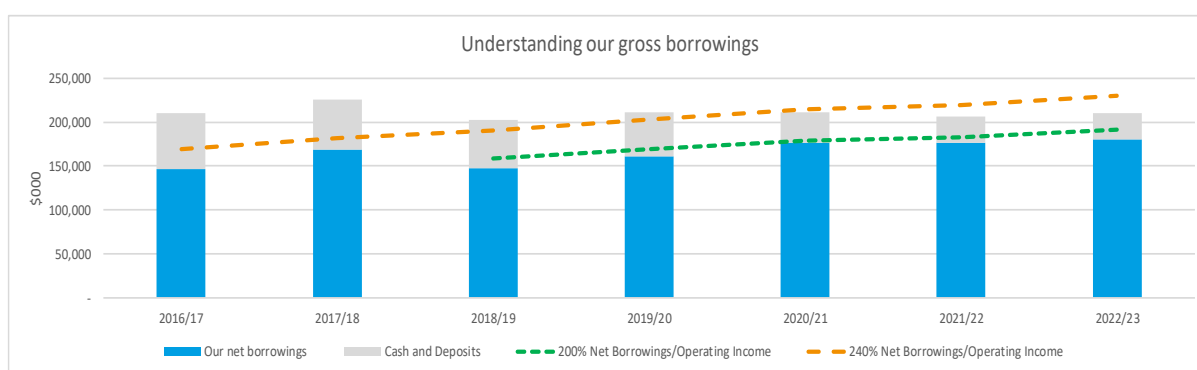
Table 7	Actual	Forecast	Budget	Variance
	\$000	\$000	\$000	\$000
Community properties (Council and private ownership), sporting, recreational and other community organisations	42	200	200	91
Residential rating units containing two separately habitable units	66			
Rates assistance including ongoing financial assistance, temporary financial assistance and water rates remission for vulnerable households	153	204	204	51
Total	261	404	404	143

- 60 Year to date, central government rates rebates have been granted for 1,974 Kāpiti properties totalling \$1.20 million. The Council provides the approved rates rebate (up to \$640 per rateable property) to the successful applicants and recovers the costs directly from the Department of Internal Affairs (DIA).
- 61 The Council actively promotes the Government rates rebate and remissions on radio, Facebook and through advertisements in the local papers and has worked with Grey Power and the Older Persons' Council to promote remissions and rebates more widely.
- 62 Kāpiti was one of three councils invited to take part in an online rates rebate trial during June 2019 with the DIA. The other councils involved in the trial were Tauranga and Hutt City. The online application was being trialled as an alternative to the current paper form, allowing customers to complete and submit an application at home without the need to provide supporting income information. Customers were still required to come into the Council to have their application and declaration witnessed. There is a Bill currently before Parliament, the Rates Rebate (Statutory Declarations) Amendment Bill, which proposes to remove the requirement to sign a statutory declaration and have it witnessed. The Council have submitted in support generally noting that there would need to be an alternative way to verify information provided if the statutory declaration was removed.

Part H: Treasury Management

SUMMARY

- 63 We talk about our borrowings as gross and net. Gross is the total and net is what we owe less our financial assets – essentially the cash and term deposits we hold to repay borrowings. To make sure we can always cover repayments when they are due, we start to build up funds in advance of the due date and put those funds into term deposits. Our net borrowings therefore reflect the true position of what we owe.
- 64 The graph below shows how our total borrowings break down into gross and net. It also shows our strategy to keep below 200% of operating income – represented by the green line. Currently our borrowings are forecast to be 190% of our operating income at the end of June. Looking at borrowing against income shows how well an organisation (or even an individual) is placed to handle and repay borrowings in the future.



- 65 It is one of the key measures used by Standard & Poor's when they assess our credit rating. While we could borrow more (up to 240% as outlined in our treasury management policy and shown by the orange dotted line), we chose to limit our borrowings to 200% of operating income and that becomes our 'green line'. This approach is so we can afford to replace significant water and wastewater infrastructure in the future.
- 66 The table below shows the Council's net borrowings as at 31 March 2020 against full year budget and the prior year.

Table 1	Mar YTD Actual \$000's	Full Year Budget \$000's	Full year 2018/19 \$000's
External debt	225,000	210,000	210,000
less borrower notes	(3,600)	(3,360)	(3,360)
less cash and cash equivalents	(67,073)	(45,200)	(59,086)
Net debt	154,327	161,440	147,554

- 67 \$20 million of long term borrowings matured during September 2019. This was repaid using a term deposit that had been built up over the last 18 months in advance of the maturity. This ensures there is adequate funding available when borrowings mature. We call this prefunding and it is a key tool used by the Council to manage our liquidity risk or risk that we may not have access to funding when we need it.
- 68 During the past quarter the Council has issued \$35 million of new debt. \$30 million was towards prefunding the April 2020, October 2020 and May 2021 debt maturities and \$5 million towards the current year capital works programme.

- 69 The table below shows the movement in the Council's debt balance for the past nine months.

Borrowings	Gross borrowings \$000	Explained by: Pre-funding borrowings				CAPEX
		TD Sept 2019 \$000	TD April 2020 \$000	TD Oct 2020 \$000	TD May 2021 \$000	
Opening balance 1 July	210,000	20,000	20,000	10,000		
New Long term debt issued YTD	35,000		5,000	10,000	15,000	5,000
Matured Long term debt	(20,000)	(20,000)				
Total	225,000	-	25,000	20,000	15,000	5,000

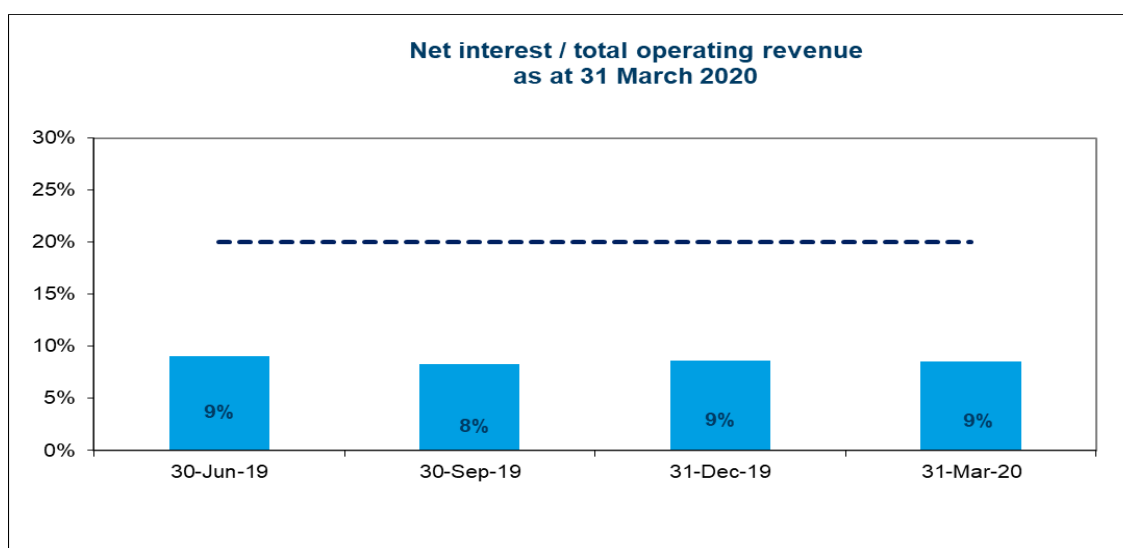
- 70 As at 31 March 2020, the Council had \$70.67 million of cash, term deposits and borrower notes on hand. This is broken down as follows:

Term deposits, cash & borrower notes	Term deposits to prefund borrowings \$000	Prefunding capex \$000	Borrower notes \$000	Cash \$000	Total \$000
LGFA debt maturing April 2020	25,000	-	-	-	25,000
LGFA debt maturing Oct 2020	20,000	-	-	-	20,000
LGFA debt maturing May 2021	15,000	-	-	-	15,000
Surplus cash	-	-	-	7,073	7,073
Borrower notes held	-	-	3,600	-	3,600
Total	60,000	-	3,600	7,073	70,673

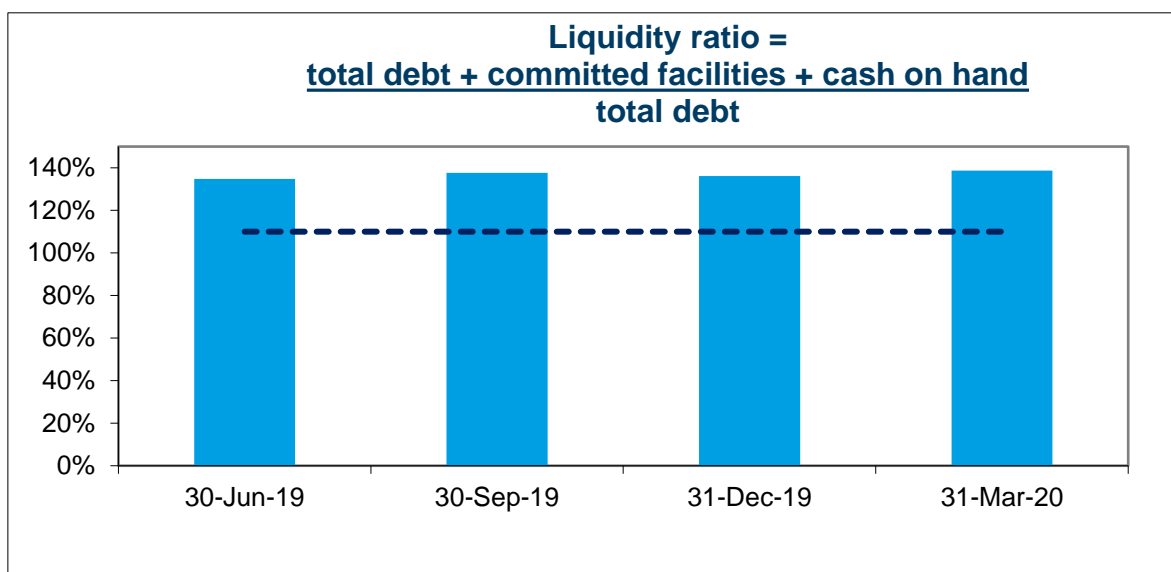
- 71 During March 2020, the Reserve Bank of New Zealand reduced the official cash rate (OCR) by 0.75%, from 1.0% to 0.25%, and indicated that it will remain at this level for at least the next 12 months.
- 72 The Council's weighted average cost of borrowing for the quarter ended 31 March 2020 was 4.19% compared to the budget of 4.8%.

Treasury policy limits

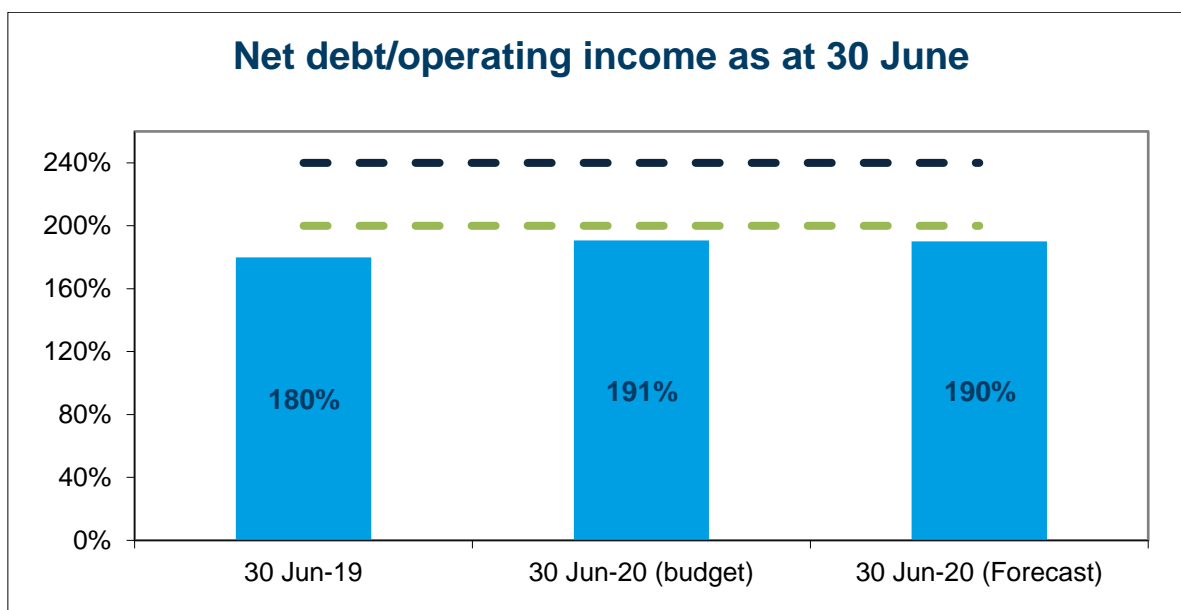
- 73 The treasury management policy (Policy) contains three financial ratios with either a maximum or minimum policy limit.
- 74 The Policy sets the maximum limit for the ratio of net interest expense to total operating revenue of 20%. The following chart shows actual limits achieved for each quarter.



- 75 The Policy sets the minimum limit for the liquidity ratio of 110%. This is a measure of the Council's available financial facilities compared to its current debt levels. The chart below shows actual limits achieved for each quarter.



- 76 The policy sets the maximum limit for net debt to operating income of 240%. This is a measure of the Council's ability to repay its debt from the operating revenue it receives during a given financial year. Council's preference is to be less than 200%.



Part I: Asset Revaluation

- 77 The Council's asset valuations are performed with sufficient regularity to ensure the carrying amounts are maintained at fair value. All valuations are performed by independent qualified valuers.
- 78 By maintaining asset values at fair value, the Council ensures that it best achieves intergenerational equity whereby ratepayers pay their fair share, and only their fair share, of the assets they use and benefit from.
- 79 From 1 July 2015, the Council transitioned to an annual rolling asset revaluation programme as set out below. We have completed asset revaluations as at 30 June each year in and were expecting to move to a 31 March 2020 revaluation date this year.
- 80 However due to the effects of COVID-19, we have reviewed this and have reverted to 30 June 2020 revaluation date. This is to ensure that our assets values have included any effect of COVID-19 which may impact on future years' depreciation charges and rates revenue requirements.

Asset classification	Revaluation date	Subsequent revaluation
Land and buildings (including land under roads revaluations)	30 Jun 2020	Every three years thereafter
Parks and reserves structures	30 Jun 2020	Every three years thereafter
Water, wastewater and stormwater (including seawalls and river control)	30 Jun 2020	Every two years thereafter
Roading and bridges, (excluding land under roads)	31 Mar 2021	Every two years thereafter

- 81 For the 2019/20 revaluation programme we have engaged WSP New Zealand Ltd (formerly Opus) to complete the 3 waters revaluation. Aon NZ Ltd have also been engaged for the revaluation of the Council's land, buildings, parks and land under road assets.
- 82 Both valuers are expected to provide the Council with draft revaluation reports in May 2020 to enable Officers' to complete their due diligence works on the assumptions underlying the revaluations. The final revaluation will be reported in the next Finance Update Report to the Council.

CONSIDERATIONS

Policy considerations

- 83 There are no policy implications from this report.

Legal considerations

- 84 There are no legal considerations arising from this report.

Financial considerations

- 85 The financial information as detailed in Parts A to I of this report is unaudited. Best endeavours have been made by all Council Officers' to ensure the accuracy, completeness and robustness of the financial information contained herein as at the time of issuance of this report.

Tāngata whenua considerations

86 There are no specific tāngata whenua considerations arising from this report.

SIGNIFICANCE AND ENGAGEMENT**Significance policy**

87 This matter has a low level of significance under the Council Policy.

Publicity

88 There are no publicity considerations arising from this report.

RECOMMENDATIONS

89 That the Council receives this report.

90 That the Council notes the actual financial performance and position of the Council for the nine months ended 31 March 2020.

91 That the Council notes the forecast financial performance and position of the Council for the year ended 30 June 2020.

APPENDICES

Nil

8.5 CONTRACTS UNDER DELEGATED AUTHORITY

Author: Jacinta Straker, Chief Financial Officer

Authoriser: Sean Mallon, Group Manager Infrastructure Services

PURPOSE OF REPORT

- 1 This report provides an update on any contracts over \$250,000 accepted under delegated authority for the period 1 January to 31 March 2020.

DELEGATION

- 2 The Council has delegated authority to consider this report

CONTRACTS

- 3 There were no contracts over \$250,000 accepted under delegated authority in this period.

CONSIDERATIONS

- 4 There are no legal, consultation and publicity considerations arising from this report.

SIGNIFICANCE AND ENGAGEMENT**Significance policy**

- 5 The Council's significance policy is not triggered.

RECOMMENDATIONS

- 6 That the Council notes there were no contracts accepted under delegated authority over \$250,000 for the period 1 January to 31 March 2020.

APPENDICES

1. Contracts Under Delegated Authority for the 2019/2020 year [↓](#) 

Strategy and Operations Committee meeting	Contract
5 December 2019 (covering the period 1 July to 31 September 2019)	Contract 2018/C210 – Stormwater Asset Renewals in Paraparaumu Catchment 7. The Contract was awarded to Interflow New Zealand Limited for the sum of \$640,227.
	Contract 2019/C247 – Kapiti Coast East West Connection Business Case. The Contract was awarded to Jacobs New Zealand Limited for the sum of \$268,726.
	Contract 2019/C250 – K9 Kapiti Road Shared Path Project. The Contract was awarded to Brian Perry Civil for the sum of \$1,156,919.
	Contract 2019/C278 – Traffic Counting Services 2019-2022. The Contract was awarded to Quik-Shot trading as AES Limited for the sum of \$265,486.
	Contract – Youth Development Centre (and satellite services). Zeal Education Trust continues the nine-year term contract (currently in year five). Three-year renewal at \$281,000 per annum.
5 March 2020 (covering the period 1 October to 31 December 2019)	Contract 2019/C313 – 2019/20 Minor Stormwater Capital Works in various locations. The Contract was awarded to Tatana Contracting Limited for the sum of \$367,300.
	Contract 2019/C314 – Districtwide Stormwater Quality Monitoring (48 months' contract). The Contract was awarded to Cardno New Zealand Limited for the sum of \$591,448.
	Contract – Animal Management Centre Renewal. The Contract was awarded to Focus Projects Limited for the sum of \$390,440.

8.6 POSSIBLE VOTING IN ELECTRA TRUST ELECTION 2020

Author: Leyanne Belcher, Democracy Services Manager

Authoriser: Janice McDougall, Group Manager People and Partnerships

PURPOSE OF REPORT

- 1 This report seeks the Council's decision on whether or not to exercise its voting right in the Electra Trust election 2020.

DELEGATION

- 2 Only Council may make this decision.

BACKGROUND

- 3 Electra is locally owned and controlled. The Trust represents households and businesses in Kāpiti and Horowhenua who are connected to the local Power lines provided by its operating company Electra Ltd. Electra is wholly-owned by its consumers (the beneficiaries) who, in 2020, totalled 45,300 from Paekākāriki in the south to Foxton and Tokomaru in the north. The 'shares' are held on behalf of the consumers by a Trust, elected under a Trust Deed to represent the owner's interests and protect their asset.
- 4 In accordance with the provisions of the Electra Trust Deed once a year, two of the six Trustees (the longest in office) must on a rotating basis either retire or re-stand for election, thus providing an annual opportunity for change in representation.
- 5 The Council is invited to consider the question of whether or not to exercise its voting right. Voting will close at noon on 12 June 2020.
- 6 In 2014, 2015, 2016, 2017, 2018 and 2019 the Council resolved not to vote.

ISSUES AND OPTIONS**Issues**

- 7 The Electra Trust has advised the following **timetable**

21 Feb	Call for nominations
24 April noon	Nominations closed
18 May	Voting papers sent out
12 June noon	Voting closes
14 June	Results published on Electra Trust website
18 June	Results in local newspapers
24 July	Results announced at Electra Trust AGM
- 8 The Trustees elect a Chair after each AGM. Sharon Crosbie CNZM OBE of Manakau is the current Chair, and the Trustees are Lindsay Burnell QSM of Ohau, Ray Latham of Paraparaumu, John Yeoman BBS ACA FCIS of Paraparaumu, Brendan Duffy ONZM,JP of Levin. Cr Janet Holborow is also a Trustee having been elected in 2018.
- 9 Lindsay Burnell, Kevin Burrows, Brendan Duffy and Neil Mackay are the nominated candidates standing for election to two trustee positions.
- 10 For the 2020 election, as the Council has 301 ICPs. For the year ending 30 June 2019 Council spent \$2,154,978 including GST on electricity (compared with \$2,171,790 in the previous year).
- 11 If the Council decides not to exercise its right to vote no further action will be required.

- 12 If the Council decides to exercise its right to vote the vote will be taken at the 11 June Council meeting.

CONSIDERATIONS**Policy considerations**

- 13 There are no policy considerations.

Legal considerations

- 14 There are no legal considerations.

Financial considerations

- 15 There are no financial considerations.

Tāngata whenua considerations

- 16 There are no tāngata whenua considerations.

SIGNIFICANCE AND ENGAGEMENT**Significance policy**

- 17 This matter has a low level of significance under Council policy.

Consultation already undertaken

- 18 No consultation is required.

Engagement planning

- 19 An engagement plan is not needed to implement this decision.

Publicity

- 20 There will be public interest in this decision so the decision will be communicated via the Councils regular communication channels.

RECOMMENDATIONS

- 21 That the Council exercise / will not exercise its right to vote in the 2020 Electra Trust election.

APPENDICES

Nil

8.7 REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND COMMUNITY BOARDS

Author: Tanicka Mason, Democracy Services Advisor

Authoriser: Janice McDougall, Group Manager People and Partnerships

PURPOSE OF REPORT

- 1 This report presents reports and recommendations considered by Standing Committees and Community Boards from 30 January 2020 to 14 May 2020.

BACKGROUND

- 2 Meetings took place on the following dates:

Ōtaki Community Board	28 January 2020
Waikanae Community Board	4 February 2020
Paekākāriki Community Board	11 February 2020
Strategy & Operations Committee	13 February 2020
Paraparaumu-Raumati Community Board	18 February 2020
Audit & Risk Subcommittee	20 February 2020
Grants Allocation Subcommittee (Heritage Fund)	20 February 2020
Strategy & Operations Committee	5 March 2020
Ōtaki Community Board	10 March 2020

- 3 In addition, the following meetings took place:

Older Person's Council 29 January 2020, 29 February 2020

Te Whakaminenga o Kāpiti 4 February 2020

Kāpiti Coast Youth Council 2 March 2020

Ōtaki Community Board

- 4 The Ōtaki Community Board met on 28 January 2020 to discuss the following:

- Consideration of Applications for Funding
- The 2009 Beach Bylaw Review
- Community – led coastal adaptation programme update
- WREMO introduction from Renee Corlett
- Confirmation of minutes
- Matters Under Action

- 5 The Ōtaki Community Board also met on 10 March 2020 to discuss the following:

Consideration of Applications for Funding

Confirmation of minutes

Matters Under Action

Waikanae Community Board

- 6 Waikanae Community Board met on 4 February 2020 to discuss the following:

- Signage Guidelines
- The 2009 Beach Bylaw Review Project
- Community - led coastal adaptation programme update
- WREMO introduction and role by Renee Corlett
- Proposed District Plan
- Confirmation of minutes
- Matters under action

Paekākāriki Community Board

- 7 The Paekākāriki Community Board met on 11 February 2020 to discuss the following:

- The 2009 Beach Bylaw Review Project
- Paekākāriki Surf Lifesaving Club, New Clubhouse; Jenny Rowan, Dale Evans and Matt Warren
- Community-led coastal adaptation programme update
- Presentation: Introduction to WREMO by Renee Corlett
- Confirmation of minutes
- Matters Under Action

Strategy & Operations Committee

- 8 The Strategy & Operations Committee met on 13 February 2020 to discuss the following:

- Draft submission on the Urban Development Bill
- National Policy Statement on Urban Development Capacity - Quarter 2 Monitoring Report
- Recent submission on the Public Service Legislation Bill

- 9 The Strategy & Operations Committee also met on 5 March 2020 to discuss the following:

- Kāpiti Coast Youth Council Update 2020
- Kapiti Coast Older Persons' Council update 2020
- Cycleways Walkways and Bridleways Advisory Group - Terms of Reference Review
- Finance Report as at 31 December 2019

- QUARTERLY ACTIVITY REPORT
- Contracts Under Delegated Authority
- Food Stall Approvals at Markets, Events and other sites Policy
- Submission on Draft National Policy Statement on Indigenous Biodiversity
- Kāpiti Economic Development Strategy: 2020/21 Major Events Fund Process

Paraparaumu-Raumati Community Board

- 10 The Paraparaumu-Raumati Community Board met on 18 February 2020 to discuss the following:
- Consideration of Applications of Funding
 - The 2009 Beach Bylaw Review Project
 - Community – led coastal adaptation programme update
 - Kapiti Community Patrol Update
 - Confirmation of minutes
 - Matters Under Action

Audit & Risk Subcommittee

- 11 The Audit & Risk Subcommittee met on 20 February 2020 to discuss the following:
- Proposal to conduct the audit of the Council on behalf of the Auditor-General for 2020, 2021 and 2022 financial years
 - Ernst and Young Audit Plan for the year ended 30 June 2020
 - Timetable for the Audit Plan for the year ended 30 June 2020
 - Update on key 2018-19 Audit Findings
 - Quarterly Treasury Compliance Report
 - Ombudsman Investigation into Christchurch City Council LGOIMA Practices
 - Risk Management - Business Assurance Update
 - Health and Safety Quarterly Reports: 1 July 2019 - 30 September 2019; and 1 October 2019 - 31 December 2019
 - Update on Ombudsman and Privacy Commissioner Investigations and Litigation Status Report
 -

Grants Allocation Subcommittee (Heritage Fund)

- 12 The Grants Allocation Subcommittee (Heritage Fund) met on 20 February 2020 to discuss the following:
- Heritage Fund Grant Allocations 2019-20

Older Person's Council

13 The Older Person's Council met on 29 January 2020 to discuss the following:

- Welcome and safety briefing
- Apologies
- Previous Minutes
- General Business: OPC structure, Presentation of potential work programme
- Road Safety Advisory Group Update every second month and items to take to group every other month
- CWB Advisory Group Update every second month and items to take to group every other month
- Report back from workgroups, Age Friendly, Events, Policy & Submission
- Round the table discussion

14 The Older Person's Council also met on 29 February 2020 to discuss the following:

- Welcome and safety briefing
- Apologies
- Previous Minutes
- KCDC Long Term Plan and Annual Plan submission process
- Beach Bylaw
- OPC Work Plan
- Nominations for Chair and leads of Groups
- Letter re bylaw
- CWB Advisory Group Update every second month and items to take to group every other month
- Road Safety Advisory Group Update every second month and items to take to group every other month
- Report back from workgroups, Age Friendly, Events, Policy & Submission
- Round the table discussion

Te Whakaminenga o Kāpiti

15 Te Whakaminenga o Kāpiti met on 4 February 2020 to discuss the following:

- Confirmation of minutes
- NPS-UDC Quarterly Monitoring Report and Annual Update
- Memorandum of Partnership – Document Review
- Sustainable Transport Strategy

Kāpiti Coast Youth Council

16 The Kāpiti Coast Youth Council met on 2 March 2020 to discuss the following:

- Councillor's Update

- Te Anamata Update
- Tuia Representative
- ZEAL Update
- KYS Update
- Intergenerational Human Library
- Youth Week
- Work Ready Kāpiti Update
- Secrets of Kāpiti
- Council Workshop & Presentation
- Kāpiti Enviro Youth Summit
- Creative Communities Representative

RECOMMENDATION

- 17 That Council receives this report (Reports and Recommendations from Standing Committees and Community Boards).

APPENDICES

Nil

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

Author: Grayson Rowse, Democracy Services Advisor

Authoriser: Leyanne Belcher, Democracy Services Manager

RECOMMENDATIONS

That the minutes of the Council meeting on 14 May 2020 be accepted as a true and accurate record of the meeting.

APPENDICES

1. Minutes of Council Meeting 14 May 2020 [↓](#) 

**MINUTES OF KAPITI COAST DISTRICT COUNCIL
COUNCIL MEETING
HELD VIA ZOOM
ON THURSDAY, 14 MAY 2020 AT 9.30AM**

PRESENT: Mayor K Gurunathan, 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, Cr Holborow (late)

IN ATTENDANCE: Wayne Maxwell, Natasha Tod, Sean Mallon, Janice McDougall, Mark de Haast, James Jefferson, Tim Power, Jacinta Straker, Tanicka Mason, Grayson Rowse, Angela Bell, Alison Law, Jason Holland, Rupene Waka, Ian Clements, Christine Papps, Jill Griggs, Kathy Spiers, Rob Cross

APOLOGIES: Deputy Mayor Janet Holborow

LEAVE OF ABSENCE: Nil

1 WELCOME

2 COUNCIL BLESSING

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

3 APOLOGIES

RESOLUTION 2020/3

Moved: Mayor K Gurunathan

Seconder: Cr Gwynn Compton

That apologies from Deputy Mayor Janet Holborow be received and accepted.

CARRIED

4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

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 (advise to be provided to the Chair prior to the commencement of the meeting)

MATTER OF AN URGENT NATURE

Notification of urgent matter notified to Mayor by Cr McCann. Councillors McCann, Cootes, Randall, Compton, Prvanov, Halliday,

RESOLUTION 2020/4

Moved: Cr Robert McCann

Seconder: Cr James Cootes

- a. That Council directs Martin Jenkins to release the Organisation Review Report within the next 30 days.
- b. That the Report be released at the same time to the Mayor, Councillors, Board Chairs and CEO followed by a briefing of councillors by Report author, Tom Gott.
- c. That the report be released to board members and the public after the briefing of councillors by Mr Gott.
- d. That councillors release a press release following the briefing.
- e. That at an appropriate time, after the release of the Report, the CEO tables a short position paper on the steps needed by management to progress any relevant recommendations made by the Report.
- f. That the Council recognises the uncertainties around the Alert Levels associated with Covid-19 may potentially have a bearing on the above."

CARRIED

Cr Prvanov entered the meeting at 9.48am

Deputy Mayor Janet Holborow returned to the meeting at 9:50 am.

Cr Elliott entered the meeting at 9.52am.

7 MAYOR'S REPORT**7.1 MAYORS REPORT****RESOLUTION 2020/5**

Moved: Cr Jackie Elliott

Seconder: Deputy Mayor Janet Holborow

That the Mayor's report be received

CARRIED

Appendices

- 1 Mayor's Report to 14 May 2020

7.2 TABLING OF LETTER

Cr Handford tabled letter. Cr Handford, Holborow, Cootes, McCann, Elliott spoke to the report. Cr Randall requested the resolution in writing.

RESOLUTION 2020/6

Moved: Cr Sophie Handford
 Seconder: Mayor K Gurnathan

That "A Green Recovery for Kāpiti' Open Letter' from Low Carbon Kapiti and the Kapiti Climate Climate Action Group be tabled, with the understanding that staff will report on opportunities and issues raised in this Open Letter, during their regular recovery briefings.

CARRIED

8 REPORTS**8.1 DECISION ON PROPOSED DISTRICT PLAN VARIATION 3 – COUNTY ROAD ŌTAKI LOW DENSITY PRECINCT.**

Deputy Mayor Janet Holborow declared an interest in this item and took no part in the discussion or voting on the matter.

Jason Holland presented report and took questions from members.

RESOLUTION 2020/7

Moved: Cr James Cootes
 Seconder: Cr Angela Buswell

- a. The Variation be accepted as notified (set out in **Appendix [2]**) and that all submissions on the Variation be accepted or rejected to the extent set out in the Commissioners' report **[Appendix 4]**; and
- b. Council give notice of its decision on submissions to Variation 3 under Clause 10 of the First Schedule of the Resource Management Act 1991.

CARRIED

8.2 SUBMISSIONS AND RECOMMENDATIONS FOR PROPOSED VARIATIONS 4 (A-H) TO THE KAPITI COAST DISTRICT COUNCIL PROPOSED DISTRICT PLAN – MISCELLANEOUS CHANGES & CORRECTIONS

Jason Holland presented report and took questions from members.

RESOLUTION 2020/8

Moved: Deputy Mayor Janet Holborow
 Seconder: Cr James Cootes

- a. Determine that Variation 4F is to be considered and decided without a hearing pursuant to Clause 8C of Schedule 1;
- b. Adopt the recommendations in the section 42A report to accept the submission in part and to amend the provisions of Variation 4F as recommended, and approve all other Variations as notified in accordance with Clause 10 of Schedule 1;
- c. Adopt the section 32AA evaluation which covers the amendment to Variation 4F.

CARRIED

The meeting adjourned at 11:24 am and resumed at 11.32 am.

8.3 LOCAL GOVERNMENT FUNDING AGENCY AMENDMENT TO BORROWING PROGRAMME

Ian Clements presented the report and answered questions from members. The Chief Executive replied to questions also.

RESOLUTION 2020/9

Moved: Cr James Cootes
Seconder: Cr Angela Buswell

- a. That the Council receives the report on the proposed amendments to the Local Government Funding Agency's borrowing programme documentation, including the amended and restated documents attached as Appendices 1, 2 and 3 to the report.
- b. That the Council delegates the Mayor, and the Chair of the Strategy and Operations Committee to execute the following deeds:
 - i. Amendment and Restatement Deed (Multi-Issuer Deed)
 - ii. Amendment and Restatement Deed (Guarantee and Indemnity)
 - iii. Amendment and Restatement Deed (Notes Subscription Agreement)
- c. That the Council delegates the Chief Executive to execute the Chief Executive Certificate and such other documents and take such other steps on behalf of Council as the Chief Executive considers necessary to execute the Amendment and Restatement Deeds given above.

CARRIED

Division called:

For: Crs K Gurunathan, Janet Holborow, Angela Buswell, James Cootes, Gwynn Compton, Jocelyn Prvanov, Martin Halliday, Sophie Handford, Robert McCann and Bernie Randall

Against: Cr Jackie Elliott

CARRIED 10/1

8.4 RATES REMISSION FOR CONSERVATION PURPOSES

RESOLUTION 2020/10

Moved: Cr Jackie Elliott

Seconder: Deputy Mayor Janet Holborow

That the Council approves the amounts of rates remission to the properties set out in Appendix 2 of this report in accordance with Council's Policy for Rates Remission for Land Protected for Natural or Cultural Conservation Purposes.

CARRIED

8.5 SUBMISSIONS ON THE GOVERNMENT POLICY STATEMENT FOR LAND TRANSPORT 2021 AND DRAFT NEW ZEALAND RAIL PLAN

RESOLUTION 2020/11

Moved: Cr Gwynn Compton

Seconder: Cr James Cootes

That the Council approves the submissions on the GPS 2021 and DNZRP.

CARRIED

9 CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

RESOLUTION 2020/12

Moved: Cr James Cootes

Seconder: Deputy Mayor Janet Holborow

That the minutes of the Emergency Council meeting on 25 March 2020 be accepted as a true and accurate record of the meeting.

CARRIED

RESOLUTION 2020/13

Moved: Mayor K Gurunathan

Seconder: Cr Robert McCann

That the minutes of the Council meeting on 30 April 2020 be accepted as a true and correct record of the meeting

CARRIED

10 PUBLIC SPEAKING TIME

- Covering other items if required
- Public Speaking Time responses

11 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil

12 PUBLIC EXCLUDED REPORTS

Nil

The Council meeting closed at 11.57am.

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CHAIRPERSON

10 PUBLIC SPEAKING TIME

- Covering other items if required
- Public Speaking Time responses

11 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
12.1 - Air Service Restart in Kapiti	<p>Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</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>	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