



APPENDICES

**Council Meeting
Under Separate Cover**

Thursday, 25 June 2020

Table of Contents

8.2 Adoption of 2020/21 Annual Plan
Appendix 1 Annual Plan 2020/21..... 4



About our annual plan

Our Annual Plan sets out for our community the activities we intend to undertake in that year. Kapiti Coast District Council has broad responsibilities required by law and we provide a range of services to the Kāpiti community. To direct our activities effectively and ensure we manage our budget and ratepayers' money responsibly, we work to clear priorities and detailed plans.

Long Term Plan sets direction

Our overarching plan is the long term plan (LTP). Currently we are working within our *Toitū Kāpiti* Long Term Plan 2018-38 which we adopted in June 2018 after extensive engagement and consultation.

Our LTP describes the Council's vision for the district for 20 years with a focus on the first three years. It outlines the service levels and activities we provide, major work underway and projects planned for the future. The LTP also shows the ways in which the Council contributes to our community's wellbeing – social, economic, environmental and cultural. Considering these 'well beings' has been reinstated as a legislative requirement of councils from May 2019.

We develop an LTP every three years and an annual plan in each of the following two years to detail any changes to the LTP. The annual plan, together with the LTP, becomes the basis for monitoring and evaluation, and reporting to our community – through our annual reports and other updates.

Annual Plan progresses the Long Term Plan

This annual plan is year three of our *Toitū Kāpiti* Long Term Plan 2018-38 – the final year of the three-year focus. It is based on the work programme and budget outlined in the LTP for 2020/21 and progresses the work begun in the first two years of the LTP.

Our 2020/21 Annual Plan is largely as set out in the projected work programme for the year in the LTP. It incorporates minor changes to the timing of some projects

and some small budget adjustments. These changes are highlighted in the Our activities and services section (pages 23-35).

Annual Plan focuses on informing community

The content of this annual plan complies with the Local Government Act 2002, which aims to make annual plans more user friendly and accessible.

The legislation requires that annual plans only include 'significant or material' changes from the long term plan. Where there has been no change to our planned activities for 2020/21, details of the work programme can be found in the *Toitū Kāpiti* Long Term Plan 2018-38 on our website at kapiticoast.govt.nz/long-term-plan or at one of our service centres or libraries.

Council is happy to explain or clarify its activities. If you have questions any time during the year, you can email kapiti.council@kapiticoast.govt.nz or phone 0800 486 486.

The Annual Plan reflects COVID-19 impacts and includes recovery support initiatives

The extent of the impacts of COVID-19 became apparent as Council was developing the draft Annual Plan. As soon as Council became aware of how significant the pandemic was and the likely long term effects, we decided to review the draft plan. This meant a review of proposed additions, our overall budget, and fees and charges. Council considered the impact of rates on the community at this time, and the assistance we could provide for rates relief and other ways in which we could help ease the burden for people who had been significantly impacted financially.

This Annual Plan includes specific funding for COVID-19 response and recovery initiatives and outlines our initial package of support. Further initiatives will be explored as we get more information about how our community has been affected and will be delivered as part of the Annual Plan.

Contents

Our direction

Foreword from the mayor	5
Vision from our tāngata whenua partners	7
Our plan on a page	8
Overview from the chief executive	9
Our COVID-19 response and recovery	10
Major activities for 2020/21	12
Financial overview	14
Rates for 2020/21	18

Our activities and services

Infrastructure	
• Stormwater	23
• Access and transport	23
• Coastal management	23
• Water	24
• Wastewater	24
• Solid waste	24
• Cost of activity statements	25
Community services	
• Parks and open space	28
• Recreation and leisure	28
• Economic development	28
• Community facilities and community support	29
• Cost of activity statements	30
Planning and regulatory services	
• Districtwide planning	32
• Regulatory services	32
• Cost of activity statements	33
Governance and tāngata whenua	
• Governance and tāngata whenua	34
• Cost of activity statements	35

Our finances

Prospective financial statements	39
Prospective statement of reserve and special funds	41
Prospective funding impact statement - council wide	43
Significant accounting policies	44
Funding impact statements	52
Forecast capital spending	74
Disclosure statement	81
Forecast rating units	82
Schedule of user fees and charges	83

Our governance

Your elected members	116
Council committees	118



Our direction

Working with the local community and our iwi partners the Council has developed a vision, long term goals and 10-year outcomes for Kāpiti.

Our key strategies will help us move in the right direction, and input from Kāpiti people and organisations throughout the process has helped ensure that the outcomes we're working towards reflect the aspirations, and the concerns, of our district.

In this section you'll find

Foreword from the mayor	5
Vision from our tāngata whenua partners	7
Our plan on a page	8
Overview from the chief executive	9
Our COVID-19 response and recovery plan	10
Major activities for 2020/21	12
Financial overview	14
Rates for 2020/21	18

Foreword from the mayor

Tēnā koutou katoa

On behalf of your Council, I'm pleased to share with everyone in our community our finalised plan for 2020/21 – the plan for year three of our Toitū Kāpiti Long Term Plan 2018-38.

The plan for this coming year is different from any other, because a significant part of it is concerned with our response to the unprecedented impacts of the COVID-19 pandemic. Your Council has been unanimous that our priority for this year is to focus on our district's essential infrastructure and services and support our community to recover and rebuild. This was endorsed by the Community Boards who helped shape our adjusted plan and I am very grateful for their contribution.

This Annual Plan outlines our work programme for the year, as per our Toitū Kāpiti Long Term Plan 2018-38 (LTP), and our early initiatives to help our residents and businesses recover from the impacts of the pandemic.

It is very heartening that as we have been finalising this plan, it seems, that in New Zealand at least, we have passed the peak of the virus in terms of public health. This is a great testament to the efforts and commitment of our communities. However, Council is mindful that the impacts of the pandemic are wide ranging and have been severe for some people.

We are also conscious that all the impacts and flow-on effects may not be apparent or fully understood for some time. Council has been clear that we need to remain responsive to the needs of our community and this Annual Plan must be flexible. We will be continuously monitoring and will adjust the plan if we need to. This may mean that some projects in our work programme do not progress as

fast, or it may mean we reprioritise some funding and introduce additional support initiatives. We will share with you any significant changes we need to make.

Our work programme

While we are dealing with a challenging situation there are many good things continuing to happen across the district.

Our main projects for this year are based on the work programme for year three of the LTP. These projects are focused on essential infrastructure and development of our district, both of which are important for our recovery. Many of them continue work already underway or in preparation which will provide both immediate benefits such as our stormwater programme and long term value for our community such as the upgrading of our Otaki and Waikanae water treatment plants and the continued development of Otara Park.

Our initiatives to respond to COVID-19

Alongside our LTP projects we will deliver a special COVID-19 recovery plan. This will range across our activities, from working with community organisations and our iwi partners around welfare needs and resilience, to initiatives to encourage local business recovery. Our immediate actions – which we got underway in April provided practical support for people and organisations hit particularly hard by the lockdown. So far, we've been able to help around 90 people and businesses through our package of initiatives – see more on page 10.

Longer term responses will be developed as we have more information about the specific impacts on our district and can determine the best way Council can help. What else we do will also depend on further Government action.

Central government's role and Council's role

Our approach recognises that central government has the lead role in providing income and business support to New Zealanders affected, and in driving economic recovery. Our main role as a local authority is to maintain essential services and complement the Government's relief and stimulus initiatives where we can, including helping people and businesses access the support the Government provides.

Rates for 2020/21

Council looked long and hard at what our rates needed to be for 2020/21, in order to continue to deliver services to our community and play a role in our district's recovery from COVID-19.

Council has set the average rates increase at 2.6% – which is around \$1.65 more per week per ratepayer. This increase is as low as we can make it without cutting services or taking on an irresponsible level of debt.

When we agreed our LTP with the community in June 2018, the rates projection for 2020/21 was 3.8%. Prior to the pandemic we had planned to consult on an increase of 5.7%, which included stepping up action to reduce carbon

emissions and improving housing access and affordability. Reducing the increase to 2.6% means we can't do those extra things, but we can continue planned infrastructure projects and support the community through recovery.

Help with rates

Council recognises that any rates increase has an impact, particularly for those in our community on fixed incomes and, at this time, those affected financially by the pandemic. We increased the rates relief available for the last quarter of the 2019/20 financial year for people and businesses struggling financially because of COVID-19. For 2020/21 we will continue to offer Council's existing rates relief and support people to access Government rates rebates.

No increases to water rates or fees and charges

In addition to property rates, we are aware people may also struggle with water rates and fees for services like dog registration. For 2020/21, we will keep water rates the same as last year, and we will not increase fees or charges apart from some minor adjustments. Help with water rates for families with high water costs will continue to be available.

Our Annual Plan budget

To keep the rates increase to 2.6%, we will slow down our planned repayment of borrowings for asset replacement, including our water supply, and remove inflation from operating budgets. We will also keep capital spending under \$38 million. Council believes this is the right thing to do given the current situation, and it is manageable for the coming year.

However, from the following year, we will need to get back on track in repaying debt to be able to afford to borrow in the future for the significant water, wastewater and stormwater asset replacements our district will need from around 2040.

Sharing our draft plan and considering feedback

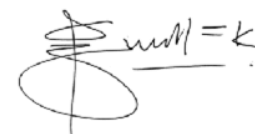
During May, we invited feedback on our draft annual plan, and five organisations and six individuals responded. Several of these were proposals which we will consider as part of the long term planning process during the year. Other feedback focused on the financial impacts of the pandemic and concerns about the level of rates increase and Council costs. Council acknowledges these concerns. As we go through the year, we will look for opportunities to trim costs without reducing services, which we know the vast majority of the community want to see maintained.

Later this year we will begin to shape our next long term plan. This will be an opportunity to consider – as a community – how we can move forward on our big priorities such as climate change mitigation and adaptation and housing access and affordability. We will also agree our longer term strategy for fully rebuilding from the pandemic and continuing to develop our community's resilience.

Thank you, Kāpiti

On behalf of Council, I want to thank you all for your response to the pandemic so far, and to thank you in advance for the unity and resilience and ongoing care for each other we will need as we recover. Our long term plan is titled 'building a stronger Kāpiti together' and that remains the focus of this Annual Plan. I have great faith in the people who make our wonderful district home, and I feel positive that, while this will be hard, we will ultimately emerge stronger. Toitū te whenua, toitū te wai, toitū te tāngata, toitū Kāpiti.

Ngā mihi



K Gurunathan
Mayor



Vision from our tāngata whenua partners

Whatungarongaro te tāngata
toitū te whenua

As man disappears from sight,
the land remains

Since 2004, tāngata whenua have been involved in the development of the Council's long term plans and associated annual plans. The Long Term Plan outlines the relationship between the tāngata whenua of the Kāpiti Coast District – Te Āti Awa ki Whakarongotai, Ngāti Raukawa and Ngāti Toa Rangatira; including whānau and hapū – and the Council (see pages 9-12 of *Toitū Kāpiti* Long Term Plan 2018-38).

Our iwi in Kāpiti

Firmly established as tāngata whenua of this District since the 1820s-1830s, our whānau, hapū and iwi are obligated and privileged to undertake our role as kaitiaki (guardians) in the management and preservation of the natural environment. In 1840, when our ancestors signed the Treaty of Waitangi, our expectation was clear, that we would be guaranteed 'tino rangatiratanga' (full authority) over 'taonga' (treasures, which may be intangible). This is observed through the process of 'kaitiakitanga', the management of the environment based on te ao Māori, the traditional Māori world view.



Kāpiti Coast District Council – Annual Plan 2019/20

As tāngata whenua we assert recognition of cultural values and practices in the management of the environment based on the following principles:

- the belief that our cultural practices have a very strong environmental basis and enhance the management process
- our obligation, as kaitiaki, to protect the natural world, and
- the belief that spirituality is integral to the connection between Māori culture and tradition and the environment.

Te Whakaminenga o Kāpiti partnership

In 1994, we formed a unique partnership with the Council by way of the 1994 Memorandum of Partnership. In 2019, this partnership reached 25 years, the longest example in New Zealand of three iwi working with a district council to exert our kaitiaki within the planning of the district's resources. The memorandum was reviewed and re-signed in 2017 and in 2020 we plan to recommit to the partnership again.

Te Whakaminenga o Kāpiti is a partnership committee for decision-making and collaborative engagement on mutually agreed priorities.



Our three iwi have a deep commitment to the Kāpiti Coast District through our whakapapa. The health, wellbeing and prosperity within our iwi and community motivates us to work in partnership with the Council to achieve the best possible outcomes for us all.

Me huri whakamuri, ka titiro
whakamua

In order to plan for the future, we
must look to the past





Overview from the chief executive

Implementing year three of our Toitū Kāpiti Long Term Plan 2018-38 through this coming year will see us deliver major infrastructure improvements while supporting our community to recover and rebuild from the impacts of the pandemic.

Major work focuses on core services

Our work programme this year includes key work on the essential infrastructure that households and businesses use day-to-day.

This includes work across the district on our stormwater systems to fix flooding risks, continuing our drinking water safety and resilience programme and renewing our footpaths. Long standing projects such as the Paekākāriki seawall will progress and we will consult with the Waikanae community about a long term solution for the library.

As the Mayor has noted, our major projects' emphasis on infrastructure and development will help keep our local economy moving.

Staged response to COVID-19 recovery

We are taking a staged approach to supporting the district's recovery from the impacts of the COVID-19 pandemic. Our staff swung into action in immediate response to the pandemic, with a package of support ranging from direct welfare assistance to setting up payment plans for rates during lockdown. Our community and economic development teams are working on longer term recovery responses, which we will shape up and implement as we have detailed information about how the district is faring and what help would be most relevant. Our engagement with iwi and community organisations and business groups is key to us developing a cohesive response and providing appropriate support.

Ongoing monitoring of budgets and needs

Throughout the year we will look for opportunities to lower spending or to defer work without putting core services at risk. We have already applied for central government funding for some of our major infrastructure projects and five of them are being considered.

Managing our district's finances sustainably

Compared with many other councils, Kāpiti is more dependent on rates income to fund core services and development. We face extra costs this year, such as meeting the Government's new drinking water safety reporting requirements and the cost of insuring our district's assets has also gone up.

The average rates increase of 2.6% translates to an additional \$2.1 million for operating expenses. The majority of the rates increase will be used to fund the increased costs of depreciation.

Over the past five years we have been implementing a strategy to transition to fully funding depreciation of our assets through our income from rates, so that we are in a strong position to borrow in the future when we need to invest in new infrastructure. In our long term plan we had intended to continue this strategy, however, we will now slow that down for 2020/21.

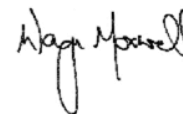
We have been fortunate in the last couple of years to be able to keep borrowings lower due to increased development contributions and proceeds from property sales and have been steadily paying down debt. This has helped us be in a position to adjust our borrowings and

repayments for the coming year to limit the cost to the community.

Emphasis on wellbeing

Last year the Government reinstated into the Local Government Act the four 'wellbeings' – social, economic, environmental and cultural. Our strategic direction – as shown in the plan on a page – reflects Council's overall focus on wellbeing and as we develop projects and deliver services we consider how we can contribute to each aspect. As examples, our work on housing contributes to social wellbeing and our action with our regional partners on coastal impacts contributes to environmental wellbeing.

The focus on wellbeing is particularly timely for this Annual Plan as we strive to keep delivering all the services we're responsible for and support our district's recovery.



Wayne Maxwell
Chief Executive



Our COVID-19 response and recovery

A key decision for this year's Annual Plan was to integrate our COVID-19 response and recovery activities into the Annual Plan and allocate specific funding for them.

Council had begun preparing the draft annual plan earlier in the year but as soon as the impacts of the pandemic became apparent, we reviewed our planned work programme and budgets, and considered how the Council could contribute to the relief and stimulus initiatives led by central Government.

A staged approach to supporting recovery

Council is taking a staged, three-pronged approach to helping our community deal with the impacts of the pandemic. The three stages are: sustain, restore and rebuild. The sustain stage began with our immediate response from April 2020 and continued through the last quarter of the 2019/20 year. In the 2020/21 Annual Plan period (1 July 2020 to 30 June 2021) we will be focusing on assisting our community and businesses to restore and rebuild.

Specific funding allocated in budget

We have budgeted \$250,000 for specific COVID-19 recovery activities in this Annual Plan. Council may also reprioritise other funding and refocus planned activities.

Between April and the middle of June 2020, Council spent around \$145,000 to support people and businesses facing significant financial hardship because of the pandemic. This money funded Council's immediate support package – see next page.

Monitoring the impacts and projections for recovery

Council has been monitoring the impacts of the pandemic and gathering information from iwi, community groups and businesses about how the district is faring and we will continue to do this throughout the year. We have also kept in close touch with our regional partners and the central government organisations we engage with particularly about the support available for people and businesses affected.

We have sought specialist advice about the impacts on our district's economy and the projections for our recovery so we can consider how Council can best assist. The following points are taken from a report by Infometrics prepared in May¹.

All regions and districts will be hard hit by the pandemic. By comparison to other parts of New Zealand, the hit to Kāpiti's economy is slightly less than the national decline. Construction activity is expected to decline, alongside retail trade, but health care and social assistance activity will hold up better. Lower exposure to international tourism also resists a further fall in activity.

Kāpiti's GDP is forecast to contract by 7.0% over the year to March 2021, compared with an 8.0% contraction in the national economy. Construction and household-spending related sectors are most affected.

We expect around 1,600 jobs to be lost in Kāpiti by March 2021. Job losses will push the unemployment rate to 8.3% from its current rate of 3.7% but will remain below the national average (estimated to peak at 9.5% in the September 2021 quarter).

Low-skilled workers will bear the brunt of the job losses, with over 700 low-skilled workers expected to lose employment.

Since this report we have received data which indicates that spending in the local economy is beginning to recover. We will continue to monitor this and other economic and social indicators.

Initiatives being explored

As the Annual Plan gets underway, we are working with community organisations, iwi and business groups on ideas for initiatives Council can support or assist with.

How we respond through the year will also depend on what additional action central government takes. An important part of our response is helping our district's families, businesses and organisations get the support the Government is offering and helping people make use of the incentives the Government provides. On behalf of the district, we have applied for funding for some of our infrastructure projects – see Major activities.

¹ Economic Impacts of the COVID-19 pandemic on the Kāpiti Coast District – Early Estimates for Kāpiti Coast District Council, May 2020, Infometrics

Response initiatives delivered

Council responded to the impacts of the pandemic as soon as the impacts became clear and many staff were involved with response activities beginning in March.

Our first action to assist with the impacts of the pandemic was to activate our emergency management office and set up a welfare desk. This involved Council staff helping residents with accessing central government help and providing direct support where people were vulnerable and isolated.

We also worked with our three iwi who have developed their own response plans.

During the level 4 lockdown period, the Council announced a set of practical actions to provide immediate help to those households and businesses that were struggling financially due to COVID-19.

These initiatives were put in place from 9 April 2020 and continued through to the end of June 2020. Some of the initiatives will continue into 2020/21.

For residents, ratepayers and businesses who have been financially impacted by COVID-19 we:

- Offered a six-month rates payment deferral for property and water rates instalments due between 1 March 2020 and 30 June 2020, for when payment plans of up to two years were arranged.
 - **By mid-June, more than 80 people had applied and around \$32,000 had been deferred.**
- Removed penalties for late payment of property and water rates due between 1 March 2020 and 30 June 2020.
 - **By the end of June 2020 we expect to reverse around \$32,000 of penalties.**
- Offered 90-day credit terms for other payments due to Council, such as sports ground fees and solid waste charges.

In our support package we also:

- Refunded a quarter of fees for food, alcohol and outdoor dining licenses fully paid in 2019/20 (we did this automatically).
 - **Around \$70,000 in fees credited to local businesses.**
- Allowed Community Boards to repurpose unallocated discretionary grant funding for 2019/20 towards COVID-19 response initiatives.
 - **For example, the Paraparaumu/Raumati Community Board funded a trailer for the Shed Project to deliver firewood during lockdown.**
- Refunded consent deposits and fees where an applicant requested to withdraw their application.
- Paid suppliers faster – within seven days of receiving invoices, where possible. (Continues into 2020/21).
- Increased weighting for local businesses in procurement processes. (Continues into 2020/21).
- Waived major Council commercial tenants' rent payments for three months.
- Allowed community organisations to repurpose remaining social investment grants in 2019/20.
- Extended library loans to 4 June 2020.

Major activities for 2020/21

In 2020/21, year three of our Toitū Kāpiti Long Term Plan 2018-38, we aim to deliver on the work programme and budget as projected in the Long Term Plan (LTP). There are minor adjustments to a few projects and those are shown in the section *Our activities and services* (pages 23-34). Our key pieces of work are highlighted here. All detailed information is provided in the LTP.

Along with these projects, we'll continue to deliver all the day-to-day services we provide in the community and respond to issues that come up.

Continue our drinking water safety and resilience programme

We will:

- start Hautere/Te Horo drinking water safety upgrades – \$1.3 million
- complete the upgrade of the Ōtaki water treatment plant – \$3.5 million
- continue the upgrade of the Waikanae stage 2 treatment plant – \$1.9 million.

Improve our wastewater treatment infrastructure

We will complete inlet works for Paraparaumu wastewater treatment plant – \$1.8 million.

Improve our local roads

We will:

- continue SH1 revocation works – \$1.3 million.
- increase footpath renewal budget by 51% to \$1.7 million (the increase is fully funded by NZTA).

Address flood risks

We will continue our stormwater programme to protect homes from flooding and improve downstream flow – \$4.2 million.

Through the LTP we prioritised each stormwater project based on risk. In 2020/21 the following projects are scheduled:

- | | |
|----------------------|--|
| • Amohia catchment | • Paraparaumu catchment asset renewals |
| • Amohia Street | |
| • Kākāriki Stream | |
| • Kena Kena | • Riwai Street |
| • Moa Road floodwall | • Sunshine Avenue |
| • Ōtaki Beach | • Titoki Street |

Prepare to rebuild the Paekākāriki seawall

We will begin the tender process for the construction contract – \$158,000 (\$50,000 of this is for replacing stormwater outlets).

Develop Otaraua Park

We will begin construction of stage 1, an amenity block – \$1.5 million over the next two years.

Progress the Kāpiti Island Gateway Centre

We will complete detailed design and other preparatory work for the building of the Gateway Centre – \$250,000, dependent on a viable business case and successful Provincial Growth Fund application.

Consult on design for a new Waikanae Library

We will progress work on a long-term solution for the Waikanae Library – \$105,000.

Possible changes to the work programme

Depending on the impacts of the pandemic, we may not be able to deliver all the projects to the extent planned. If we need to change the work programme substantially, we will communicate this and, if appropriate, consult with the community.



Capex and opex and impacts for rates

The costs for our projects described here are capital expenditure (capex).

Capex typically relates to building, upgrading or replacing assets which we fund with loans paid back over the 'life' of the asset (the period of time it is in use), so the cost is spread over many years. For example, upgrades and renewals of Council's wastewater treatment plants are spread over 25 years because that's how long the plant or its components can be used. Our stormwater assets last longer so can be paid for over 75 years.

Opex – operating expenditure – includes things like maintenance and running costs, which are funded directly by rates (or fees) in the year we pay for them.

What does this mean for rates?

Opex has a more immediate impact on rates than capex. For example:

- \$1 million of our capex budget represents 0.03% of rates for 2020/21
- \$1 million of our opex budget represents 1.45% of rates for 2020/21

Funding applications to central government

The Council has applied for funding for a range of work which meets the criteria for Government's 'shovel ready' projects (part of the Government's COVID-19 response). This includes some of the major activities in this Annual Plan as shown on the previous page.

We submitted nine applications for Council projects and the five projects listed below were accepted for consideration. At the time of adopting the Annual Plan we were awaiting further information on how those five projects were progressing.

If we are successful in obtaining funding it would mean we could progress some work faster and start some projects earlier than currently scheduled. Financially, it would mean we could reduce how much we need to borrow. Work could start on the first four projects in the next six months, and on Maclean Park in the next 12 months. Based on the cost estimates, the total value of the projects is \$102 million.

Paraparaumu link road	\$24.5m
To deal with congestion on Kapiti Road and connect key transport routes	
Paekākāriki seawall	\$21m
To replace the deteriorating wall (almost 1 kilometre in length)	
Districtwide stormwater upgrades	\$25m
To carry out work to protect homes and commercial buildings from flooding	
Water safety and resilience	\$20.1m
To upgrade our drinking water supply infrastructure	
Maclean Park development stage 2	\$11m
To continue redevelopment of the park as a regional destination	

Council will pursue any other opportunities for central government funding that become available during the year.

Work deferred to the long term plan

Prior to the pandemic, the Council had planned to consult on a work programme that included an increasing focus on some of the social and environmental challenges facing the district. Though we still have a firm commitment to our responsibilities in these areas, we have decided it is appropriate that we defer some additional activities to the long term plan process later in the year.

Enabling better access to affordable housing

Council had hoped to add \$2 million to our capital spending budget for strategic property purchases. This would have increased our capacity to support better access to housing in the district.

Increasing sustainability and resilience

Minimising waste

To reduce the amount of waste going to landfills, Council had hoped to introduce up to four community recycling stations across the district, beginning with a trial at Paekākāriki.

Reducing Council's carbon emissions

To get us closer to our carbon neutrality goal, Council had hoped to replace more conventional vehicles in Council's work fleet with electric vehicles or hybrids.

Empowering community boards to support local initiatives

As part of the move towards localism – encouraging local solutions and initiatives – Council had hoped to trial a small fund for Community Boards to allocate using a community participation process.

Financial overview

Maintaining a strong financial strategy means that in 2020/21 we can deliver our Long Term Plan year three programme of activities for Kāpiti and support our district's recovery from the impacts of the COVID-19 pandemic.

For 2020/21, we have developed our budget overall in the context of our long term plan (LTP), and adjusted it specifically to deal with the impacts of COVID-19.

Our budget and financial approach reflect the Council's decision to have a two-fold focus to this Annual Plan: deliver the work programme for year three of the LTP, and support our community's recovery.

This section explains the financial decisions Council has made about how we fund the plan, what this means for households and businesses, and how it affects our financial strategy for our district.

Our financial approach for 2020/21

The plan for 2020/21 has meant some changes for how Council manages its budget for the year, both from what was signalled in the LTP and from what was proposed before the impacts of COVID-19 were known. To fund the core work programme and support the community's recovery, Council has adjusted each key element of our finances: borrowings, capital spending, and income from rates. We have also allowed for further possible adjustments as we learn more about the impacts of the pandemic.

Our financial strategy is designed for balance

Our financial strategy is about achieving a balance of our three main financial levers of rates, borrowings and capital spending.

These three 'levers' influence what services we can provide and what development we can undertake:

→ deliver affordable rates to the community

→ keep our borrowings down, and

→ get the most out of our capital spending.

Full financial strategy

You can see more detail on our financial strategy in our *Toitū Kāpiti* Long Term Plan 2018-38 Part Two (pages 7 to 21).

Borrowings

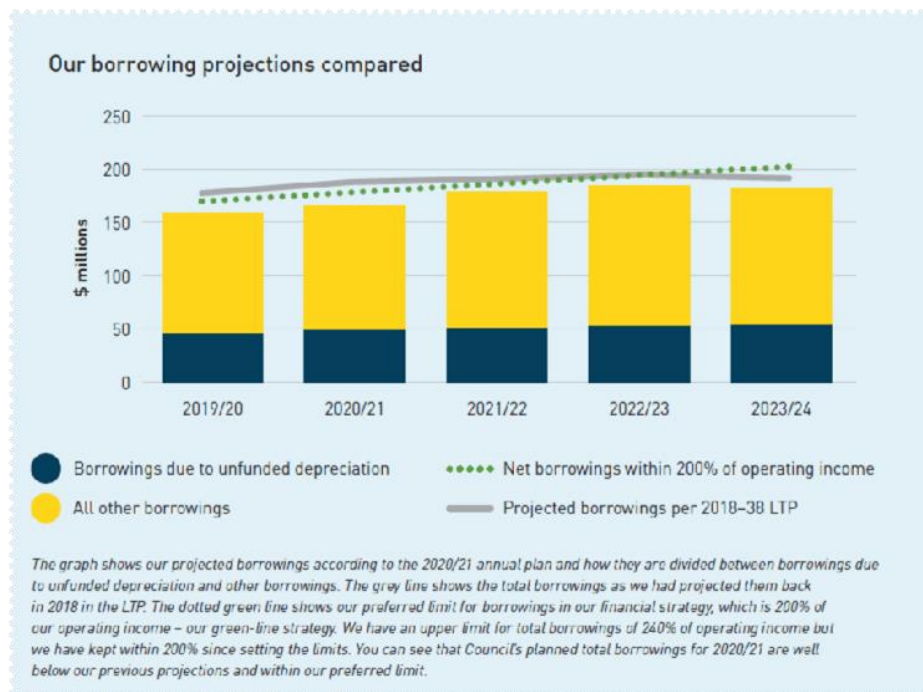
Our work programme to upgrade and replace infrastructure and develop facilities for the district is funded by income from rates and borrowings. For 2020/21, Council is forecasting our net borrowings will sit at \$167 million. This is lower than in the draft plan that was prepared before COVID-19, when Council had intended to consult on increasing our borrowings to \$172 million, and lower than in the LTP, where we forecast that borrowings may go up to \$188 million.

In our financial strategy our preferred limit is to keep our borrowings below 200% of our operating income – we call this our 'green-line strategy' (shown in the graph over the page as a dotted green line). Looking at borrowing against income shows how well an organisation is placed to handle and repay borrowings in the future, and it was one of the key measures used by financial rating agency Standard & Poors when they improved our credit rating from A+ to AA in October 2019.

Over the past five years we have been implementing a strategy to transition to fully funding depreciation of our assets through our income from rates, so that we are in a strong position to borrow in the future when we need to invest in new infrastructure. Every dollar of depreciation that is not funded by rates income needs to be funded by more borrowings.

Council had been proposing that for 2020/21 we would continue to transition to fully funding depreciation, as planned in the LTP. However, to reduce the rates increase to 2.6%, Council has decided that for 2020/21 we won't increase depreciation funding at all. This means we need to fund a shortfall in rates through additional borrowings (approximately \$1.2 million). This keeps rates lower now but means that our borrowings for non-funded depreciation now peak at \$54.1 million whereas in the LTP we had expected to be at \$47 million. This in turn increases our borrowing costs and prolongs fully funding depreciation by three years from 2022 to 2025.

We have been fortunate in the last couple of years that we have been able to keep borrowings lower due to increased development contributions and proceeds from property sales. Where we haven't needed to spend money, we have paid back borrowings. This has helped us be in a position to adjust our borrowings and repayments for the 2020/21 year to ease the burden on the community at this time.



Capital spending

Council's capital works programme for the year will be around \$37.5 million. This is just within the upper limit of our financial strategy of \$38 million.








The programme includes some work that was not able to be completed in 2019/20 and needs to be carried forward to 2020/21.

As shown in the summary of our main projects, our capital works programme is mostly essential work on assets and some development work – all of which will contribute to restoring and rebuilding our district's economy.

Cost of services







This table breaks down the costs of all the groups of services (activities) we provide– how much is capital and how much is operating – and what this equates to for each resident for the 2020/21 year.

These costs include all the projects and services described in our *Toitū Kāpiti* Long Term Plan 2018-38 and the changes identified in this Annual Plan.

	Activity	Capital Spending (\$m)	Operating Spending (\$m)	How operating costs are funded		Approx. cost per resident per week**
				Rates	Fees, charges and other*	
INFRASTRUCTURE	 Access & Transport	\$9.9m	\$15.4m	64%	36%	\$5.30
	 Water	\$7.5m	\$8.5m	97%	3%	\$2.95
	 Wastewater	\$4.5m	\$8.4m	97%	3%	\$2.90
	 Stormwater	\$4.3m	\$4.1m	96%	4%	\$1.45
	 Coastal Management	\$0.4m	\$1.5m	100%		\$0.50
	 Solid Waste	\$0.1m	\$1.0m	60%	40%	\$0.35
	 Recreation & Leisure (incl. pools and libraries)	\$1.2m	\$11.6m	84%	16%	\$4.00

*Other operating funding comes from grants, subsidies, interest and dividends – see our funding impact statement for more detail.

** This represents what Council plans to spend on behalf of each resident per week, based on a forecast population of 55,503.

Activity		Capital Spending (\$m)	Operating Spending (\$m)	How operating costs are funded <div> <div></div> Rates <div></div> Fees, charges & other* </div>	Approx. cost per resident per week**
COMMUNITY SERVICES	 Parks & Open Space	\$2.3m	\$7.3m	<div> <div></div> 82% <div></div> 18% </div>	\$2.50
	 Community Facilities & Community Support	\$1.8m	\$6.7m	<div> <div></div> 72% <div></div> 28% </div>	\$2.30
	 Economic Development	\$2.5m	\$2.6m	<div> <div></div> 99% <div></div> 1% </div>	\$0.90
PLANNING & REGULATORY	 Regulatory Services	-	\$10.1m	<div> <div></div> 53% <div></div> 47% </div>	\$3.50
	 Districtwide Planning	-	\$3.3m	<div> <div></div> 100% </div>	\$1.15
GOVERNANCE & TĀNGATA WHENUA	 Governance, Tāngata Whenua and Corporate	\$2.9m	\$8.8m	<div> <div></div> 63% <div></div> 37% </div>	\$3.05
Total		\$37.5m	\$89.2m		\$32.55

*Other operating funding comes from grants, subsidies, interest and dividends – see our funding impact statement for more detail.

** This represents what Council plans to spend on behalf of each resident per week, based on a forecast population of 55,503.

Rates for 2020/21

Council confirmed the rates increase for the 2020/21 year at an average of 2.6% per ratepayer – approximately \$1.65 more per week per household. Examples of how the rates increase will apply across the district are shown in the chart on the next page.

The average rates increase of 2.6% translates to \$2.1 million of additional income for operating expenses. The majority of the rates increase will be used to fund the increased costs of depreciation. Insurance premiums, an operating expense, have also risen for our above-ground assets from roading infrastructure to pools and libraries. Council has used part of the rates surplus from 2018/19 to reduce the rates increase.

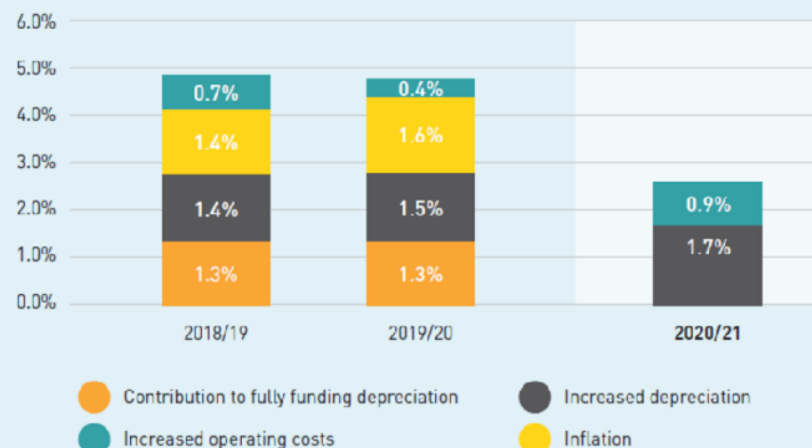
Income from rates is Council's main source of funding for operating costs. Our district is heavily dependent on rates, as we don't have other income-earning assets such as ports, which some other councils have. We receive some additional income – about 11% – from fees and charges.

Of our income in 2020/21, \$250,000 will go towards our COVID-19 recovery plan for the district and we may repurpose some other funding too. As we go through the year, we will manage spending closely, focusing on supporting communities and business, and identifying where Council can best contribute to recovery and rebuilding.

Help available to pay rates

Council has a rates remission policy to help in situations where people have significant difficulty paying their rates. You can find information about the policy in the *Toitū Kāpiti* Long Term Plan 2018-38 Part Two (pages 83 to 92)

Our proposed rates increase for 2020/21 compared with previous two years



and on our website at kapiticoast.govt.nz/media/30834/rates-remission-policy-2018.pdf.

Council provided additional rates relief for the end of 2019/20 as part of the initial COVID-19 community support package.

Water rates – no increases

As part of our COVID-19 response, the Council has decided to keep water rates the same for 2020/21 rather than passing on increased costs to households.

Council will manage this by funding a portion of our water supply operating costs by borrowing, rather than through

rates. This is manageable now but means that it will take us longer to achieve our goal of a 'break-even' water account.

Help with water rates

We continue to offer help with water rates for large families with high water costs. For details, search for water rates remissions on our website.

Separate regional council rates

All properties in the district are also subject to rates from the Greater Wellington Regional Council (GWRC) for services they provide. We collect these rates on behalf of GWRC through our rates payment process.

Rates increases vary across the District

While the average rates increase across the district for 2020/21 is 2.6% – around \$1.65 more per week per ratepayer – the actual increase will be different for different properties, even in the same area. This is because property rates are calculated using a combination of fixed charges, land value and capital value. Land value and capital value are assessed independently by Quotable Value New Zealand Limited.

The chart (below) gives the draft rates for the median property value in each community board area and for rural and commercial properties.

You can find out the actual rates increase for your property on the Council website at eservices.kapiticoast.govt.nz

When Council determines the level of rates income needed, and the average rates increase, it considers the total number of properties in the district. This number has been steadily increasing over recent years, which means

the rates income required by Council is spread across more properties. For 2020/21, given the uncertainty in the economy, Council has decided to take a conservative view of possible growth in the number of properties and is working on the basis of 0.4% growth, where our LTP projection had been 0.7%.

Median rates for 2020/21 across the district

						
Median Property Values	Paekākāriki	Paraparaumu/ Raumati	Waikanae	Ōtaki	Rural	Commercial
Capital value	\$540,000	\$510,000	\$520,000	\$325,000	\$760,000	\$600,000
Land value	\$285,000	\$240,000	\$265,000	\$139,000	\$410,000	\$360,000
Total current rates	\$2,918	\$3,070	\$3,194	\$2,515	\$1,858	\$3,541
Total proposed rates	\$3,041	\$3,164	\$3,295	\$2,548	\$1,960	\$3,669
\$ Increase per year	\$123	\$94	\$101	\$34	\$102	\$128
\$ Increase per week	\$2.36	\$1.81	\$1.95	\$0.65	\$1.97	\$2.46
% Increase	4.2%	3.1%	3.2%	1.3%	5.5%	3.6%

For urban properties, includes water rates for typical water usage (fixed and volumetric) of 255m³ per year.
For commercial properties, includes fixed water charge.

Note: All rates figures include GST and exclude Greater Wellington Regional Council rates.

This page intentionally left blank



Our activities and services

This part of the annual plan has information about any changes to work programmes or priorities for 2020/21 and our activity focus for the year

In this section you'll find

Infrastructure

Stormwater – wai āwhā	23
Access and transport – putanga me te waka	23
Coastal management – whakahaere takutai	23
Water – wai	24
Wastewater – wai para	24
Solid waste – para ūtonga	24

Community services

Parks and open space – ngā papa rēhiame ngā	28
Recreation and leisure – hākinakina	28
Economic development – whakawhanake umanga	28
Community facilities and community support – whakaurunga hapori me ngā hāpai hapori	29

Planning and regulatory services

Districtwide planning – ngā kaupapa takiwa	32
Regulatory services – ratonga whakaritenga	32

Governance and tāngata whenua

Governance and tāngata whenua – kāwanatanga me to tāngata whenua	34
--	----

This page intentionally left blank

Infrastructure

Infrastructure is the single biggest item of Council spending with six key activities. Outlined below are the changes from year three of the Long Term Plan 2018-38 and the focus areas for each activity in 2020/21. All other work programmes remain as described in pages 27-62 of the Long Term Plan (LTP).

Stormwater

Council provides a stormwater system to manage surface-water run-off from urban catchments while protecting the receiving environment.

No differences from LTP

Our stormwater focus in 2020/21

- Complete construction of priority major stormwater upgrade projects, including upgrades at Amohia catchment, Amohia Street, Kākāriki Stream, Kena Kena, Moa Road, Ōtaki Beach, Riwai Street, Sunshine Avenue, and Titoki Street
- Continue detailed design and consenting of further priority stormwater upgrade projects
- Undertake minor renewal works where major upgrades are not feasible in the near term
- Machine clean key open drains throughout the district to increase their capacity
- Undertake sediment removal from specific drains

Access and transport

Council maintains, protects and improves our roading network and strongly encourages and supports sustainable transport options.

Differences from LTP:

Footpaths – We will spend 62% more on footpath renewals than in 2019/20, this additional work will be funded by NZTA.

Our access and transport focus in 2020/21

- Road and footpath maintenance and resealing in line with our prioritised work programme
- Deliver the minor safety improvements programme (districtwide)
- Continue to deliver the SH1 Revocation work programme
- Complete planned retaining wall and bridge repairs
- Continue with the business case for the east/west connector

Coastal management

Council's priority in this area is to assist in achieving the sustainable management of the coastal environment and protect publicly-owned assets.

No differences from LTP

Our coastal management focus in 2020/21

- Complete contract documentation and tender process for the Paekākāriki seawall replacement
- Continue with regular monitoring and maintenance of existing seawalls, rock revetments and other coastal assets as necessary
- Undertake renewals/replacements of beach outlets, rock revetments and other coastal assets identified as in poor condition
- Continue the ongoing coastal planting and dune protection programme.

Water

The key goal for the water management activity is ensuring a safe, affordable and sustainable long-term water supply solution for our district.

Differences from LTP:

Drinking water safety performance – We've included additional operating budget (\$83k) to prepare for new monitoring and reporting requirements under the new water legislation and regulatory body.

Our water focus in 2020/21

- Continue to progress the Water Safety and Resilience Programme works at Waikanae, Ōtaki and Hautere water treatment plants:
 - commence construction of a new clarifier at Waikanae Water Treatment Plant
 - commence Ōtaki and Hautere water safety improvements
- Upgrade Ōtaki water supply pipe to accommodate future growth
- Implement the ongoing mitigation plan regime for management of the river recharge scheme
- Improve understanding of pipeline condition and use that to prioritise asset renewals
- Continue with planned water pipe renewals
- Continue water conservation initiatives including leak detection and repair.

Wastewater

Council provides wastewater (sewerage) infrastructure that protects public health and the natural environment.

No differences from LTP.

Our wastewater focus in 2020/21

- Undertake ongoing wastewater pumping station and treatment plant renewals, upgrades and consenting works
- Continue to develop the application for the re-consenting of the Paraparaumu wastewater treatment plant discharges, due in 2021/22, including stakeholder consultation and environmental impact assessments
- Initiate an upgrade of the Paraparaumu Wastewater Treatment Plant – inlet works
- Continue the Waikanae duplicate rising main project.

Solid waste

We provide accessible, effective and efficient waste management options, drive waste minimisation, and provide landfill management.

Differences from LTP:

Sustainability and resilience – we've increased our capability to deliver waste minimisation and carbon emissions reduction projects.

Our solid waste focus in 2020/21

- Develop further emissions reduction opportunities
- Increase our focus on waste minimisation education
- Continue to monitor the performance of waste collectors
- Further development of Regional Waste Management and Minimisation Plan tasks
- Develop the closed Otaihangā landfill for potential use with resource recovery options

Performance measures

There are no changes to the performance measures used to monitor these activities from those adopted in the Long Term Plan 2018-38. Information on these can be seen on pages 30-63 of the Long Term Plan.

Projected costs

Information about changes to the projected costs of these infrastructure activities for the 2020/21 year is detailed in the tables on the following pages.

Revised forecasts of capital spending in each of these activities are presented in the tables on pages 82-83 of this plan.

How much our infrastructure management will cost us in 2020/21

Stormwater Management

	Annual plan 2019/20	Long term plan 2020/21	Annual plan 2020/21
	\$000	\$000	\$000
Expenditure			
Other operating expenditure	2,145	2,142	1,957
Depreciation and amortisation	1,141	1,308	1,171
Finance expense	933	1,064	992
Operating expenditure	4,219	4,514	4,120
Revenue			
Fees and charges	72	71	-
Development and financial contributions revenue	102	54	152
Operating revenue	174	125	152
NET OPERATING COSTS	4,045	4,389	3,968
Capital Items			
Asset renewal	420	1	51
New assets/upgrades	3,235	4,703	4,265
Total capital items	3,655	4,704	4,316
NET COST OF ACTIVITY	7,700	9,093	8,284
Funding sources			
Rates	4,147	4,443	4,119
Borrowings	3,235	4,703	4,266
Depreciation reserve	420	1	51
Reserves & special funds	(102)	(54)	(152)
TOTAL SOURCES OF FUNDS	7,700	9,093	8,284

Access and transport

	Annual plan 2019/20	Long term plan 2020/21	Annual plan 2020/21
	\$000	\$000	\$000
Expenditure			
Other operating expenditure	5,977	6,199	5,871
Depreciation and amortisation	6,393	4,316	7,490
Finance expense	2,092	2,337	2,020
Operating expenditure	14,462	12,852	15,381
Revenue			
Fees and charges	71	73	152
Grants and subsidies	4,533	5,302	5,859
Development and financial contributions revenue	397	210	482
Other operating revenue	247	54,064	249
Operating revenue	5,248	59,649	6,742
NET OPERATING COSTS	9,214	(46,797)	8,639
Capital Items			
Asset renewal	3,617	3,970	4,718
New assets/upgrades	4,524	4,350	5,155
Total capital items	8,141	8,320	9,873
NET COST OF ACTIVITY	17,355	(38,477)	18,512
Funding sources			
Rates	8,829	7,662	9,267
Borrowings	3,658	2,782	3,360
Depreciation reserve	3,617	3,970	4,718
Movement in other reserves	-	(53,780)	-
Reserves & special funds	(397)	(210)	(481)
Unfunded depreciation	1,648	1,099	1,648
TOTAL SOURCES OF FUNDS	17,355	(38,477)	18,512

Coastal management

	Annual plan 2019/20	Long term plan 2020/21	Annual plan 2020/21
	\$000	\$000	\$000
Expenditure			
Other operating expenditure	544	528	616
Depreciation and amortisation	512	582	649
Finance expense	249	254	245
Operating expenditure	1,305	1,364	1,510
Revenue			
	-	-	-
Operating revenue	-	-	-
NET OPERATING COSTS	1,305	1,364	1,510
Capital Items			
Asset renewal	594	262	380
New assets/upgrades	77	54	55
Total capital items	671	316	435
NET COST OF ACTIVITY	1,976	1,680	1,945
Funding sources			
Rates	1,205	1,297	1,408
Borrowings	77	54	55
Depreciation reserve	593	262	380
Unfunded depreciation	101	67	102
TOTAL SOURCES OF FUNDS	1,976	1,680	1,945

Water Management

	Annual plan 2019/20	Long term plan 2020/21	Annual plan 2020/21
	\$000	\$000	\$000
Expenditure			
Other operating expenditure	4,446	4,473	4,259
Depreciation and amortisation	3,060	3,486	3,218
Finance expense	1,178	1,495	1,030
Operating expenditure	8,684	9,454	8,507
Revenue			
Fees and charges	41	42	41
Development and financial contributions revenue	204	108	492
Operating revenue	245	150	533
NET OPERATING COSTS	8,439	9,304	7,974
Capital Items			
Asset renewal	426	467	468
New assets/upgrades	9,665	6,117	7,017
Total capital items	10,091	6,584	7,485
NET COST OF ACTIVITY	18,530	15,888	15,459
Funding sources			
Rates	8,564	9,360	8,389
Borrowings	9,666	6,118	7,017
Depreciation reserve	427	467	468
Reserves & special funds	(204)	(108)	(492)
Unfunded depreciation	77	51	77
TOTAL SOURCES OF FUNDS	18,530	15,888	15,459

Wastewater Management

	Annual plan 2019/20	Long term plan 2020/21	Annual plan 2020/21
	\$000	\$000	\$000
Expenditure			
Other operating expenditure	4,496	4,596	4,417
Depreciation and amortisation	3,710	3,670	3,846
Finance expense	305	327	130
Operating expenditure	8,511	8,593	8,393
Revenue			
Development and financial contributions revenue	295	156	101
Operating revenue	295	156	101
NET OPERATING COSTS	8,216	8,437	8,292
Capital Items			
Asset renewal	1,340	1,027	1,632
New assets/upgrades	358	1,974	2,901
Total capital items	1,698	3,001	4,533
NET COST OF ACTIVITY	9,914	11,438	12,825
Funding sources			
Rates	8,110	8,325	7,990
Borrowings	358	1,974	2,901
Depreciation reserve	1,339	1,027	1,633
Reserves & special funds	(295)	(156)	(101)
Unfunded depreciation	402	268	402
TOTAL SOURCES OF FUNDS	9,914	11,438	12,825

Solid waste

	Annual plan 2019/20	Long term plan 2020/21	Annual plan 2020/21
	\$000	\$000	\$000
Expenditure			
Other operating expenditure	759	747	778
Depreciation and amortisation	520	715	89
Finance expense	163	162	158
Operating expenditure	1,442	1,624	1,025
Revenue			
Fees and charges	579	584	575
Operating revenue	579	584	575
NET OPERATING COSTS	863	1,040	450
Capital Items			
Asset renewal	181	91	92
Total capital items	181	91	92
NET COST OF ACTIVITY	1,044	1,131	542
Funding sources			
Rates	862	1,038	449
Depreciation reserve	181	92	92
Movement in other reserves	1	1	1
TOTAL SOURCES OF FUNDS	1,044	1,131	542

Community services

Community services covers a range of Council activities that enhance life for Kāpiti residents and visitors. There are four activities in this group and any changes to the plans for these in year three of the Long Term Plan 2018-38 are outlined below. All other work programmes remain as described in pages 65-94 of the Long Term Plan.

Parks and open space

Council manages a wide range of parks, reserves and open space to benefit the whole of our community.

Differences from LTP:

Maintenance and support for local projects – We've planned for more maintenance on new reserves and CWB routes, and we'll also support the Mountains to Sea initiative (\$21k) and contribute towards an upgrade of the Ocean Road Community Centre (\$20k).

Our parks and open space focus in 2020/21

- Commence stage one of the Otara Park upgrade – construction of an amenity block
- Complete Mazengarb hockey turf replacement
- Use the Open Space Strategy to inform the draft LTP and incorporate reserves into the Development Contributions Policy
- Undertake parks and reserves renewals
- Continue with districtwide playground renewals
- Continue developing cycleways, walkways and bridleways, including improved accessibility
- Complete the review of Reserve Management Plans and test a new management plan framework with stakeholders.

Recreation and leisure

This activity area includes aquatic facilities, libraries, arts and museums and provides the scope for a wide range of services, programmes and facilities for the Kāpiti community.

No differences from LTP.

Our recreation and leisure focus in 2020/21

- Manage planned renewals and replacements, including Coastlands Aquatic Centre, Ōtaki Pool and Waikanae Pool
- Investigate long term solutions for Waikanae Library and discuss options with the community
- Continue developing library programmes to stimulate development and support education.
- Grow the public art on display in the district
- Support the arts sector with training and development opportunities including workshops with funders, skills classes, lectures from visiting artists

Economic development

Our economic development strategy is aimed at generating greater growth, employment and prosperity in the Kāpiti region.

Differences from LTP:

Provincial Growth Fund support – additional resourcing to deliver the economic development strategy and seek Provincial Growth Fund (PGF) opportunities (\$80k, matched by the PGF)

Our economic development focus in 2020/21

- Implement the economic development strategy
- Work with our community to develop and support key events that build community and attract visitors
- Continue to implement our business attraction plan
- Continue Town Centres and Connectors project upgrades

Community facilities and community support

This activity includes management and maintenance of building and property assets and incorporates the provision of resources to the community for capacity building and service provision.

Differences from LTP:

Housing maintenance – Increase the level of maintenance on our housing for older persons units (\$78k).

Waikanae Library – Additional costs to manage the Waikanae Library medium-term solution (\$40k)

Our community facilities and community support focus in 2020/21

- Continue maintenance and renewals programme, including increased renewals of older person's housing
- Asset Management Improvement Programme – assess all properties to determine demand and condition to inform LTP development
- Develop an age-friendly approach for Kāpiti
- Continue place-led community development projects
- Continue managing and developing resilience and community-building events
- Implement community solutions for emerging issues such as suicide prevention
- Implement programmes with Youth Council, Older Persons' Council, Accessibility Advisory Group and Multicultural Council

Performance measures

There are no changes to the performance measures used to monitor these activities from those adopted in the Long Term Plan 2018-38 (see pages 68-92 of the Long Term Plan).

Projected costs

Information about changes to the projected costs of these community services activities for the 2020/21 year is detailed in the tables on the following pages.

Revised forecasts of capital spending in each of these activities are presented in the tables on pages 84-85 of this plan.

How much our community services will cost us in 2020/21

Parks and Open Spaces

	Annual plan 2019/20	Long term plan 2020/21	Annual plan 2020/21
	\$000	\$000	\$000
Expenditure			
Other operating expenditure	5,043	5,525	5,043
Depreciation and amortisation	1,625	1,675	1,766
Finance expense	379	473	436
Operating expenditure	7,047	7,673	7,245
Revenue			
Fees and charges	258	169	193
Development and financial contributions revenue	1,030	545	790
Operating revenue	1,288	714	983
NET OPERATING COSTS	5,759	6,959	6,262
Capital Items			
Asset renewal	787	1,419	1,511
New assets/upgrades	640	802	801
Total capital items	1,427	2,221	2,312
NET COST OF ACTIVITY	7,186	9,180	8,574
Funding sources			
Rates	6,368	7,221	6,633
Borrowings	104	801	798
Depreciation reserve	787	1,398	1,488
Reserves & special funds	(494)	(521)	(766)
Unfunded depreciation	421	281	421
TOTAL SOURCES OF FUNDS	7,186	9,180	8,574

Recreation and Leisure

	Annual plan 2019/20	Long term plan 2020/21	Annual plan 2020/21
	\$000	\$000	\$000
Expenditure			
Other operating expenditure	8,891	8,891	9,130
Depreciation and amortisation	1,364	1,680	1,496
Finance expense	995	1,070	985
Operating expenditure	11,250	11,641	11,611
Revenue			
Fees and charges	1,800	1,749	1,856
Grants and subsidies	42	3,513	47
Other operating revenue	12	12	13
Operating revenue	1,854	5,274	1,916
NET OPERATING COSTS	9,396	6,367	9,695
Capital Items			
Asset renewal	811	693	967
New assets/upgrades	586	4,863	230
Total capital items	1,397	5,556	1,197
NET COST OF ACTIVITY	10,793	11,923	10,892
Funding sources			
Rates	9,395	9,836	9,695
Borrowings	580	1,394	231
Depreciation reserve	812	693	966
Reserves & special funds	6	-	-
TOTAL SOURCES OF FUNDS	10,793	11,923	10,892

Economic development

	Annual plan 2019/20	Long term plan 2020/21	Annual plan 2020/21
	\$000	\$000	\$000
Expenditure			
Other operating expenditure	1,775	1,940	1,539
Depreciation and amortisation	117	199	147
Finance expense	763	799	877
Operating expenditure	2,655	2,938	2,563
Revenue			
Fees and charges	-	13	-
Other operating revenue	31	-	101
Operating revenue	31	13	101
NET OPERATING COSTS	2,624	2,925	2,462
Capital Items			
New assets/upgrades	3,014	2,803	2,450
Total capital items	3,014	2,803	2,450
NET COST OF ACTIVITY	5,638	5,728	4,912
Funding sources			
Rates	2,566	2,925	2,462
Borrowings	3,014	2,803	2,450
Reserves & special funds	58	-	-
TOTAL SOURCES OF FUNDS	5,638	5,728	4,912

Community Facilities and Community Support

	Annual plan 2019/20	Long term plan 2020/21	Annual plan 2020/21
	\$000	\$000	\$000
Expenditure			
Other operating expenditure	4,266	4,236	5,238
Depreciation and amortisation	1,194	1,322	1,245
Finance expense	212	71	191
Operating expenditure	5,672	5,629	6,674
Revenue			
Fees and charges	1,472	1,449	1,461
Development and financial contributions revenue	95	51	106
Other operating revenue	-	43	10
Operating revenue	1,567	1,543	1,577
NET OPERATING COSTS	4,105	4,086	5,097
Capital Items			
Asset renewal	2,231	474	1,478
New assets/upgrades	1,660	380	369
Total capital items	3,891	854	1,847
NET COST OF ACTIVITY	7,996	4,940	6,944
Funding sources			
Rates	3,485	3,688	4,527
Borrowings	1,660	379	368
Depreciation reserve	2,232	473	1,477
Movement in other reserves	37	-	-
Reserves & special funds	(95)	(51)	(105)
Unfunded depreciation	677	451	677
TOTAL SOURCES OF FUNDS	7,996	4,940	6,944

Planning and regulatory services

Many of the matters on which Kāpiti people deal with the Council are delivered through planning and regulatory services. Any changes to the plans for these areas in year three of the Long Term Plan 2018-38 are outlined below. All other work programmes remain as described in pages 97-105 of the Long Term Plan.

Districtwide planning

This activity focuses on establishing the development framework for the sustainable management of the district's natural and physical resources, including planning responses to natural hazards such as coastal erosion, seismic events, flooding, tsunami and slope instability.

Differences from LTP:

Coastal adaptation project – We've increased our capability to deliver this community-led project (\$300k).

Our districtwide planning focus in 2020/21

- Continue working towards an operative district plan through settlement of the Environment Court appeals on the Proposed District Plan
- Complete all variations including resolution of Environment Court appeals received
- Continue to work with the Regional Climate Change working group
- Continue our community-led coastal adaptation project
- Assess and report as required by the National Policy Statement on urban development capacity
- Progress work on the key policies, strategies and bylaws as part of the policy work programme

Regulatory services

Regulatory services manage a range of public health, safety and design needs associated with building control, environmental health, food safety, animal control, noise management, alcohol licencing, resource consents, designations and compliance.

No differences from LTP.

Our regulatory services focus in 2020/21

- Continue to improve customer experience through an open-for-business approach
- Review and improve our web pages to enhance customer experience
- Increase efficiency and customer accessibility by increasing mobility through technological improvements
- Complete identification of earthquake-prone buildings and issue seismic upgrade notices where necessary
- Review the subdivision and development principles and requirements
- Manage additional workload resulting from expressway projects and district development
- Implement legislative reform from Central Government
- Provide input to the Beach bylaw revision.

Performance measures

There are no changes to the key performance indicators used to monitor these activities from those adopted in the Long Term Plan 2018-38 [see pages 99 and 103 of the Long Term Plan].

Projected costs

Information about changes to the projected costs of the planning and regulatory activities for the 2020/21 year is detailed in the tables on the following page.

Revised forecasts of capital spending in each of these activities are presented in the tables on page 86 of this plan.

How much our planning and regulatory services will cost us in 2020/21

Districtwide planning

	Annual plan 2019/20	Long term plan 2020/21	Annual plan 2020/21
	\$000	\$000	\$000
Expenditure			
Other operating expenditure	2,871	2,896	3,258
Operating expenditure	2,871	2,896	3,258
Revenue			
	-	-	-
Operating revenue	-	-	-
NET OPERATING COSTS	2,871	2,896	3,258
Capital Items			
	-	-	-
Total capital items	-	-	-
NET COST OF ACTIVITY	2,871	2,896	3,258
Funding sources			
Rates	2,871	2,896	3,258
TOTAL SOURCES OF FUNDS	2,871	2,896	3,258

Regulatory services

	Annual plan 2019/20	Long term plan 2020/21	Annual plan 2020/21
	\$000	\$000	\$000
Expenditure			
Other operating expenditure	9,378	9,581	9,998
Depreciation and amortisation	87	76	89
Finance expense	7	(4)	6
Operating expenditure	9,472	9,653	10,093
Revenue			
Fees and charges	4,454	4,551	4,648
Operating revenue	4,454	4,551	4,648
NET OPERATING COSTS	5,018	5,102	5,445
Capital Items			
Asset renewal	238	80	-
Total capital items	238	80	-
NET COST OF ACTIVITY	5,256	5,182	5,445
Funding sources			
Rates	5,018	5,102	5,445
Depreciation reserve	238	80	-
TOTAL SOURCES OF FUNDS	5,256	5,182	5,445

Governance and tāngata whenua

Council aims to manage the democratic framework effectively and efficiently in line with legislative requirements. We value our partnership with iwi and aim to embed tāngata whenua values and aspirations into the sustainable management of our district. There are no significant changes to the plans for this activity outlined for year three in the Long Term Plan 2018-38 (pages 109-114).

Governance

This activity holds the responsibility for managing our democratic processes, providing administrative support to Council, facilitating community input to Council's decision-making processes and providing the information necessary for our community to remain informed and involved.

No differences from LTP

Our governance focus for 2020/21

- Manage Council and committee meetings
- Complete a Representation Review for the district
- Continue to provide the full range of governance and democracy services needed

Tāngata whenua

Tāngata whenua management of natural resources is bound to kaitiakitanga, the practice of environmental management centred around the traditional Māori world view. For tāngata whenua, their role as kaitiaki provides motivation for working in partnership with council.

We are committed to meeting our obligations under the Resource Management Act 1991 and the Local Government Act 2002 in relation to the Treaty of Waitangi and to providing resources that build capacity and service provision focused on tāngata whenua priorities.

No differences from LTP

Our tāngata whenua focus for 2020/21

- Continue iwi consultation on a range of initiatives
- Administer the Māori economic development fund
- Focus on iwi capacity building
- Increase Māori participation in decision-making processes of council

Performance measures

There are no changes to the key performance indicators used to monitor these activities from those adopted in the Long Term Plan (see page 112).

Projected costs


Information about changes to the projected costs of these infrastructure activities for the 2019/20 year is detailed in the table on the following page.

Revised forecasts of capital spending in this activity are presented in the table on page 86 of this plan.

How much our governance and tāngata whenua activity will cost us in 2020/21

Governance and Tāngata whenua

	Annual plan 2019/20	Long term plan 2020/21	Annual plan 2020/21
	\$000	\$000	\$000
Expenditure			
Other operating expenditure	4,889	5,146	4,785
Depreciation and amortisation	56	55	52
Finance expense	(10)	(14)	(16)
Operating expenditure	4,935	5,187	4,821
Revenue			
Fees and charges	713	555	627
Interest income	3	64	-
Operating revenue	716	619	627
NET OPERATING COSTS	4,219	4,568	4,194
Capital Items			
Asset renewal	444	415	416
Total capital items	444	415	416
NET COST OF ACTIVITY	4,663	4,983	4,610
Funding sources			
Rates	4,028	4,594	4,157
Depreciation reserve	52	13	13
Reserves & special funds	583	376	440
TOTAL SOURCES OF FUNDS	4,663	4,983	4,610



Our finances

Our full financial statements show our planned income and expenditure, along with our levels of assets and liabilities.

This section also includes our funding impact statements, where we set out how we're planning to fund our expenditure, and details of how we're tracking against benchmarks set by central government to measure our financial prudence.

In this section you'll find

Prospective financial statements	39
Prospective statement of reserve and special funds	41
Prospective funding impact statement - Council-wide	43
Significant accounting policies	44
Funding impact statements - Rating policies	52
Forecast capital spending	74
Disclosure statement	81
Forecast rating units	82
Schedule of user fees and charges	83

Prospective financial statements

The accounting policies form part of these prospective financial statements.

Prospective statement of comprehensive revenue and expense			
	Annual plan 2019/20 \$000	Long term plan 2020/21 \$000	Annual plan 2020/21 \$000
Revenue			
Rates	67,498	71,462	69,550
Fees and charges	9,771	9,557	9,890
Grants and subsidies	4,606	8,815	5,926
Development and financial contributions revenue	2,124	1,124	2,124
Other operating revenue	905	54,204	460
Total revenue excluding gains	84,904	145,162	87,950
Expenses			
Operating expenses	56,418	57,861	58,226
Depreciation and amortisation	21,183	20,353	22,316
Total expenses	77,601	78,214	80,542
Interest			
Interest income	1,848	2,859	1,302
Finance expense	9,493	11,268	8,653
Net interest expense	7,645	8,409	7,351
OPERATING SURPLUS / (DEFICIT)	(342)	58,539	57
Unrealised gains/(losses)			
Unrealised gain/(loss) on revaluation of financial derivatives	-	(540)	86
Total unrealised gains / (losses)	-	(540)	86
NET OPERATING SURPLUS / (DEFICIT)	(342)	57,999	143
Other comprehensive revenue and expense			
Unrealised gain / (loss) from revaluation of property plant and equipment	72,935	50,299	10,035
Total other comprehensive revenue and expense	72,935	50,299	10,035
TOTAL COMPREHENSIVE REVENUE AND EXPENSE	72,593	108,298	10,178

Prospective statement of changes in net assets/equity			
	Annual plan 2019/20 \$000	Long term plan 2020/21 \$000	Annual plan 2020/21 \$000
Opening Equity	1,497,610	1,529,678	1,560,440
ACCUMULATED FUNDS			
Opening accumulated funds	582,408	563,432	567,207
Operating surplus/(deficit)	(342)	57,999	143
Transfers to reserves and special funds	(3,187)	(1,112)	(2,020)
Transfers from reserves and special funds	1,529	1,125	1,266
Closing accumulated funds	580,408	621,444	566,596
RESERVES AND SPECIAL FUNDS			
Opening reserves and special funds	4,746	2,989	5,613
Transfers to accumulated funds	(1,529)	(1,125)	(1,266)
Transfers from accumulated funds	3,187	1,112	2,020
Closing reserves and special funds	6,404	2,976	6,367
REVALUATION RESERVE			
Opening revaluation reserve	910,456	963,257	987,620
Revaluation of property, plant and equipment	72,935	50,299	10,035
Closing revaluation reserve	983,391	1,013,556	997,655
CLOSING EQUITY	1,570,203	1,637,976	1,570,618

Prospective statement of financial position			
	Annual plan 2019/20 \$000	Long term plan 2020/21 \$000	Annual plan 2020/21 \$000
Current Assets			
Cash and cash equivalents	200	200	200
Trade and other receivables	8,569	9,140	8,654
Inventories	127	121	167
Other financial assets	40,640	30,480	40,720
Loans	57	58	58
Total current assets	49,593	39,999	49,799
Non-Current Assets			
Property plant and equipment	1,760,240	1,849,163	1,775,423
Forestry assets	114	447	82
Intangible assets	2,625	2,551	3,507
Other financial assets	7,856	33,622	2,729
Loans	396	344	350
Total non-current assets	1,771,231	1,886,127	1,782,091
TOTAL ASSETS	1,820,824	1,926,126	1,831,890
Current Liabilities			
Trade and other payables	20,092	20,273	22,682
Employee benefit	2,460	2,717	2,337
Deposits	1,237	820	1,119
Borrowings	40,000	30,000	45,000
Provisions	136	24	136
Derivative financial instruments	2,455	1,511	5,248
Total current liabilities	66,380	55,345	76,522
Non-Current Liabilities			
Employee benefit	221	262	194
Borrowings	170,000	217,895	162,028
Provisions	3,588	3,673	3,633
Derivative financial instruments	10,432	10,975	18,895
Total non-current liabilities	184,241	232,805	184,750
TOTAL LIABILITIES	250,621	288,150	261,272
Public Equity			
Accumulated funds	580,408	621,444	566,596
Reserves and special funds	6,404	2,976	6,367
Revaluation reserve	983,391	1,013,556	997,655
TOTAL PUBLIC EQUITY	1,570,203	1,637,976	1,570,618
TOTAL LIABILITIES AND PUBLIC EQUITY	1,820,824	1,926,126	1,831,890

Prospective cash flow statement			
	Annual plan 2019/20 \$000	Long term plan 2020/21 \$000	Annual plan 2020/21 \$000
Cash flows from operating activities			
<i>Cash was provided from:</i>			
Kapiti Coast District Council rates	67,498	71,462	66,950
Grants and subsidies	1,942	1,826	1,924
Interest received	1,811	2,801	1,276
Charges and fees	12,800	11,104	10,474
GST (net)	(70)	179	(54)
	83,981	87,372	80,570
<i>Cash was applied to:</i>			
Payments to employees and suppliers	52,616	58,069	59,162
	52,616	58,069	59,162
Net cash inflow from operating activities	31,365	29,303	21,408
Cash flows from investing activities			
<i>Cash was provided from:</i>			
Proceeds from term deposit maturities/loan repayment	45,720	40,672	40,640
Proceeds from capital grants	2,664	6,989	4,002
	48,384	47,661	44,642
<i>Cash was applied to:</i>			
Construction and purchase of property, plant and equipment and intangibles	30,446	35,830	37,471
Purchase of investments	39,280	40,000	19,360
	69,726	75,830	56,831
Net cash (outflow)/inflow from investing activities	(21,342)	(28,169)	(12,189)
Cash flows from financing activities			
<i>Cash was provided from:</i>			
Proceeds from Long-term borrowing	44,280	49,906	39,261
	44,280	49,906	39,261
<i>Cash was applied to:</i>			
Interest paid	9,303	11,040	8,480
Repayment of Long-term borrowing	45,000	40,000	40,000
	54,303	51,040	48,480
Net Cash (outflow)/inflow from financing activities	(10,023)	(1,134)	(9,219)
Net Increase/(Decrease) in Cash and Cash Equivalents	-	-	-
Total Cash and Cash Equivalents at 1 July	200	200	200
TOTAL CASH AND CASH EQUIVALENTS AT END OF THE PERIOD	200	200	200

Prospective statement of reserve and special funds

Reserves are held to ensure that funds received for a specified purpose are applied to that purpose and any surplus result is managed in accordance with the purpose for which the reserve was established. The Council holds eight reserves, of which three are classified as restricted reserves.

Restricted reserves are subject to rules under legal obligation that restrict the uses to which Council may apply the funds. The remaining Council created reserves are discretionary reserves which have been established for the fair and transparent use of funds.

Reserves are not separately held in cash and the funds are managed as part of the Council's treasury management activities.

Below is a list of current reserves held by Council, outlining the purpose for holding each reserve as well as the activity to which the reserve relates.

	Prospective opening balance 1 July 2020 \$000	Revenue/ transfers from accumulated funds \$000	Expenditure/ transfers to accumulated funds \$000	Prospective closing balance 30 June 2021 \$000
Council restricted reserves				
Waikanae Property Fund The purpose of the reserve is to fund improvements to council-owned properties in Waikanae. The source of funds is the proceeds from the sale of other council property in the Waikanae Ward (excluding district wide funded properties).	62	3	-	65
Waikanae Capital Improvement Fund The purpose of the reserve is to fund capital improvements in the Waikanae Ward and also to provide capital grants to Waikanae organisations in accordance with approved criteria. The source of funds is the Waikanae Ward's share of the property assets of the Horowhenua County Council and interest earned on the capital sum.	1,065	34	(37)	1,062
Plant Purchase and Renewal Fund The purpose of the reserve is to fund on-going replacement of plant and vehicles when required. The reserve is funded from the depreciation charges on current plant and vehicles.	1,242	615	(615)	1,242
Total Council restricted reserves	2,369	652	(652)	2,369

	Prospective opening balance 1 July 2020 \$000	Revenue/ transfers from accumulated funds \$000	Expenditure/ transfers to accumulated funds \$000	Prospective closing balance 30 June 2021 \$000
Council created reserves				
Roading Reserve Upgrading Contributions The purpose of the reserve is to fund road upgrading works. The source of funds is the road upgrading development contributions from developers and interest earned on the capital sum.	785	-	-	785
Election Reserve The purpose of the reserve is to fund the three yearly election cycle.	32	-	-	32
LTP Reserve The purpose of the reserve is to fund the three yearly long term plan.	41	-	-	41
Contingency Fund The purpose of the reserve is to fund unexpected expenditure across the district, e.g. leaky home claims, flood events and insurance excess. The source of funds includes rates and rates penalties.	160	614	(610)	164
Paekākāriki Campe Estate The purpose of the reserve is to fund administration of the Paekākāriki Campe Estate for the benefit of the youth of Kāpiti. The source of the funds is the proceeds from sale of the property owned by Mr Campe plus interest earned on the capital sum.	124	4	(4)	124
Financial contribution reserve Financial contributions are a contribution of money, land, or a combination of both. The purpose of a financial contribution (consisting mainly of reserves contributions) is to address the specific adverse effects generated by a land use activity or subdivision. This includes effects on open spaces and reserves; upgrading off-site infrastructure, before programmed works that will address any environmental effects created by the proposed development; significant heritage and ecological features; and riparian margins.	2,102	750	-	2,852
Total Council created reserves	3,244	1,368	(614)	3,998
Total reserve and special funds	5,613	2,020	(1,266)	6,367

Prospective funding impact statement – council-wide

	Annual Plan 2019/20 \$000	Long term plan 2020/21 \$000	Annual plan 2020/21 \$000
Sources of operating funding			
General rate, uniform annual general charge, rates penalties	23,591	18,729	24,734
Targeted rates	44,521	53,276	45,429
Grants and subsidies for operating purposes	1,942	1,826	1,924
Fees and charges	8,976	8,763	9,050
Interest and dividends from investments	1,848	2,859	1,302
Local authorities fuel tax, fines, infringement fees, and other	1,086	54,455	688
Total operating funding	81,964	139,908	83,127
Applications of operating funding			
Payment to staff and suppliers	56,418	57,861	58,226
Finance costs	9,493	11,268	8,653
Internal charges and overheads applied	-	-	-
Other operating funding applications	-	-	-
Total applications of operating funding	65,911	69,129	66,879
SURPLUS/DEFICIT OF OPERATING FUNDING	16,053	70,779	16,248
Sources of capital funding			
Grants and subsidies for capital expenditure	2,664	6,989	4,002
Development and financial contributions	2,124	1,124	2,124
Increase (decrease) in debt	21,372	23,232	21,676
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding	26,160	31,345	27,802
Applications of capital funding			
Capital expenditure			
>to meet additional demand	2,186	1,642	1,754
>to improve the level of service	22,237	24,800	23,472
>to replace existing assets	11,393	9,383	12,247
Increase (decrease) in reserves	6,397	66,299	6,577
Increase (decrease) in investments	-	-	-
Total applications of capital funding	42,213	102,124	44,050
SURPLUS/DEFICIT OF CAPITAL FUNDING	(16,053)	(70,779)	(16,248)
FUNDING BALANCE	-	-	-

Significant accounting policies

1. Statement of accounting policies

Reporting entity

Kāpiti Coast District Council (Council) is a territorial local authority domiciled in New Zealand and is governed by the Local Government Act 2002.

The primary objective of Council is to provide goods or services for the community and social benefits to the residents of the Kāpiti coast, rather than making a financial return. Accordingly, the Council has designated itself as a public benefit entity (PBE) for the purposes of the accounting standards framework applicable to public sector entities.

The financial statements presented include a prospective statement of comprehensive revenue and expense, a prospective statement of changes in net assets/equity, a prospective statement of financial position and a prospective cash flow statement with supporting notes, encompassing all activities of the Council.

In order to meet its obligations of public accountability, the Council has also included separate prospective funding impact statements for the whole of Council and for each activity.

Statement of compliance

The prospective financial statements have been prepared in accordance with the requirements of the Local Government Act 2002 and comply with generally accepted accounting practice in New Zealand (NZ GAAP).

The prospective financial statements have been prepared in accordance with Tier 1 PBE accounting standards and have been prepared in accordance with public benefit entity financial reporting standards 42: *Prospective Financial Statements (PBE42)*.

2. Basis of preparation

The prospective financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars (\$000's) unless otherwise stated. The functional currency of Council is New Zealand dollars.

The prospective financial statements have been prepared on a historical cost basis, modified by the revaluation of certain assets and liabilities as identified in the accounting policies.

The Council, which is authorised to do so and believes that the assumptions underlying these prospective financial statements prepared in accordance with PBE FRS 42 are appropriate, has approved these prospective financial statements for distribution on **XX XXXX 2020**.

The Council and its executive management team accept responsibility for the preparation of the prospective financial statements, including the appropriateness of the assumptions underlying the prospective financial statements and all other required disclosures.

No actual financial results have been incorporated within the prospective financial statements.

The purpose for which the prospective financial statements have been prepared is to provide a broad accountability mechanism of the Council to the community and to comply with the reporting requirements of the Local Government Act 2002 in presenting the Annual Plan.

The information contained within these prospective financial statements may not be suitable for use in another capacity.

Accounting judgements and estimations

The preparation of the prospective financial statements using PBE accounting standards requires management to make judgements, estimates and assumptions concerning the future that affect the application of policies and reported amounts of assets, liabilities, revenue and expenses. These estimates and assumptions may differ from subsequent actual results. The judgements, estimates and assumptions are based on historical experience and other factors which are reviewed on an on-going basis.

Significant judgments, estimates and assumptions have been used for measurement of the following:

- the cost of our environmental obligations in respect to the closure of the Otaihanga landfill,
- the valuation of infrastructural assets, forestry assets, parks and reserves,
- the determination of estimated useful lives and residual values for property, plant and equipment,
- the valuation of long term employee entitlements, and
- the valuation of financial derivatives.

Revenue

Revenue is recognised to the extent that it is probable that the economic benefits or service potential will flow to the Council and the revenue can be reliably measured, regardless of when the payment is made.

Revenue is measured at the fair value of consideration received or receivable, taking into account contractually defined terms of payment and excluding taxes or duty.

Revenue from non-exchange transactions

Rates

- (i) General and targeted rates (excluding water meter volumetric charges)

General and targeted rates are set annually by way of a rates resolution by the Council. Rates revenue is measured at the amount assessed, which is the fair value of the cash received or receivable. The Council recognises revenue from rates when the rates are set and the rates assessments have been provided. Rates are invoiced in quarterly instalments within the financial year.

Rates remissions are recognised when Council has received an application that satisfies its Rates Remission Policy. Rates are shown net of rate remissions and rates levied on council-owned properties. Rates levied on council-owned properties and rates remissions are excluded from expenditure.

- (i) Rates collected on behalf of Greater Wellington Regional Council (GWRC)

Rates collected on behalf of GWRC are not recognised in the statement of comprehensive revenue and expenses as Council acts as an agent for GWRC.

Fees and charges

The Council undertakes various activities as part of its normal operations which generates revenue, but generally at below market prices or at fees and user charges subsidised by rates. Revenue from the sale of goods or services at a price that is not approximately equal to the value of the goods provided by the Council is considered a non-exchange transaction. Generally, there are no conditions attached to such revenue.

- (i) Rendering of services

Revenue from such subsidised services is recognised when the Council issues the invoice or bill for the service. Revenue is recognised at the amount of the invoice or bill,

which is the fair value of the cash received or receivable for the service.

Revenue is recognised by reference to the stage of completion of the service to the extent that the Council no longer has an obligation to refund the cash received from the service (or to the extent that the customer has the right to withhold payment from council for the service) if the service is not completed.

- (i) Sale of goods

Revenue from the sale of such subsidised goods is recognised when the Council issues the invoice or bill for the goods. Revenue is recognised at the amount of the invoice or bill, which is the fair value of the cash received or receivable for the goods.

Fines and penalties

Revenue from fines and penalties (e.g. traffic and parking infringements, library overdue book, dog prosecution and noise control) is recognised when infringement notices are issued or when the fines/penalties are otherwise imposed. The fair value is determined based on the probability of collecting the fines and considering previous collection history.

Penalties for late payments of rates are recognised as revenue when rates become overdue.

Government grants

Grants, subsidies and funding subsidies are initially recognised at their fair value where there is reasonable assurance that the monies will be received and all attaching conditions will be complied with.

Council received government grants from the New Zealand Transport Agency (NZTA), which subsidise part of the cost of maintaining the local roading infrastructure. The subsidies are recognised as revenue upon entitlement, as conditions pertaining to eligible expenditure have been fulfilled.

Other grants are recognised as revenue when they become receivable unless there is an obligation in substance to return the funds if conditions of the grant are not met. If there is such an obligation, the grants are initially recorded as grants received in advance and recognised as revenue when the conditions of the grants are satisfied.

Vested assets

Where a physical asset is acquired for nil or nominal consideration, with no conditions attached, the fair value of the asset received, as determined by active market prices, is recognised as non-exchange revenue. Assets vested to council are recognised as revenue when control over the asset is transferred to council.

The fair value of vested or donated assets is usually determined by reference to the cost of constructing the assets. For assets received from property developments, the fair value is based on construction price information provided by the property developer.

Revenue from exchange transactions

Rates

- (i) Targeted water rates by meter (volumetric charge)

Water rates are based on a fixed portion plus a volumetric charge for usage once the service has been delivered. As the rates charged are based on a per unit of consumption basis, water rates by meter are considered to be more in the nature of an exchange transaction. Revenue from water rates by meter is recognised on an accrual basis. Unbilled usage as a result of unread meters at year end is accrued on an average usage basis.

Fees and charges

(i) Sale of goods

Revenue from the sale of goods is recognised when the significant risks and rewards of ownership of the goods have passed to the buyer, usually on delivery of the goods, and when the amount of revenue can be measured reliably and it is probable that the economic benefits or service potential associated with the transaction will flow to the Council.

Development and financial contributions

Development and financial contributions are recognised as revenue when the Council provides the service for which the contribution was charged.

Interest revenue

Interest income is recognised when earned using the effective interest rate method.

Rental revenue

Rental revenue is accounted for on a straight-line basis over the lease or rental term. Council receives rentals from properties used for operating activities e.g. community housing and from properties that are held for future strategic purposes e.g. future infrastructural developments. Council does not hold any properties for investment purposes.

Expenses

Other operating expenses

Grants and sponsorships

Discretionary grants (where approval or rejection is at council discretion) are recognised as expenditure when council approves the grant and communication to this effect is made to the applicant.

Borrowing costs

Borrowing costs, including interest expense are recognised as expenditure in the period in which they are incurred.

Operating leases (council as lessee)

Council leases certain property, plant and equipment under operating leases. Payments made under these leases (net of any incentives received from the lessor) are expensed on a straight-line basis over the term of the lease.

Goods and Services Tax (GST)

All items in the financial statements are stated exclusive of GST except for receivables and payables which include GST billed.

Other gains and losses

Other gains and losses include fair value adjustments on financial instruments at fair value through surplus or deficit.

Assets

Property, plant and equipment

Property, plant and equipment is categorised into:

- (i) Operational assets – these are used to provide core council services (e.g. buildings, plant and equipment, library books).
- (ii) Infrastructural assets – these are the fixed utility systems owned by council that are required for the infrastructure network to function. They include roading, water, wastewater and storm water networks.
- (iii) Restricted assets – the use or transfer of these assets is legally restricted. They include parks and reserves.

The Council does not pledge any property, plant and equipment as collateral for borrowings and none are subject to finance leases.

Initial recognition

Expenditure is capitalised as property, plant and equipment when it creates a new asset or extends or expands the service potential of an existing asset.

The costs of day-to-day servicing of property, plant and equipment are expensed as they are incurred.

Measurement

Property, plant and equipment is initially recognised at cost, or in the case of vested assets that are acquired for nil or nominal cost, at fair value. The initial cost includes all costs (other than borrowing costs) that are directly attributable to constructing or acquiring the asset and bringing it into the location and condition necessary for its intended use.

Carrying value

Property, plant and equipment is carried at historical cost less accumulated depreciation and impairment, except for land, buildings, infrastructural assets and park assets which are carried at fair value less depreciation and impairment.

Revaluation

Valuations for Council's land, buildings, park assets and infrastructural assets are performed with sufficient regularity to ensure their carrying amounts are maintained at fair value. The valuations are performed by independent qualified valuers.

Fair value is determined by reference to the depreciated replacement cost or market value on an asset class basis. Optimised depreciated replacement cost is a valuation methodology where the value of an asset is based on the cost of replacement with an efficient modern equivalent making allowance for obsolescence or surplus capacity. The remaining life of the asset is estimated and straight line depreciation applied to bring the replacement cost to a fair value.

In addition, the carrying values are assessed annually to ensure that they do not differ materially from the asset's fair values. If there is a material difference, then off-cycle revaluations are performed on the relevant asset class.

Gains or losses arising on revaluation are recognised in other comprehensive revenue and expense and are accumulated in an asset revaluation reserve for the class of assets. Where this results in a debit balance in the reserve for a class of assets, the balance is expensed in surplus or deficit in the statement of comprehensive revenue and expense. Any subsequent increase in value that offsets a previous decrease in value will be recognised firstly in surplus or deficit in the statement of comprehensive revenue and expense up to the amount previously expensed, with any remaining increase recognised in the revaluation reserve.

Work in progress

Work in progress represents the cost of capital expenditure projects that are not financially and operationally complete. Capital work in progress is recognised at cost less impairment and is not depreciated.

The cost of assets within work in progress is transferred to the relevant asset class when the asset is in the location and condition necessary for its intended use.

Depreciation

Depreciation is charged on a straight-line basis at rates calculated to allocate the cost or valuation of an item of property, plant or equipment less any residual value, over its remaining useful life. The residual value and useful life of an asset is reviewed and adjusted if applicable, at each financial year end.

Depreciation is charged on all assets other than land, certain parts of roading, river control and seawalls, that are composed of at least 80% base course and/or rocks, as these assets are considered to have indefinite useful lives. Regular inspections of these assets are undertaken to check for impairment.

Depreciation is not charged on work in progress until such time as the asset under construction is in its intended location and in use.

Disposal

Gains and losses on disposal of property, plant and equipment are recognised in surplus or deficit in the statement of comprehensive revenue and expense in the financial year in which they are sold.

When revalued assets are sold, the amounts included in asset revaluation reserves in respect of those assets are transferred to accumulated funds.

Asset category	Useful life for new assets (years)
Operational assets	
Buildings	3 – 75
Computer equipment	4 – 5
Furniture and chattels	3 – 25
Heritage assets	100
Library collection	5 – 7
Motor vehicles, trucks, motorcycles	10
Office equipment	3 – 10
Other improvements	4 – 100
Public art	10 – 75
Plant and machinery	
Tractors, trailers, heavy mowers	5 – 10
Other plant	3 – 20
Otaihanga Landfill post closure	8
Infrastructure assets	
Bridges	50 – 100
Seawalls	
Concrete, posts, rails, panels, rocks	5 – 60
River control	
Bank protection	50

Asset category	Useful life for new assets (years)
Roading	
Footpaths	50 – 60
Surfacing	14 – 20
Traffic modelling	10
Signs, railings, street lights, traffic signals	10 – 50
Drainage, surface water channels, sumps, sump leads, traffic islands	20 – 80
Stormwater	
Stormwater flood maps	10
Pump stations, manholes, Pipes	10 – 100
Wastewater	
Pumps and pump stations	15 – 80
Manholes, cleaning eyes	90
Pipes	70 – 90
Treatment plant	5 – 50
Water	
Storage	60 – 80
Booster stations	10 – 80
Hydrants, valves, tobies	50 – 70
Meters	25
Pipes	30 – 90
Treatment plant	3 – 80

Impairment

The Council's assets are defined as cash generating if the primary purpose of the asset is to provide a commercial return. Non – cash generating asset are assets other than cash generating assets.

The carrying value of cash generating property, plant and equipment assets are reviewed at least annually to determine if there is an indication of impairment. Where an asset's recoverable amount is less than its carrying amount, it will be reported at its recoverable amount and an impairment loss will be recognised. The recoverable amount is the higher of an item's fair value less costs to sell and value in use. Losses resulting from impairment are reported in surplus or deficit, unless the asset is carried at a revalued amount in which case any impairment loss is treated as a revaluation decrease and recorded within the statement of comprehensive revenue and expense.

The carry value of non-cash-generating property, plant and equipment assets are reviewed at least annually to determine if there is an indication of impairment. Where an asset's recoverable service amount is less than its carrying amount, it will be reported at its recoverable service amount and an impairment loss will be recognised. The recoverable service amount is the higher of an item's fair value less costs to sell and value in use. A non-cash generating asset's value in use is the present value of the asset's remaining service potential. Losses resulting from impairment are reported in surplus or deficit, unless the asset is carried at a revalued amount in which case any impairment loss is treated as a revaluation decrease and recorded within the statement of comprehensive revenue and expense.

Forestry assets

Forestry assets are carried at fair value less estimated costs to sell. They are revalued annually by an independent qualified valuer.

Gains or losses arising on revaluation are recognised in surplus or deficit in the statement of comprehensive revenue and expense. Costs incurred to maintain the forests are expensed in the period they are incurred.

Intangible assets

An intangible asset is an identifiable non-monetary asset without physical substance. An asset is a resource that is controlled by the entity as a result of past events and form which future economic benefits are expected.

Computer software

Computer software is carried at cost, less any accumulated amortisation and impairment losses.

Computer software is initially capitalised on the basis of the costs incurred to either develop or acquire it and bring it to the location and condition required for its intended use. Amortisation on a straight-line basis over the period of useful life begins from the time the asset is available for use. The estimated useful life of our computer software is 3–5 years.

Realised gains/losses on disposal of intangible assets are recognised in surplus or deficit in the statement of comprehensive revenue and expense.

Impairment

The carrying value of intangible assets are reviewed at least annually to determine if there is an indication of impairment. Where an asset's recoverable amount is less than its carrying amount, it will be reported at its recoverable amount and a loss will be recognised. The recoverable amount is the higher of an item's fair value less costs to sell and value in use. Losses resulting from impairment are reported in surplus or deficit

Inventories

Inventories are valued at cost, adjusted when applicable, for any loss of service potential. The amount of write-down for the loss of service is recognised in surplus or deficit in the statement of comprehensive revenue and expense. Cost is determined on a weighted average basis.

Liabilities

Employee benefit liabilities

Short term employee entitlements

Employee entitlements for salaries and wages, annual leave, long service leave, sick leave, and other such benefits are recognised in surplus or deficit in the statement of comprehensive revenue and expense when they accrue to employees. Employee entitlements to be settled within 12 months are reported at the amount expected to be paid.

A liability for sick leave is recognised only to the extent that absences in the following financial year are expected to exceed the full sick leave entitlements to be earned in that year.

Long term employee entitlements

Employee benefits that are due to be settled beyond 12 months after the end of the period in which the employee renders the related service, such as long service leave and retirement gratuities, have been calculated on an actuarial basis. The calculations are based on the:

- likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement, contractual entitlement information, and
- present value of the estimated future cash flows.

Employer contribution to pension schemes

Contributions to defined contribution retirement schemes such as KiwiSaver, are recognised in surplus or deficit in the statement of comprehensive revenue and expense when they accrue to employees.

Provisions

Council's recognise a provision for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event, it is probable that expenditure will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Provisions are measured at the level of expenditure expected to be required to settle the obligation. Material liabilities and provisions to be settled beyond 12 months are recorded at their present value using a discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation.

Landfill aftercare costs

Council, as operator of the Otaihangā landfill, has a legal obligation under the resource consent to provide ongoing maintenance and monitoring services at the landfill site post-closure.

The provision is based on the nominal value of future cash flows expected to be incurred, taking into account future events including known change to legal requirements and technology. The provision includes all costs associated with landfill post-closure including final cover application and vegetation, incremental drainage control features, completing facilities for leachate collection and monitoring, completing facilities for water quality monitoring, and completing facilities for monitoring and recovery of gas.

The provision is calculated as the present value of the expected cost to settle the obligation, using estimated cash flows and a discount rate that reflects the risks specific to the liability.

Amounts provided for landfill post-closure are capitalised to the landfill asset. The capitalised landfill asset is depreciated over its remaining useful life.

Financial instruments

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity.

Financial assets

Financial assets include cash and cash equivalents, receivables (net of doubtful debt provisions), community loans, and other interest-bearing assets, and investments in unlisted shares.

Council's financial assets are classified into the following categories for the purpose of measurement:

Financial assets at amortised cost

(i) Loans and receivables

These are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market.

They are initially recognised at fair value. Loans and receivables with maturities beyond 12 months are subsequently measured at amortised cost using the effective interest method, less any impairment.

Financial assets at fair value through surplus or deficit

Derivatives

Financial assets in this category include derivatives and financial assets that are held for trading. They are initially recognised at fair value and subsequent measurement is on the same basis, i.e. fair value. Gains or losses on revaluation or impairment are recognised in surplus or deficit in the statement of comprehensive revenue and expense.

Financial assets at fair value through other comprehensive revenue and expense

(i) Available for sale financial assets

These are non-derivative financial assets that are designated as available for sale or do not fall within any of the above classifications of (a) loans and receivables, (b) held-to-maturity investments, or (c) financial assets at fair value through operating surplus or deficit.

They are initially recorded at fair value plus transaction costs directly attributable to the acquisition or issue, and are subsequently measured at fair value less any impairment.

If the asset is an equity instrument that does not have a quoted price in an active market and fair value cannot be reliably measured, the asset is measured at cost.

Any gains or losses are recognised in other comprehensive revenue and expense, except for impairment losses which are recognised in surplus or deficit in the statement of comprehensive revenue and expense.

Impairment of financial assets

Financial assets are assessed at each reporting period for impairment.

Impairment is assessed on an expected credit loss model.

For loans and receivables and held-to-maturity investments, impairment is established when there is evidence that the credit risk on a financial asset has increased significantly since initial recognition. When making the assessment, the Council uses the change in the risk of default occurring over the expected life of the financial asset. Significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, receivership, or liquidation, and default in payments are indicators that the asset is impaired.

For available for sale financial assets impairment is first recognised as a reversal of previously recorded revaluation reserve for that class of asset. Where no reserve is available, the impairment is recognised in the surplus/deficit in the prospective statement of comprehensive revenue and expense.

The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate. For debtors and other receivables, the carrying amount of the asset is reduced through the use of an allowance account, and the amount of the loss is recognised in the surplus or deficit. When the receivable is uncollectible, it is written off against the allowance account.

Financial liabilities

Financial liabilities at amortised cost

(i) Trade and other payables

Trade and other payables are initially recognised at fair value. Those with maturities beyond 12 months are subsequently measured at amortised cost using the effective interest rate method.

(ii) Borrowings

Borrowings are initially recognised at fair value and are subsequently measured at amortised cost using the effective interest rate method.

Financial liabilities at fair value through surplus or deficit

(i) Derivative financial instruments

Council uses derivative financial instruments in the form of interest rate swaps to manage interest rate risks arising from borrowing activities. In accordance with its treasury management policy, council does not hold or issue derivative financial instruments for trading purposes.

Derivatives are initially recognised at fair value on the date on which a derivative contract is entered into, and

subsequently re-measured to fair value at the end of each reporting period.

Derivatives are carried as assets when their fair value is positive and as liabilities when their fair value is negative. The fair value is determined using a valuation technique based on cash flows discounted to present value using current market interest rates. Fair value gains or losses on revaluation are recognised in surplus or deficit in the statement of comprehensive revenue and expense.

The Council has not adopted hedge accounting.

Equity

Equity is the community's interest in council and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into a number of components to enable clearer identification of the specified uses of equity.

The components of public equity are accumulated funds, revaluation reserves and reserves and special funds. Refer to the statement of changes in net asset/equity for the year-on-year movements of the various components.

Reserves and special funds

Restricted reserves are those subject to specific conditions accepted as binding by Council which may not be revised by Council without reference to the courts or a third party. Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met.

Council-created reserves are reserves created by a council decision. Council may alter them without reference to any third party or the courts. Transfers to and from these reserves are at the Council's discretion.

Other

Foreign currency translation

Foreign currency transactions are translated into the New Zealand Dollar (NZD) using the spot exchange rate at the date of the transaction.

Council has minimal foreign currency transactions. These mainly include the purchase of library books, periodicals and computer software from overseas vendors.

Allocation of overheads to significant activities

For the purposes of reporting performance by activity, all overhead costs from support service functions are allocated to Council's significant activities. The costs of internal services not already charged to activities are allocated as overheads using appropriate cost drivers such as actual usage, staff numbers and floor area.

Individual significant activity operating revenue and expenditure is stated inclusive of any internal revenue and internal charges.

The governance and tāngata whenua (i.e. elected members' costs) is reported as a separate activity as it represents a direct public service.

Judgement and uncertainty

The information presented in the prospective financial statements is uncertain, and the preparation requires the exercise of judgement. Actual financial results achieved for the period covered are likely to vary from the information presented, and the variations may be material. Events and circumstances may not occur as expected or may not have been predicted or the Council may subsequently take actions that differ from the proposed courses of action on which the prospective financial statements are based

Accounting Standards issued but not yet effective

The standards and interpretations that are issued, but not yet effective, up to the date of issuance of the prospective financial statements are as follow:

Financial Instruments

In January 2017, the XRB issued PBE IFRS 9 *Financial instruments*. This replaces PBE IPSAS 29 *Recognition and Measurement*: PBE IFRS 9 is effective for annual periods beginning on or after 1 January 2021, with earlier application permitted.

The main changes under this standard relevant to Council are:

- New financial asset classification requirements for determining whether an asset is measured at fair value or amortised cost
- A new impairment model for financial assets based on expected losses, which might result in earlier recognition of impairment losses

The Council plans to apply this standard in preparing the 30 June 2022 financial statements and has not yet assessed in detail the impact of the new standard but anticipates that the standard will not have a material effect on Council's financial statements.

Service Performance Reporting

In November 2017, the XRB issued a new standard, Service Performance Reporting (PBE FRS 48). There has been no PBE standard dealing solely with service performance reporting. This Standard establishes new requirements for public benefit entities (PBEs) to select and present services performance information. The new standard is mandatory for annual periods beginning on or after 1 January 2021, with early application permitted.

The Council plans to apply this standard in preparing the 30 June 2022 financial statements. The Council has not yet assessed the effects of the new standard.

Other changes in accounting policies

There have been no other changes in accounting policies.

Funding impact statements

Funding impact statement – rating policies

Definitions

Urban/rural rating areas of the district

The maps of the rating areas are available at the Civic Administration Building and on the Council's website.

Kāpiti Coast District Council rate codes and categories	
Urban rating areas of the district	
U1	Paekākāriki urban rating area
	Paraparaumu/Raumati urban rating area
	Waikanae urban rating area
	Ōtaki urban rating area
Rural rating areas of the district	
R1, R2, R3	Paekākāriki rural rating area
	Paraparaumu/Raumati rural rating area
	Waikanae rural rating area
	Ōtaki rural rating area

Differentials

A differential system has been applied to the rural areas to reflect its lower population density and demand for services. The differentials are:

Kāpiti Coast District Council differentials		
Urban rating area		Percentage of urban rate
U1	All rateable rating units	100%
Rural rating area		Percentage of urban rate
R1	Rural rating units less than 50 hectares excluding those properties in the rural village differential rating area	38%
R2	Rural rating units equal to or greater than 50 hectares plus rating units less than 50 hectares where a combination of these properties total greater than 50 hectares and form part of one farming operation	22%
R3	Rural rating units which are identified in the rural village differential rating area maps	70%

These differentials will be applied to the districtwide general rate.

At this stage the Council is not inviting ratepayers to make lump sum contributions in relation to any targeted rate.

Rating unit

The rating unit is determined by the Valuer General. It is generally a property which has one record of title but can include two or more records of title or part records of title, dependant on whether the land is owned by the same person or persons and is used jointly as a single unit and is contiguous.

Rating definitions

Separately used or inhabited part of a rating unit

A separately used or inhabited part of a rating unit includes any portion inhabited or used by the owner or a person other than the owner, who has the right to use or inhabit that portion by virtue of a tenancy, lease, licence or other agreement.

This definition includes separately used parts, whether or not actually occupied at any particular time, which are used by the owner for rental (or other form of occupation) on an occasional or long term basis by someone other than the owner.

For the purpose of this definition, vacant premises offered or intended for use or habitation by a person other than the owner and usually used as such are defined as 'used'.

For the avoidance of doubt, a rating unit that has a single use or occupation is treated as having one separately used or inhabited part. A rating unit with one or more vacant lots of land is treated as having one separately used or inhabited part.

Examples of separately used or inhabited parts include rating units that have multiple offices, shops, commercial units, dwellings or flats, rating units with a dwelling with a consented family flat or minor flat, dwellings used as a home and place of business where the above requirements are met.

In relation to motels, camping grounds, hotels, hostels, lodges, licensed hotels and taverns, separately used or inhabited parts of a rating unit include the following where a commercial business provides part of their rating unit:

- for separate use as an entertainment area or for conference activities and/or any type of residential
- accommodation by virtue of an agreement requiring payment of a fee, or
- for accommodation (with or without fixed cooking and food preparation facilities), or
- for parking areas for caravans/mobile homes with an electric power source and access to washing/toilet facilities.

Accommodation/Hospitality:

Means rating units used principally or exclusively as motels, camping grounds, hotels, hostels, lodges, licensed hotels and taverns.

Note: The Council does not assess a uniform annual general charge

The funding mechanisms as specified in the 2020/21 financial year will continue for future years, unless otherwise stated or are changed by way of review of the Revenue and Financing Policy and/or consultation on the change to a rating mechanism through long term or annual plan consultation.

Commercial:

Means rating units used principally or exclusively for commercial, industrial, business or utility network purposes.

This includes rating units used for:

- Commercial or industrial purposes
- Retail purposes
- Offices, administrative and/or associated functions including administrative or operational rating units of Central and Local Government
- Accommodation/hospitality
- Utility networks
- Business-related premises used principally for private pecuniary benefit

In situations where a change in use does not require a Council consent, but warrants a change in rating category, the onus is on the ratepayer to inform Council. Any change in use during a rating year will apply from 1 July of the following rating year.

Districtwide water supply rate differential categories	
General	Separately used or inhabited part of a rating unit that is connected to the district's water supply (excluding medium and large scale rating units, and accommodation/hospitality)
Medium scale	Rating unit or separately used or inhabited parts of a rating unit where there are 10 or more, but less than 20 units, whose water is collectively supplied through one or more water meters and individual check meters have not been installed
Large scale	Rating units or separately used or inhabited parts of a rating unit where there are 20 or more units whose water is collectively supplied through one or more water meters and individual check meters have not been installed
Accommodation/Hospitality	Separately used or inhabited part of a rating unit connected to the district's water supply and used principally or exclusively as motels, camping grounds, hotels, hostels, lodges, licensed hotels and taverns
Serviceable	Rating units not connected to the district's water supply, but within 100 metres of a water main and capable of being connected

Districtwide wastewater disposal rate differential categories	
General	Rating units connected to the sewerage systems with one water closet or urinal other than rating units in the "Community" or "Educational" or "Recreational" or "Large Scale Commercial/Residential" categories. A rating unit used primarily as a residence for one household will not be treated as having more than one water closet
Community	Rating units connected to the sewerage systems and used principally or exclusively as places of religious worship and instruction, marae, hospital and welfare homes, community health services and charitable institutions that provide maintenance or relief
Educational	Rating units connected to the sewerage systems and used exclusively or principally by schools (with the exception of school houses), colleges, polytechnics, children's health camps and early childhood centres
Recreational	Rating units connected to the sewerage systems and used principally or exclusively by recreational, sporting, other community organisations and Council community properties
Large Scale Commercial/ Residential	Rating units connected to the sewerage systems and used for large scale commercial or residential purposes as characterised by having more than one water closet or urinal and residential rating units connected to the sewerage system and used primarily as a residence for more than one household
Serviceable	Rating units not connected to the sewerage systems but within 30 metres of a sewer main and capable of being connected

Rate instalment payment dates

All property rates (including the Hautere/Te Horo water supply rate, but excluding the districtwide water supply and volumetric rates) will be payable in four instalments as described below:

Property rate instalment payment dates		
Instalment	Due dates	Penalty dates
Instalment one	9 September 2020	10 September 2020
Instalment two	9 December 2020	10 December 2020
Instalment three	9 March 2021	10 March 2021
Instalment four	9 June 2021	10 June 2021

All payments made will be receipted against the earliest outstanding amount in accordance with authorised accounting procedures.

All water rates (excluding the Hautere/Te Horo water supply rate) will be payable as described below:

Water rates			
All water rates (excluding the Hautere/Te Horo water supply rate) will be invoiced separately on a quarterly basis dependent on when the relevant meter is read. The due dates for each area are specified below. The districtwide water supply fixed rate is invoiced as a daily rate for convenience.			
Area	Water meters read during	Due date	Penalty date
Paraparaumu/Raumati/ Raumati Beach/Raumati South/ Paekākāriki	Jul-20	27-Aug-20	28-Aug-20
	Oct-20	27-Nov-20	30-Nov-20
	Jan-21	2-Mar-21	3-Mar-21
	Apr-21	31-May-21	1-Jun-21
Otaki/Peka Peka/ Waikanae Beach	Aug-20	28-Sep-20	29-Sep-20
	Nov-20	6-Jan-21	7-Jan-21
	Feb-21	29-Mar-21	30-Mar-21
	May-21	28-Jun-21	29-Jun-21
Waikanae/Nikau Valley/ Otaihanga/Paraparaumu Beach	Sep-20	29-Oct-20	30-Oct-20
	Dec-20	9-Feb-21	10-Feb-21
	Mar-21	27-Apr-21	28-Apr-21
	Jun-21	29-Jul-21	30-Jul-21

All payments made will be receipted against the earliest water rate outstanding amount in accordance with authorised accounting procedures.

Penalties

The Council will apply the following penalties on unpaid rates in accordance with Sections 57 and 58 of the Local Government (Rating) Act 2002:

- a charge of ten per cent (10%) on so much of any property rate instalment that has been assessed after 1 July 2020 and which remains unpaid after the payment due dates, to be added on the penalty dates;
- a charge of ten per cent (10%) on so much of any property rates (including previously applied penalties) assessed before 1 July 2020 which remain unpaid on 2 July 2020. The penalty will be added on 3 July 2020;
- a charge of ten per cent (10%) will be added to any portion of a current water rates invoice that remains unpaid after the due date specified. Penalty will be added on the penalty dates shown above.

Rates for 2020/21

1. Funding mechanism: rate – districtwide general		
Purposes applied: districtwide general expenses including democratic services, general insurance, emergency management, public toilets and cemeteries, social wellbeing, economic development, environmental sustainability, districtwide coastal protection of the Council’s infrastructure, districtwide strategic flood protection and public contribution towards the following regulatory services which are not met by user charges: resource consents, building consents, development management, environmental health, liquor licensing, hazardous substances, environmental monitoring and animal control		
Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
U1	Rate in \$ of land value	28,318
R1	38% of urban rate in \$ of land value	
R2	22% of urban rate in \$ of land value	
R3	70% of urban rate in \$ of land value	
2. Funding mechanism: targeted rate – community facilities rate		
Purposes applied: Libraries, parks and reserves, swimming pools, public halls and community centres.		
Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
Whole district All rateable rating units other than accommodation/ hospitality, motels and camping grounds	Fixed charge per separately used or inhabited part of a rating unit "base charge"	19,538
Accommodation/ Hospitality (other than motels and camping grounds)	200% base charge per separately used or inhabited part of a rating unit	
Motels and camping grounds	30% base charge per separately used or inhabited part of a rating unit	
3. Funding mechanism: targeted rate – districtwide roading capital value rate		
Purposes applied: Roading expenditure. Funding is apportioned eighty percent from the capital value based roading rate and twenty percent from the land value based roading rate.		
Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
Whole district	Rate in \$ of capital value	8,663

4. Funding mechanism: targeted rate – districtwide roading land value rate		
Purposes applied: Roothing expenditure. Funding is apportioned twenty percent from the land value based roading rate and eighty percent from the land value based roading rate.		
Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
Whole district	Rate in \$ of land value	2,166
5. Funding mechanism: targeted rate – districtwide stormwater rate		
Purposes applied: Operating and loan servicing costs of stormwater in the district's stormwater drainage areas. Maps showing the district's stormwater drainage areas are available on the Council's website.		
Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
Paekākāriki stormwater drainage area Paraparaumu/ Raumati stormwater drainage area Waikanae stormwater drainage area Ōtaki stormwater drainage area As defined in the drainage rating area maps.	Rate in \$ of capital value	2,783
6. Funding mechanism: targeted rate – districtwide water supply fixed rate		
Purposes applied: Water supply system, excluding the Houtere/Te Horo Water scheme. Funding is apportioned fifty to fifty five percent between the districtwide water supply fixed rate and the districtwide water supply volumetric rate		
Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
General rating units	100% fixed charge per separately used or inhabited part of a rating unit "base charge"	5,503
Medium scale rating units	90% base charge per separately used or inhabited part of a rating unit	
Large scale rating units	80% base charge per separately used or inhabited part of a rating unit	
Accommodation/Hospitality rating units	200% base charge per separately used or inhabited part of a rating unit	
Serviceable rating units	100% base charge per rating unit	

7. Funding mechanism: targeted rate – districtwide water supply volumetric rate		
Purposes applied: Water supply system, excluding the Hautere/Te Horo Water scheme. Funding is apportioned fifty to fifty five percent between the districtwide water supply fixed rate and the districtwide water supply volumetric rate		
Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
All rating units provided with a metered water supply service	Fixed rate per cubic metre of water consumed or supplied	4,297
8. Funding mechanism: targeted rate – Hautere/Te Horo water supply rate		
Purposes applied: Water supply system for the Hautere/Te Horo water scheme.		
Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
All rating units with a unit allocation to Hautere/Te Horo water supply	Fixed charge per unit of allocation (annual allocation of 1 unit = 1 cubic metre of water per day)	180
9. Funding mechanism: targeted rate – districtwide wastewater disposal rate		
Purposes applied: Wastewater disposal.		
Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
General rating units	Fixed charge per rating unit “base charge”	9,457
Community rating units	50% base charge for every water closet or urinal	
Educational rating units	45% base charge for every water closet or urinal	
Recreational rating units	25% base charge for every water closet or urinal	
Large scale commercial/residential rating units	50% base charge for every water closet or urinal	
Serviceable rating units	50% base charge per rating unit	

10. Funding mechanism: targeted rate – Paraparaumu/Raumati community rate		
Purposes applied: Historic debt servicing costs of roading and stormwater activities, coastal protection, Matai Road industrial area improvements and Paraparaumu/Raumati Community Board expenses, including local grants.		
Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
All rateable rating units in the Paraparaumu/Raumati urban and rural rating areas as per Council's rating area maps	Rate in \$ of capital value	88
11. Funding mechanism: targeted rate – Waikanae community rate		
Purposes applied: Historic debt servicing costs of roading and stormwater activities and Waikanae Community Board expenses, including local grants.		
Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
All rateable rating units in the Waikanae urban and rural rating areas as per Council's rating area maps	Rate in \$ of capital value	101
12. Funding mechanism: targeted rate – Ōtaki community rate		
Purposes applied: Historic debt servicing costs for roading and stormwater activities. Support for community initiatives of significance to the Ōtaki community, such as grants to the Ōtaki Heritage Bank Preservation Trust to assist with the funding of the museum activities. Ōtaki Community Board expenses, including local grants.		
Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
All rateable rating units in the Ōtaki urban and rural rating areas as per Council's rating area maps	Rate in \$ of capital value	77
13. Funding mechanism: targeted rate – Paekākāriki community rate		
Purposes applied: Historic debt servicing costs for roading, stormwater and coastal protection. Loan servicing costs on a loan to the Paekākāriki Community Trust to assist with the refurbishment of St Peters Hall. Paekākāriki Community Board expenses, including local grants.		
Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
All rateable rating units in the Paekākāriki urban and rural rating areas as per Council's rating area maps	Rate in \$ of capital value	50

14. Funding mechanism: targeted rate – Commercial rate		
Purposes applied: A portion of the cost of providing economic development in the Kapiti District. The remainder is funded by the Districtwide General rate		
Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
All Commercial rating units	Rate in \$ of capital value	425
TOTAL (GST inclusive)		\$81,646

15. Funding mechanism: targeted rate – water conservation device loan rate		
Purposes applied: Repayment of interest free water conservation devices loans		
Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
A targeted rate on those rating units that have received an interest free loan (maximum of \$5,000 per rating unit) for approved water conservation devices from the Council that has not yet been fully repaid	10% of the amount of the original loan plus GST	58
Analysis of total rates for 2020/21		
	Excl. GST \$000	Incl. GST \$000
Rates (including Hautere, excluding fixed and volumetric water rates)	62,475	71,846
Fixed water rates (Excluding Hautere)	4,785	5,503
Volumetric water rates	3,737	4,297
Total	70,997	81,646
Water conservation device loan	50	58
Total	71,047	81,704

Paraparaumu/Raumati wards: urban examples 2020/21 rates inclusive of GST														
Land value (LV)	Capital value (CV)	Rating year	DW general rate	DW roading rate	DW roading rate	Community facilities rate	Local community rate	Storm-water charge	Waste-water charge	Water fixed charge	Water volumetric (based on 255m3)	Total rates	Annual rates increase	Annual % change
			LV	LV	CV	Fixed	CV	CV	Fixed					
128,000	350,000	2019/20	530.69	36.70	191.35	661.00	4.34	77.07	422.00	222.00	303.45	2,448.59		
128,000	350,000	2020/21	561.08	38.76	201.08	702.00	3.99	74.59	407.00	222.00	303.45	2,513.93	65.34	2.67%
260,000	550,000	2019/20	1,077.96	74.54	300.69	661.00	6.82	121.11	422.00	222.00	303.45	3,189.57		
260,000	550,000	2020/21	1,139.68	78.73	315.98	702.00	6.27	117.21	407.00	222.00	303.45	3,292.31	102.75	3.22%
1,180,000	1,530,000	2019/20	4,892.28	338.31	836.45	661.00	18.97	336.91	422.00	222.00	303.45	8,031.37		
1,180,000	1,530,000	2020/21	5,172.41	357.30	878.99	702.00	17.44	326.04	407.00	222.00	303.45	8,386.64	355.27	4.42%
Median property														
240,000	510,000	2019/20	995.04	68.81	278.82	661.00	6.32	112.30	422.00	222.00	303.45	3,069.74		
240,000	510,000	2020/21	1,052.02	72.67	293.00	702.00	5.81	108.68	407.00	222.00	303.45	3,166.63	96.89	3.16%

Paraparaumu/Raumati wards: rural examples 2020/21 rates inclusive of GST (excluding districtwide fixed and volumetric water supply rates)											
Land value (LV)	Capital value (CV)	Rating year	DW general rate	DW roading rate	DW roading rate	Community facilities rate	Local community rate	Stormwater charge	Total rates	Annual rates increase	Annual % change
			LV	LV	CV	Fixed	CV	CV			
100,000	330,000	2019/20	157.55	28.67	180.41	661.00	4.09	72.67	1,104.39		
100,000	330,000	2020/21	166.57	30.28	189.59	702.00	3.76	70.32	1,162.52	58.13	5.26%
(Rural less than 50 ha)											
340,000	840,000	2019/20	986.75	97.48	459.23	661.00	10.42	-	2,214.87		
340,000	840,000	2020/21	1,043.26	102.95	482.58	702.00	9.58	-	2,340.36	125.49	5.67%
(Rural village)											
1,000,000	1,440,000	2019/20	912.10	286.70	787.25	661.00	17.86	-	2,664.90		
1,000,000	1,440,000	2020/21	964.30	302.80	827.28	702.00	16.42	-	2,812.80	147.89	5.55%
(Rural 50 ha or more)											
Median property											
390,000	830,000	2019/20	614.45	111.81	453.76	661.00	10.29	-	1,851.31		
390,000	830,000	2020/21	649.62	118.09	476.84	702.00	9.46	-	1,956.01	104.70	5.66%

Waikanae ward: urban examples 2020/21 rates inclusive of GST														
Land value (LV)	Capital value (CV)	Rating year	DW general rate	DW roading rate	DW roading rate	Community facilities rate	Local community rate	Storm- water charge	Waste- water charge	Water fixed charge	Water volumetric (based on 255m3)	Total rates	Annual rates increase	Annual % change
			LV	LV	CV	Fixed	CV	CV	Fixed					
170,000	410,000	2019/20	704.82	48.74	224.15	661.00	9.47	90.28	422.00	222.00	303.45	2,685.91		
170,000	410,000	2020/21	745.18	51.48	235.55	702.00	9.31	87.37	407.00	222.00	303.45	2,763.33	77.42	2.88%
285,000	560,000	2019/20	1,181.61	81.71	306.15	661.00	12.94	123.31	422.00	222.00	303.45	3,314.17		
285,000	560,000	2020/21	1,249.27	86.30	321.72	702.00	12.71	119.34	407.00	222.00	303.45	3,423.79	109.62	3.31%
1,450,000	2,240,000	2019/20	6,011.70	415.72	1,224.61	661.00	51.74	493.25	422.00	222.00	303.45	9,805.47		
1,450,000	2,240,000	2020/21	6,355.93	439.06	1,286.88	702.00	50.85	477.34	407.00	222.00	303.45	10,244.51	439.05	4.48%
Median property														
265,000	520,000	2019/20	1,098.69	75.98	284.28	661.00	12.01	114.50	422.00	222.00	303.45	3,193.92		
265,000	520,000	2020/21	1,161.60	80.24	298.74	702.00	11.80	110.81	407.00	222.00	303.45	3,297.65	103.73	3.25%

Waikanae ward: Rural examples 2020/21 rates inclusive of GST (excluding districtwide fixed and volumetric water supply rates)										
Land value (LV)	Capital value (CV)	Rating year	DW general rate	DW roading rate	DW roading rate	Community facilities rate	Local community rate	Total rates	Annual rates increase	Annual % change
			LV	LV	CV	Fixed	CV			
180,000	390,000	2019/20	522.40	51.61	213.21	661.00	9.01	1,457.22		
180,000	390,000	2020/21	552.31	54.50	224.06	702.00	8.85	1,541.72	84.50	5.80%
(Rural village)										
124,000	465,000	2019/20	195.36	35.55	254.22	661.00	10.74	1,156.87		
124,000	465,000	2020/21	206.55	37.55	267.14	702.00	10.56	1,223.79	66.92	5.78%
(Rural less than 50 ha)										
410,000	770,000	2019/20	645.96	117.55	420.96	661.00	17.79	1,863.25		
410,000	770,000	2020/21	682.94	124.15	442.37	702.00	17.48	1,968.93	105.68	5.67%
(Rural less than 50 ha)										
600,000	1,120,000	2019/20	547.26	172.02	612.30	661.00	25.87	2,018.46		
600,000	1,120,000	2020/21	578.58	181.68	643.44	702.00	25.42	2,131.12	112.67	5.58%
(Rural over 50 ha)										
2,280,000	3,320,000	2019/20	3,592.14	653.68	1,815.04	1,322.00	76.69	7,459.55		
2,280,000	3,320,000	2020/21	3,797.80	690.38	1,907.34	1,404.00	75.36	7,874.88	415.33	5.57%
(Rural less than 50 ha with 2 SUIP)										
Median property										
410,000	760,000	2019/20	645.96	117.55	415.49	661.00	17.56	1,857.55		
410,000	760,000	2020/21	682.94	124.15	436.62	702.00	17.25	1,962.96	105.41	5.67%

Ōtaki ward: urban examples 2020/21 rates inclusive of GST														
Land value (LV)	Capital value (CV)	Rating year	DW general rate	DW roading rate	DW roading rate	Community facilities rate	Local community rate	Storm-water charge	Waste-water charge	Water fixed charge	Water volumetric (based on 255m3)	Total rates	Annual rates increase	Annual % change
			LV	LV	CV	Fixed	CV	CV	Fixed					
100,000	295,000	2019/20	414.60	28.67	161.28	661.00	37.02	64.96	422.00	222.00	303.45	2,314.98		
100,000	295,000	2020/21	438.34	30.28	169.48	702.00	9.32	62.86	407.00	222.00	303.45	2,344.73	29.76	1.29%
205,000	440,000	2019/20	849.93	58.77	240.55	661.00	55.22	96.89	422.00	222.00	303.45	2,909.81		
205,000	440,000	2020/21	898.60	62.07	252.78	702.00	13.90	93.76	407.00	222.00	303.45	2,955.57	45.76	1.57%
435,000	790,000	2019/20	1,803.51	124.71	431.89	661.00	99.15	173.96	422.00	222.00	303.45	4,241.67		
435,000	790,000	2020/21	1,906.78	131.72	453.86	702.00	24.96	168.35	407.00	222.00	303.45	4,320.12	78.44	1.85%
Median property														
139,000	325,000	2019/20	576.29	39.85	177.38	661.00	40.79	71.57	422.00	222.00	303.45	2,514.63		
139,000	325,000	2020/21	609.29	42.09	186.71	702.00	10.27	69.26	407.00	222.00	303.45	2,552.07	37.45	1.49%

Ōtaki ward: rural examples 2020/21 rates inclusive of GST (excluding districtwide fixed and volumetric water supply rates)										
Land value (LV)	Capital value (CV)	Rating year	DW general rate	DW roading rate	DW roading rate	Community facilities rate	Local community rate	Total rates	Annual rates increase	Annual % change
			LV	LV	CV	Fixed	CV			
85,000	300,000	2019/20	133.92	24.37	164.01	661.00	37.65	1,020.95		
85,000	300,000	2020/21	141.58	25.74	172.35	702.00	9.48	1,051.15	30.21	2.96%
(Rural less than 50 ha)										
175,000	375,000	2019/20	507.89	50.17	205.01	661.00	47.06	1,471.13		
175,000	375,000	2020/21	536.97	52.99	215.14	702.00	11.85	1,519.25	48.12	3.27%
(Rural village)										
325,000	615,000	2019/20	512.04	93.18	336.22	661.00	77.18	1,679.62		
325,000	615,000	2020/21	541.35	98.41	353.32	702.00	19.43	1,714.51	34.90	2.08%
(Rural less than 50 ha)										
2,100,000	3,310,000	2019/20	1,915.41	602.07	1,809.58	661.00	415.41	5,403.46		
2,100,000	3,310,000	2020/21	2,025.03	635.88	1,901.60	702.00	104.60	5,369.10	-34.36	-0.64%
(Rural 50 ha or more)										
Median property										
300,000	590,000	2019/20	472.65	86.01	322.55	661.00	74.05	1,616.26		
300,000	590,000	2020/21	499.71	90.84	338.96	702.00	18.64	1,650.15	33.89	2.10%

Paekākāriki ward: urban examples 2020/21 rates inclusive of GST													
Land value (LV)	Capital value (CV)	Rating year	DW general rate	DW roading rate	DW roading rate	Community facilities rate	Local community rate	Stormwater charge	Water fixed charge	Water volumetric (based on 255m3)	Total rates	Annual rates increase	Annual % change
			LV	LV	CV	Fixed	CV	CV					
210,000	450,000	2019/20	870.66	60.21	246.02	661.00	45.36	99.09	222.00	303.45	2,507.78		
210,000	450,000	2020/21	920.51	63.59	258.53	702.00	45.09	95.90	222.00	303.45	2,611.06	103.28	4.12%
330,000	630,000	2019/20	1,368.18	94.61	344.42	661.00	63.50	138.73	222.00	303.45	3,195.89		
330,000	630,000	2020/21	1,446.52	99.92	361.94	702.00	63.13	134.25	222.00	303.45	3,333.21	137.32	4.30%
720,000	880,000	2019/20	2,985.12	206.42	481.10	661.00	88.70	193.78	222.00	303.45	5,141.57		
720,000	880,000	2020/21	3,156.05	218.02	505.56	702.00	88.18	187.53	222.00	303.45	5,382.78	241.21	4.69%
Median property													
285,000	540,000	2019/20	1,181.61	81.71	295.22	661.00	54.43	118.91	222.00	303.45	2,918.33		
285,000	540,000	2020/21	1,249.27	86.30	310.23	702.00	54.11	115.07	222.00	303.45	3,042.43	124.10	4.25%

Paekākāriki ward: rural examples 2020/21 rates inclusive of GST (excluding districtwide fixed and volumetric water supply rates)										
Land value (LV)	Capital value (CV)	Rating year	DW general rate	DW roading rate	DW roading rate	Community facilities rate	Local community rate	Total rates	Annual rates increase	Annual % change
			LV	LV	CV	Fixed	CV			
265,000	265,000	2019/20	417.51	75.98	144.88	661.00	26.71	1,326.07		
265,000	265,000	2020/21	441.41	80.24	152.24	702.00	26.55	1,402.45	76.38	5.76%
(Rural less than 50 ha)										
430,000	950,000	2019/20	677.47	123.28	519.37	661.00	95.76	2,076.87		
430,000	950,000	2020/21	716.25	130.20	545.78	702.00	95.19	2,189.42	112.55	5.42%
(Rural less than 50 ha)										
730,000	730,000	2019/20	665.83	209.29	399.09	661.00	73.58	2,008.80		
730,000	730,000	2020/21	703.94	221.04	419.39	702.00	73.15	2,119.51	110.72	5.51%
(Rural over 50 ha)										
960,000	1,540,000	2019/20	1,512.48	275.23	841.92	661.00	155.23	3,445.86		
960,000	1,540,000	2020/21	1,599.07	290.69	884.73	702.00	154.31	3,630.80	184.94	5.37%
(Rural less than 50 ha)										
Median property										
412,500	730,000	2019/20	649.89	118.26	399.09	661.00	73.58	1,901.83		
412,500	730,000	2020/21	687.10	124.91	419.39	702.00	73.15	2,006.54	104.70	5.51%

Paraparaumu/Raumati Ward Commercial examples 2020/21 rates inclusive of GST (excluding districtwide volumetric water supply rates)														
Land value (LV)	Capital value (CV)	Rating year	DW general rate	Commercial rate	DW roading rate	DW roading rate	Community facilities rate	Local community rate	Storm-water charge	Waste-water charge	Water fixed charge	Total rates	Annual rates increase	Annual % Change
			LV	CV	LV	CV	Fixed	CV	CV	Fixed				
250,000	530,000	2019/20	1,036.50	152.80	71.68	289.75	661.00	6.57	116.71	422.00	222.00	2,979.00		
250,000	530,000	2020/21	1,095.85	153.22	75.70	304.49	702.00	6.04	112.94	407.00	222.00	3,079.24	100.24	3.36%
(Factory - 1 SUIP)														
750,000	2,910,000	2019/20	3,109.50	838.95	215.03	1,590.90	661.00	36.08	640.78	1,688.00	222.00	9,002.24		
750,000	2,910,000	2020/21	3,287.55	841.28	227.10	1,671.80	702.00	33.17	620.12	1,628.00	222.00	9,233.02	230.78	2.56%
(Industrial - 1 SUIP, 8 WC's)														
2,210,000	5,500,000	2019/20	9,162.66	1,585.65	633.61	3,006.85	1,322.00	68.20	1,211.10	3,376.00	444.00	20,810.07		
2,210,000	5,500,000	2020/21	9,687.31	1,590.05	669.19	3,159.75	1,404.00	62.70	1,172.05	3,256.00	444.00	21,445.05	634.99	3.05%
(Commercial office - 2 SUIP, 16 WC's)														
Median property														
360,000	600,000	2019/20	1,492.56	172.98	103.21	328.02	661.00	7.44	132.12	422.00	222.00	3,541.33		
360,000	600,000	2020/21	1,578.02	173.46	109.01	344.70	702.00	6.84	127.86	407.00	222.00	3,670.89	129.56	3.66%

Waikanae Ward Commercial examples 2020/21 rates inclusive of GST (excluding districtwide volumetric water supply rates)														
Land value (LV)	Capital value (CV)	Rating year	DW general rate	Commercial rate	DW roading rate	DW roading rate	Community facilities rate	Local community rate	Storm-water charge	Waste-water charge	Water fixed charge	Total rates	Annual rates increase	Annual % change
			LV	CV	LV	CV	Fixed	CV	CV	Fixed				
175,000	240,000	2019/20	725.55	69.19	50.17	131.21	661.00	5.54	52.85	422.00	222.00	2,339.51		
175,000	240,000	2020/21	767.10	69.38	52.99	137.88	702.00	5.45	51.14	407.00	222.00	2,414.94	75.43	3.22%
(Industrial - 1 SUIP)														
440,000	950,000	2019/20	1,824.24	273.89	126.15	519.37	2,974.50	21.95	209.19	3,376.00	444.00	9,769.27		
440,000	950,000	2020/21	1,928.70	274.65	133.23	545.78	3,159.00	21.57	202.45	3,256.00	444.00	9,965.36	196.09	2.01%
(Motel - 15 SUIP)														
1,660,000	2,450,000	2019/20	6,882.36	706.34	475.92	1,339.42	2,644.00	56.60	539.49	633.00	888.00	14,165.12		
1,660,000	2,450,000	2020/21	7,276.44	708.30	502.65	1,407.53	2,808.00	55.62	522.10	610.50	888.00	14,779.12	614.00	4.33%
(Commercial -3 SUIP)														
Median property														
295,000	497,500	2019/20	1,223.07	143.43	84.58	271.98	661.00	11.49	109.55	422.00	222.00	3,149.10		
295,000	497,500	2020/21	1,293.10	143.83	89.33	285.81	702.00	11.29	106.02	407.00	222.00	3,260.38	111.28	3.53%
(1 SUIP)														

Ōtaki Ward Commercial examples 2020/21 rates inclusive of GST (excluding districtwide volumetric water supply rates)														
Land value (LV)	Capital value (CV)	Rating year	DW general rate	Commercial rate	DW roading rate	DW roading rate	Community facilities rate	Local community rate	Storm-water charge	Waste-water charge	Water fixed charge	Total rates	Annual rates increase	Annual % change
			LV	CV	LV	CV	Fixed	CV	CV	Fixed				
90,000	300,000	2019/20	373.14	86.49	25.80	164.01	661.00	37.65	66.06	422.00	222.00	2,058.15		
90,000	300,000	2020/21	394.51	86.73	27.25	172.35	702.00	9.48	63.93	407.00	222.00	2,085.25	27.09	1.32%
(Industrial - 1 SUIP)														
180,000	490,000	2019/20	746.28	141.27	51.61	267.88	1,983.00	61.50	107.90	633.00	666.00	4,658.43		
180,000	490,000	2020/21	789.01	141.66	54.50	281.51	2,106.00	15.48	104.42	610.50	666.00	4,769.08	110.65	2.38%
(Retail - 3 SUIP)														
450,000	960,000	2019/20	1,865.70	276.77	129.02	524.83	661.00	120.48	211.39	422.00	222.00	4,433.19		
450,000	960,000	2020/21	1,972.53	277.54	136.26	551.52	702.00	30.34	204.58	407.00	222.00	4,503.76	70.57	1.59%
(Market Garden – 1 SUIP)														
Median property														
150,000	350,000	2019/20	621.90	100.91	43.01	191.35	661.00	43.93	77.07	422.00	222.00	2,383.15		
150,000	350,000	2019/20	657.51	101.19	45.42	201.08	702.00	11.06	74.59	407.00	222.00	2,421.84	38.68	1.62%
(1 SUIP)														

Paekākāriki Ward Commercial examples 2020/21 rates inclusive of GST (excluding districtwide volumetric water supply rates)													
Land value (LV)	Capital value (CV)	Rating year	DW general rate	Commercial rate	DW roading rate	DW roading rate	Community facilities rate	Local community rate	Stormwater charge	Water fixed charge	Total rates	Annual rates increase	Annual % change
			LV	CV	LV	CV	Fixed	CV	CV				
240,000	315,000	2019/20	995.04	90.81	68.81	172.21	661.00	31.75	69.36	222.00	2,310.99		
240,000	315,000	2020/21	1,052.02	91.07	72.67	180.97	702.00	31.56	67.13	222.00	2,419.41	108.42	4.69%
(Retail - 1 SUIP)													
275,000	630,000	2019/20	1,140.15	181.63	78.84	344.42	1,983.00	63.50	138.73	666.00	4,596.27		
275,000	630,000	2020/21	1,205.44	182.13	83.27	361.94	2,106.00	63.13	134.25	666.00	4,802.15	205.88	4.48%
(Commercial/Retail - 3 SUIP)													
860,000	1,330,000	2019/20	1,354.93	383.44	246.56	727.11	661.00	134.06	-	222.00	3,729.11		
860,000	1,330,000	2020/21	1,432.50	384.50	260.41	764.09	702.00	133.27	-	222.00	3,898.76	169.66	4.55%
(Commercial -1 SUIP)													
Median property													
320,000	580,000	2019/20	1,326.72	167.21	91.74	317.09	1,322.00	58.46	127.72	444.00	3,854.94		
320,000	580,000	2020/21	1,402.69	167.68	96.90	333.21	1,404.00	58.12	123.60	444.00	4,030.19	175.24	4.55%
(2 SUIP)													

Forecast capital spending

How much are we spending on capital works

Annual Plan 2019/20 \$000	Long term plan 2020/21 \$000		Annual plan 2020/21 \$000
		Asset renewal	
3,617	3,970	Access and Transport	4,718
594	262	Coastal Management	380
2,231	474	Community Facilities and Community Support	1,478
347	486	Corporate	539
444	415	Governance and Tangata Whenua	416
787	1,419	Parks and Open Spaces	1,511
811	693	Recreation and Leisure	967
238	80	Regulatory Services	-
181	91	Solid Waste	92
420	1	Stormwater Management	51
1,340	1,027	Wastewater Management	1,632
426	467	Water Management	468
11,436	9,385	Total asset renewal	12,252
		New assets and upgrades	
4,524	4,350	Access and Transport	5,155
77	54	Coastal Management	55
1,660	380	Community Facilities and Community Support	369
621	394	Corporate	1,978
3,014	2,803	Economic Development	2,450
640	802	Parks and Open Spaces	801
586	4,863	Recreation and Leisure	230
3,235	4,703	Stormwater Management	4,265
358	1,974	Wastewater Management	2,901
9,665	6,117	Water Management	7,017
24,380	26,440	Total new assets and upgrades	25,221
35,816	35,825	TOTAL CAPITAL WORKS	37,473

How much are we spending on capital works in Infrastructure

Access and Transport			
Annual Plan 2019/20 \$000	Long term plan 2020/21 \$000		Annual plan 2020/21 \$000
		Asset renewal	
38	40	Car park reseals	40
52	54	Major drainage control	103
297	419	NZTA drainage renewals	572
22	24	NZTA environmental renewals	24
820	999	NZTA footpath renewals	1,002
327	333	NZTA major bridge repairs	627
-	-	NZTA minor safety improvements	227
99	102	NZTA pavement rehabilitation	102
1,271	1,392	NZTA sealed road resurfacing	1,396
230	245	NZTA street light asset renewal	246
10	12	NZTA studies	13
-	40	NZTA traffic modelling	55
423	281	NZTA traffic services renewals	282
28	29	NZTA unsealed road metalling	29
3,617	3,970	Total asset renewal	4,718
		New assets and upgrades	
160	143	Cycleways, walkways and bridleways	143
-	97	Major community connector studies	97
16	-	Matatua Road house upgrade	31
15	15	New bench seating - districtwide	15
650	1,620	NZTA East-West connectors ¹	1,625
110	-	NZTA footpaths	497
1,409	1,012	NZTA minor safety improvements	1,010
80	218	NZTA Road improvements (retaining walls)	258
82	82	NZTA travel plan implementation	84
1,992	1,136	SH1 revocation	1,369
10	27	Street lighting upgrade	26
4,524	4,350	Total new assets and upgrades	5,155
8,141	8,320	TOTAL CAPITAL WORKS	9,873

¹ Shovel ready project submitted: Paraparaumu Link Road - to alleviate congestion on Kapiti Road and provide strategic transport connectivity. Total project cost \$24.5 million. Progressed to the next stage.

² Shovel ready project submitted: Paekakariki Marine Parade Seawall - replacement of a deteriorated 960m seawall. Total project cost \$21.0 million. Progressed to the next stage.

Coastal Management			
Annual Plan 2019/20 \$000	Long term plan 2020/21 \$000		Annual plan 2020/21 \$000
		Asset renewal	
54	55	Beach accessways upgrade	101
32	32	Coastal planting	32
-	161	Coastal protection Paekākāriki ²	111
494	-	Coastal renewals	101
-	-	Coastal restoration	20
14	14	Coastal signage	15
594	262	Total asset renewal	380
		New assets and upgrades	
24	-	Coastal projects	-
53	54	Coastal restoration	55
77	54	Total new assets and upgrades	55
671	316	TOTAL CAPITAL WORKS	435

Solid Waste			
Annual Plan 2019/20 \$000	Long term plan 2020/21 \$000		Annual plan 2020/21 \$000
		Asset renewal	
168	64	Landfill closure	65
6	4	Otaihanga resource recovery facility	4
7	23	Ōtaki resource recovery centre	23
181	91	Total asset renewal	92
		New assets and upgrades	
-	-	Total new assets and upgrades	-
181	91	TOTAL CAPITAL WORKS	92

Stormwater Management			
Annual Plan 2019/20 \$000	Long term plan 2020/21 \$000		Annual plan 2020/21 \$000
		Asset renewal	
420	1	Minor works - renewals	51
420	1	Total asset renewal	51
		New assets and upgrades	
2,821	3,995	Category A - habitable floor flooding ³	3,555
312	708	Category E - down stream constraints	710
102	-	Minor stormwater projects	-
3,235	4,703	Total new assets and upgrades	4,265
3,655	4,704	TOTAL CAPITAL WORKS	4,316

Wastewater Management			
Annual Plan 2019/20 \$000	Long term plan 2020/21 \$000		Annual plan 2020/21 \$000
		Asset renewal	
6	6	Capital expenditure depot	6
32	32	Ōtaki wastewater treatment plant renewals	32
695	315	Paraparaumu wastewater treatment plant consent	918
284	290	Paraparaumu wastewater treatment plant renewals	290
50	107	Reticulation planned renewals	108
86	88	Reticulation unplanned renewals	88
50	50	Wastewater pump station planned renewals	50
137	139	Wastewater pump station unplanned renewals	140
1,340	1,027	Total asset renewal	1,632
		New assets and upgrades	
-	32	Aeration system renewal	32
-	1,791	Inlet works	1,797
158	-	Ōtaki wastewater treatment plant upgrades	-
-	151	Paraparaumu wastewater treatment plant upgrades	151
200	-	Reticulation upgrades	-
-	-	Waikanae duplicate rising main	921
358	1,974	Total new assets and upgrades	2,910
1,698	3,001	TOTAL CAPITAL WORKS	4,533

³ Shovel ready project submitted: Districtwide Stormwater upgrades – to alleviate habitable floor flooding and commercial building flooding. Total project cost \$25.0 million. Progressed to the next stage.

Water Management			
Annual Plan 2019/20 \$000	Long term plan 2020/21 \$000		Annual plan 2020/21 \$000
		Asset renewal	
5	5	Hautere water treatment plant renewal	5
50	50	Network planned renewals	50
210	215	Network unplanned renewals	215
-	11	Ōtaki water treatment plant renewal	11
5	5	Paekākāriki water treatment plant renewal	5
21	-	Reservoir renewals	-
53	54	Waikanae water treatment plant renewal	54
21	21	Water meter renewals	22
-	43	Water pump station renewals	43
61	63	Water reactive datran scada renewals	63
426	467	Total asset renewal	468
		New assets and upgrades	
-	1,287	Hautere water treatment plant upgrades	1,291
1,576	-	Network upgrades	165
735	3,580	Ōtaki water treatment plant upgrades	3,591
7,354	1,250	Waikane stage 2 growth allocations ⁴	1,970
9,665	6,117	Total new assets and upgrades	7,017
10,091	6,584	TOTAL CAPITAL WORKS	7,485

⁴ Shovel ready project submitted: Water safety and resilience project - Infrastructure upgrades for drinking water supply. Total project cost \$20.1 million. Progressed to the next stage.

Kāpiti Coast District Council – Annual Plan 2020/21

How much are we spending on capital works in Community Services

Community Facilities and Community Support			
Annual Plan 2019/20 \$000	Long term plan 2020/21 \$000		Annual plan 2020/21 \$000
		Asset renewal	
-	-	Birthing building renewals	31
587	200	Districtwide housing renewals	715
123	-	Earthquake prone building remedial work - districtwide	60
3	3	Equipment renewals council buildings	3
3	16	Exterior upgrade council buildings	16
139	28	Furniture & fittings council buildings	28
31	-	Old Ōtaki service centre/museum	30
-	112	Ōtaki public toilet renewals	112
-	-	Ōtaki depot planned renewals	2
-	17	Ōtaki theatre	41
5	12	Paekākāriki hall renewals	12
327	-	Paraparaumu memorial hall renewals	-
255	-	Paraparaumu sports hall renewals	255
-	-	Paraparaumu depot planned renewals	15
-	-	Paraparaumu housing renewals	46
146	-	Paraparaumu/Raumati community centre entry	23
-	2	Reikorangi hall planned renewals	26
-	4	Waikanae arts centre renewals	4
21	21	Waikanae beach hall planned renewals	21
63	13	Waikanae hall renewals	13
5	-	Waikanae housing renewals	-
18	-	Waikanae memorial hall - small projects	-
-	5	Waikanae museum renewals	-
-	18	Waikanae senior citizen hall renewals	25
505	23	Waterfront building	-
2,231	474	Total asset renewal	1,478
		New assets and upgrades	
8	9	Cemeteries trees and planting	9
1,600	-	Kapiti college performing arts centre	-
52	53	Ōtaki college gymnasium	53
-	-	Takiri house south	307
-	318	Waikanae new toilets	-
1,660	380	Total new assets and upgrades	369
3,891	854	TOTAL CAPITAL WORKS⁵	1,847

⁵ Shovel ready project submitted: Social Housing Development – to construct 27 Public Housing Units. Total project cost \$20.8 million. This project is not included in the 20-21 Annual Plan.
 Shovel ready project submitted: Districtwide Community Facility - Development of a districtwide community facility as part of the next step in an integrated larger Paraparaumu Town Centre transformation project. Total project cost \$33.0 million.

Economic Development			
Annual Plan 2019/20 \$000	Long term plan 2020/21 \$000		Annual plan 2020/21 \$000
		Asset renewal	
-	-		-
-	-	Total asset renewal	-
		New assets and upgrades	
-	-	Kapiti gateway	255
857	930	Strategic land purchase	932
1,022	-	Strategic property upgrades	409
1,135	1,873	Town centre major connectors	854
3,014	2,803	Total new assets and upgrades	2,450
3,014	2,803	TOTAL CAPITAL WORKS	2,450

Parks and Open Spaces			
Annual Plan 2019/20 \$000	Long term plan 2020/21 \$000		Annual plan 2020/21 \$000
		Asset renewal	
-	54	Bridges within parks	54
-	178	Campbell park reserve	178
53	54	Carpark sealing	54
55	57	Districtwide beams & seating	57
-	86	Districtwide court renewals	86
-	22	Haruatai park	22
11	54	Irrigation/drainage	54
-	5	Lighting	-
-	86	Marine gardens	81
28	-	Mazengarb reserve	10
-	350	Mazengarb reserve artificial turf replacement	350
49	-	Ōtaki playground equipment	-
6	6	Paekākāriki tennis club	6
327	153	Paraparaumu / raumati playgrounds	238
-	79	Paraparaumu domain	80
-	5	Park furniture	-
19	19	Parks fencing contribution	26
16	5	Parks hard assets	9
70	-	Waikanae memorial park	-
-	43	Waikanae park renewals	43
153	163	Waikanae playground equipment	163
787	1,419	Total asset renewal	1,511
		New assets and upgrades	
48	33	Districtwide trees and planting	38
-	-	Maclea park ⁶	-
-	5	Marine gardens	-
10	-	Mountains to sea capex	-
2	2	Ōtaki educational signs	-
333	-	Ōtaki beach development	2
-	700	Otarua park (stage 2) ⁷	-
201	-	Paraparaumu & Raumati - SH1 escarpment	701
30	30	Pharazyn reserve development	-

⁶ Shovel ready project submitted: Maclean Park Development stage 2 - Continued redevelopment of the park to position it as a regional destination. Total project cost \$11.0 million. There is no budget for 2020-21 for this project. Progressed to the next stage.

⁷ Shovel ready project submitted: Otara Park Development - Development of a new park which will be the main sport and recreation hub for the district. Total project cost \$27.5 million.

Kāpiti Coast District Council – Annual Plan 2020/21

16	16	Tasman Lakes	30
-	16	Traffic islands Paraparaumu & Raumati	30
640	802	Total new assets and upgrades	801
1,427	2,221	TOTAL CAPITAL WORKS	2,312

Recreation and Leisure			
Annual Plan 2019/20 \$000	Long term plan 2020/21 \$000		Annual plan 2020/21 \$000
		Asset renewal	
5	17	Arts events materials	15
52	13	Coastlands aquatic centre building renewals	110
3	6	Coastlands aquatic centre furniture and fittings	6
48	25	Coastlands aquatic centre plant renewals	32
31	-	Filtration upgrade	-
77	27	Libraries furniture and fittings	28
15	15	Library technology project	14
211	419	Materials additions	419
36	74	Ōtaki pool plant replacement	41
-	-	Ōtaki building renewals	13
3	13	Ōtaki building renewals/roof	23
11	23	Ōtaki pool equipment	74
116	-	Ōtaki Theatre and Museum renewals	102
59	22	Waikanae building renewals	39
112	-	Waikanae pool tanks	29
27	17	Waikanae plant renewals	22
5	22	Waikanae pool equipment	-
811	693	Total asset renewal	967
		New assets and upgrades	
9	7	Coastlands aquatic centre pool equipment	7
276	1,324	Mahara gallery - council funded	-
-	3,470	Mahara gallery upgrade - trust funded	-
-	7	Ōtaki recreation equipment	7
154	48	Public art acquisitions districtwide	102
147	-	Waikanae library building upgrade ⁸	107
-	7	Waikanae recreation equipment	7
586	4,863	Total new assets and upgrades	230
1,397	5,556	TOTAL CAPITAL WORKS	1,197

⁸ Shovel ready project submitted: Waikanae Library and Gallery - Construction of a new Waikanae Library and Service Centre (to replace closed building) and upgrade and redevelopment of Mahara Gallery. Total project cost \$18.9 million.

How much are we spending on capital works in Planning and Regulatory Services

Regulatory Services			
Annual Plan 2019/20 \$000	Long term plan 2020/21 \$000		Annual plan 2020/21 \$000
		Asset renewal	
238	80	Animal management shelter	-
238	80	Total asset renewal	-
		New assets and upgrades	
-	-		-
-	-	Total new assets and upgrades	-
238	80	TOTAL CAPITAL WORKS	-

How much are we spending on capital works in Governance and Tāngata Whenua

Governance and Tangata Whenua			
Annual Plan 2019/20 \$000	Long term plan 2020/21 \$000		Annual plan 2020/21 \$000
		Asset renewal	
6	6	Civil defence & welfare centres	6
6	6	Civil defence communications & EOC equipment	6
36	-	Councillors' computer hardware	-
3	-	EOC building renewal	-
393	403	Plant purchase & renewal	404
444	415	Total asset renewal	416
		New assets and upgrades	
-	-	Total new assets and upgrades	-
444	415	TOTAL CAPITAL WORKS	416

Corporate			
Annual Plan 2019/20 \$000	Long term plan 2020/21 \$000		Annual plan 2020/21 \$000
		Asset renewal	
52	85	Council software systems	85
54	70	Desktops	70
22	23	District wide connectivity	23
16	23	Laptops / notebooks	75
65	46	Mobile phones	46
4	4	Office equipment replacement	4
41	128	Organisational support & service	128
93	107	Technical infrastructure	108
347	486	Total asset renewal	539
		New assets and upgrades	
229	266	Council software systems	1,014
11	-	Handheld technology	-
26	27	Health & safety fund	92
256	-	Self insurance contingency fund	771
99	101	Technical infrastructure	101
621	394	Total new assets and upgrades	1,978
968	880	TOTAL CAPITAL WORKS	2,517

Disclosure statement

For the year ending 30 June 2021

What is the purpose of this statement?

The purpose of this statement is to disclose council's planned financial performance in relation to various benchmarks to enable the assessment of whether council is prudently managing its revenue, expenses, assets, liabilities, and general financial dealings.

Council is required to include this statement in its annual plan in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014, (the regulations). Refer to the regulations for more information, including definitions of some of the terms used in this statement.

Benchmark	Quantified Limit / Target	Planned	Met
Rates affordability			
• Rates (Income) affordability	\$73.28 million	\$70.99 million	Yes
• Rates (increase) affordability	5.5%	2.6%	Yes
Debt affordability benchmark	\$195 million	\$167 million	Yes ¹
Balanced budget benchmark	100%	97.7%	No ²
Essential services benchmark	100%	163%	Yes
Debt servicing benchmark	10%	8.4%	Yes

1. The quantified limit for net planned debt is the lesser of \$200 million or 240% of Total Operating Income. Council's net planned borrowing will be \$167 million in 2020/21. Gross borrowing is forecast to be \$207 million, of which \$40 million is part of the Council's prefunding strategy and so is readily available to repay borrowings.
2. Kāpiti Coast District Council has not met this benchmark due to its policy of non-funded depreciation of infrastructure assets.

Forecast rating units

The following table shows the total number of rateable properties planned for this annual plan.

	2019/20	2020/21	Total capital value 2019/20 \$000	Total land value 2019/20 \$000	Total forecast capital value 2020/21 \$000	Total forecast land value 2020/21 \$000	Forecast growth
Rateable units	25,140	25,233	14,963,769	7,137,413	15,087,010	7,158,716	0.40%
Non-rateable units	727	777	557,623	243,813	565,355	244,814	
Total	25,867	26,010	15,521,392	7,381,226	15,652,365	7,403,530	

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 fee⁹ 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

⁹This 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	
<p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • 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)

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 ¹⁰ 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

¹⁰ Conditions apply, applications will only be accepted on a case by case basis and assumes adequate information is provided.

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 hour thereafter)
Marginal and temporary exemptions	\$314 deposit (covers first 2 hours of processing time, \$157 per hour 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/speyed 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		\$104 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 ¹¹		

* For site visit if:
 - an approved owner changes address or;
 - re-inspection to check that any required improvements have been made.

¹¹ 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)	\$614 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	\$153
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

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.

Swimming pools charges

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
	Belvedere Avenue, Waikanae	\$151	\$136

Swimming pools charges	
Adult per swim ¹²	\$5.20
Child per swim ¹³	\$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 ¹⁴	\$3.20
AquaFit Adult per class	\$6.30
AquaFit Senior per class	\$5.80
Hydroslide (Waikanae and Coastlands Aquatic Centre – unlimited use per visit) ¹⁵	\$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 ¹⁶	\$2

¹² Adult 16 years plus

¹³ Child 5-15 years

¹⁴ On supply of a student ID

¹⁵ Adults accompanying an under 8 slide user do not pay the hydroslide fee.

¹⁶ Spa and/or sauna only (i.e. no swim) is at applicable pool entry rate.

Swimming pools charges		
Spa (Waikanae Pool) in addition to pool entry ¹⁶		\$1
Spa and/or sauna (Ōtaki Pool) in addition to pool entry ¹⁶		\$2
10 swim	Adult	\$46.80
	Child	\$28.80
	Community Services Cardholder	\$32
	65 years of age and over	\$32
	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
	Child	\$120

* 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 per hour
Swimming pool complex hire - Waikanae*	\$310 per hour
Competitive events	<u>plus</u> 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 per child
Commercial lane hire	\$12.30 per hour <u>plus</u> per head entry at applicable rate
Meeting room hire (Coastlands Aquatic Centre only)	Community groups: \$12.50 per hour \$46 half day use \$77 full day use Commercial use: \$20.50 per hour \$82 half day use \$143 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 30 minute lesson \$30 Special Needs \$15 Private lesson (2 students) 2 on 1, 20 minute lesson \$27 2 on 1, 30 minute lesson \$37
Aquatic (Small Group) programmes	10 Week term \$65 Casual Visit \$7.50
Waikanae Pool	BBQ Hire per hour \$10 BBQ Bond \$20

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 bookings 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 bookings ¹⁷
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	-

¹⁷ 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 or \$3 for multi disc set*
Talking books	No charge
Loans/reserves	
Interloans	\$15 each
International interloans	\$35 each
Library membership	
Membership cards (replacement)	\$4
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 per item, or \$68 for six months, or \$135 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 per high-resolution digital image emailed or copied to a CD to customer for personal use. \$50 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 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 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 per tonne
- must meet the cleanfill acceptance criteria published on the Council's website	\$14 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	20c
– A4 per sheet (the first 20 copies free)	
– 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 ¹⁸ project works	\$285
Corridor access request (CAR) fee ¹⁸ 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

¹⁸ 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
Ammonia-N g/m ³	\$21
BOD g/m ³	\$27
Bore depth	\$6.60
cBOD g/m ³	\$33.30
Chloride g/m ³	\$21
COD g/m ³	\$27
Conductivity mS/cm	\$12
DO g/m ³	\$10
DRP-P g/m ³	\$21
E.Coli no/100ml (m Tec River monitoring only)	\$22.50
F/Coli + E.Coli (namug –mbr-filt)	\$35
Enterococci no/100ml (mbr Filt)	\$24
F/Coli no/100ml (mbr Filt)	\$22
Fluoride g/m ³	\$27
Iron g/m ³	\$21
Nitrite testing	\$21
Nitra+Nitri-N g/m ³ (Nitrate)	\$21
pH	\$12
Presence/absence coliform	\$22.50

Testing of water - laboratory charges	
Salinity	\$12
Staff collection (2 people)	\$109
Suspended solids g/m ³	\$21
TEMP °C	\$10
Total coliforms no/100ml (mbr filt)	\$22
Total Coliforms and Ecoli (Colilert)	\$35.80
Total Nitrogen	\$28
Total P g/m ³	\$27
Total solids %	\$15
Travel (per KM)	\$0.77
Total solids g/m ³	\$21
Turbidity NTU	\$12
UV transmission	\$12

Our governance

Your elected members	116
Committees	118

Your elected members

The Kāpiti Coast District Council consists of a mayor and 10 councillors. Five councillors are elected on a districtwide basis and five are elected from four wards.



K (Guru) Gurunathan
Mayor

k.gurunathan@kapiticoast.govt.nz



Janet Holborow
Deputy Mayor and
Districtwide Councillor
Portfolio: Cultural
wellbeing

janet.holborow@kapiticoast.govt.nz



Sophie Handford
Paekākāriki/Raumati
Ward Councillor
Portfolios: Climate and
youth

sophie.handford@kapiticoast.govt.nz



James Cootes
Ōtaki Ward Councillor
Portfolio: Transport

james.cootes@kapiticoast.govt.nz



Angela Buswell
Districtwide Councillor
Portfolio: Business &
jobs

angela.buswell@kapiticoast.govt.nz



Gwynn Compton
Districtwide Councillor
Portfolios: Rural, Greater
Wellington Regional
Council, and economic
wellbeing

gwynn.compton@kapiticoast.govt.nz



Martin Halliday
Paraparaumu Ward
Councillor
Portfolios: Health and
seniors

martin.halliday@kapiticoast.govt.nz



Jocelyn Prvanov
Waikanae Ward Councillor
Portfolio: Environmental
wellbeing

jocelyn.prvanov@kapiticoast.govt.nz



Bernie Randall
Paraparaumu Ward
Councillor

bernie.randall@kapiticoast.govt.nz



Jackie Elliott
Districtwide Councillor
Portfolio: Waste

jackie.elliott@kapiticoast.govt.nz



Rob McCann
Districtwide Councillor
Portfolios: Housing and
social wellbeing

rob.mccann@kapiticoast.govt.nz

Community boards

Supporting Council are four district community boards: Ōtaki, Paraparaumu/Raumati, Waikanae and Paekākāriki.

Community boards are the grass-roots of local democracy, where people in each of our towns and villages can take their concerns or seek assistance.

The Council has a strong partnership base with Community Boards on local matters. The corresponding ward councillors sit on each board. As far as practicable, local issues are referred to community boards for consideration, comment or recommendations before decisions are made. Board chairs can sit at Council meetings and contribute to the debate, helping ensure that the interests of the whole district are taken into account. They do not have voting rights at council meetings.

A board's role is mainly advocacy, but it also has powers to make some decisions about issues within its boundaries. Boards make submissions to council and other statutory agencies. They control local funds for making grants to individuals and groups for community purposes.

Community board members**Ōtaki community board**

The area covered by the community board includes north of Marycrest, Te Horo, Ōtaki and north to Forest Lakes.

Christine Papps | Chair
christine.papps@kapiticoast.govt.nz

Marilyn Stevens | Deputy Chair
marilyn.stevens@kapiticoast.govt.nz

Stephen Carkeek
stephen.carkeek@kapiticoast.govt.nz

Shelly Warwick
shelly.warwick@kapiticoast.govt.nz

Waikanae community board

The area covered by the community board stretches from the Waikanae River in the south through to Peka Peka in the north.

James Westbury | Chair
james.westbury@kapiticoast.govt.nz

Jill Griggs | Deputy Chair
jill.griggs@kapiticoast.govt.nz

Geoffrey Churchman
geoffrey.churchman@kapiticoast.govt.nz

Margaret Stevenson-Wright
margaret.stevenson-wright@kapiticoast.govt.nz

Paraparaumu/Raumati community board

The area covered by the community board includes from Raumati South through to Otaihanga.

Kathy Spiers | Chair
kathy.spiers@kapiticoast.govt.nz

Guy Burns | Deputy Chair
guy.burns@kapiticoast.govt.nz

Jonny Best
jonny.best@kapiticoast.govt.nz

Grace Lindsay
grace.lindsay@kapiticoast.govt.nz

Paekākāriki community board

The area covered by the community board includes the Emerald Glen area and Whareroa Road in the north, down to Fisherman's Table in the south.

Holly Ewens | Chair
holly.ewens@kapiticoast.govt.nz

Tina Pope | Deputy Chair
tina.pope@kapiticoast.govt.nz

Jess Hortop
jessica.hortop@kapiticoast.govt.nz

Dan O'Connell
dan.o'connell@kapiticoast.govt.nz

Committees

As well as the Council and Community Boards, committees are set up with each new triennium to better channel the Council's resources for an efficient governance structure. For the 2019-22 triennium these are:

- Strategy and operations committee
- Audit and risk subcommittee
- CE performance and employment subcommittee
- Appeals hearings subcommittee
- Grants allocation subcommittee
- District licensing committee
- Campe Estate subcommittee

Te Whakaminenga o Kāpiti

Te Whakaminenga o Kāpiti is one of the longest-lasting partnerships between tāngata whenua and local government in New Zealand. The partners are the Kāpiti Coast District Council and the mana whenua (people with 'authority over the land') on the Kāpiti Coast: Te Āti Awa ki Whakarongotai, Ngāti Raukawa ki te Tonga and Ngāti Toa Rangatira.

Representatives to be confirmed at a meeting of Te Whakaminenga o Kāpiti on 30 June 2020. This section will be updated with the agreed membership prior to publishing.



Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

Phone: 04 296 4700 or 0800 486 486

kapiticoast.govt.nz

