



AGENDA

Council Meeting

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

Date: Thursday, 24 June 2021

Time: 9.30am

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

**Wayne Maxwell
Chief Executive**

Kapiti Coast District Council

Notice is hereby given that a meeting of the Kapiti Coast District Council will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 24 June 2021, 9.30am.

Council Members

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

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1 WELCOME**2 COUNCIL BLESSING**

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

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

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

Notification from Elected Members of:

4.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

4.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**6 MEMBERS' BUSINESS**

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

7 MAYOR'S REPORT

8 REPORTS

8.1 ADOPTION OF THE LONG TERM PLAN 2021-41

Author: Alison Law, Long-Term Plan Lead

Authoriser: Wayne Maxwell, Chief Executive

PURPOSE OF REPORT

- 1 This report seeks the Council adoption of the Long-Term Plan (LTP) 2021-41.

DELEGATION

- 2 Only the Council has the authority to adopt the Long-Term Plan.

BACKGROUND

- 3 The Local Government Act 2002 (LGA) states that a Long-term plan must be adopted before the commencement of the first year to which it relates, and continues in force until the close of the third consecutive year to which it relates. This LTP needs to be adopted by 30 June 2021 and will commence from 1 July 2021 for 3 consecutive years.
- 4 Under section 93 of the LGA, an LTP adopted under this section must –
- a) Cover a period of not less than 10 consecutive financial years; and
 - b) Include the information required by Part 1 of Schedule 10.
- 5 Elected Members and representatives from Te Whakaminenga o Kāpiti (Ngāti Toa and Ngā Hapū o Ōtaki) and Āti Awa ki Whakarongotai, attended a series of briefings in November and December 2020 to discuss the Council's strategic direction for the 2021-41 LTP.
- 6 A series of workshops were held in January and February 2021 to agree the Council's direction on each of the activities, their related operational and capital budgets, their levels of service and related performance indicators and the timing and nature of major projects. The workshops also addressed key strategies and policies underpinning the LTP. The workshops were open to the public and members of Grey Power, in particular, attended and provided input at various points.
- 7 These workshops along with what we heard from the community during the 'What Matters Most' campaign, shaped the content of the consultation document, which was presented to the Council for adoption on 25 March 2021.
- 8 The draft LTP was consulted on through a special consultative procedure (SCP) from 7 April to 10 May 2021. Requirements for the consultation are laid down in Sections 83 and 93 of the LGA. In total, there were 741 formal submissions received from various channels. Copies of all submissions were distributed to elected members in preparation of the public hearings and final considerations workshops.
- 9 Public Voice were contracted to undertake the analysis of the submissions on behalf of Council. Public Voice Limited is a research and engagement consultancy located in Wellington, New Zealand. They specialise in research and engagement activities related to public policy and public consultation. Public Voice works for a range of New Zealand local and central government agencies. You can find out more about their work at www.publicvoice.co.nz.
- 10 A summarised report from Public Voice was provided to elected members once the consultation period had closed. This report indicated the key themes and analysis that was captured from the community during consultation. Public Voice also provided Council with a final report, which is referenced throughout this report after every section that was in the Consultation Document. Both reports are available on the Council website and can be found at: <https://www.kapiticoast.govt.nz/media/39675/long-term-plan-report-12-june.pdf>
<https://www.kapiticoast.govt.nz/media/39676/public-voice-ltp-report.pdf>.


- 11 Public Hearings between 17 to 19 May 2021 gave submitters an opportunity to present their submissions to Council. These hearings were live streamed and there was also dedicated timeslots for people to connect interactively online via Zoom. A total of 92 submitters presented to Council.
- 12 Two public workshops were held on 27 May and 1 June 2021, for Council to discuss feedback from the submissions and consider the direction of the content of the LTP. During these workshops, discussions were carried out in order to direct Council staff in preparing the final LTP documents for approval in this report to meet both statutory and audit requirements. The workshops were live streamed and uploaded to the Council YouTube channel. Following those workshops, Council staff began finalising the components of the LTP.
- 13 In terms of the legislative requirements for a special consultative procedure on the LTP, and the Council's goal to better engage with the community, the Council has provided effective opportunities for the community to have its say on the draft LTP. Accordingly, this report recommends the adoption of the full LTP Part one, attached as Appendix A to this report and the LTP Part two, attached as Appendix B to this report.
- 14 As part of the legislative requirements, the LTP 2021-41 has been through a rigorous review from the Council's auditors Ernst & Young and the Officer of the Auditor General (OAG). In this LTP, audit requirements have required us to make changes to the supporting documents that were consulted on when the draft LTP was adopted. These requirements are:
 - **National Policy Statement on Urban Development (NPSUD)** - Audit have shown particular interest in how we are implementing the requirements of the NPSUD. This is the first LTP produced since the new NPSUD was issued by the government in August 2020, and it has significant implications for how we plan for growth, both in terms of Council's regulatory role as well as our provision of infrastructure.
 - **Waka Kotahi** - Council has received advice from Waka Kotahi indicating that there will likely be a shortfall in the amount of funding provided by them to support the maintenance of the districts transport network, relative to the amount included in the LTP, of up to \$4.7m over the next three years. To date, no detailed information has been provided by Waka Kotahi on where this funding shortfall would sit within the transport activity, and final confirmation on any shortfall will not be provided until August 2021, after adoption of the LTP.
- 15 As advised previously by officers, part one of the LTP (Appendix A) was still in the process of being finalised at the time of providing this report to Council. Part one will be attached under a separate cover on 21 June 2021 to this report, which still meets the legislative requirements.

DISCUSSION

Our Strategic Direction

- 16 Elected Members and representatives from Te Whakaminenga o Kāpiti (Ngāti Toa and Ngā Hapū o Ōtaki) and Āti Awa ki Whakarongotai, attended a series of briefings in November and December 2020 to discuss the Council's strategic direction for the 2021-41 LTP.
- 17 Five community outcomes were drafted by our Councillors for this LTP to guide the Council's response to the district's challenges and opportunities. They are:
 - a) Mana Whenua and the Council have a mutually mana-enhancing partnership (this outcome is embedded in all the other outcomes);
 - b) our communities are resilient, safe, healthy and connected. Everyone has a sense of belonging and can access the resources and services they need;
 - c) our people have access to suitable quality housing in Kāpiti;
 - d) our natural environment is restored and enhanced as we transition to a low-carbon future; and

- e) our local economy is prosperous with ample opportunities for people to work and learn in Kāpiti.
- 18 The outcomes are underpinned by the principles presented in Te Kaupapa Mātua, the harekeke image. The harekeke represents the enduring relationship between Mana Whenua and Council at the heart of our activities for the Community and the wider relationships that surround us. The Harekeke image was developed further with direct feedback from our iwi partners and Council's Iwi Partnerships team. The updated image is included in the LTP for adoption.
- 19 The Council's focus on wellbeing has been reinforced with the Government's reintroduction of the four wellbeings into the LGA 2002.
- 20 This means that contributing to the social, cultural, environmental and economic wellbeing of our community is highlighted as a core purpose of the Council.
- 21 In the Consultation Document (CD), Council asked the community whether these community outcomes are the right priorities for Council at this time. Feedback received during the consultation period has been summarised by Public Voice below:

Our direction and key strategies 	
Do you think these are the right priorities for Council at this time, and why?	<ul style="list-style-type: none"> 68.4% of respondents who answered this question think KCDC has identified the right priorities. The most common reason for opposition was a desire for KCDC to focus on infrastructure and services only (33). The priority with the most support was 'Our people have access to suitable housing' (104).


- 22 Based on the submission responses, officers provided feedback on the priorities to Council in the Workshop on 27 May 2021. As a result, staff recommendations are included in the table below:

Consultation Question	Staff Recommendation
Do you think these are the right priorities for Council at this time?	Yes, based on submission responses.

Investing for Resilience and Growth

- 23 In recent years, our approach to our work programme and the management of our finances has been driven by needing to improve our financial position and prepare for the future. To do this, we managed our finances tightly, limited our capital spending, stabilised our borrowings and worked hard to keep rates increases manageable for our community. Our objective was to ensure that we were in a strong financial position to be able to borrow to invest in infrastructure when it was needed.
- 24 In the last three years we have spent, on average, \$23.2 million per annum on capital works. For the first three years of this plan, we propose a capital expenditure programme of \$225.3 million – an average of \$75.1 million in each year. This reflects the Council's intention to make a strong contribution to stimulating the local economy now as it rebuilds from the impacts of the pandemic and to take advantage of the low cost of borrowing.
- 25 This programme will deliver renewals of aging infrastructure, plus preparation for growth and investment in the facilities that contribute to the liveability of our district.

- 26 Feedback on whether investing for resilience and growth is the right approach for Council to take at this time has been summarised by Public Voice below:

Investing for resilience and growth: our proposed development of infrastructure and facilities 	
Do you think investing for resilience and growth is the right approach for Council to take at this time, and why?	<ul style="list-style-type: none"> 80.4% of respondents who answered this question believe this is the right approach. Careful investment was suggested by 55 respondents. 27 respondents expressed opposition. The most common idea was to invest in infrastructure (at pace with growth) (56).


- 27 Based on the submission responses, officers provided feedback on investing for resilience and growth to Council in the Workshop on 27 May 2021. This feedback is listed in the table below:

Consultation Question	Staff Recommendation
Do you think investing for resilience and growth is the right approach for Council to take at this time?	Yes, based on submission responses.

Financial and Infrastructure Strategies

- 28 The financial strategy sets out the Council's financial goals for the next 20 years with a focus on investing to stimulate our local economy due to the gains we have made in recent years. In the CD, we proposed to change the limits that are in our current financial strategy from the 2018-38 LTP. The new limits are:
- Annual rates increases are to be kept between 3% and 9% per year, with an average of 7.9% (after growth) for the first three years of the plan;
 - Total borrowings are to be no more than 280% of operating income. Forecast net borrowings at the beginning of the LTP period of \$169 million equate to 187% of operating income. By 2041 (year 20), net borrowings are forecast to be \$476 million or 211% of operating income, and by 2051 (year 30) \$516 million or 156% of operating income – within the 'Green Line' limit of 200%.
 - In terms of delivery, capital expenditure is to be no more than \$80 million per annum with a preferred range between \$40 million to \$60 million per annum.
- 29 The infrastructure strategy identifies the most crucial issues for our infrastructure areas (water, wastewater, stormwater, roading and coastal) over the next 30 years. This strategy is closely linked to the financial strategy to ensure that any planned capital expenditure within the infrastructure strategy can be funded while remaining within the agreed financial limits in the financial strategy.

30 Feedback on the two strategies has been summarised by Public Voice below:

Our financial and infrastructure strategies 	
<p>Council has determined that it is appropriate to change the limits for rates, capital spending and borrowing for the 2021–41 Long-term Plan given the extra costs that need to be met and the challenges the district is facing – particularly to be able to replace vital infrastructure in the future.</p> <p>What do you think?</p>	<ul style="list-style-type: none"> • 99 respondents expressed their support for the change. • Rates increasing above inflation was the most common reason for opposing this change (93). • The most common idea was to invest in different forms of infrastructure (96), 80 of those responses suggested investing in the airport.

31 Based on the submission responses, officers provided feedback on our financial and infrastructure strategies to Council in the Workshop on 27 May 2021. This feedback is listed in the table below:

Consultation Question	Staff Recommendation
<p>Council has determined that it is appropriate to change the limits for rates, capital spending and borrowing for the 2021–41 Long-term Plan given the extra costs that need to be met and the challenges the district is facing – particularly to be able to replace vital infrastructure in the future.</p>	<p>Yes, Council should based on the fact that resilience and growth received strong support. FS and IS enable investment in resilience and growth.</p>

32 Minor changes to both financial and infrastructure strategies have been made as a result of audit requirements relating to funding shortfalls from Waka Kotahi and requirements from the NPSUD. These changes have been incorporated into the LTP part two, attached as Appendix B (pages 2-65) to this report.




Our Big Issues




33 The CD also provided background on the districts 'Big Issues' which outline the complex issues which have a big impact on Kāpiti. As well as being significant in their own right, together they form a key part of the context for our planning.

34 These issues are:

- COVID-19 recovery;
- access to housing;
- responding to climate change;
- managing growth;
- strengthening our resilience and
- government changes impacting the Council.

35 The community provided detailed responses to these issues. Public Voice's analysis of the feedback is listed in the tables below:

Our big issues	
COVID-19 response and recovery	
	
If we experience a resurgence of COVID-19, are there particular things you'd like Council to do in response? The same things we did previously? Other things?	<ul style="list-style-type: none"> The positive feedback given was regarding KCDC maintaining the same level of involvement/response as it did previously (40). Opposing KCDCs response, 26 respondents said that it was central government's responsibility. 20 respondents questioned KCDC's role in managing the previous outbreak and identify this as an area for improvement.
What are the positives that have come out of the pandemic you would like us to keep doing or support in the community?	<ul style="list-style-type: none"> The most frequently identified positive outcome was an increase in neighbourly support (17). 18 respondents said there was nothing positive that came about from the pandemic.
Access to housing	
	
Do you have any views on access to housing generally?	<ul style="list-style-type: none"> Majority of support for KCDC involvement in housing, was to have KCDC in the role of enabler (298). The most common reason for opposition was the belief that housing is the responsibility of central government or the market (63).
Responding to climate change	
	
We have made good progress on reducing Council's emissions, however, achieving further gains will cost more. Should we continue to prioritise emissions reduction within Council?	<ul style="list-style-type: none"> 68.3% of respondents who answered this question believe that KCDC should continue to prioritise emissions reductions. 16 would only support if the reductions are significant or cost effective. 24 respondents were in opposition to the prioritisation of emissions reductions.
The effects of climate change are being experienced in different ways across the district, for example, for our coastal communities and infrastructure such as the seawall in Paekākāriki. As climate change impacts become more severe and costs to respond increase, how do we ensure equity across the district?	<ul style="list-style-type: none"> To ensure equity 58 respondents proposed an increase in rates for those living on the seashore. 41 respondents were opposed to the Paekākāriki sea wall. The most common idea (22) was to stop building in climate impacted areas.
We have developed a strategic framework to guide our decision making and we want to know if you think we've got it right. What are your views?	<ul style="list-style-type: none"> 55.2% of respondents think KCDC have got the framework right. The most common concern (41) was that the framework did not have enough focus on certain areas.

Managing growth		
As our district grows, what do you think good growth looks like?	<ul style="list-style-type: none"> The most common ideas for what good growth looks like were to focus on infrastructure (178), and housing (113). 	
Strengthening our resilience		
What else can Council do to help build community resilience?	<ul style="list-style-type: none"> A focus on infrastructure (165) and the community (84) were the most common suggestions for how KCDC can build community resilience. 	
How can Council encourage households' emergency preparedness?	<ul style="list-style-type: none"> To encourage households' emergency preparedness, 54 respondents suggested an improvement, and increase, in more targeted communication. 	
<p>Should we explore different options for how we insure our assets? We could:</p> <ul style="list-style-type: none"> reduce our cover/increase our excess? self-insure more/increase our reserves? 	<ul style="list-style-type: none"> 31.9% of respondents who answered the question believe that KCDC should explore other options. 31.9% support more self-insurance/increasing reserves. 10 respondents suggested insuring only certain assets. 	
Government changes impacting Council: Three waters services		
<p>With the changes the Government is making to regulation and supply for three waters services – (drinking water, wastewater, and stormwater):</p> <p>What's important for you about Council's role?</p>	<ul style="list-style-type: none"> Respondents identified two general areas for KCDC's role regarding three water services. These are governance (175) and water quality (53). 	
What should we advocate for?	<ul style="list-style-type: none"> The most suggested area for advocacy is around water governance (108). Submissions referred to KCDC maintaining control over water (21). Addressing water quality was also an area that KCDC should advocate for (28). 	

- 36 Based on the submission responses, officers provided feedback on the Big Issues to Council in the Workshop on 27 May 2021. As a result, staff recommendations are included in the table below:

Big Issues	Staff recommendation
COVID19 response and recovery	Continue – noting suggested improvements.
Access to Housing	Strong support for Council to enable access to housing.
Responding to Climate Change	Support for prioritising emissions reductions. General support for the strategic framework.
Managing Growth	Focus on Infrastructure, Housing, Community, Environment and Economy
Strengthening our resilience	Focus on Infrastructure and Community. Ideas noted for encouraging emergency preparedness
Government changes impacting Council	Focus on Governance


Key Decisions

- 37 In the CD we asked the community for their views on four key decisions; two key projects and two significant proposals.
- 38 The two key projects involve capital spending, and the costs and rates impacts were set out. The two significant proposals involve only operational spending from existing budgets as they are proposals to explore options further. This section of the report considers the information included in the Key Decisions, the questions asked and the responses received through submissions.

39 **Key project 1 - Should Council take a bigger role in housing?**

- 39.1 In the past, the Council has not had a significant role in housing other than our current provision of older persons housing, and our regulatory roles with our district plan and issuing consents for buildings.
- 39.2 In this plan, we will take action in several ways to expand our contribution to improving housing access and affordability in our community. Our main focus will not be in development but will be to increase our activities to support and enable development. We will:
- look further at our district's plan to see where land could be opened up for future development;
 - work with commercial developers to encourage and incentivise higher-density development in suitable areas;
 - review our existing older persons housing complexes to see if we could potentially add more housing for our older residents or other social housing;
 - explore if we can partner with iwi or a community housing provider; and
 - pursue opportunities to secure land suitable for housing. We have increased our budget for strategic land purchases. If the right opportunity comes up, we may be able to buy land which could be developed by a social housing provider or private developer.
- 39.3 We will come back to the community with any specific proposals that come out of our review and investigation of potential partnership arrangements.


39.4 Feedback on this key decision has been summarised by Public Voice below:

Key decisions 	
<p>Key project 1: Should Council take a bigger role in housing?</p> <p>Do you agree with the Council's recommended option?</p> <ul style="list-style-type: none"> • Yes – Council should take a bigger role in housing • No – Council should not take a bigger role in housing <p>Do you have any views on this?</p>	<ul style="list-style-type: none"> • 57% of respondents feel that KCDC should take a bigger role in housing. • 244 respondents want KCDC to take on the role of enabler. • Most of the opposition (102) was linked to the belief that housing is the responsibility of central government, the market and NGOs.

40 **Key project 2 - Should we renew the Paekākāriki seawall a different way?**

- 40.1 Since consultation was undertaken with the community for the 2018-38 Long-term Plan about the Paekākāriki seawall, and a plan developed for replacing the wall, costs and conditions have changed.
- 40.2 There has been extensive community engagement and consultation since 2013 on replacement options. The Council had planned to replace the seawall and had been granted both resource and building consents for the project. However, since then construction costs have escalated.
- 40.3 The cost of the concrete and rock option currently planned has increased substantially and the Council considers it necessary to explore how the seawall can be renewed at a more reasonable cost to the district. Increased costs in other areas across the Council also mean we need to look closely at the relatively high cost of this project and the impact it would have on our debt level.
- 40.4 Starting in the coming year (2021/22), if the timber option is approved to go ahead, we will improve access to the beach for all users and incorporate an art and cultural thread in the design. At the same time, we will improve protection of the roadway and the beach environment. The timber wall will cost \$17.1 million and will be built in stages over the next five years. Its estimated life will be 25 years.

Feedback on this key decision is summarised by Public Voice in the table below:

Key decisions 	
<p>Key project 2: Should we renew the Paekākāriki sea wall a different way?</p> <p>Do you agree with the Council's recommended option?</p> <ul style="list-style-type: none"> • Yes – replace it like-for-like in timber at an estimated cost of \$17 million • No – proceed with the design already agreed, at the revised estimated cost of \$27 million <p>Do you have any views on this?</p>	<ul style="list-style-type: none"> • 70.9% of respondents would like the sea wall to be replaced like-for-like. • 43 responses indicated that it should not be funded through rates. • The most common alternative (32) to the proposed options was a managed retreat.

41 **Significant proposal 1 - Should we set up a CCO (council-controlled organisation)?**


- 41.1 In the CD, we proposed the establishment of a CCO in the form of a holding company. It would have an independent board of directors reporting to the Council and would be

required to operate to the Council requirements and ensure the activity it managed was self-funding.

41.2 If, and when, we have specific activities that we consider could be managed by this company, we would undertake specific consultation with the community on that proposal before any action was taken.

41.3 The decision now is about setting up a structure that we could use in the future subject to consultation.

41.4 Feedback on this key decision is summarised by Public Voice in the table below:

Key decisions 	
<p>Significant proposal 1: Should we set up a CCO (Council controlled organisation)?</p> <p>Do you agree with the Council's recommended option?</p> <ul style="list-style-type: none"> • Yes – we should set up a CCO • No – we should not set up a CCO <p>Do you have any views on this?</p>	<ul style="list-style-type: none"> • 56.1% of respondents indicated support for KCDC setting up a CCO. • Using a CCO to play a role in the airport was a preferred option (88). • The belief that CCO's are not the core business of KCDC was the main reason for opposition (42).

42 Significant proposal 2 - Should Council explore ways to have a role in the airport?

42.1 Kapiti Coast Airport is an important asset in our community, and a thriving airport would contribute strongly to the social and economic wellbeing of our district. However, the future of the airport is uncertain.

42.2 The airport in Kāpiti is privately owned. Private ownership is unusual in New Zealand, particularly with small, regional airports such as ours. All similar airports have to supplement air traffic services with other income streams, much as Kapiti Coast Airport has done in the past by developing Kapiti Landing as a retail hub to subsidise the airport operations.

42.3 Ownership of Kapiti Coast Airport changed in late 2019, and after taking time to assess things, the new owners concluded that the airport operations are not sustainable for them.


42.4 The vulnerability of the ongoing provision of air services has also been heightened in the immediate-term by the lower levels of travel due to the COVID-19 pandemic.

42.5 There is widespread community support for retaining air services in Kāpiti. Surveys completed in 2018 and 2020, and feedback received through 'What Matters Most', show strong support for the airport to remain an important asset in our district.

42.6 There is significant economic benefit in having the airport in our region. A study undertaken in 2018 conservatively estimated the benefits to the district to be \$4.3 million per year, primarily due to travel time savings compared with flying from Wellington.

42.7 We do not own the airport so exploring ways to have a role in the airport could potentially involve considering various scenarios, for example, operating the airport under a lease or owning it in partnership, whilst remaining open to all other options that may emerge that benefit our community. If we do identify a viable option, Council will consult with the community on a specific proposal.

- 42.8 In the CD, we asked if the Council should explore ways to have a role in the airport. We would need to investigate various options and how these could work for Kāpiti as well as understanding the costs, risks and opportunities for various scenarios. Feedback on this key decision is summarised by Public voice in the table below:

Key decisions 	
<p>Significant proposal 2: Should Council explore ways to have a role in the airport?</p> <p>Do you agree with the Council's recommended option?</p> <ul style="list-style-type: none"> Yes – Council should explore ways to have a role in the airport No – Council should not explore ways to have a role in the airport <p>Do you have any views on this?</p>	<ul style="list-style-type: none"> 73.6% of respondents who answered this question indicated that they feel KCDC should explore ways to have a role in the airport. The airport being an important asset for Kāpiti was the main reason for this (184). The airport not being within the scope of KCDC's core business was one reason for opposition (31). The role of local iwi with regards to ownership and management of the land was commonly mentioned (69).

- 43 Based on the submission responses, officers provided feedback on the Key Decisions to Council in the Workshop on 27 May 2021. As a result, staff recommendations are included in the table below:

Key Decision	Staff Recommendation
Should Council take a bigger role in housing?	Yes, based on submission responses
Should we renew the Paekakariki Seawall a different way?	Yes, based on submission responses
Should we set up a Council Controlled Organisation?	Yes, based on submission responses
Should Council explore ways to have a role in the airport?	Yes, based on submission responses

Major Projects and Initiatives

- 44 The CD included information on the major projects and initiatives we know are a high priority for the community. There was no specific question asked in this section of CD, all feedback received on the major projects and initiatives has been noted by Elected Members and Council staff. Feedback on the major projects and initiatives are summarised by Public voice in the table below:

Major projects and initiatives 	
Waikanae Library - share your views.	<ul style="list-style-type: none"> Most comments (113) were in support of the Waikanae Library project. The main reason for opposition was that it is unnecessary because the world is going digital (10).
Te Newhanga Kāpiti Community Centre - share your views.	<ul style="list-style-type: none"> Most comments (35) were in support of the Te Newhanga Kāpiti Community Centre major project. The project was seen as unnecessary by some (5).
Town centres — share your views	<ul style="list-style-type: none"> The majority of comments (43) were in support of the town centres project. Making town centres pedestrian friendly was suggested by 9 respondents.

Link road — share your views	<ul style="list-style-type: none"> • Most comments (43) were supportive of the link road major project.
Drinking water safety and resilience — share your views	<ul style="list-style-type: none"> • Comments on the drinking water safety and resilience project were generally supportive (47). • Building a dam for water storage was suggested for resilience (8).
Stormwater upgrades — share your views	<ul style="list-style-type: none"> • The majority of comments (57) were in support of stormwater upgrades.
Waste minimisation — share your views	<ul style="list-style-type: none"> • Most responses (49) were in support of the waste minimisation initiative. • Not closing the Waikanae green waste recycling site was key for some (18).
Footpaths — share your views	<ul style="list-style-type: none"> • Most comments (68) were supportive of the footpaths major project. • Some respondents requested that footpaths be multi-use for cyclists (7).
Ōtaki community facilities — share your views	<ul style="list-style-type: none"> • Most comments (16) were in support of the Ōtaki community facilities major project.
Indoor sports centre — share your views	<ul style="list-style-type: none"> • Most comments (54) were in support of the indoor sports centre project. • Reducing spending was the main reason for opposition (11).
Ngā Manu Nature Reserve — share your views	<ul style="list-style-type: none"> • The majority of comments (40) received are in support of the Ngā Manu Nature Reserve major project.
Playgrounds — share your views	<ul style="list-style-type: none"> • Feedback from comments on playgrounds was mostly supportive. (27) • The most frequently given reason for opposition is that the project was unnecessary (7). • Making playgrounds suitable for older children was important for some (7).
Maclean Park — share your views	<ul style="list-style-type: none"> • The majority of responses to this project were supportive (16). • Improving the toilets and making them wheelchair friendly was mentioned in some responses (6).
Ōtaki Pool upgrade stage 2 — share your views	<ul style="list-style-type: none"> • The majority of feedback received was supportive of the Ōtaki Pool upgrade (19).
Kāpiti Gateway – Te Uruhi — share your views	<ul style="list-style-type: none"> • The majority of the responses to this major project were in opposition, mainly because they felt it is unnecessary (35). • Some responses would support the project, provided it was scaled down (10).
Community board proposals – share your views	<ul style="list-style-type: none"> • Feedback relating to this proposal was evenly split between support (11) and opposition (10).

- 45 Based on the submission responses, officers provided feedback on the major projects and initiatives to Council in the Workshop on 27 May 2021. As a result, staff recommendations are included in the table below:

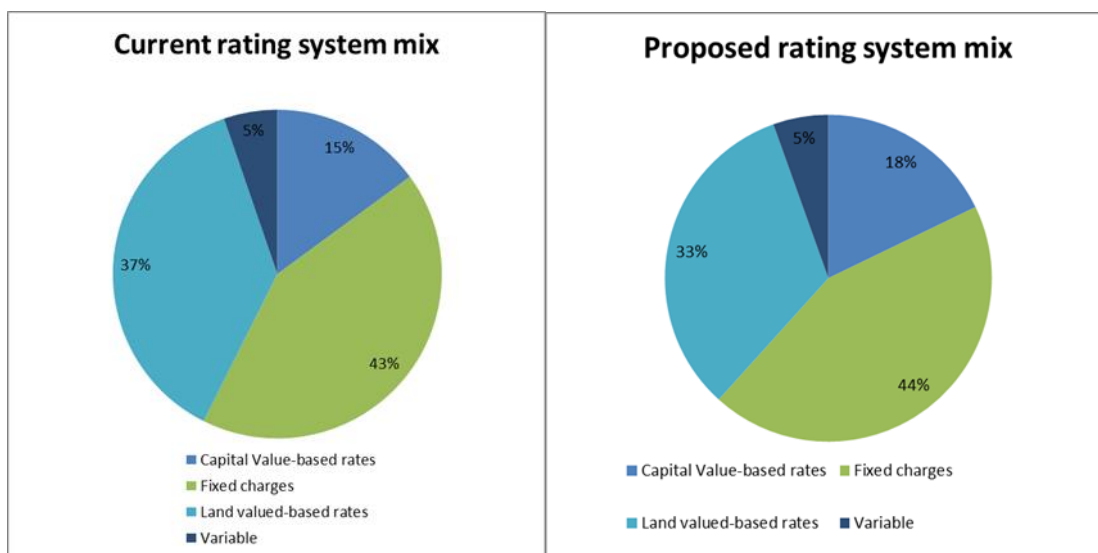
Major Projects and Initiatives				Staff Recommendation
Waikanae Library	Drinking water safety and resilience	Waste minimisation	Nga Manu Nature Reserve	No specific questions asked regards major projects - feedback noted, no decisions required.
Te Newhanga Kapiti Community Centre	Stormwater upgrades	Footpaths	Playgrounds	
Town Centres	Maclean Park	Otaki community facilities	Otaki Pool upgrade stage 2	
Link road	Kapiti Gateway – Te Uruhi	Indoor sports centre	Community board proposals	

Proposed Changes to the Rating System


46 In the CD, we explained the changes to the rating system as a result of its review. Council proposed some small changes to improve inequity. The key changes are to:

- The recent revaluation of properties saw a shift in rates with some \$450,000 moving from other property types to residential. We propose reducing this impact, by transitioning a further \$225,000 of economic development costs from the land value based districtwide general rate to the commercial rate (now a total of \$650,000).
- Increasing the proportion of Council's economic development costs to be funded from the commercial targeted rate, reflects the level of benefits received by the commercial sector from the activity. Commercial will still be paying slightly less overall.
- Transition the remaining 20 percent land value roading rate (\$2.35 million for 2021/22) to capital value. Council recognises that it's confusing to have our roading costs collected through two separate rates, so we propose transitioning it all to the one rate based on the capital value of a property.
- With the proposed changes, recovering the 2020/21 rates requirement using the 2020 values would result in residential ratepayers paying an additional \$250,000 compared to \$450,000 if no changes were made (before any annual rates increases including GWRC rates).

47 These changes help alleviate some affordability issues and move closer to the target rating system proposed in 2017, by reducing rates collected through land value charges from 37 percent to 33 percent and increase rates collected through capital value charges from 15 percent to 18 percent. Council's current and proposed rating system mix are shown below:



- 48 Feedback received on the proposed changes to the rating system is summarised by Public Voice in the table below:

Changes to rating system 	
We are proposing some changes to our rating system. What are your views?	<ul style="list-style-type: none"> The majority of feedback was in opposition to the changes. Opposition was mostly in regard to rates increases (89). Support for the proposed changes, provided it stops the rates increase, was the reason most given (66) for support.


- 49 Based on the submission responses, officers provided feedback on the changes to the rating system to Council in the Workshop on 27 May 2021. As a result, staff recommendations are included in the table below:

Consultation Question	Staff Recommendation
We are proposing changes to our rating system. If you have any views on these changes, please comment here.	Feedback noted, mainly regards rates increases and not the proposed changes. Proceed on the basis that proposed changes help to relieve increases on residential sector.

User Fees and Charges

- 50 Feedback was requested on the proposed 2021/22 user fees and charges as part of the 2021-41 LTP consultation.
- 51 Community feedback on the Regulatory Services user fees and charges was included in the report recommending their adoption on 27 May 2021. Primarily, the Council adopted these fees and charges early to enable early notification of the new dog registration fees payable on or before 1 August 2021. Additionally, early communication of the regulatory fees provides flexibility for customers and the ability to make early payment arrangements before the invoice due date(s).
- 52 New swimming pool fees were proposed because many swimming pools have spectator fees and the current lane hire fee for clubs in the district is \$8.50/hour, regardless of swimmer numbers.

- 53 The community was asked if they had any views on the proposed changes to the user fees and charges. The feedback is summarised by Public Voice in the table below:

Changes to user fees and charges 	
As part of managing increased costs, we are proposing some changes to fees and charges. What are your views?	<ul style="list-style-type: none"> The majority of feedback was in opposition to the changes. Most opposition was regarding changes to the swimming pool fees (40).


- 54 Based on the submission responses, officers provided feedback on the changes to user fees and charges to Council in the Workshop on 27 May 2021. At that workshop, Council direction given to staff was to not include the proposed new swimming pool fees. As result, staff recommendations are included in the table below:

Consultation proposal	Staff Recommendation
Swimming Pool Fees: <ul style="list-style-type: none"> Introduce a new fee of \$1 per spectator (\$25,000 or 0.04% rates increase if removed); Introduce a new fee of \$1 per swimmer attending club or group activities that hire lanes (\$19,000 or 0.03% rates increase if removed). 	Exercise Council Direction and do not introduce the proposed new swimming pool fees at this time.

- 55 All other user fees and charges are being considered by Council in a separate report on 24 June 2021.

Levels of Service

- 56 The community was asked about a proposed change to an existing service level: to close the Waikanae green waste and recycling site from 1 August 2021. This would make levels of service for Waikanae residents similar to other urban areas of the district and allow investment in more waste minimisation initiatives.
- 57 Community feedback has been noted and summarised by Public Voice in the table below:

Changes to levels of service 	
We are proposing one change to service levels. What are your views?	<ul style="list-style-type: none"> The majority of feedback was in opposition to the changes. The main reason given was that the changes would be bad for the environment (23).


- 58 Based on the submission responses, officers provided feedback on the changes to levels of service to Council in the Workshop on 27 May 2021. As a result, staff recommendations are included in the table below:

Consultation proposal	Staff Recommendation
Waikanae green waste and recycling site – close from 1 August 2021	Proceed with current proposal - noting the current occupiers of the commercial lease arrangement for the provision of green waste service have signed a contract to continue (operational hours still TBC) at no cost to Council.

Key Policies

Significance and Engagement Policy


- 59 A review of the significance and engagement policy was undertaken in 2021 with no significant changes to the policy recommended. Minor changes have been made to make the policy more accessible and to better reflect and clarify our engagement framework, which reflects the International Association for Public Participation (IAP2) model considered best practise here and overseas.
- 60 During consultation, the responders were asked whether they agree with our criteria for assessing significance. The feedback received during the consultation period is summarised by Public Voice in the table below:

Changes to policies 	
Do you agree with our criteria for assessing significance?	<ul style="list-style-type: none"> 63.4% of respondents who answered this question agree with the criteria for assessing significance.
Do you agree with the thresholds we apply to help determine if a matter may be significant?	<ul style="list-style-type: none"> 55.2% of respondents who answered this question agree with the thresholds.
Do you understand our framework for determining how and when we seek community feedback on key activities?	<ul style="list-style-type: none"> 53% of respondents who answered this question understand the framework.

- 61 Officers recommend that the Council adopts the significance and engagement policy included in the LTP part two attached as Appendix B (pages 66-77) to this report.

Rates Remission Policy

- 62 The rates remission policy comprises of a number of individual components which specify the circumstances under which rates will be considered for remission where it is considered fair and reasonable to do so. This policy was reviewed as part of the rating system review, with proposed changes including increasing the income threshold in the rates assistance policy, introducing a new remission policy for excess volumetric water rates charges resulting from a private water leak and proposing an increase of \$50,000 per annum to the current rates remission fund. This will increase to approximately \$460,000 per annum in total.
- 63 During consultation, the submitters were asked whether they had any views on the proposed changes to the rates remission policy. The feedback received has been summarised by Public Voice in the table below:

Changes to policies 	
We are proposing some changes to four of our policies: rates remission. What are your views?	<ul style="list-style-type: none"> Feedback in relation to the changes was mostly supportive. Opposition was mainly expressed for rates increases that necessitate the need for remissions (11).

- 64 Officers recommend that Council adopts the rates remission policy included in the LTP part two attached as Appendix B (pages 78-88) to this report.

Development Contributions Policy


- 65 The development contributions policy is a funding policy for planned capital expenditure on specific growth infrastructure within the district. The policy gives the Council a method for assessing and collecting development contributions, which are set through a prescribed LGA process, to fund infrastructure that is required as a result of growth.
- 66 A review of the Council's development contributions policy has resulted in minor changes proposed to the policy, including:
- increasing the 'household unit equivalent' (HUE) calculation to 2.5 people per household (from 2.3) to reflect forecast average household occupancy for the district;
 - increasing the size for non-residential units to 500m² gross floor area (from 450m²);
 - reducing the HUE slightly for retirement, visitor, supported living, and shared and group accommodation, to reflect the increase in household occupancy assumptions; and
 - updating the Council's development contribution charges and catchment maps to reflect capital expenditure forecasts and assumptions in the Council's 2021-41 Long-term Plan.
- 67 Post consultation, some minor changes to definitions and terms in the policy have been recommended to align with upcoming amendments to the District Plan to implement National Planning Standards (NPS) requirements. Of the 21 definitions in the development contributions policy, six are recommended to be changed and a new definition added. Some of these require consequential changes elsewhere in DC Policy to ensure all instances of the old terminology are replaced with the new. This includes amendments to:
- the term 'Household Unit Equivalent (HUE)' to now read 'Residential Unit Equivalent (RUE)';
 - the term 'Household Unit' to read 'Residential Unit';
 - the term 'Minor Flat' to read 'Minor Residential Unit';
 - the term 'Small Household Unit' to read 'Small Residential Unit';
 - the term 'One-bedroom household unit' to read 'One-bedroom residential unit', with a change to the associated definition;
 - A new definition for 'Temporary residential rental accommodation'; and
 - minor change to the definition of 'Residential building'.
- 68 On 6 May 2021, Council approved the Proposed Kapiti Coast District Plan with the intention to publicly notify an operative date of (or around) 30 June 2021. Therefore, any reference to the 'Proposed District Plan' in the DC Policy has been replaced with 'District Plan', with the expectation that it will become operative from 1 July 2021.
- 69 The above changes have been incorporated in the LTP part two, attached as Appendix B (pages 89-144) to this report.
- 70 During consultation, the responders were asked whether they had any views on the proposed changes to the development contribution policy. The feedback received has been summarised by Public Voice in the table below:

Changes to policies	
<p>We are proposing some changes to four of our policies: development contributions.</p> <p>What are your views?</p>	<ul style="list-style-type: none"> • The majority of the feedback (49) received is supportive of the changes.

- 71 Officers recommend that Council adopts the development contributions policy included in the LTP part two attached as Appendix B (pages 89-144) to this report.

Revenue and Financing Policy

- 72 The revenue and financing policy sets the principles for funding our operational and capital expenditure. The policy also sets the framework for deciding how the Council's activities should be funded – public (rates) versus private (fees and other income) split.
- 73 A review of the Council's revenue and financing policy resulted in no fundamental changes in the proportion of revenue recovered from rates vs fees, however several changes to the funding splits in the policy were made to better reflect changes to the Council's activity structure.
- 74 The proportion of the Council's economic development costs to be funded from the commercial targeted rate is increasing, to reflect the level of benefits received by the commercial sector from the activity. This means an additional \$225,000 (incl. GST) of rates per annum will be funded from commercial ratepayers, rather than being subsidised by residential and rural ratepayers across the district.
- 75 Other minor changes to the policy include:
- The private and public funding targets being expressed in ranges of between 5% or 10% where appropriate, rather than specific percentage targets, in line with local government best practice guidelines; and
 - Minor amendments to Policy wording to improve clarity and better meet legislative requirements.
- 76 Post consultation, a change to the funding target for the Housing for Older Persons sub-activity has been recommended, to allow for variations in income potentially arising from changes such as new residential tenancy requirements. The target will be changed from 80% private and 20% public funding, to 55-80% private and 20-45% public funding.
- 77 The above changes have been incorporated in the LTP part two, attached as Appendix B (pages 145-202) to this report.
- 78 During consultation, the responders were asked whether they had any views on the proposed changes to the revenue and financing policy. The feedback received has been summarised by Public Voice in the table below:

Changes to policies 	
We are proposing some changes to four of our policies: revenue and financing. What are your views?	<ul style="list-style-type: none"> • Feedback relating to these changes was evenly split between support and oppose. • The most frequent reason given in opposition to the changes was disapproval for the percentage of rates increase (14).

- 79 Officers recommend that Council adopts the revenue and financing policy included in the LTP part two attached as Appendix B (pages 145-202) to this report.


Policies Summary

- 80 Based on the submission responses, officers provided feedback on the policies to Council in the Workshop on 27 May 2021. As a result, staff recommendations are included in the table below:

Policy	Staff Recommendation
Revenue and Financing	Feedback noted, adopt the policies included in Appendix B to this report, noting proposed changes to the Revenue and Financing Policy and Development Contributions Policy post consultation.
Rates Remission	
Development Contributions	
Significance and Engagement	

Impact of Long-term plan on rates

- 81 One of the significant issues facing Council in this long-term plan is the increase to our base costs including inflation, insurance premiums and depreciation. These costs have been increasing in recent years.
- 82 Feedback was sought on the rates for 2021/22, on the proposed districtwide average increase of 7.8%. More detailed feedback is included in the table below:

Rates for 2021/22 	
<p>If a Long-term Plan is adopted by Council with the work programme and proposals recommended, this would mean an average rates increase of 7.8 percent for 2021/2022.</p> <p>Which of the following best indicates your views?</p> <ul style="list-style-type: none"> I accept the need for the increase and I support the proposals I accept the need for the increase, but I will find it hard to manage I don't accept the need for the increase and I think that Council should find a different way to deal with cost increase <p>Do you have any views on this?</p>	<ul style="list-style-type: none"> 57% of respondents who answered this question do not accept the need for an increase and think that Council should find a different way to deal with cost increases. 27.9% accepted the need for an increase and support the proposals. 15.1% accepted the need for the increase but will find it hard to manage. Opposition to rate increases that result in hardship and unaffordability was the main reason (141).
<p>Do you support Council exploring other ways to generate income?</p> <ul style="list-style-type: none"> Yes No <p>Do you have any views on this?</p>	<ul style="list-style-type: none"> 79.3% of respondents who answered this question support KCDC exploring other ways to generate income. The main reason for opposition was the desire to have KCDC focus on infrastructure and services only (26).

- 83 Based on the submission responses, officers provided feedback on the proposed rates increase for 2021/22 and exploring other ways to generate income to Council in the Workshop on 27 May 2021. As a result, staff recommendations are included in the table below:

Consultation question	Staff recommendation
2021/22 Proposed rates increase	Proceed with direction from Council at workshops on 27 May and 1 June 2021.
Exploring other ways to generate income	Yes, based on submission responses.

ISSUES AND OPTIONS

84 At the public workshops on 27 May and 1 June 2021, Elected Members were taken through the updated finances since the draft LTP was adopted on 25 March 2021. The items below were discussed and guidance was provided by Councillors to help finalise the LTP.

1. Less: Removing of Rates remission budget \$50,000 (Maori freehold land no longer required)

Due to legislative changes brought about through the Local Government (Rating of Whenua Maori) Amendment Bill, which received royal assent on 12th April, the requirement for unused Maori freehold land to be made non-rateable takes effect from 1 July 2021. Along with the power for Chief executives to write-off rates arrears for both general and Maori Freehold land where the rates cannot be reasonably recovered, these changes reduce the requirement for Council to maintain a Maori Freehold Land rates remission budget at the level previously required.

The Local Government (Rating of Whenua Maori) Amendment Bill also amends the Local Government Act 2002 to require the Council's existing Rates remission policy on Maori freehold land to be reviewed by 1 July 2022 so that it complies with the principles of the Te Ture Whenua Maori Act 1993.

2. Less: Additional 0.2% growth: (estimated 1.1%, with 0.9% already assumed)

We know we are most likely to experience accelerated growth in our district in the period of this long-term plan. For the draft long-term plan, we took a conservative view of growth in the number of ratepayers for the first three years of this plan (0.9 percent in year one, 1 percent in year two, and 1.3 percent in year three, rising to 1.5 percent in year four and every year thereafter for this plan period). This is because growth patterns can be hard to predict, particularly with the uncertainty caused by the pandemic. Based on subsequent subdivision information following consultation on the draft long-term plan, we have revised our growth prediction to 1.1 percent in year one.

3. No impact: Housing for Older persons

Increase rentals by \$259,000 in total to cover 80% of Council costs was already included in the draft long-term plan. Recovering 80% of costs from rentals may be subject to further review by the Council. Should the Council wish to charge less, this can be revisited during the year as the Revenue & Financing Policy has been adjusted to be 55% to 80% private funding (fees) and 20% to 45% public funding (rates). It was 80% private funding and 20% public funding in the draft long-term plan.

4. Add: Removed the additional swimming pool charge of \$1 per swimmer attending club or group activities that hire lanes at a cost of \$19,000 and 0.03% on rates.

A new \$1 per person admission fee was proposed for clubs / groups hiring lanes (in addition to lane hire), as swim club lane hire results in limited availability for the wider community at peak times and reduces the revenue generated by community use. This fee has now been taken out of the 2021-41 LTP after consultation on the draft LTP provided Council with feedback from the community.

5. No impact: Removed the new spectator charge of \$1 for all swimming pools (except for club and learn-to-swim parents/caregivers and non-swimming parents/caregivers of

children under eight). This is similar to some other Wellington region aquatic centre charges. It was estimated that this would generate fees of \$25,000 however this was never included in the draft long-term plan

6. **Add:** Additional Capex carry forwards from 2020/21 to 2021/22 resulting in less depreciation expected for 2021/22.

More detailed information on this can be found in paragraph 95 of this report.

7. **Additional funding requests:**

- a) **Add:** Submission: Paraparaumu College (safety improvement) CAPEX \$60,000

During the workshops where Council reviewed the submissions on 27 May and 1 June 2021, Elected Members proposed adding \$60,000 capex into the budget for safety improvements at Paraparaumu College. This will have a nil impact on rates in year one and is currently included in the proposed 7.79%.

- b) **Add:** Submission: Raumati Village Business Association (vision & plan for local community hub). Funding is annually for appropriate projects (not just Raumati Village) of \$10,000

During the workshops where Council reviewed the submissions on 27 May and 1 June 2021, Elected Members proposed adding \$10,000 into the budget every year for appropriate projects across the district. This will have a 0.07% impact on rates in year one and is currently included in the proposed 7.79%.

- c) **Add:** Nga Manu Nature Reserve re-phasing

In the draft LTP, Nga Manu Nature Reserve funding was budgeted to start from year two. After the formal hearings, Councillors reviewed the submissions on 27 May and 1 June 2021, Elected Members proposed rephasing Nga Manu's funding by adding \$50,000 into the budget for year one. This will have a 0.07% impact on rates in year one and is currently included in the proposed 7.79%.

Add: Social Investment Fund for Otaki Community

During the workshops where Council reviewed the submissions on 27 May and 1 June 2021, Elected Members proposed adding \$50,000 into the Social Investment Fund for the Otaki Community. This was in reaction to the feedback received during the consultation process with the community. This will have a 0.07% impact on rates in year one and is currently included in the proposed 7.79%.

- d) **Add:** Youth Space Otaki

During the workshops where Council reviewed the submissions on 27 May and 1 June 2021, Elected Members proposed adding \$50,000 into the budget for a youth space in Otaki. This will have a 0.07% impact on rates in year one and is currently included in the proposed 7.79%.

Add: Climate Initiatives CAPEX for year 1 of the long-term plan

During the workshops where Council reviewed the submissions on 27 May and 1 June 2021, Elected Members proposed adding \$150,000 capex into the budget for climate initiatives. This money will be used to install EV charges around the district. This will have a nil impact on rates in year one and is currently included in the proposed 7.79%.

- e) **Add:** Feasibility Study for the indoor sports centre for year 2 only \$50k

During the workshops where Council reviewed the submissions on 27 May and 1 June 2021, Elected Members proposed adding \$50,000 into the budget for a feasibility study for an indoor sports centre in year two of this LTP.

- 85 The table below shows how these decisions have affected rates and capital expenditure for year one of the LTP 2021-41:

Item	Description	Rates Revenue Increase/(decrease) (\$000)	Average rates increase/(decrease) (%)	Capex Increase/(decrease) (\$000)
	Draft long-term plan 2021/22 as per public consultation	\$77,179	7.800%	\$72,009
1	Less: Removing of Rates remission budget (Maori freehold land no longer required)	(50)	(0.070%)	-
2	Less: Additional 0.2% growth: (estimated 1.1%, not 0.9%)	-	(0.200%)	-
3	Nil: Housing for Older persons – increase rentals to cover 80% of Council costs already included in the draft long-term plan. Adjust ranges in Revenue & Financing Policy to be 55% to 80% private funding (fees) and 20% to 45% public funding (rates). It was 80% private funding and 20% public funding in the draft long-term plan.	-	-	-
4	Add: Removed the additional swimming pool charge of \$1 per swimmer attending club or group activities that hire lanes.	19	0.030%	-
5	Nil: Continue to exclude the new proposed spectator charge of \$1 for all swimming pools (except for club and learn-to-swim parents/caregivers and non-swimming parents/caregivers of children under eight).	-	-	-
6	Add: Additional Capex carry forwards from 2020/21 to 2021/22	-	-	1,245
7	Additional funding requests:			
a	Add: Submission: Paraparaumu College	1	0.001%	60

Item	Description	Rates Revenue Increase/(decrease) (\$000)	Average rates increase/(decrease) (%)	Capex Increase/(decrease) (\$000)
	(safety improvement) CAPEX \$60,000			
b	Add: Submission: Raumati Village Business Association (vision & plan for local community hub). Funding is annually for appropriate projects (not just Raumati Village) \$10,000	10	0.015%	-
c	Add: Nga Manu re- phasing	50	0.070%	-
d	Add: Social Investment Fund for Otaki Community	50	0.070%	-
e	Add: Youth Space Otaki	50	0.070%	-
f	Add: Climate Initiatives \$150,000 CAPEX for year 1 of the long-term plan	3	0.004%	150
g	Add: Feasibility Study for the indoor sports centre for year 2 only \$50,000	-	-	-
	Final proposed long- term plan 2021/22	\$77,312	7.79%	\$73,464

86 As shown above, if Council decides to proceed with the recommendations in this report, the average rates increase for 2021/22 will be 7.79%. The final rates increase is slightly different to the rate consulted on due to changes post consultation, as outlined in this report.

Submissions with financial and resourcing implications

- 87 During the consultation process, requests for additional grants, additional funding or initiatives that could have financial implication for the Council were made by a range of community organisations and some individuals.
- 88 Elected Members received all 741 submissions to read, they have also been made publicly available on the Council's website.
- 89 The Council has reviewed these submissions and gave direction to Council staff at the public workshops to inform the preparation of the LTP. Where direction from the Council on a submission resulted in a change to the draft LTP, this is summarised in the table below.
- 90 A significant number of the requests were already included in the work programme set out in the draft LTP. These are shown as 'work programme' in the table below. Council considered all submissions listed below, some submissions also have the recommendation 'noted' attached to it, this is to show that these items were discussed but at the current time are outside of current work programmes.
- 91 A small number of requests listed below do have an impact on rates and/or borrowings, these have been made explicit where applicable. The total impacts on rates, borrowings and

capital expenditure are outlined in the Financial Considerations section of this paper in paragraphs 108-109.

- 92 Submissions that have not resulted in a change to the draft LTP or aren't currently included in any work programmes are not included in this paper. However, Council staff will continue to work with the organisations and individuals who submitted, to better understand their requests and consider the appropriate action. In some cases, this may result in a recommendation to the Council through the 2022/23 annual plan process, or through the next LTP.
- 93 At workshops on 27 May and 1 June 2021, Elected Members worked through all submissions requesting additional funding/resources. Below is a table of all submissions that have been included in the LTP prior to adoption of this report. Some submissions were very detailed and included a variety of requests. For the purpose of this report, submissions have been referred to at a high level. Submitters will receive individual responses applicable to their submissions, following the adoption of the LTP.

Submitter	Request	Rates impact	Recommendation
Paraparaumu College	Alternative entrance to the college cycle parking area: \$60,000	0.001%	Increase the capex budget as required.
Raumati Village Business Association	Raumati Village upgrade	0.01%	Increase the opex budget as required. - Add \$10,000 annually for working with sectors of community across the district for appropriate projects from Y1 (Not just RVBA)
Nga Manu	\$150,000 over 2021-22 and 2022-23; and - A Feasibility Study regarding a proposed Forest Canopy Walkway - \$100,000 over 2022-23 and 2023-24.	Yr 1 0.07%	Increase the opex budget as required. - Readjust funding to better suit their needs. \$50,000 Y1, \$100,000 Y2 & \$100,000 Y3
Otaki College	Counter proposal – Let's talk more to our communities	0.07%	Increase the opex budget as required. - Social Investment fund raised by \$50,000 specifically for Otaki. Will start to look at an Otaki community facilities review

Submitter	Request	Rates impact	Staff Recommendation
Paekakariki Surf Lifeguards	Additional \$650,000 over Y1-Y3	Yr 1 0.31% Yr 2 0.31% Yr 3 0.31%	No change as \$50,000 already included in Yr 1 & 2
Kapiti Equestrian Advocacy Group (KEAG)	Development of parking areas for horse floats and trucks: \$20,000	0.03%	Will be considered during the destination plan process. Minor infrastructure can be undertaken progressively in existing budgets.
Surf Life Saving New Zealand	2021-22 : \$ 63,142 + GST 2022- 23: \$ 64,089 + GST 2023-24: \$ 65,050 + GST	Yr 1 0.09% Yr 2 0.09% Yr 3 0.09%	Continue current support
Kapiti College	Detailed submission on multiple points. Support for staff resource requested.	Yr 1 0.05% Yr 2 0.06% Yr 3 0.06%	Included - Work programme ongoing
Waikanae Rugby Football Club	Waikanae Park funding submission	25/26 \$725,000	Existing budget remains/ additional not included

Submitter	Request	Recommendation
Kapiti Disability Advisory Group	Formation of a disability strategy in conjunction with the local disability community and the Kapiti Disability Advisory Group.	To be added to work programme following prioritisation by council
Regional Public Health	Detailed submission on issues in the CD and extra issues	Work programme / noted
Individual	Detailed submission on multiple points	Some work programme / noted / support / not included
Water Safety New Zealand	Detailed submission on water safety	Work programme / noted
Individual	Detailed submission on multiple points	Work programme
Manaaki Kapiti	Detailed submission on multiple points	Work programme / noted

Submitter	Request	Recommendation
Rangiorua by the Sea	Detailed submission	Work programme / noted
Individual	Detailed submission with multiple points.	Work programme
Individual	Ngarara Road improvements, Waikanae	Work programme
Individual	Permanent food bank and social services centre	Work programme / working with them
E Tū Ōtaki group	Alcohol Licensing Policy	Work programme
Individual	Detailed submission on multiple points	Work programme
Individual	Detailed submission on multiple points	Work programme
Low Carbon Kāpiti	Detailed submission on multiple points	Work programme
Kapiti Cycling Action	Detailed submission on multiple points	Work programme

Submitter	Request	Recommendation
Kāpiti-Mana Branch of Royal Forest & Bird Protection Society of New Zealand Inc	Detailed submission on Climate	Work programme
Te Hunga Rangatahi	Detailed submission on multiple points	Noted / some in work programme
Otaki Players Society	Detailed submission on multiple points	Work programme (2034/35)
Waikanae Residents Society Incorporated	Detailed submission on multiple points	Work programme / noted
Kapiti Coast Communities Housing Taskforce	Detailed submission on multiple points	Work programme and paper to go to Council
Ngati Maiotaki Hapu	Detailed submission on multiple points	Work programme
Ngati Huia ki Katihiku	Detailed submission on multiple points	Work programme
Otaki Waka Hoe Charitable Trust	Detailed submission on multiple points	Work programme

Submitter	Request	Recommendation
Individual	That there be a reduction in the speed limit and/or speed humps on Otaihanga Rd between Ratanui and Makora Roads	Work programme
Individual	Detailed submission on multiple points	Noted / work programme
Nga Hapu o Otaki	Detailed submission, some points already in budgets	Work programme
Kapiti Climate Change Action Group	Detailed submission on multiple points	Noted / work programme
Waikanae Watch	Detailed submission on multiple points	Work programme / not included
Wellington Living Streets	Detailed submission on multiple points	Noted / work programme
Wellington Fish and Game	Detailed submission on multiple points	Noted / work programme
Reikorangi Resident's Association's	Detailed submission on Reikorangi	Potential future work programme
Submitter	Request	Recommendation
Kapiti Coast Youth Council	Detailed submission on multiple points	Work programme / noted
Ātiawa ki Whakarongotai Charitable Trusts	Detailed submission on multiple points	Work programme
Individual	Detailed submission on Reikorangi	removal of trees in work programme / CWB not included
Dwell Housing Trust	Detailed submission on multiple points	Noted / work programme
Ngāti Toa Rangatira	Detailed submission on multiple points	Work programme
Kapiti Equestrian Advocacy Group (KEAG)	Submission number 2	Work programme
Paekākāriki Housing Trust's	Detailed submission on multiple points	Noted / work programme
Enviroschools	We therefore request continued funding for a Kāpiti Coast Enviroschools Network.	Work programme

Additional information

94 Since the Council adopted the draft LTP on 25 March 2021, additional information has been received that requires changes to the overall rates funding requirements and forecast borrowings for 2021-41.

95 **Capital Expenditure – Carry Forwards (increase 2021/22 budget by \$1.94 million)**

95.1 A total of \$3.043 million carry forwards from 2020/21 has been identified and is proposed to be added into the LTP budget as shown below. \$1.1 million of this was already included in the draft LTP for public consultation.

2021/22 (\$000)	2022/23 (\$000)	2023/24 (\$000)	Total (\$000)
2,343	250	450	3,043

95.2 Proposed Capital Expenditure carry forwards:

Activity	Project	Proposed carryovers from 2020/21 (\$000)	Already included in draft long term plan (\$000)	Comments
Community Facilities	Paraparaumu College Gym	255	-	Delayed – Ministry Of Education have asked for process to restart to get 3 tenders (first attempt only received one).
Corporate	Digital workplace project	200	-	Project started in Q3 2021, intention is for funds to be spent in 2020/21 but potential for carryover depending on project rollout.
Corporate	Self Insurance Contingency Fund	771	-	Unspent funds to be rolling into 2021/22.
Parks and Open Spaces	Mazengarb turf replacement	350	350	Condition Assessment resulted in decision for this replacement to happen in 2021/22.
Parks and Open Spaces	Otaraua Park amenity building	605	605	Project timeline has altered. Construction has been delayed and design is currently underway.
Parks and Open Spaces	Two Waikanae playgrounds	162	162	Postponed due to COVID-19 and prioritisation of what could be realistically achieved in 2020/21.
Wastewater Management	Waikanae Duplicate Rising Main project and Wastewater Treatment Plant	450	-	Waikanae Duplicate Rising Main project has land access issues and the Wastewater Treatment Plant consent renewals programme continues to be delayed.
Water Management	Tasman Road Trunk Main	250	-	Carryover into 2022/23.
Total Proposed CAPEX carry forwards		3,043	1,117	

96 Proposed Infrastructure Changes – Waka Kotahi funding

96.1 Council has received advice from Waka Kotahi indicating that there will likely be a shortfall in the amount of funding provided by them to support the maintenance of the districts transport network, relative to the amount included in the LTP, of up to \$4.7m over the next three years. To date, no detailed information has been provided by Waka Kotahi on where this funding shortfall would sit within the transport activity, and final

confirmation on any shortfall will not be provided until August 2021, after adoption of the Council LTP.

- 96.2 In developing the future budget requirements for Access and Transport significant work has been undertaken over the last 12 months by Council. This work has involved internal staff resources, external consultants and direct engagement with Waka Kotahi at multiple levels within their organisation. Waka Kotahi funding is based on a three-year work programme which is provided as a total level of investment over the period. This allows for funding to be moved between years as long as the projected total over three years remains the same. This flexibility will allow Council to respond to any funding shortfall in year one on the LTP with no change to the current level of investment in that first year. If a lower level of investment is approved by Waka Kotahi in August 2021, then Council would need to consider the implications of this through the 2022/2023 Annual Plan process as it relates to year two and three of the LTP. There will also be further opportunities to secure increased funding allocation from Waka Kotahi over the next 3 years, as has been the case in previous years.
- 96.3 Council believe under investment in critical infrastructure maintenance and renewals is not sustainable. This position is supported by recent audit advice provided by Waka Kotahi on how this Council is managing its transport activity, where the recommendation was to ensure ongoing future levels of investment needed to reflect the assets criticality and avoid future underfunding performance risks.
- 96.4 Given this uncertainty, Council has elected to leave LTP assumptions regarding Waka Kotahi funding unchanged. The potential revenue shortfall of \$4.7m over three years will be noted by our auditors as an unadjusted audit difference, and is likely to be included in our management representation letter (to be confirmed following OAG feedback).

97 **Insurance**

- 97.1 Council renews the majority of its insurances from 1 May every year. Market advice ahead of the renewal indicated increases of 20% or more and the LTP budget was set in anticipation of this. In reality, increases have been lower than expected, and Council also chose to self-insure some lower value, non-critical assets allowing it to mitigate this pressure somewhat. It is expected there will be an uncommitted budget balance of approximately \$300,000 for 2021/22.
- 97.2 It is proposed that Council continues to rate for the full budget, with the uncommitted balance channelled into the Council's self-insurance reserve to provide capacity to extend self-insurance further in the future, with a potential corresponding saving in future years insurance premiums.

98 **Supporting information**

- 99 Some of the supporting information adopted along with the draft LTP on 25 March 2021, have since been updated for a number of reason and are included within the final LTP attached as Appendix A and B to this report.

- 99.1 **Significant Forecasting Assumptions** – due to audit requirements listed in this report, some of the forecasting assumptions have either been updated or new assumptions have been included. These changes can be found in the LTP part two, attached as Appendix B (pages 203-219) to this report.


100 **Performance Measures**

- 100.1 At a briefing on 10 June 2021, Council provided a steer on changes to performance measures (and their associated outcome contributions and levels of service). This feedback along with feedback from audit has been reflected in the newly designed Activity Summaries in part one of the LTP, attached as Appendix A (pages 59-286) to this report.

100.2 These changes have enabled performance measures and their targets (where applicable) to be updated to reflect our changing business, better reflect compliance with mandatory measures, relationships with iwi and our increasing focus on and response to climate change. Two targets have been adjusted and some operational measures will be removed from the Long-term Plan to instead be reported annually to the Senior Leadership Team.

100.3 The extract below, is an example of how the performance measures have been included in the Activity Summaries for each activity within the Council for this LTP.

How we measure our performance

Contribution to community outcomes	Performance measure	Target
 <p>We develop a response to impacts of climate change on our coast.</p>	Working with the community and tangata whenua, we will develop a response to the impacts of coastal erosion and inundation resulting from sea level rise and climate change on our coast	2021-22
	Final recommendations are developed to inform an implementation plan to address coastal hazards.	2022-23
We respond promptly to seawall or rock revetment failures and repair where applicable	Respond within 48 hours to urgent requests to repair seawalls or rock revetments	90%

84 | Kāpiti Coast District Council Long-term Plan 2021-41

CONSIDERATIONS

Policy considerations

101 As noted, the policies consulted on as part of the LTP special consultative procedure or in parallel with it were:

- Significance and engagement policy
- Rates remission policy
- Development contributions policy
- Revenue and financing policy

102 These documents are presented to the Council for adoption, attached as LTP part two Appendix B (pages 66-202) to this report.

Legal considerations

103 At the time this report was being finalised, the 2021-41 LTP and supporting documentation was being reviewed by both the Council's independent auditors Ernst & Young (EY) and the OAG. The outcome of their review will be tabled at the Council meeting on 24 June 2021.

104 It is expected that we will receive an unqualified audit report but with two "emphasis of matter" comments in relation to government three waters reforms (which will be common to all councils) and deliverability of the capex programme (which will be common to councils that propose a significant increase in capex). The potential shortfall in Waka Kotahi funding is also likely to be noted as an unadjusted audit difference and included in our representation letter.

105 By adopting the Long-term plan 2021-41, Council will fulfil its obligations under the Local Government Act 2002. In the event that the Council fails to adopt the LTP, then the Council

will be in breach of the statutory obligation to have a plan by the 30 June 2021. The Council would be unable to set rates for 2021/22 and would be required to rely on the rates set in 2020/21 until such time as the 2021-41 Long-Term Plan is adopted. A failure to adopt LTP within the statutory timeframe would attract adverse publicity and would be reported on by the OAG, in its report to central government.

- 106 The Council's legal team have reviewed the amendments proposed in this report and are satisfied that none of the amendment trigger any requirements for additional public consultation.
- 107 As per the LGA, once the LTP is adopted by Council, the Council has 30 days to make the plan publicly available. The LTP will be made available on the Council website and in hard copies at our libraries and service centres.

Financial considerations

- 108 The overall financial considerations of the LTP have been previously discussed with Council in public workshops and Council meetings. The final LTP includes the financial impacts of the recommendations made by Council at the Workshops on 27 May and 1 June 2021. This has resulted in an average rates increase of 7.79% for the 2021/22 financial year.
- 109 The overall impacts of the proposed changes from the draft LTP outlined above on rates are shown below and are the subject of an officers' recommendations at the bottom of this report.

	Year 1-10	2021/ 22	2022/ 23	2023/ 24	2024/ 25	2025/ 26	2026/ 27	2027/ 28	2028/ 29	2029/ 30	2030/ 31
Total rates increase after growth (%)	Draft LTP	7.8%	8.3%	8.6%	2.4%	4.9%	7.4%	2.1%	2.1%	4.3%	2.0%
	Proposed LTP	7.79%	8.0%	7.9%	2.5%	4.6%	7.2%	1.9%	2.1%	4.1%	2.0%
	Change	0.0%	-0.3%	-0.7%	0.1%	-0.3%	-0.2%	-0.2%	0.0%	-0.2%	0.0%

	Year 11-20	2031/ 32	2032/ 33	2033/ 34	2034/ 35	2035/ 36	2036/ 37	2037/ 38	2038/ 39	2039/ 40	2040/ 41
Total rates increase after growth (%)	Draft LTP	2.0%	3.3%	2.7%	2.1%	4.8%	2.0%	2.0%	2.9%	2.0%	2.0%
	Proposed LTP	2.1%	3.3%	2.4%	2.1%	4.7%	1.8%	2.0%	2.9%	1.9%	2.4%
	Change	0.1%	0.0%	-0.3%	0.0%	-0.1%	-0.2%	0.0%	0.0%	-0.1%	0.4%

- 110 We know we are most likely to experience accelerated growth in our district in the period of this long-term plan. For the draft long-term plan, we have taken a conservative view of growth in the number of ratepayers for the first three years of this plan (0.9 percent in year one, 1 percent in year two, and 1.3 percent in year three, rising to 1.5 percent in year four and every year thereafter for this plan period). This is because growth patterns can be hard to predict, particularly with the uncertainty caused by the pandemic. Based on subsequent subdivision information following long term plan consultation, we have revised our growth prediction to 1.1 percent in year one.
- 111 The treasury management policy which comprises Council's liability management policy and investment policy, as required by the Local Government Act 2002 states the borrowing target and limit that Council will adhere to. Changes to the financial strategy has required the net external debt over total operating income ratio to be increased from 250% to 280%.

Tāngata whenua considerations

- 112 Te Whakaminenga o Kāpiti (Ngāti Toa and Ngā Hapū o Ōtaki) and Āti Awa ki Whakarongotai have contributed their vision for the general future of the Kāpiti Coast for the draft LTP 2021-41, and this has been included in the consultation document.
- 113 Te Whakaminenga o Kāpiti (Ngāti Toa and Ngā Hapū o Ōtaki) representatives have been at the Council table throughout the workshops and other discussions relating to the development of the draft LTP. In addition, each iwi submitted proposals/comments for inclusion in the work programme, which has informed the Consultation Document and the LTP.

Strategic considerations

- 114 The overall strategic considerations of the LTP have been previously mentioned in this report from paragraph 16-22.

SIGNIFICANCE AND ENGAGEMENT**Significance policy**

- 115 This matter has a high degree of significance under Council's current and proposed Significance and Engagement Policy which is to be adopted within this report attached as Appendix B (pages 66-77) to this report.

Consultation already undertaken

- 116 The Kāpiti community were asked 'What Matters Most' in November and December 2020. This was a pre-engagement campaign to better understand the key issues and themes across our district.
- 117 Community Board submissions on the draft LTP were submitted in January 2021. These submissions were considered by the Council prior to consultation, and some were included in the LTP budget for consultation:
- Community board funding – to help with local initiatives and engagement and communication with their communities (\$20,540 opex per annum for each community board)
 - Paekakariki Surf Club replacement building – seed funding for the Club's project to develop a new clubhouse (\$51,600 in year one and \$52,993 in year two)
 - Waikanae Park – funding to redevelop the park as a destination park (\$444,000 in year three and \$578,000 in year four)
 - Ōtaki Beach pavilion toilets – a full upgrade of these facilities and development of the beach park (\$1 million in year one. \$500,000 was already budgeted for earthquake strengthening and a further \$500,000 has been added to enable a full upgrade)
 - Haruatai Park – signage to promote all that the park offers (\$15,000 in year one)
 - Maclean Park – continuing to improve Maclean Park as destination for all, an intergenerational park that is a point of pride for our district (as part of \$2 million of development over the next two years)
- 118 Consultation and further engagement with the community has been undertaken on the draft LTP under the special consultative procedure as prescribed by legislation. This allowed the community to have their say on the various elements of the draft LTP.

Engagement planning

- 119 There will be an engagement plan to communicate back to the community the outcome of the LTP including:
- Submitters who submitted via Engagement HQ will receive a booklet with Council's answers to each of the questions asked during consultation on the draft LTP. The Key Decisions and rates responses will explain 'why' the decisions were made.
 - Submitters who submitted requesting additional funding or responded outside of the questions asked in the CD will receive an individual written response following the adoption of the LTP 2021-41.
 - The wider community will be updated via the usual Council channels such as through direct contact to ratepayers; social media; Everything Kapiti and newspaper spreads. The response booklet will be available on our website and at Council service centres and libraries, alongside the LTP.

Publicity

- 120 A media statement regarding the results of the Council meeting on 24 June 2021 will be released following the meeting.

Production of the Long-term plan document

- 121 Following the adoption of the LTP by the Council, officers will produce the final plan which will be available online and in hard copy at our libraries and service centres. It is proposed that the Council delegates to the Mayor, Deputy Mayor, Cr McCann, Cr Compton and the Chief Executive, authorisation to make minor editorial changes required to Appendix 1 and 2 of this report, prior to publication of the final document.

CONCLUSION

- The Local Government Act 2002 (LGA) states that a local authority must be adopt a Long-Term Plan before the commencement of the first year to which it relates, and continues in force until the close of the third consecutive year to which it relates.
- Under section 93 of the LGA, an LTP adopted under this section must –
 - a) Cover a period of not less than 10 consecutive financial years; and
 - b) Include the information required by Part 1 of Schedule 10.
- The draft LTP was consulted on through a special consultative procedure (SCP) from 7 April to 10 May 2021. Requirements for the consultation are laid down in Sections 83 and 93 of the LGA. In total there were 741 formal submissions received from various channels. Copies of all submissions were distributed to elected members in preparation for the public hearings and final considerations workshops.
- Public Voice undertook the analysis of the submissions on behalf of Council. A summarised report was provided to elected members once the consultation period had closed. This report indicated the key themes and analysis that was captured from the community during consultation.
- Public Hearings between 17 to 19 May 2021 gave the community an opportunity to discuss their submissions with Council. These hearings were live streamed and there were also dedicated timeslots for people to connect interactively online via Zoom.
- Two final considerations public workshops were held on 27 May and 1 June 2021, which gave Council an opportunity to consider feedback from the community and time to agree on the direction of the content of the LTP. Following those workshops, Council staff began finalising the components of the LTP.
- It is therefore considered that, in terms of the legislative requirements for a special consultative procedure on the LTP, and the Council's goal to better engage with the community, the Council has provided effective opportunities for the community to have its say on the draft LTP. Accordingly, this report recommends the adoption of the full LTP Part one attached as Appendix A and the LTP Part two as Appendix B.

RECOMMENDATIONS

It is recommended that the Council:

- 122 **Notes** that the Local Government Act 2002 (LGA) states that a local authority must be adopted before the commencement of the first year to which it relates and continues in force until the close of the third consecutive year to which it relates.

Long-term plan components attached as Appendix A and B to this report.

Strategic Direction

- 123 **Adopts** for inclusion in the 2021-41 Long-term plan, the 'plan on a page' as included in Appendix A (page 31) to this report.

Strategies

- 124 **Adopts** for inclusion in the 2021-41 Long-term plan, the Financial Strategy as included in Appendix B (pages 2-13) to this report.

- 125 **Adopts** for inclusion in the 2021-41 Long-term plan, the Infrastructure Strategy as included in Appendix B (pages 14-65) to this report.

Policies

- 126 **Adopts** for inclusion in the 2021-41 Long-term plan, the Significance and Engagement Policy as included in Appendix B (pages 66-77) to this report.

- 127 **Adopts** for inclusion in the 2021-41 Long-term plan, the Rates Remission Policy as included in Appendix B (pages 78-88) to this report.

- 128 **Adopts** for inclusion in the 2021-41 Long-term plan, the Development Contributions Policy as included in Appendix B (pages 89-144) to this report.

- 129 **Adopts** for inclusion in the 2021-41 Long-term plan, the Revenue & Financing Policy as included in Appendix B (pages 145-202) to this report.

- 130 **Adopts** the change of borrowing target (Net external debt over total operating income) in the Treasury Management Policy attached as Appendix C to this report.

Key Decisions

- 131 **Adopts** for inclusion in the 2021-41 Long-term plan, Council taking a bigger role in housing.

- 132 **Adopts** for inclusion in the 2021-41 Long-term plan, renewing the Paekākāriki seawall a different way using the timber option.

- 133 **Adopts** for inclusion in the 2021-41 Long-term plan, Council setting up a Council Controlled Organisation (CCO).

- 134 **Adopts** for inclusion in the 2021-41 Long-term plan, Council exploring ways to have a role in the airport.

- 135 **Notes** Public Voice's analysis reports included as;

<https://www.kapiticoast.govt.nz/media/39675/long-term-plan-report-12-june.pdf>

<https://www.kapiticoast.govt.nz/media/39676/public-voice-ltp-report.pdf>.

Long-term plan 2021-41

- 136 **Adopts** the Long-term plan 2021-41 as attached as Appendices A and B to this report.

- 137 **Delegates** to the Mayor, the Chair of the Strategy and Operations Committee, the Deputy Mayor, Cr McCann, Cr Compton and the Chief Executive the authority to approve minor editorial changes to the material contained in Appendices A and B to this report.

APPENDICES

1. Long-term Plan 2021-41 Part two (Appendix B) [↓](#)
2. Treasury Management Policy (Appendix C) [↓](#)

Long-term Plan 2021-41

Part two

- Financial strategy
- Infrastructure strategy
- Significance and engagement policy
- Rates remission policy
- Development contributions policy
- Revenue and financing policy
- Significant forecasting assumptions
- Council-controlled organisations
- Detailed schedule of capital spending
- Schedule of user fees and charges

Part two



Long-term Plan 2021-41

Part two

Financial Strategy



Financial strategy – Investing for growth

Introduction

Our financial strategy sets out the overall financial goals of the Council for the 2021–41 long term plan (LTP). The strategy builds on our current financial position by setting out where we want to be positioned during, and at the end of, the long-term plan period.

Strategic context

The below schematic reflects the range of internal and external factors in the

Council's operating environment that impact its financial decision-making. These factors are pushing and pulling us in differing directions, and our challenge is finding a balanced response.

The Council's financial strategy triangle is affected by the three levers: rates, capex and debt. The size of the triangle represents the level of service provided by the Council. A bigger triangle means an increased level of service (or new services). Changing only one lever can be achieved

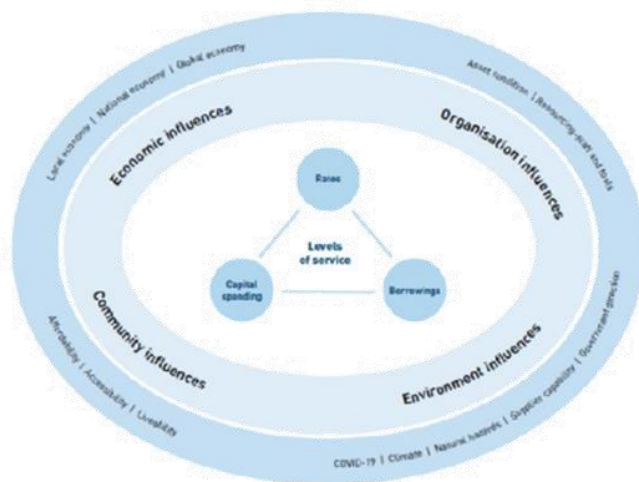
without affecting service levels by allowing the other components to adjust. Changing more than one component means the third lever also has to change, and thus service levels will change too.

Our financial context – where we are now

Against a backdrop of the Covid-19 pandemic and with increasing economic challenges world-wide, Council is on track to complete the main work planned for the first three years of the 2018–38 LTP.

Prior to 2015 we had invested in several large capital works, including the Aquatic Centre, and significant three waters' infrastructure. Furthermore, we were not fully funding our depreciation at this time, which led to a rapid growth in debt. From 2015 onwards, a focus emerged on keeping rates increases as affordable as possible.

More recently, we have focussed on positioning the Council to pay down debt faster and enable a capital works programme to strengthen the district's resilience and accommodate districtwide growth. Accelerating the Council's debt repayment was to ensure Council had



sufficient borrowing capacity to fund a significant underground pipes renewal programme around 2045.

Having once been the fourth most indebted council, our debt has now stabilised and levelled off. This is due to the 'Green Line Strategy' that we implemented in the 2018 LTP which aimed to bring borrowing down to 200% of revenue by 2023 - in fact, we achieved this by 2021.

So, for the last six years the Council has been running with a 'rev-limiter' on its capital works programme. This was done for good reason – as an effective way to get our debt levels down. This has also been helped by relatively low levels of actual growth in the district.

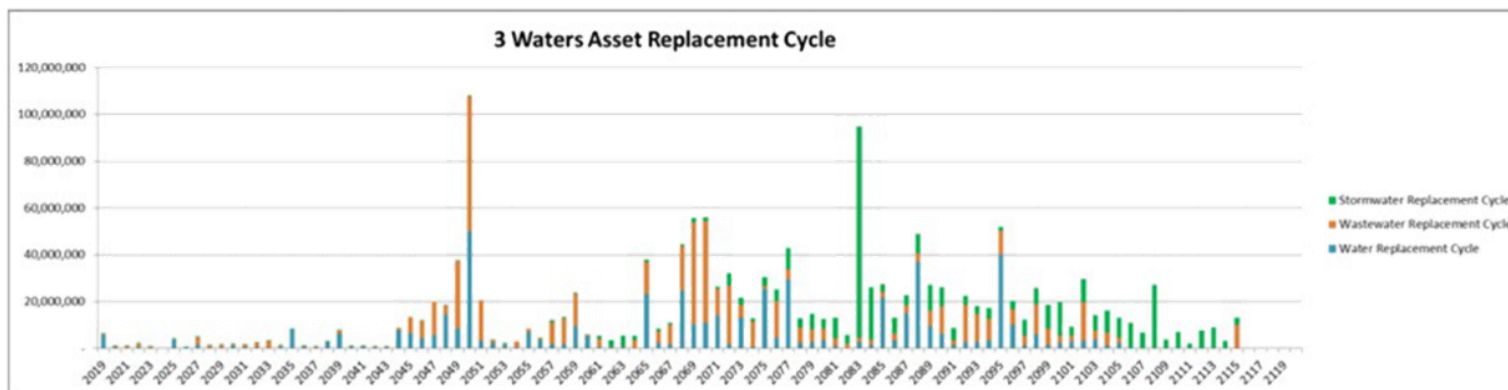
Fiscal discipline has been at the heart of this approach, which has been rewarded with our AA credit rating. The implementation of the Green Line Strategy has also been timely in that it has given us the headroom to effectively respond to Covid-19.

Cost pressures

The Council is exposed to a range of unavoidable cost pressures in its operations, the vast majority of which has to be funded by rates. Our asset values have been escalating rapidly (through regular re-valuations), leading to increased depreciation costs that we fully fund to allow for future asset renewals. We are also continuing to close the gap on our previously unfunded depreciation costs.

In December 2020 the New Zealand Government, alongside its climate emergency declaration, launched The Carbon Neutral Government Programme, a major new initiative that will require the public sector to achieve carbon neutrality by 2025. This, as well as the Climate Change Commission's final report on decarbonising the economy, build on and reinforce Council's 2012 goal of carbon neutrality by 2025.

This growing awareness and acceptance of climate change brings greater urgency on us all to respond. Climate change impacts are being felt now and will increase within the lifetime of the LTP which requires immediate mitigation actions, and will require the Council to make deliberate, evidence-based decisions now as part of a

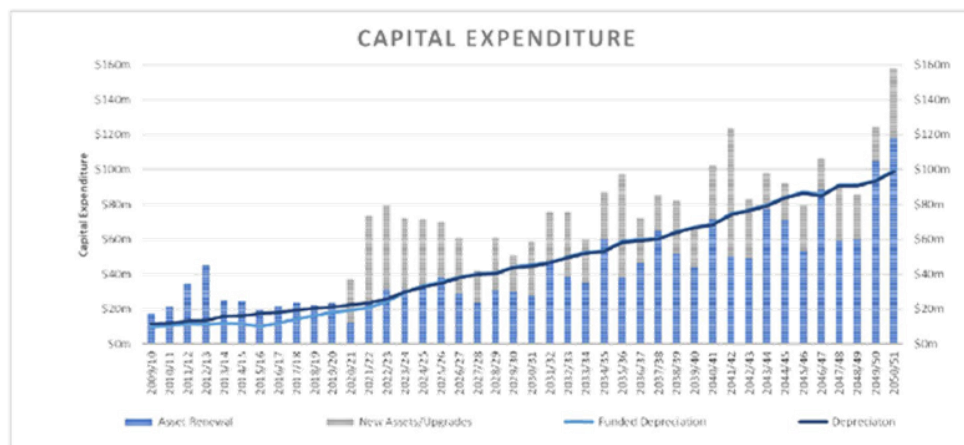


long term, well planned adaptation approach.

Shifting of costs and responsibilities from central government to local government, including proposed changes to the 3-waters and more recently the RMA, creates additional pressures for all councils. In addition, there are specific requirements under the Government's 2020 national policy statement on urban development that Council will be implementing and responding to, to ensure we have sufficient development capacity for housing and business needs over the short, medium and long term.

To mitigate against inflation cost pressures, the Council uses a combination of industry-specific cost indices and a composite index called the Local Government Cost Index (LGCI), which is published by BERL in September each year. If we don't adjust our budgets for this index, we would erode the amount we can do for our dollars.

All this means that the Council has had very limited scope in recent years to do new things and has spent a lot of time saying 'no' - as noted in the Organisational Review - and focussing on the basics. A huge amount of effort has been put into



'polishing the apple' even harder, doing more with less. The Council continues to have one of the lowest costs per ratepayer in the country.

What has changed in 2021?

While New Zealand has managed the pandemic better than most, and our district united to provide an effective response, the impacts are still being felt in our community. While more people are working from home and supporting the local economy, smaller businesses especially are vulnerable and another major lockdown would be too much for some of them. The health and wellbeing of our community has also been affected.

Underlying issues have been amplified by COVID. We are implementing our Kāpiti Recovery Plan which aims to restore our community wellbeing and regenerate a thriving Kāpiti economy.

Historic low interest rates and the government's programme of quantitative easing means that credit is widely available and at very low rates. In tandem with a nation-wide under-supply of housing and a lack of demand-side controls, this has fuelled an already heated housing market, leading to increased rents and lower rates of home ownership across the country.

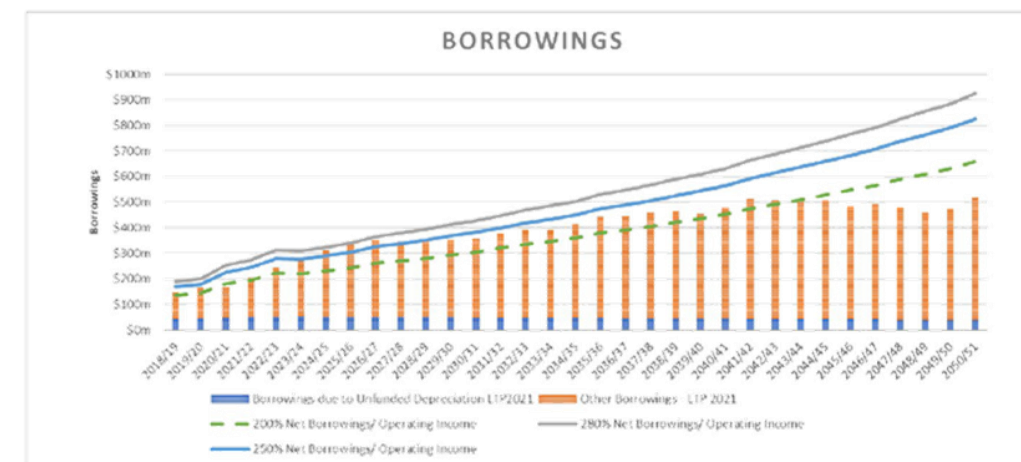
Our district is growing again, and the increasing unaffordability of Wellington,

Porirua and Lower Hutt combined with the imminent increase in connectivity from Transmission Gully, plus the Kāpiti lifestyle are all factors contributing to expectations that this growth will accelerate, and that we need to be ready.

How should we respond?

The 2021-41 financial strategy will draw upon many of the elements of the 2018-38 strategy, largely because many of the key challenges such as the prioritised and timely delivery of capital works programmes, climate change and resilience, remain. However, whereas in the past we have been reflecting our current environment, we now need to anticipate our future environment.

We will do this by investing for growth – we know growth is coming and we need to support and advocate for increased housing, and provide a suitable planning framework and the necessary infrastructure to accommodate the expected growth. We will take advantage of the prevailing financial conditions and mirror the government's approach of providing a stimulus to the economy, creating jobs and opportunities for businesses, both of which will attract and support growth. We will make changes to



our District Plan to meet the requirements of the national policy statement on urban development, including where appropriate to zone additional suitable land for housing and enable greater intensification in existing urban areas.

Financial Strategy

The financial strategy is the enabler for the infrastructure strategy which identifies growth, resilience and climate change response as the key areas of focus for the capital expenditure programme. This in turn drives the financial strategy, which balances these infrastructure needs with the management of borrowings and rates impacts on the community.

The Council has adopted a programme of Capex delivery for this LTP, which will build upon the foundations of the expected strong growth in the district. All major projects have been and will continue to be assessed and prioritised according to their return and stimulus to the economy.

The Council is progressing a number of major capital works projects such as the East-West link road. The completion of this project is expected to unlock significant private sector development, including the Paraparaumu Office Precinct. This in turn will generate significant retail activity to support business and population growth.

Other major projects to provide stimulus in the first three years of the LTP are the:

- town centre projects, to increase vibrancy and attract visitors and investment;
- Waikanae water treatment plant which will increase water safety and resilience;
- Mahara Gallery and Waikanae Library upgrades;
- Paekakariki seawall which will increase climate resilience; and
- Hautere and Otaki wastewater treatment plant upgrades.

As well as providing economic stimulus, these major projects also support infrastructure provision and facilities for a growing population. The Council's capital expenditure programme totals \$225 million in the first three years of the LTP, which equates to an average of \$75 million in each year. The entire 20 year programme is more than twice as much as the 2018 LTP planned. This reflects the many factors influencing our district. We've used the last three years to thoroughly update our asset plans, and we're reflecting both growth, and the advancing need for

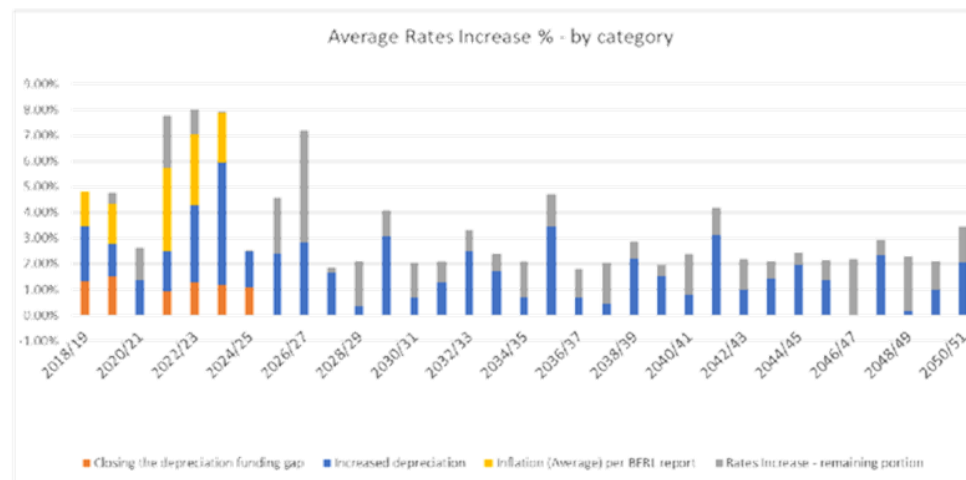
asset renewals. We've seen elsewhere what happens if you defer renewals for longer than is appropriate; or if you don't understand your asset condition. All of the programmed capex, shown in the below chart, is to maintain existing service levels without improving it.

To ensure the delivery of the significantly increased programme of works, we will use alternative delivery and procurement models, such as alliance partnerships and collaboration with neighbouring councils. This will include longer term procurement models as well as bundling multiple

projects into consolidated packages of work.

In addition, the capacity and capability of our project management office is expanding to manage certain key projects and will maintain an overview of the entire capital works programme.

Net borrowings are expected to increase by \$113 million between 2021 and 2024, from \$169 million to \$282 million. From 2026 onwards the Council will be prepared to scale back its capex programme so that by the end of the LTP we expect to have gradually transitioned back to more of a 'Green Line strategy'.



The rate of transition will be linked to population growth and the increase in the ratepayer base, with the associated rates and development contributions revenues. If growth is higher, the transition to the Green Line can be slower; if growth is lower than anticipated, we will need to slow down our programme more quickly.

Council has recently received advice from Waka Kotahi indicating that there will likely be a shortfall in the amount of funding provided by them to support the maintenance of the districts transport network, relative to the amount included in the LTP, of up to \$4.7 million over the next three years. To date, no detailed information has been provided by Waka Kotahi on where this funding shortfall would sit within the transport activity, and final confirmation on any shortfall will not be provided until August 2021, after adoption of the Council LTP on 24 June 2021.

In developing the future budget requirements for Access and Transport significant work has been undertaken over the last 12 months by Council. This work has involved internal staff resources, external consultants and direct engagement with Waka Kotahi at multiple

levels within their organisation. Waka Kotahi funding is based on a three year work programme which is provided as a total level of investment over the period. This allows for funding to be moved between years as long as the projected total over three years remains the same. This flexibility will allow Council to respond to any funding shortfall in year one on the LTP with no change to the current level of investment in that first year. If a lower level of investment is approved by Waka Kotahi in August 2021 then Council would need to consider the implications of this through the 2022/2023 Annual Plan process as it relates to year two and three of the LTP. There will also be further opportunities to secure increased funding allocation from Waka Kotahi over the next 3 years, as has been the case in previous years.

Council believe under investment in critical infrastructure maintenance and renewals is not sustainable. This position is supported by recent audit advice provided by Waka Kotahi on how this Council is managing its transport activity, where the recommendation was to ensure ongoing future levels of investment needed to reflect the assets criticality and avoid future underfunding performance risks.

Forecast net borrowings at the beginning of the LTP period of \$169 million equate to 187% of operating income. By 2041 (year 20), net borrowings are forecast to be \$476 million or 211% of operating income, and by 2051 (year 30) \$516 million or 156% of operating income – back within the Green Line limit of 200%, as shown in the chart on page 4. This is prudent and will ensure that the Council is still well positioned to manage the major underground renewals around 2045-2050 as well as providing the Council with sufficient borrowing headroom to best respond to future uncertainties and/or opportunities.

The relative decrease in net debt to revenue, even though net debt has increased is largely due to the expected increase in rates revenue as a result of growth. The population is expected to increase to 85,658 by 2050 - an increase of 30,154 – with the ratepayer base expected to increase by 12,072 from 25,460 to 37,532 over the same period. The average rate of population growth to 2050 used in the Council forecasts is 1.5%, which is reasonable given the long run growth average of 3.2% over the last 47 years, and 1.5% over the last 25 years.

The driver for this LTP is for the capital works programme to sustain growth and support resilience – this and the associated debt impacts have been outlined above. After capex and borrowings, rates are the third lever of our financial strategy; the significant changes to capex and borrowings mean that rates have to increase in order to maintain the level of service that we deliver to the community.

According to the 2020 Residents' Opinion Survey, the overall satisfaction with Council remains very high at 80%, and is increasing year on year. The main drivers of satisfaction are the most visible, highly used Council facilities such as libraries and swimming pools, and the condition of outdoor spaces such as cycling, walking, bridle paths, and beach access points.

Accordingly, there are no changes to the existing levels of service and the operating and capital budgets have been set to maintain existing levels, as well as to meet additional demands for services arising from the district's expected growth.

The impact on rates is significant in the first three years of the LTP – an increase of

7.79% in year one, 8.0% in year two and 7.9% in year three – however, over the 20 year term of the LTP, rates increases average 3.7% a year.

The below chart shows that, between 2018 and 2024, most of each annual rates increase relates to unavoidable costs such as new depreciation, closing the depreciation funding gap or inflation. The remaining portion is discretionary increases to operational costs, which have been approved by the Council.

The Council is very mindful that rates affordability in the district is still a concern and for many in the community rates is in excess of 5% of the median household income, which the Council recognises as an indicator of financial hardship. We administer the government's rates rebates and will continue to use our own rates remission tools in a targeted way to improve the affordability for our district.

Furthermore, the review of the rating system has highlighted the undesirable consequences of the 2020 revaluations, with a significant shift of the rates burden to residential as well as a relatively high impact on areas, such as Ōtaki, with the

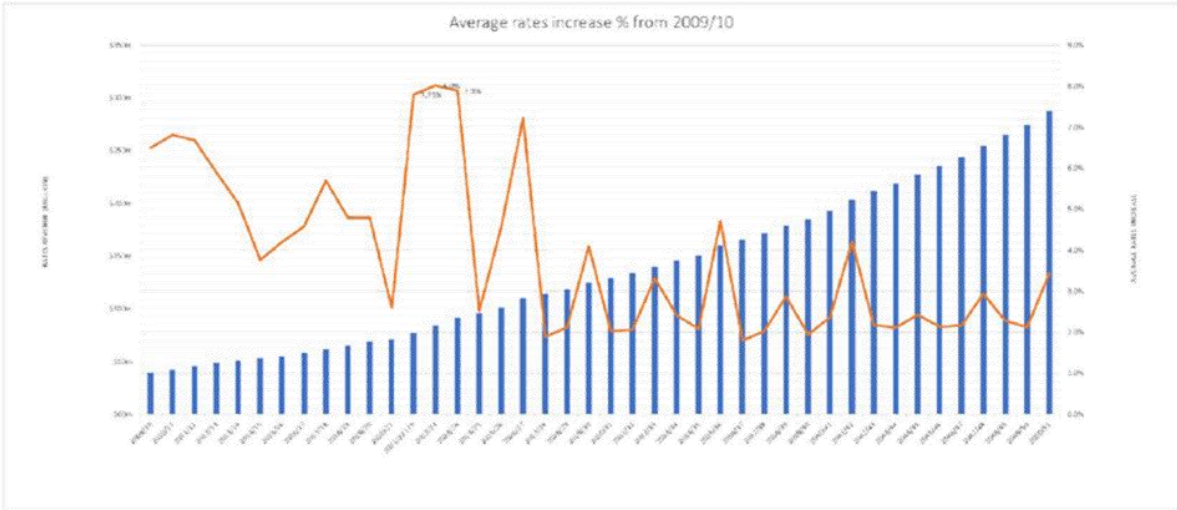
biggest affordability issues. The Council has made some small changes to mitigate the revaluation impacts, including transitioning some land value rates to capital value.

While the rates increases in the first three years of the LTP are higher than in previous years, the chart below shows that the rates increases decrease significantly in the out years of the LTP.

Our response represents a significant change in approach for our district, which reflects significant recent events and the current circumstances:

- The recognition that for many years now the Council has been making less go further;
- An unprecedentedly supportive financial environment;
- The need for a post-Covid-19 response by stimulating the economy; and
- Harnessing and enabling the growth that is on the doorstep and waiting to happen.

LTP financial limits
The 2021-41 financial limits are set out in the following tables:



	2021-41 long term plan			2018-38 long term plan		
Measure	Lower limit	Preferred limit	Upper limit	Lower limit	Preferred limit	Upper limit
Rates increases	3%	4.50% - 6.90%	9%	2.90%	3.90% - 4.70%	5.50%
Debt	\$Nil	< 250% of total operating income	280% of total operating income	\$Nil	< 200% of total operating income	The lesser of \$200m and 240% of total operating income
Gross CAPEX (deliverability)	\$30m	\$40-60m	\$80m	\$15m	\$25-35m	\$38m

Note: forecast capital expenditure does exceed \$80 million in later years. Forecast expenditure reflects asset age, condition and replacement of existing assets and the need for new assets. The upper limit for gross capex is based on deliverability of work programmes. The forecast capital expenditure programme will be reviewed annually.

Treasury management policy limits¹:

	2021-41		2018-38	
	Target	Limit	Target	Limit
Net interest expense over total operating income	< 10%	20%	< 10%	20%
Net external debt over total operating income	< 250%	< 280%	< 200%	< 240%

¹ TMP will need to be adjusted to reflect proposed limit changes.

Appendix**Change of land use**

In the short-term, the District Plan accommodates growth through current land-use zoning. An urban development plan change in 2022 will look to make changes to better enable increased development. This will include enabling greater heights and densities in suitable existing urban areas (eg town centres and around rapid transit areas), and potentially rezone some land to allow more 'greenfields' residential development. It will also enable development of land that is already included in the District Plan as a 'future urban development'.

In the long-term, however, these changes alone will not be sufficient so further plan changes and additional infrastructure will be required, particularly in order to meet the growth that is predicted to occur during the latter half of this Infrastructure Strategy. The need and focus for this will become clearer once the Council has completed both the latest Housing and Business Development Capacity Assessment and Council's District Growth Strategy is currently under review, with Council promoting an integrated and

people-centered approach to urban development.

Security for borrowings

The Council's external borrowings and interest rate risk management instruments will generally be secured through a Debenture Trust Deed. Under a Debenture Trust Deed, the Council's borrowing is secured by a floating charge over all Council rates levied under the Local Government Rating Act. The security offered by the Council ranks equally with other lenders.

In 2020, the shareholders of the LGFA approved amendments to the net debt / total revenue covenant that applies to local authority borrowers with a long-term credit rating of 'A' equivalent or higher. Such borrowers are now required to maintain their net debt / total revenue ratio as follows:

- for the financial year ending 30 June 2020 - no more than 250%;
- for the financial years ending 30 June 2021 and 2022 - no more than 300%; and
- for each of the next four financial years, a decrease of 5% year on year until reaching a limit of 280%,

that will apply for the financial year ending 30 June 2026.

Security for our borrowings is addressed in our Treasury Management Policy. While this policy has recently been updated to reflect the above changes to the LGFA borrowings limits, the policy requires a further minor change to reflect the proposed 2021 LTP borrowings target.

The most recently approved version of the policy, which excludes the change outlined above, can be found on our website.

Insurance

The Kāpiti Coast District Council, together with Porirua, Hutt City and Upper Hutt City councils (collectively known as the Outer Wellington Shared Services Insurance Group or OWSS) have been purchasing insurance for their respective assets on a combined basis since 2009. This syndicate was necessary to provide the OWSS with scalability to obtain the benefits of accessing wider domestic and off-shore insurers. In July 2016 Greater Wellington Regional Council joined the OWSS to insure their above ground assets through the collective.

The Council has a maximum insurance cover of \$130m for natural catastrophe

damage to infrastructure assets with a \$1m deductible per claim per event. The Council has a sum insured value of \$203 million for material damage and business interruption insurance to above ground assets. Losses suffered to above ground assets by natural catastrophe(s) trigger a deductible of 5% of the site sum insured

with a \$100,000 deductible per claim per event. Any losses exceeding the \$203m in aggregate will need to be fully funded by the Council.

New Zealand, in particular Wellington, is seen as increasingly risky for underwriters. Insurance capital is increasingly

demanding higher returns due to heightened risk, and premiums continue to increase substantially from year to year. Insurance is only one method of transferring risk and Council is fully exploring how best to position Council risk mitigation via insurance and value for ratepayers.

Long-term Plan 2021-41

Part two

Infrastructure Strategy



Infrastructure Strategy 2021-2051

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Executive summary

This Infrastructure Strategy sets out Council's approach to managing the District's core infrastructure services (transport, stormwater, water supply, wastewater and coastal assets) for the next 30 years.

Key challenges that are common across all these services include:

- Population growth;
- Climate change and resilience;
- Legislative and regulatory changes;
- Delivery of the work programmes; and
- Affordability.

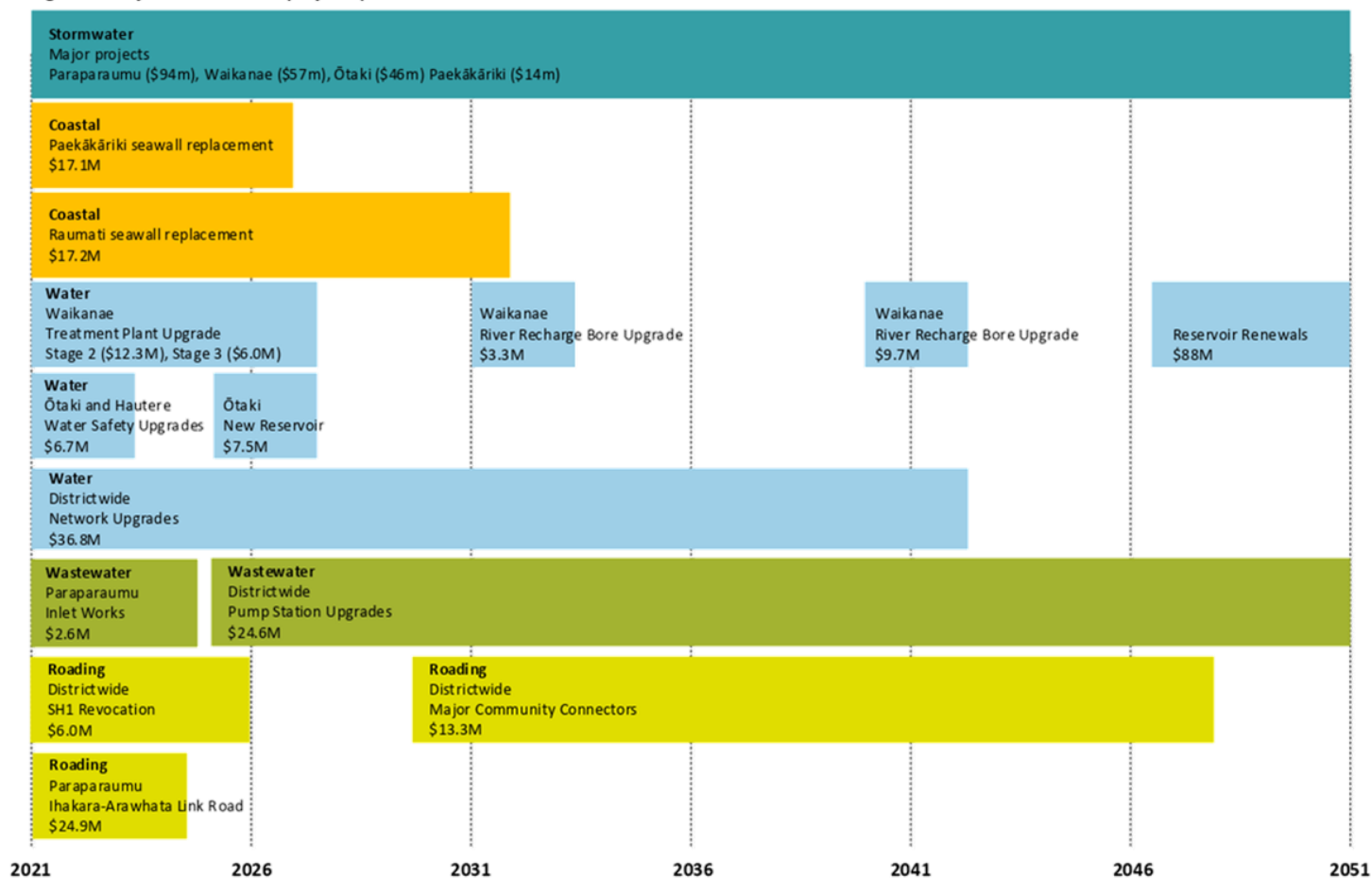
Key issues specific to each asset group are summarized in Table 1. The Strategy sets out the preferred options for responding to each issue and the potential implications of those options.

Figure 1 provides an overview of the major infrastructure projects from 2021 to 2051.

Table 1: Key issues specific to each asset group

Water supply	Wastewater	Stormwater
<ul style="list-style-type: none"> • Legislative and Regulatory Compliance • Climate Change • Resilience • Delivery of a Significant Capital Work Programme 	<ul style="list-style-type: none"> • Legislative and Regulatory Compliance • Climate Change • Resilience • Delivery of a Significant Capital Work Programme 	<ul style="list-style-type: none"> • Legislative and Regulatory Compliance • Climate Change • Resilience • Delivery of a Significant Capital Work Programme • Growth • Flood Risk • Stream and watercourse maintenance
Coastal	Access and Transport	
<ul style="list-style-type: none"> • Climate Change • Resilience • Fit For Purpose • Public infrastructure risk • Property Owners' Expectations • Community Wellbeing 	<ul style="list-style-type: none"> • Fit For Purpose Network • Climate Change • Resilience • Demographic Change • Connectivity • Road safety 	

Figure 1. Major infrastructure projects planned



Introduction

Overview

This Strategy sets out Council's approach to managing the District's core infrastructure services (transport, stormwater, water supply, wastewater and coastal assets) for the next 30 years.

This Strategy has been developed in accordance with s101B of the Local Government Act, which requires councils to develop an infrastructure strategy that identifies:

- Significant infrastructure issues facing the local authority for at least 30 years;
- The principal options for managing those issues; and
- Any implications of the proposed management options.

While the individual asset management plans comprehensively outline the level and timing of investment needed to operate, replace, renew and upgrade existing assets, the Strategy combines the plans to summarise the Council's strategic approaches to asset management across the core infrastructure.

This Strategy is ambitious in order to position the district for projected population growth, respond to the climate change emergency, and support the district's recovery from COVID-19. It

sits alongside the Financial Strategy, which outlines the required rating and debt levels to fund the required investment in the district's infrastructure. Together the two strategies outline how Council intends to balance investment in assets and services with affordability.

The Strategy has been written in alignment with the values and visions of Te Whakaminenga o Kāpiti and our iwi partners, and incorporates community feedback that was received during the development of the Long-term plan 2021-41 when we asked the community about the issues that matter most. The Strategy shares the assumptions of the Long-term plan 2021-41, particularly in regard to population and climate change projections which are discussed further below.

Strategy structure

Part One sets out the strategic context for infrastructure service delivery in the Kāpiti Coast District.

Part Two identifies issues and challenges that are likely to impact across the District's infrastructure services over the next 30 years,

and outlines the various options Council has to manage these issues.

Part Three explains the relationship between the Infrastructure Strategy and the Financial Strategy, which is essential to the overall success of the work plans for each infrastructure service. While the planning and delivery of projects within each asset management plan (e.g. replacements, renewals, and upgrades of assets) is heavily influenced by Council's current financial position, the Financial Strategy has been developed to support the Infrastructure Strategy to ensure that future funding will be available as required.

Part Four identifies the significant issues and challenges that are specific to each asset group, outlines the preferred options Council will use to manage these issues, and then combines the expenditures across the asset groups to provide a full picture of infrastructure services over the next 30 years.

Part Five outlines the key assumptions on which this Strategy is based, as well as key risks and uncertainties.

Part One: Strategic Context

The Toitū Kāpiti vision is of a vibrant and thriving Kāpiti, with strong and safe communities and a deep connection to the natural environment. Infrastructure services are fundamental to the Long-term plan's Toitū Kāpiti vision as they are essential for the social, economic, environmental and cultural well-being of the district.

This strategic context section starts by situating the Infrastructure Strategy within the Long-term plan and Council's wider framework of strategies and plans; provides a brief overview of the District's population and demographics; and then starts to identify important considerations for the planning and delivery of infrastructure services, including growth and development, climate change, COVID-19 recovery, the local government legislative and regulatory environment, and technological advancements.

Relationship with the Long-term plan

The Infrastructure Strategy and the Financial Strategy both feed into the Long-term plan as foundational documents (Figure 2). It is important to note, however, that the Long-term plan covers a 20-year timeframe while the Infrastructure Strategy covers a 30-year timeframe.



Detailed information within the Infrastructure Strategy comes from the individual asset management plans, which draw on Council's wider framework of strategies and plans, legislative mandates, central and regional government plans, and best practice guidance. The Infrastructure Strategy pulls together the information from the asset management plans to summarise the infrastructure services that will be provided over the next 30 years.

- Asset Management Plans
- District Plan
- COVID-19 Recovery Plan
- Other Council Strategies*
- Climate Emergency Action Framework
- Legislative mandates
- Central and regional government (e.g. Transport)
- Best practice guidance

* Note: Other Council strategies include the Growth Strategy, Sustainable Transport Strategy, Stormwater Strategy, Coastal Management Strategy, Sustainable Water Management Strategy, Open Space Strategy, and Economic Development Strategy. Currently, several of these strategies are undergoing review.

Figure 2: The Infrastructure Strategy's position within the Long-term plan

Population and demographics

As of June 2020, the estimated resident population of the Kāpiti Coast District was 57,000 people.

The District has a large population of older residents, a relatively high number of people

who are not in the labour force, and a high number of residents on fixed incomes.¹ The district has several areas of high deprivation and, according to the 2018 Census, the median income was the 2nd lowest in the Wellington region (\$29,700 compared to \$36,100 for the entire region).

The Kāpiti Coast District is not homogenous, however, and there are mixed statistics around key social indicators such as housing, with very high home ownership (fifth highest in the country) and very low rental affordability (the fifth lowest in the country).

In Waikanae Beach and Otaki Beach there is a relatively high proportion of unoccupied private dwellings (approximately 30%) compared with the nationwide average (10.2%). These generally serve as holiday homes or vacation rentals. At the same time, the district continues to attract young families due to the lifestyle and proximity to the Wellington labour market, with those who commute into Wellington for work earning considerably higher incomes than the district average.²

The District includes approximately 40 km of coastline from Paekākāriki to north of Ōtaki, and spans from the western Tararua Ranges to the

¹ According to the 2018 Census, the median age in the Kāpiti Coast District is 47.9 which is 2% higher than it was in 2013; 40% of residents are not in the labour force compared to 31% nationally; and estimates suggest close

Tasman Sea. The majority of residents are scattered from north to south in coastal communities, with the largest centres in Paraparaumu, Waikanae and Ōtaki.

These variations across the district mean that Council must plan infrastructure to serve a range of needs and expectations across a wide geographic area, while also being mindful of affordability, not only in regard to the services offered, but also in relation to rates, fees and charges.

Growth and development

The Kāpiti Coast District continues to grow, primarily from new residents relocating to the district from other parts of the Wellington Region. Between 2013 and 2018, the district's population grew at an annual average of 1.8% compared to the 0.8% forecast for the same period. For 2019 and 2020, this level of growth continued at 1.4% and 1.8% respectively, according to Statistics New Zealand's provisional residential population estimates.

Due to the recent levels of higher-than-forecast growth, in combination with future anticipated growth, a revised growth forecast has been developed to inform the Long-term plan 2021-41. While this revised forecast reflects the

to 40% receive income from New Zealand superannuation or Work and Income, compared to approximately 25% in the wider Wellington Region.

potential impacts from Covid-19 in the short term, with reduced migration and economic activity limiting growth in the first three years, it anticipates growth to then recover to levels similar to those experienced in recent years.

The revised growth forecast suggests that the district population will increase at an annual average rate of 1.5% to reach a total population of 85,658 by 2050. This equates to an increase of 30,155 additional people.

A significant aspect of this growth and development relates to the district's position within the wider Wellington Region. Although Kāpiti makes up only 11% of the regional population, it is closely linked to the Wellington Region via the transport networks, the labour and employment markets, and the wider regional economy (to the north and south).

Accessibility will increase even more once Transmission Gully is complete (anticipated in September 2021), and the emerging Wellington Regional Growth Framework and Council's response to the National Policy Statement on Urban Development (NPS-UD) (including the review of the District Growth Strategy, and the upcoming urban development District Plan change) are anticipated to further enable and

² According to the 2018 Census, 17.8% earn over \$70,000 per annum compared to 17.2% nationally.

support growth up the western coastal corridor from Tawa to Levin.

Climate change

In May 2019, Kāpiti Coast District Council declared a climate emergency and reaffirmed its commitment to carbon neutrality by 2025.

While these declarations were partly in response to local calls for action, they were also in recognition of (i) the ever-increasing costs the district is facing now, and more so over the coming decades, from coastal erosion and flooding, and (ii) the important role that Council serves as a district-wide leader in greenhouse gas (GHG) emissions reductions.

Mitigation refers to the actions that are taken to reduce emissions and/or increase the ability of natural processes to absorb GHG emissions. Reducing GHG emissions is important for slowing down (or perhaps even reversing) the rate at which the climate is changing.

Council has had a Carbon and Energy Management Plan since 2012 and, under Toitū Envirocare's Carbon reduce scheme, Council carries out an annual emissions inventory. For the 2018/19 financial year, Council operations emitted gross 2,867 tCO₂e, down 77% since 2009/10 and on track to meet the 2021/22 goal of an 80% reduction in organizational emissions. These reductions were achieved through a range of actions, including energy conservation and installation and uses of renewable energy.

Through provision of services and the management of assets – particularly in regards to infrastructure assets – Council continuously looks for opportunities to reduce GHG emissions.

Without a global reduction in GHG emissions, climate changes (e.g. severe storm events, flooding, coastal erosion, sea-level rise, and changes to local biodiversity) will intensify, putting natural and built environments under increasing pressure and risk.

Climate change projections for the Kāpiti Coast District include increases in mean temperature, annual rainfall, mean sea level, and inundation, as well as significant increases in the frequency and intensity of storm surge events causing more surface water flooding and impacting the district's groundwater (Appendix 1). While there is still some uncertainty about the nature and significance of these impacts, including how quickly they will happen, Council must incorporate these projections into its planning processes.

COVID-19

The COVID-19 pandemic has impacted the district in a number of ways. For infrastructure services, the two most important considerations relate to (i) the impact of COVID-19 on the social and economic wellbeing of the district and (ii) the impact of COVID-19 on the global supply chain, which affects the availability and cost of

infrastructure equipment and expert contractors.

Social and economic wellbeing

Section 10 of the Local Government Act states that local authorities must promote the social, economic, environmental, and cultural wellbeing of communities in the present and for the future. Affordability has long been an issue in the district, and this has been worsened by the COVID-19 pandemic. Both the district and regional economies were relatively strong prior to COVID-19, but since COVID-19 there is greater uncertainty and concern across the community about loss of income, redundancies and inability to pay rents and mortgages.

The district's unemployment rate had been trending downward for the past several years, but rose sharply to 3.7% in the quarter to June 2020 due to the pandemic. At the same time, the district's annual average of Jobseeker Support recipients rose higher than the average of the past ten years. Feedback from local health and social service organisations is that utilisation of social services (e.g. food banks) and rates of homelessness have noticeably increased as well.

Council has adopted a COVID-19 Recovery Plan that includes a wide range of actions to be carried out by Council. While many of these actions seek to support and promote local businesses, enable new job skill training programmes, and strengthen residents through

a variety of social wellbeing initiatives, the Recovery Plan also relies on infrastructure provision and management as a key recovery tool. By maintaining existing levels of operational expenditure, accelerating already-funded capital projects where possible, and using procurement policies that try to prioritise support to local businesses and supply chains, Council can increase spending in the local economy.

Global supply chain

Due to COVID-19, New Zealand is also feeling the impact of disrupted international supply chains.

Even before COVID-19, all councils were experiencing cost escalations at all stages of an asset's lifecycle. These cost escalations were associated with increasing demands for partner and stakeholder engagement; increased requirements for resource consent applications, compliance, and risk management; and rising costs for procurement and delivery. While these cost escalations were already starting to impact the costs and delivery timelines for major infrastructure projects, the post-COVID disruptions are likely to further challenge Council's ability to deliver strategic capital projects as planned.

Legislative and regulatory context

To meet its aims for climate action, transport, housing and water, Central Government has

recently made some substantial changes to legislation that will be undoubtedly impact local government infrastructure services.

Since the Long-term plan 2018-38, the Acts that are likely to have the biggest impact on infrastructure services include:

- The Local Government (Community Well-being) Amendment Act 2019;
- The Climate Change Response (Zero Carbon) Amendment Act 2019;
- The Kāinga Ora - Homes and Communities Act 2019;
- The Urban Development Act 2020;
- The Taumata Arowai - Water Services Regulator Act 2020; and
- The Resource Management Amendment Act 2020.

To support the implementation of these Acts, Central Government has also established several new delivery mechanisms. Te Waihangā (the Infrastructure Commission) and Taumata Arowai (the Water Services Regulator) will work in partnership with Waka Kotahi (the NZ Transport Agency), He Pou a Rangi (the Climate Change Commission) and Kāinga Ora (Homes and Communities) to deliver on the Government's objectives.

Following the establishment of Taumata Arowai, Government launched the Three Waters Reform Programme in July 2020. This is a three-year programme to reform local government three

waters service delivery arrangements. As this programme is still in process, the impacts on local government are not yet known.

In August 2020 the Government issued a new National Policy Statement on Urban Development to replace the previous NPS on urban development capacity. This new NPS is more prescriptive on specific actions the Council must undertake to ensure there is sufficient development capacity to accommodate forecast population growth. This includes changing the regulatory framework (District Plan) to enable greater development in existing and new urban areas. It also requires Council to ensure that development capacity is infrastructure-ready.

More recently, on 10 February 2021, Government announced its intentions to appeal the Resource Management Act and replace it with:

- The Natural and Built Environments Act (NBA) to provide for land use and environmental regulation;
- The Strategic Planning Act (SPA) to integrate with other legislation relevant to development, and require long-term regional spatial strategies; and
- The Climate Change Adaptation Act (CAA) to address complex issues associated with managed retreat and the funding and financing of adaptation.

Te Mana o te Wai

Another change that significantly impacts Council service delivery is the concept of Te Mana o te Wai, which was introduced as part of the National Policy Statement for Freshwater Management; the National Environmental Standards for Freshwater, Sources of Drinking Water, and Wastewater; and other associated regulations under the Resource Management Act.

Te Mana o te Wai is a concept for managing all waters in a way that gives priority to the health and wellbeing of water (quantity, quality and ecology). The concept of Te Mana o te Wai encompasses the Three Water Reform

Programme, the Essential Freshwater programme, and other Resource Management Act functions and duties. All persons and duties in these functions must give effect to Te Mana o te Wai.

Te Mana o te Wai generally aligns with the values and visions of mana whenua, which helps Council honour its Te Tiriti o Waitangi obligations. However, in terms of infrastructure service delivery – particularly in relation to wastewater and stormwater – it adds additional layers of complexity as Council carries out planned infrastructure work.

One approach for addressing these challenges is through the Greater Wellington Regional

Council whitua committees. These committees (which are made up of local community members and representatives from iwi, local authorities, and Greater Wellington Regional Council) aim to develop Whitua Implementation Plans that set out how water catchments are to be managed now and for future generations. While other whitua committees have already been established across the Wellington Region, the Kāpiti Coast Whitua Committee is still in the early stages of establishment. Council intends to be fully engaged in this process as it will have significant implications for water source allocation and stormwater discharge quantity and quality.

Part Two: Financial Strategy

The Financial Strategy is fundamental to the success of the Infrastructure Strategy.

While the Infrastructure Strategy provides details about the level and timing of investment needed to operate, replace, renew and upgrade assets, the Financial Strategy outlines the required rating and debt levels to fund these investments.

While it is important to successfully deliver planned projects, it is also important to ensure that costs remain affordable to ratepayers. Affordability continues to be a significant issue for the Kāpiti Coast District, and both strategies must take this consideration into account.

The three primary options that Council has to maintain affordability are:

- using a staged delivery approach for project planning;
- canvassing for external funding options; and

- maximizing interest and borrowing expenditure.

Staged delivery

Decisions to expedite projects or deliver higher Levels of Service (LOS) can require increases in capital development funding. Therefore, to keep rates affordable, achieve the desired LOS, and replace critical and strategic assets when required, Council must stage delivery and prioritise across all of its activities.

Figure 1 at the start of this Strategy shows how projects are staged across all asset groups, and more information is available in each asset management plan.

This approach helps to ensure prudent management, and lowest whole-of-life costs rather than short term savings, for planned capital works. This keeps the work programme achievable, manages debt levels, and maintains affordability.

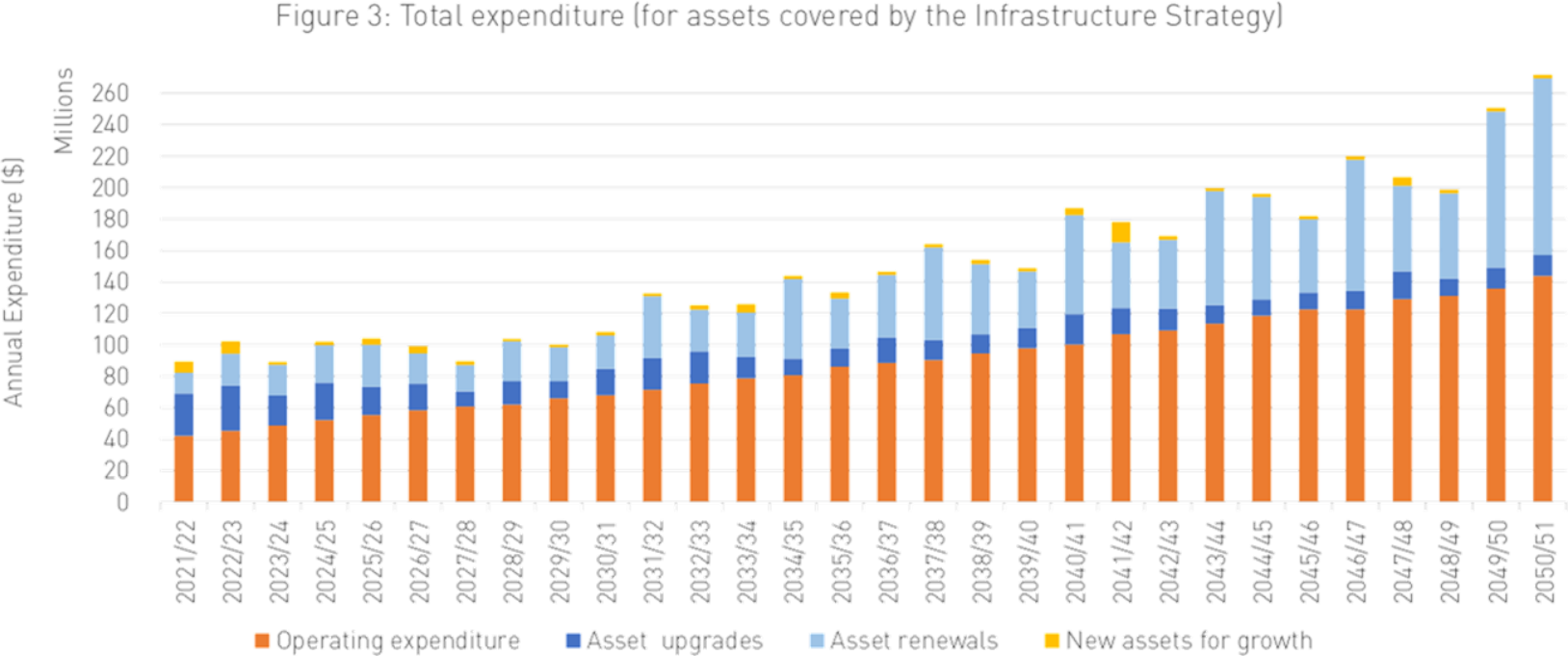
Canvassing for external funding options

Council has been successful recently with several applications for funding from Government initiatives and we have improved our capability to identify and apply for future funding opportunities that Council may qualify for.

Maximising interest and borrowing expenditure

By working to reduce debt, Council will have the capacity to replace key assets as they wear out and build the infrastructure needed to accommodate expected growth, with an acknowledgement that some projects will be carried out more quickly than others.

Total expenditure for assets covered by this Infrastructure Strategy are shown in Figure 3.



Part Three: Issues and Options

While the strategic context section in Part One highlights a number of issues that are of particular importance to infrastructure service delivery, this section discusses the most significant challenges that are most significant across infrastructure services include:

- affordability
- growth and development;
- natural hazards, many of which are predicted to increase in frequency and intensity due to climate change;
- the changing legislative and regulatory context, and
- the impact of COVID-19, particularly on the global supply chain.

Affordability

The wise management of public funds is an important aspect of infrastructure services. This means that Council strives to maintain and renew existing assets in a cost-effective way. Appendix 2 provides more information on Council's approach to asset management.

Growth and development

While growth will bring many opportunities to the district, it can also pose a number of challenges. Population growth can place increasing demands on Council's existing assets and services and, when growth is unplanned and unchecked, it can harm the health of waterways and threaten indigenous biodiversity. More

significant challenges in more detail, identifies the principal options for managing these challenges, and identifies any issues that might be associated with those options. This section discusses greenhouse gas emissions (through, for example, transportation and energy use) could increase the district's contribution to the climate crisis, and housing pressures could increase demands to develop lands that are at risk to a range of natural hazards (e.g. flood, earthquake and land instability).

In order to realise the opportunities that growth can offer, Council needs to have a robust Growth Strategy underpinned by the most accurate population projections available.

The Council completed a housing and business development capacity assessment (HBA) in late 2019. This assessment concluded there was sufficient housing capacity in the short and medium term, but a capacity shortfall of 1660 dwellings in the long term.

Growth Strategy

In the short-term, the current Proposed District Plan accommodates growth through currently zoned areas, including greenfield activity in the areas of Ngārara and Waikanae North. An urban development plan change in 2022 will look make changes to better enable increased development. This will include enabling greater heights and densities in suitable existing urban

also includes significant infrastructure decisions that may be required over the course of this strategy.

areas (eg town centres and around rapid transit areas), and potentially re-zone some land to allow more 'greenfields' residential development. It will also enable development of land that is already included in the District Plan as a future urban development, thereby allowing for even more development.

In the long-term, however, these changes alone will not be sufficient so further District Plan changes and additional infrastructure will be required, particularly in order to meet the growth that is predicted to occur during the latter half of this Infrastructure Strategy.

Council will undertake a new HBA to identify anticipated shortfall in development capacity based on the latest population growth forecasts. The housing component of the HBA update is already underway as required by the national policy statement on urban development and is due in July 2021. The full HBA will be completed to feed into the 2024 LTP.

Council's District Growth Strategy is currently under review, with Council promoting an integrated and people-centered approach to urban development. This means making strategic planning decisions and investments for

liveable communities. The latest population forecasts are being used to inform the Growth Strategy.

Infrastructure services must be planned alongside existing and future residential and business spaces that will be primarily within walking distance of public transport. It is vital that this urban development planning be cognisant of current and future infrastructure compliance requirements and any other limitations that may arise, particularly those that may already be compounded by a changing climate and ageing infrastructure.

Population forecasts

While even the best population forecasts only represent a snapshot in time, some will remain true and reliable for longer periods than others. Because the Kāpiti Coast District is currently experiencing rapid change³, the population forecasts require frequent updates.

Population forecasts are important for asset planning because they dictate where infrastructure is required and how many consumers will be using those services. A population forecast that is too low could mean that infrastructure services will be insufficient to meet demand or that the Development Contribution Policy will not be

³ As stated in the strategic context section, between 2013 and 2018, the district's population grew at an annual

requesting large enough contributions from developers. On the other hand, a forecast that is too high could mean that Council has spent money on infrastructure services that were not required or collected greater contributions from developers than were required.

Climate change and natural hazards

Natural hazards pose risks to infrastructure assets, and climate is expected to exacerbate the frequency and intensity of natural hazard events.

Council has used climate change assumptions provided by Greater Wellington Regional Council for the Kāpiti Coast District (Appendix 1). These assumptions predict that the Kāpiti Coast will experience rising sea levels, as well as increases in average annual temperatures, annual rainfall and rainfall intensity, and increases in wind intensity and number of windy days. While the District is also predicted to experience increasing numbers of growing days which will promote crop growth, it may also experience drought-like conditions at certain times of year. While not necessarily exacerbated by climate change, earthquakes always pose a risk.

These predicted changes will put the District at increased risk from natural hazard events such

average of 1.8% compared to the 0.8% forecast for the same period.

as floods, landslides, storm surge, coastal erosion, and inundation. Without proper management plans, these changes could contribute to biodiversity losses, environmental harm, and threats to social, cultural and economic wellbeing – often within communities that are already at risk.

To assist in incorporating climate change considerations into asset and activity planning across Council, a Sustainability and Resilience team has been created in the Infrastructure Services unit. This team provides detailed climate change information and advice across Council to enable evidence-based planning for both climate change mitigation and adaptation.

The Team has also developed a draft Climate Emergency Action Framework to support the Long-term plan 2021-41. This Framework establishes common principles to ensure alignment across Council on the goals and objectives of Council's climate change response, and will support emissions reduction (mitigation), adaptation, and the transition to lower emissions living. In addition, while Council receives regular updates on climate change-related work through quarterly updates, the team intends to improve the governance and reporting framework over the next year to ensure consistency across Council.

Driven by tikanga Māori approaches – including kaitiakitanga (intergenerational sustainability), manaakitanga (care and reciprocity), and whanaungatanga (connectedness and relationships) – Council's current approach to adaptation is to maintain and protect essential public assets. For some assets there are clear legislative obligations to do this (e.g. essential infrastructure and utility services). For other assets, while there might not be a legislative obligation, there may be instances where it could be deemed unreasonable not to protect the asset. This test of reasonableness is measured in terms of the extent and frequency of an asset's failure, the cost of repair and the asset's criticality.

At times, adaptation planning necessitates working with local communities. As an example, the Takutai Kāpiti Coastal Adaptation Project is establishing a community assessment panel that will identify and evaluate a range of feasible options for adaptation along the coast.

Detailed analyses on the impact of climate change on each activity and information on specific projects and plans to address these impacts can be found in the individual activity management plans. While Greater Wellington Regional Council has provided climate change assumptions for the District, much of the detailed analysis that is carried out in regards to the impact of climate change on strategic assets is undertaken by specialist experts.

Changing legislative and regulatory environment

The changing legislative and regulatory environment will undoubtedly impact Council infrastructure services, with some changes being more significant than others.

In December 2020, the New Zealand Government declared a climate emergency and launched The Carbon Neutral Government Programme requiring the public sector to achieve carbon neutrality by 2025. Since Council had already set a goal for carbon neutrality by 2025, the initiative did not require a change in Council policy. Council hopes that the initiative might provide additional support to all levels of government, including regional and local governments, in order to reach the target.

On the other hand, changes introduced through initiatives such as the Three Waters Reform Programme or the Resource Management Act Reform will have significant impact on Council. Early indications from the Three Waters Reform Programme are that, at some stage, water and wastewater assets may transfer to Taumata Arowai. This change, alongside others like the Government's intentions to replace the Resource Management Act with three new Acts, will significantly impact the role of local government, particularly in regards to how plans are developed, how infrastructure services are delivered, and what role councils will have.

It is expected that these changes will take some time and that services will still be required throughout any establishment and transfer periods so, in the meantime, Council is assuming a status quo position until told otherwise and continues to plan and finance accordingly.

To keep abreast of these changes, Council is increasing its resource allocation so that Council representatives can participate in these discussions. As an example, Council has signed the Three Waters Reform Memorandum of Understanding and is participating in the first stage of the reform programme. In addition, Council has incorporated these uncertainties into its risk management plans.

Project delivery during COVID-19

Because one aspect of the COVID-19 Recovery Plan is the use of infrastructure provision and management as a key recovery tool, the impact of COVID-19 on the global supply chain could become a significant challenge.

In the Recovery Plan, Council commits to maintaining existing levels of operational expenditure and accelerating already-funded capital projects where possible in order to raise employment and increase spending in the local economy as much as possible.

Accelerating already-funded capital projects requires us to greatly increase our capacity to

deliver infrastructure projects compared to previous years. As such, Council's ability to deliver is essential to carrying out this aspect of the Recovery Plan. This means that the impact of the pandemic on the global supply chain could create some significant problems and, because the global impact is not entirely understood, the duration of the impact is difficult to determine.

Increasing our capacity to complete our capital works programme will likely involve using alternative delivery and procurement models,

such as alliance partnerships and collaboration with neighbouring councils. This includes longer term procurement models, and bundling multiple projects into consolidated packages of work.

Evolving the Council's project management office function will also improve our capacity to deliver our capital programme. Until recently, our ability to deliver capital projects relied mostly on the capacity of individual business units to initiate and deliver projects themselves. Our project management office will expand to

manage certain key projects and will maintain an overview of the entire capital works programme.

Options and implications

Table 2 outlines the principle options for addressing the significant issues and implications of each. Not all assets groups will face the same significant issues over the period of this Strategy, nor will the significant issues affect each asset group equally. In addition, the significant issues are not mutually exclusive, as a change in one could affect the others.

Table 2: Options to address significant issues

Issue	Options	Implications
Affordability – maintaining and renewing existing assets in a cost-effective way	Our preferred option Targeted renewal based on asset condition and criticality. Identify the optimum time for renewal versus the increasing probability of failure.	This approach reflects actual requirements and has lower impacts on rates and/or debt. A targeted approach means that decisions on renewing assets must factor in several layers of information – asset age and construction material is used as a starting point and overlaid with other known factors including condition profile, the criticality of the asset, and desired versus current levels of service. Condition of underground assets can be difficult to assess. Depending on the type of asset we may use a combination of methods to assess condition, including CCTV inspections or sampling of pipes when maintenance is undertaken.
	Renew based on the year that infrastructure was constructed.	Many of the renewals may not be necessary. This approach does not reflect current best practice for asset management.
	Run assets until they fail – fixing or replacing infrastructure when it breaks.	This approach risks incurring major increases in costs, and the Council being overwhelmed with breakages. It could also result in critical failure of lifeline assets.

Growth – providing the right infrastructure at the right time to accommodate population increases	<ul style="list-style-type: none"> – Growth Strategy – Development Contribution Policy – Strategic Asset Management Approach 	The Growth Strategy and strategic asset management approach are fundamental to successful infrastructure delivery. If actual growth is greater than projected, infrastructure might not meet demand. Alternatively, if actual growth is lower than projected, this might result in an instance where Council has invested too much in infrastructure. Under the national policy statement on urban development Council will need to ensure that sufficient development capacity is 'infrastructure-ready', over the short, medium and long term.
Climate change – risk of damage to assets by storm events that are increasing in severity and frequency	Our preferred option Do not automatically reinstate assets that are subject to ongoing climate change effects, review based on asset criticality.	This approach may limit access to some properties and reserves (in the case of roading assets).
	Always reinstate existing assets in their current locations	Ongoing high costs for the reinstatement of assets.
Risk of damage to assets from a severe earthquake	Our preferred option 1 Ensure Civil Defence Emergency Plans are in place and routinely updated, and mock events practised, to ensure lifeline infrastructure is up and running as quickly as possible following an earthquake	Structural strengthening to withstand all damage from rare, high magnitude earthquakes is not practical or possible, so it is essential to have recovery plans in place
	Our preferred option 2 Have insurance to assist with recovery costs	Increasing costs of insurance
	Our preferred option 3 (water supply) Increase the resilience of the community by requiring all new urban properties to have rainwater tanks (through the Proposed District Plan)	Water tanks serve multiple purposes: water conservation; reduced stormwater flows; as well as building resilience by providing on-site water
	Our preferred option 4 (water supply)	Having a number of different treatment plants in the district increases the community's options for accessing water in the event of a significant earthquake.

	Have a recovery plan in place to truck water from a different water treatment plant if a plant is damaged	The Waikanae water treatment plant has been built to high seismic standards and is expected to survive relatively well.
	Our preferred option 5 (wastewater) Have back-up generators available to power the pump stations in the event of the electricity supply being interrupted.	The wastewater network has an extensive system of pump stations that must continue to run.
	Identify and assess network risks, and strengthen existing assets to withstand moderate earthquakes with minimal damage .	Significant staff time and resources required.
Legislative compliance – ensuring we meet all legislative and consent-driven requirements	Increased resource and budget	Additional cost, both operating and capital.
	Compliance monitoring software	
Project delivery – ensuring we can deliver our proposed capital works programme	<ul style="list-style-type: none"> – Project Management Office – Shared services – Agile/strategic procurement – Additional resources – Improved project delivery 	Resource consenting process is a risk that can often add time to delivery of projects. This can be mitigated by early engagement with Greater Wellington Regional Council and ensuring Project Delivery plan makes adequate allowance for consenting time delays.

Significant infrastructure decisions

There are several significant infrastructure decisions to be made over the term of this Infrastructure Strategy. Table 3 outlines the significant decisions we expect to make about capital expenditure, when we expect to make them, the principal options we expect to consider and the approximate costs associated.

Table 3: Significant decisions

Significant decision required	Timing	Principal options and approximate costs
Improving drinking water resilience in Ōtaki	2021	Build a new reservoir to service Ōtaki (\$7.5m)
Improving drinking water resilience in Ōtaki		Link Main Riverbank Road
Protecting vulnerable infrastructure assets along Raumati coastline	2022	Replace the Raumati seawall (\$17.3m)
Improving drinking water resilience in Waikanae	TBC	Waikanae Beach Improvements
Improve road connection between Paraparaumu Beach and town centre	2021	Build link road between Ihakara St and Kāpiti Road (\$31.5m)
Ensure Ringawhata Rd remains accessible	2025	Extend Ringawhata Rd bridge (\$1m)

Part Four: Our asset groups

In this section we provide more information on each of the core asset groups and the most likely scenario. Collectively, this information provides a comprehensive overview of Council's planned infrastructure services for the next 30 years.

Water Supply

The Council is responsible for the provision and management of 4 water supply schemes at Ōtaki, Te Horo/ Hautere, Waikanae/ Paraparaumu/ Raumati, and Paekākāriki.

Thirty-year goal

Council's priority is a water supply system that is robust, to ensure sufficient drinking-water is available for the immediate future and for generations to come. The system must also be able to cope with emergencies and the long-term impacts of climate change.

Risk-prioritised investment balances future renewals and upgrade programmes, giving Council confidence in its investment decision making while also increasing the system's resilience and ability to sustainably supply water to the district.

Key Issues and Challenges

- Te Mana o te Wai as an umbrella concept over regulatory and environmental compliance; security and safety compliance

⁴ Taumata Arowai, the water services regulator, will be established in the second half of 2021. Council expect water supply assets will remain in Council ownership for at least the first five years, and that they will

of drinking water supplies with the establishment of Taumata Arowai⁴, including compulsory training and mandatory treatment; the National Policy Statement on Freshwater Management, National Environmental Standards, the proposed Natural Resources Plan and the Kāpiti Whaitua chapter include policy on water allocation and ecological minimum flows. Realising Te Mana o te Wai and ensuring regulatory compliance may require additional/earlier investment.

- Climate Change Planning. Mitigation through reducing emissions associated with drinking water collection, treatment and distribution. Adaption to and from more severe events (drought, more intense rainfall), potential saltwater intrusion on groundwater, and damage to structures, particularly in coastal areas
- Resilient Supplies, Systems and Processes. Issues related to drinking water resilience that Council wishes to address are:

- Continuous supply of compliant and safe drinking water
- Improve treated water storage for times where source water quality deteriorates
- Renewing aged infrastructure
- Providing redundancy within water treatment plants to improve operational flexibility
- Delivery of a significant capital work programme to maintain levels of service and support growth. Significant investment is required to provide strategic trunk mains to service growth areas in Waikanae and ultimately service storage for the Ōtaki networks.
- Provide demonstrable cost effectiveness recognising the need for the services to be affordable. Prudent investment in water supply infrastructure is required to ensure that Council can meet its financial

transfer to another entity at some point in the following 10 years. As a lifeline water supply will be required throughout the establishment and transfer period, we have planned and financed accordingly.

rates and debts targets while maintaining or improving levels of service. Council will

make evidence based decisions on the balance of risks and benefits for projects.

Key Projects

Major projects significantly impacting these expenditure forecasts are focused on resilience, security and safety of drinking water supplies. These projects include:

Water Supply – most likely scenario			
Challenge	Project	Forecast \$	Year
Legislative and Regulatory Compliance	Waikanae Consent renewals	\$262,000	2023-29
		\$164,000	2033/34
		\$209,000	2041/42
		\$715,000	2047-49
Climate Change Planning	Waikanae ki Uta ki Tai (collaborative restoration catchment project)	\$350,000	2021-31
Resilience	Waikanae Water treatment plant renewal stage 2 (capacity and seismic)	\$12.3M	2021-23
	Waikanae Water treatment plant renewal stage 3	\$6.0M	2023-27
	Drinking water safety improvement upgrades (Otaki and Hautere/Te Horo)	\$6.6M	2021-23
	Ōtaki Water Supply Storage – new reservoir	\$7.5M	2021-26
		\$264M	2021-51
	Resilient water supply- network renewals		
Delivery of a Significant Capital Work Programme	River recharge bore upgrades	\$3.3M	2032-34
		\$9.7M	2040-42
	Water Supply network upgrades for pressure, firefighting, storage and LOS	\$10.1M	2021-27
		\$14.6M	2028-37

Asset performance and levels of service

Assets	Levels of Service	Targets
Water intake structures [2] Ground water bores [15] Water treatment plants [5] Bulk water supply mains [17kms] Service reservoirs [12] Pump stations [6] Water distribution mains [451 kms] Water service lines [103 kms] Water network hydrants, valves, and fittings [2,500] Water meters and boxes [23,410]	We provide continuous potable water supply that meets New Zealand drinking water standards. We encourage the sustainable use of potable water and aim to reduce water loss from our water network.	<i>Solely DIA mandatory measures. All 2019-20</i> Attendance Achieved Resolution Achieved Bacteria & protozoa standards Four of the five treatment plants achieved full compliance. Complaints Not achieved Water consumption Achieved Water Loss Achieved

Of our five water treatment plants, the Tasman Road treatment plant in Ōtaki has historically not meet the drinking water standards for brief periods during the year. One of the key projects

planned in 2021-23 is an upgrade to this treatment plant to improve water safety and ensure that it complies with drinking water standards year-round.

We do not propose any changes to levels of service in this Long-term plan cycle. The key projects and most likely scenarios address any risk or and maintain current levels of service.

Asset condition

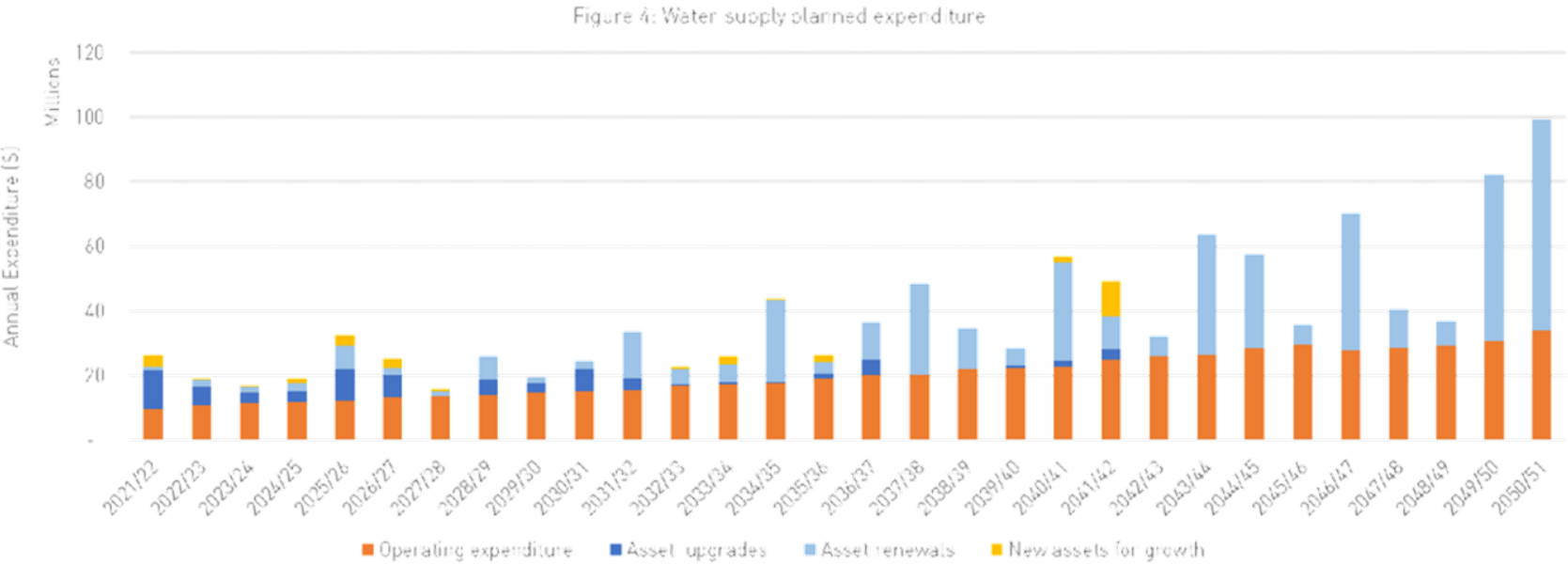
Kāpiti's pipe network is relatively young with the majority of pipes installed in the 1970s and 1980s. Based on the Council's most recent assessments, 73% of its water supply pipes are in moderate to very good condition. This assessment is based on expected base life knowledge, results of pipe sampling and risk profiling. The current assessment of pipe

condition for the water supply network by proportion of length is shown in the following table.

Condition grading	% of length
Condition grade 1 (very good)	32
Condition grade 2 (good)	18
Condition grade 3 (moderate)	23
Condition grade 4 (poor)	24
Condition grade 5 (very poor)	3

Financials

Figure 4 shows the total planned expenditure for the Water Supply activity for the next 30 years.



Wastewater – wai para

The Council is responsible for the provision and management of two wastewater treatment schemes serving Waikanae, Paraparaumu and Raumati, and Ōtaki. Paekākāriki and most rural areas of the district have no public wastewater infrastructure.

Thirty-year goal

An effective and efficient wastewater service now and into the future, which balances ongoing performance, risk and resilience. Lifecycle investment for ongoing performance, to allow future projected growth and ensuring the mauri of our environment is maintained within Te mana o Te Wai.

Key Issues and Challenges

- Legislative and Regulatory Compliance: specifically the establishment of Taumata

Arowai⁵ introduction of Te Mana o Te Wai and meeting the National Policy Statement for Freshwater Management. A step change is required moving from reactive management to strategic management, whilst meeting existing levels of service.

- Climate Change Planning: Changes to treatment processes and capability to reduce emissions and allow adaptation to effects and issues.
- Resilient Supplies, Systems and Processes. Issues related to wastewater resilience that Council wishes to address are:
≈ Continuous containment, reticulation, treatment and sustainable discharge of treated wastewater

- ≈ The rise of the water table is hastening the degradation of pipes in the network
- ≈ Providing redundancy within wastewater treatment plants to improve operational flexibility
- ≈ Renewing aged infrastructure

- Delivery of a significant capital work programme to maintain levels of service and support growth. While recognising the need for the services to be affordable

Key Projects

Major projects significantly impacting these expenditure forecasts are focussed on increasing capacity to cater for economic growth, as well as renewals. These projects include:

Wastewater – most likely scenario			
Challenge	Projects	Forecast \$	Year
Legislative and Regulatory Compliance	Paraparaumu Wastewater Treatment Plant		
	Inlet Works	\$2.6M	2021-25
	WWTP renewals	\$37.3M	2021-51
	Ōtaki WWTP renewals	\$17.0M	2021-51

⁵ It is likely that the ownership, operation and maintenance of the wastewater schemes will change from Council to a new utility in the next five years.

Climate Change Planning	Wastewater pump station upgrades	\$19.4M	2031-51
Resilience	Network upgrades Waikanae duplicate rising main	\$1.6M \$1.6M	2024-28 2021-23
Delivery of a Significant Capital Work Programme	Network renewals	\$131M	2021-51

Asset performance and levels of service

We do not propose any changes to levels of service in this Long-term plan cycle, unless

there are legislation or regulatory changes. The key projects

and most likely scenarios address any risk and/or maintain current levels of service.

Assets	Levels of Service		Targets
Service connections (15,000) Pipes (310km) Manholes, valves, fittings (920) Pump stations (155) Treatment Plants (2) Storage tanks and ponds (4)	Our wastewater system management practices ensure that we respond efficiently and effectively to wastewater system blockages, faults and overflow issues We comply with our resource consent conditions and our receiving natural environments are not damaged by effluent discharge and are enhanced where possible		Solely DIA mandatory measures for 2019-20 Response Achieved Resolution Achieved Complaints Achieved Dry weather overflows Not achieved. There were 41 dry weather overflows 2019-20 (out of a total of 20,410 connections). Consents compliance Achieved

Asset condition

The condition of wastewater assets, where known, is generally good. A condition and capacity assessment of the Paraparumu Wastewater

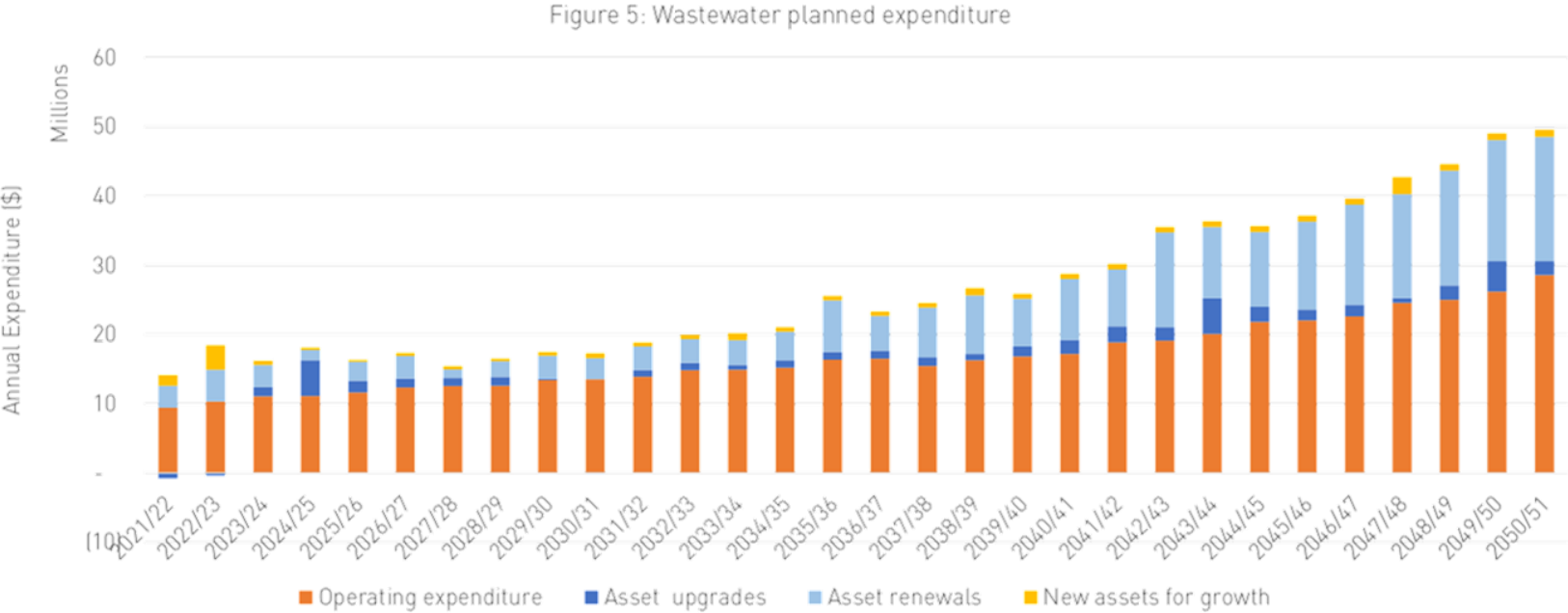
Treatment Plant was completed in 2016. Further investigation of the network and pump stations are planned in the next three years. The following

table summarises the Paraparumu-Waikanae wastewater scheme asset conditions.

Asset Type	Condition	Last Assessment/Comment
Network	Unknown	No formal assessment completed. HAL Consulting is assessing capacity.
Pump Stations	Good / Unknown	Only 24 of 122 pump stations have been inspected. In general, the condition of the pump stations inspected is good.
WWTPs	Good	In general the plant is in moderate condition. Various age-based replacements and capacity upgrades have been recommended.
Consents	Existing	Consents are in the process of being renewed.

Financials

Figure 5 shows the total planned expenditure for the Wastewater activity for the next 30 years.



Stormwater – wai āwhā

Council operates stormwater systems to manage surface water runoff from the districts urban catchments to provide a degree of protection against rainfalls of a moderate intensity. The service helps ensure public health, safeguards property and the environment. These systems are located at:

- Paraparaumu
- Waikanae
- Otaki
- Paekakariki

Thirty-year goal

To improve stormwater collection, treatment and disposal across the districts urban catchments while protecting the receiving environments, ensuring water quality and reducing risks to human health and property from flooding.

We are looking to more holistic working; integrating the planning and management of catchments, land use and receiving environments and the holistic health and well-being of a water body. Embracing Te Mana o te Wai to comply with the regulatory and environmental compliance framework.

⁶ blue- green networks are an holistic way of planning based around waterways (blue) and planting parks and tracks(green).

Using more sustainable, blue-green network⁶ strategies in the delivery of the stormwater service will include planning controls (e.g. setbacks, minimum floor levels, onsite detention, WSUD) on development and design principles to hold water in the landscape. We will work collaboratively, and in partnership with tāngata whenua, the community and our stakeholders on multi benefit projects that consider the social dimensions of water, water cycle perspectives and help target investments to risk

Key Issues and Challenges

- Resilience and Climate Change: Increasing occurrence of greater intensity and frequency of events are predicted and becoming more common, overwhelming assets and challenging network resilience.
- Delivery of Capital Work Programme: to achieve levels of service, meet regulatory compliance and support growth, whilst addressing a historic underspend in stormwater.
- Growth: The district is growing, and new developments increase stormwater runoff and

The network has both environmental and recreational values. These can be managed together through a combination of

require increased downstream capacity. Property owners have increasing expectations to protection, and developers have expectations that Council will eliminating the flood hazards to make more developable land available.

- Te Mana o te Wai – and wider regulatory compliance: Requirements for managing all waters in a way that prioritises the health and wellbeing of the water (quantity, quality and ecology).
- Flood Risk: over 600 flooding complaints each year, 30% of urban properties designated at risk in a 1:100-year event, nearly 50% of the stormwater infrastructure is under capacity for a 1:10 year event. Upgrading the infrastructure to the required standard requires a significant investment.
- Stream and watercourse maintenance: A discretionary activity, requiring resource consent. Consenting is an expensive, time consuming task, demanding an assessments of environmental effects including cultural and ecological impacts.

infrastructure, ecological restoration and urban design to connect people and nature.

Key Projects

Key projects planned over the term of this Plan are shown in the following table:

Stormwater – most likely scenario			
Challenge	Category	Forecast	Years
Resilience and Climate Change	Major projects - Paraparumu	\$94M	2021-51
	Major projects - Waikanae	\$57M	
Delivery of Capital Work Programme	Major projects - Ōtaki	\$46M	
	Major projects – Paekākāriki	\$14M	
Growth			
Regulatory Compliance			
Flood Risk			
Stream and watercourse maintenance			

Asset performance and levels of service

Assets	Levels of Service	Targets
Pipes = 216km Open waterways = 52.7km Number of pump stations = 18 Nodes and structures = 10,383 Service lines = 3,029	Council respond to problems quickly	Median response time to attend a flooding event from notification to attendance on site ✓ Urgent: < 24 hours Achieved (2018/19) Achieved (2019/20)
		Percentage of all buildings that have been inundated due to minor flooding are visited within four weeks ✓ Target - 90% 2019/20 - 100% 2018/19 - 100%
	Council provide stormwater systems that protect the natural environment	Measure compliance with council's resource consents for discharge from its stormwater system. ✓ No abatement notices Achieved (2018/19) Achieved (2019/20)
	Council provide reliable and efficient stormwater disposal systems	Major flood protection and control works are maintained, repaired and renewed to the key standards as defined in the Council's activity management plan ✓ Achieve Achieved (2018/19) Achieved (2019/20)

We do not propose any changes to levels of service in this Long-term plan cycle, unless there are legislation or regulatory changes. The key projects and most likely scenarios address any risk or and maintain current levels of service.

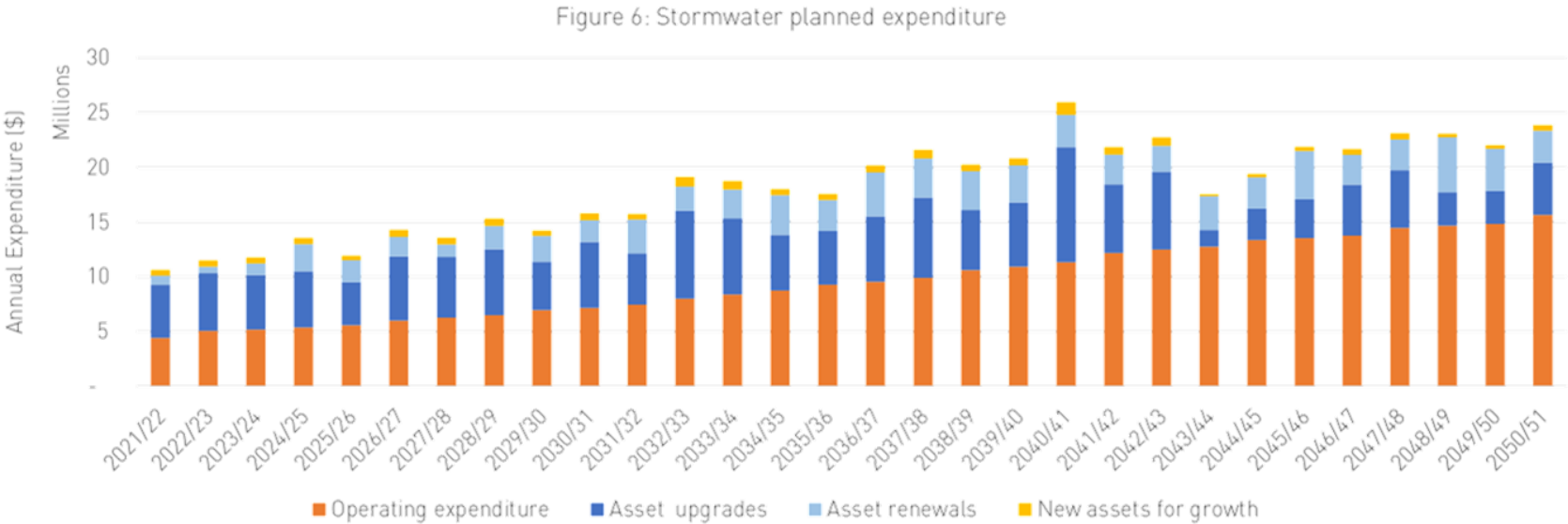
Asset condition

Due to the relatively low age of the piped network (median age less than 40 years, and the financial constraints in completing detailed assessments, the assessment of asset condition is largely based on sighting of assets by service

crews when undertaking maintenance. However, a more detailed asset inspection regime to inspect all piped assets over 40 years of age commenced in year 2017/18 and will continue in future and will underpin the renewal programme as appropriate.

Financials

Figure 6 shows the total planned expenditure for the Stormwater activity for the next 30 years.



Coastal Management – whakahaere takutai

The primary purpose of our coastal asset activity is to protect people and property against the ocean for present and future generations. As

Thirty-year goal

Kāpiti's coastline is essential to community and the sustainable management of the coastal environment is critical to the community's wellbeing. We support wellbeing through providing accessible beach and coastal areas, and enhancing ecological and amenity.

Dune reshaping and planting help restore damaged ecosystems to a more natural state as well as protecting the boundary between coastal and terrestrial land that can be threatened by coastal erosion. This includes protecting public roads, water and drainage infrastructure by maintaining council-owned seawalls as long as is practical and through facilitating beach protection projects.

Our work with the community needs to pragmatically and prudently manage the risks of increased erosion, sea levels and storm intensity on Kāpiti's coast– increased flooding risk, lives and property at risk. We also need to balance the protection of the environment, anticipated growth and the management of our assets against community expectations,

well as assets, Council also undertakes dune replenishment and beach renourishment to

increasing risks and political and financial challenges.

We will understand our communities, whilst educating them to the hazards and risks, and acknowledging that failure will occur.

Adaptation work to hazards that our assets and communities face will include land-use planning restrictions on high risk susceptible land. The most prudent, yet contentious, being ensuring no new development on, and /or Long-term retreat from, high risk coastal and flood prone areas. These decisions will not be easy. The climate crisis presents both the easiest and the hardest decisions we have ever faced. The easiest because protecting assets and property from rising seas and flooding rivers makes sense. We must stop building and developing on flood plains. The hardest because of long-term investment in assets and property in risk areas.

When we make a decision we ask; will this put people and property at risk, or commit us to futile Long-term funding to protect assets? Along with stakeholders we should make decisions based on decreasing Long-term risks and ensuring intergenerational equity.

manage the effects of coastal hazards on existing development and infrastructure.

By 2030 with an informed community we have formulated and are implementing appropriate bold and brave strategies and plans. A planned approach to fight or flight, retreat or rebuild, or protecting assets at high risk which is be considerably less painful and costly than managing the risks through reactionary measures.

Key Issues and Challenges

- Climate Change: Increasing occurrence of severe weather related events have caused damage to assets and coastal erosion is affecting some areas. Finding affordable solutions for this reality is a significant challenge.
- Resilience: There is a cumulative effect of coastal erosion, sea-level rise and tectonic land movements on our coastline. While there is still some uncertainty about how significant these impacts will be, and how quickly they will happen, there is a need for us to start planning for our future and appropriate response is to be developed
- Fit for Purpose: the majority of the hard defense structures built on public land are poor

in condition and have limited residual life left. Replacing these assets to the required standards requires a significant investment.

- Public infrastructure risk – significant wastewater assets, roading assets, and

walkways are protected by seawalls. Failure of seawalls will compromise these strategically important infrastructure assets

- Level of protection – a change in focus will be required to assess realistic design criteria for

coastal structures. This will require a more adaptive approach when renewing coastal protection structures and setting Levels of service and protection.

Key Projects

Coastal management – most likely scenario			
Challenges	Project	Forecast \$	Year
Climate Change	Paekākāriki seawall replacement	\$17.1m	2021-27
Resilience	Wharemauku block wall	\$4.1m	2021-25
Fit For Purpose infrastructure	Raumati South seawall replacement	\$17.2m	2021-31
Public infrastructure risk	Renewals – refurbishment, replacement of coastal assets	\$9.6m	2021 -2041
Community Wellbeing			

All coastal asset renewal work will be funded by the annual depreciation provision where funds are available.

Asset performance and levels of service

Assets	Levels of Service	Targets
Length of seawalls = 5.9km Number of beach outlets = 69	Council respond to problems quickly We keep our beach outlets clear to avoid flooding	Respond within 48 hours to urgent requests to repair sea walls or rock revetments ✓ Target 90% 100% (2018/19) 100% (2019/20) Stormwater beach outlets are kept clear ✓ Target 90% 100% (2018/19) 100% (2019/20)

We do not propose any changes to levels of service in this Long-term plan cycle. The key projects and most likely scenarios address any risk or and maintain current levels of service.

Asset condition

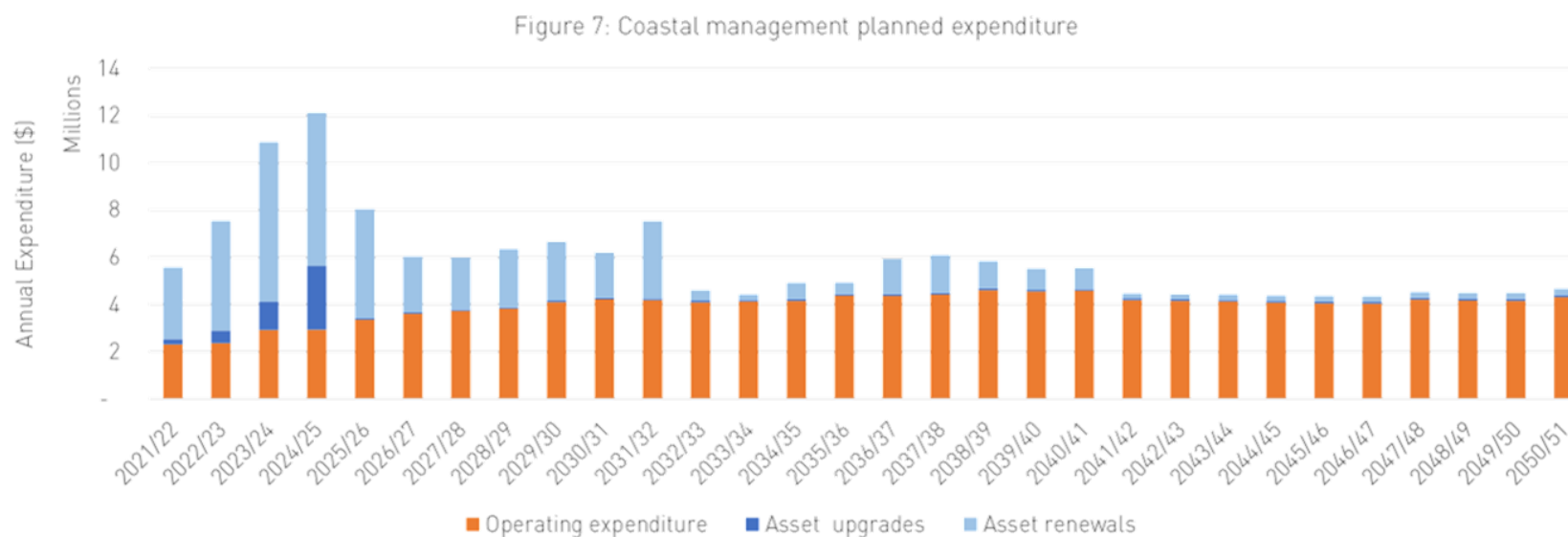
The following table summarises the condition of coastal assets based on the results of an assessment undertaken in 2016/17.

Asset type	Condition assessment
Beach outlets	Out of the 69 beach outlets 15 are in extremely poor condition and the remaining are in moderate condition
Paekakariki Seawall	Out of the 960 m of the wall 140m in poor condition, 480m in moderate condition. Remaining 340m is at low risk of failure in the immediate future
Raumati Seawall – Phase 1 (From 3 Garden Road to 203 Rosetta Road)	This 987 m long section has no rock protection and in poor condition
Raumati Seawall – Phase 2 (From 203 Rosetta Road to 52 The Esplanade)	This 1602 m long section is with rock protection at the toe and in moderate condition
Raumati Seawall – Phase 3 (From 52 to 108 The Esplanade)	This 513 m long section is built with rock and timber and in moderate

	condition except the first 20m which is in poor condition
Wharemauku Block wall (From 71 Wharemauku to 7 Raebern Lane)	This 170 m long block wall need strengthening with rock at the crest and toe
Seawalls in various other locations	6 seawalls (shorter lengths) are in poor condition and remaining are in moderate condition

Financials

Figure 7 shows the total planned expenditure for the Coastal Management activity for the next 30 years.



Access and Transport – putanga me te waka

We develop and maintain a roading network that provides access and enhances community connectedness. We encourage and support residents to use active transport modes or

Thirty-year goal

We want to enhance community connectedness through the creation of well-planned physical transport system that allows for the reliable, efficient and safe movement of peoples and goods. A system that offers mode choice that enables people to act in a sustainable way.

Our transport system establishes kaitiakitanga as a guiding principle. Access and transport provision will create safe, high quality and attractive places. People will feel safe using a mode of their choice. Mass transit and e-mobility technologies blend flawlessly into urban streetscapes from buses, rail to monorail and electric vehicles. They deliver a smaller environmental footprint and optimise land use. At the same time the health and wellbeing of communities is improved as a result of increased activity, improved access to key social infrastructure and local business are supported and enabled by the activity. Investment decisions will help remedy or mitigates effects on the environment, including road run off and transport based emissions.

public transport by providing footpaths, cycleways, shared paths and passenger transport infrastructure. We allocate space on the network to match the needs of all user Travel will become more accessible and affordable for all users. We obtain maximum external funding, optimise rates funding and sustain economic activity. Infrastructure spending will be prioritised to ensure that new developments contribute towards solutions rather than add to existing pressures.

Resilience will be built into the network including alternative routes and effective and reliable options for mode choice, as well as ensuring construction standards and emergency measures are in place to ensure that damage is as limited as possible and recovery is swift.

Key Issues and Challenges

- **Fit For Purpose:** Current network use differs from the past, and the level of investment needs to support users and different modes of travel now and in the future. In developing the LTP we have worked with feedback provided by Waka Kotahi and have made some informed changes on our overall work programme, reducing it to ensure it was both achievable and sustainable from a funding perspective.
- Waka Kotahi has indicated that there will likely be a shortfall, of up to \$4.7M, in the

groups so people can easily get around the district by their preferred means and have a safe journey.

funding provided by them to support the maintenance of the roading network, relative to the amount included in the LTP. If a lower level of investment is approved by Waka Kotahi in August 2021 then Council would need to consider the implications of this through the 2022/2023 Annual Plan process as it relates to year two and three of the LTP. There will also be further opportunities to secure increased funding allocation from Waka Kotahi over the next 3 years, as has been the case in previous years.

- **Resilience and Climate Change:** Increasing occurrence of severe weather related events have caused damage to assets and coastal erosion is affecting some structures and challenging network resilience. Extraordinary events are becoming more common; this affects user experience.
- **Demographic Change:** across Kāpiti is in the younger and older groups. Our transport networks should better suit the older and younger age groups.
- **Connectivity** The Wellington Northern Corridor improvements are, and will continue to change travel patterns, this is evident in congestion, some poor connectivity, and service provider

workload. In the short term Northern Corridor project continue to affects the availability of suppliers and competition for work.

- Road safety indicators are getting worse, vulnerable users need to be kept safer.

Key Projects

Access and Transport – most likely scenario			
Challenge	Project	Forecast \$	Year
Fit For Purpose Network	Bridges Major projects include: <ul style="list-style-type: none"> - Kāpiti Road & Marine Parade culverts - Matatua Side Culvert - Ringawhati Bridge extension - Sealed pavement maintenance and resurfacing increases - State Highway Revocation 	\$2.65M \$1.8M (share) \$0.85M Increasing from \$2.8m per annum in 21/22 to \$5.5m in 30/31 \$6M	2022/23 2024/25 2025/26 2021-31 2021-26
Resilience and Climate Change	Drainage renewals	<i>Increasing from \$0.7m per annum in 21/22 to \$3.3m in 31/32</i>	
Demographic Change	Sustainable Transport Strategy (due to be adopted by Council Jan 2022)		
Connectivity	East West Connectors (Ihakara-Arawhata Link Road)	\$25.2M	2021-24
Road safety	Safe Network Programme /Road to Zero	\$1.8m per annum	2021- 2031

Asset performance and levels of service

Assets	Levels of Service	Targets
Sealed Roads 399km Foot & shared paths 486km Unsealed roads 13km Streetlights 5091 Transport signs 5022 Traffic signals 16 Drainage assets 6571	Our transport network allows for the safe and efficient movement of people and goods Our transport network is affordable and reliable and users can easily get around the district by their preferred means	Residents that agree that the existing transport system allows for easy movement around the district 80% ✓ 75% 2018/19 81% 2019/20 Number of serious and fatal crashes on district roads Five-year rolling average reduces (from 9.8 2014-18) ✓ No change 2018-19 Reduction (9.6) 2019-20 Average cost of local roading is comparable with similar Councils in NZ (ONRC peer group) Achieve ✓ 2018/19 Achieved 2019/20 Achieved

We do not propose any significant changes to levels of service in this Long-term plan cycle. The key projects and most likely scenarios address any risk or and maintain current levels of service.

Asset condition

Access and Transport assets include sealed and unsealed roads, drainage assets, and footpaths as well as streetlights and traffic services and minor assets. The availability of condition information varies across the asset types.

Our sealed roads are assessed using a range of methods including road roughness and condition index, and these show that our roads are in good condition overall. The results of a survey of tyre grip on the road surface are due in 2021.

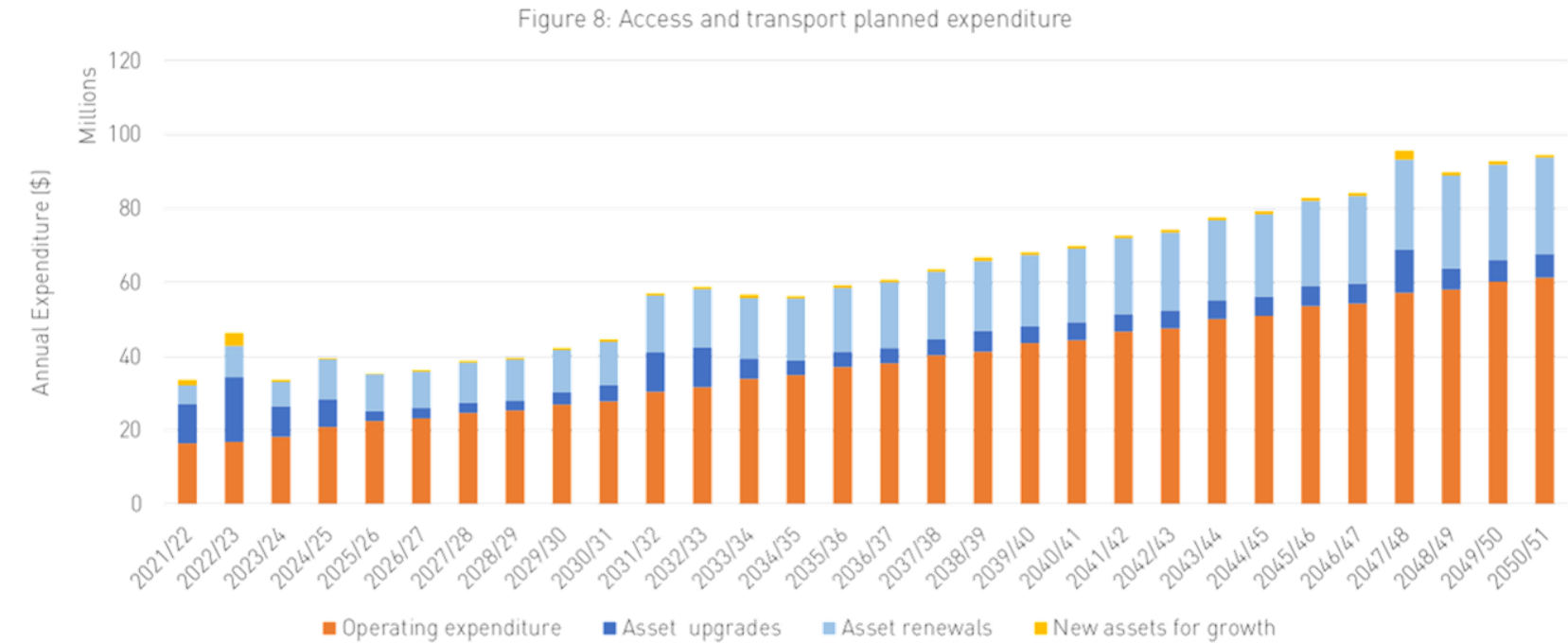
We are into our third year of a five-year survey of our footpath condition and most of the assets assessed are rated as being in good or excellent condition.

Nearly all of Council's drainage assets (e.g. kerb and channel, and sumps) are less than 40 years

old and are in satisfactory condition overall. A need for replacement is established following inspections or complaints. The Council's bridge network is in generally good condition due to regular inspections and maintenance. Reactive bridge inspections are also undertaken following earthquake and flooding events. Our resident opinion survey in 2019/20 showed that 72% of residents are satisfied with the condition of our roads, while 66% are satisfied with the condition of our footpaths.

Finances

Figure 8 shows the total planned expenditure for the Access and Transport activity for the next 30 years.



Conclusion

This strategy has outlined the significant issues and challenges for our access and transport, coastal, stormwater, water supply and wastewater services over the next 30 years.

Key challenges are:

- Delivery of Capital Work Programme;
- Climate Change and Resilience;
- Regulatory Changes and Compliance

Practicing kaitiaki and kaitiakitanga with our community and environment, taking a tikanga Māori approach and working with tāngata whenua iwi is critical to our ability to deliver many of the projects outlined in the strategy.

To help navigate and provide certainty to the changes and challenges faced, realise our toitū Kāpiti vision and ensure the wellbeing of our land, our waters and our people we need to make some significant decisions about capital expenditure required over the 30 years. To do this we must continue to use prudent, lifecycle approach best practice asset management as the basis for evidence based planning decisions and investment.

Kāpiti has a critical and broad role in ensuring the well-being of our communities. We also need to continue to provide essential services while dealing with growth and development, legislative and regulatory changes, the impacts of a changing climate, all while our financial

future is uncertain. To meet these challenges, over the next decade as kaitiaki of our people and our whenua, we need to:

- Radically reduce greenhouse gas emissions,
- Plant more trees and restore the vitality of natural systems
- Embrace Te Mana o te Wai
- Increase local, regional and national resilience and self-sufficiency
- Be socially responsible
- Work together, in partnerships and collaboration
- Ensure Deliverability
- Create an environment that is resilient and able to sustain, support and nourish its communities.

2020 challenged our communities and gave us insights and has shown us what is possible. Alongside unique and valuable knowledge and cultural practice that have been passed down through generations we have an unprecedented opportunity to re-set our direction to a more sustainable future. It is a once in a generation opportunity to change.

This section provides the strategic context for infrastructure in Kāpiti. As well as the council's vision and outcomes, it reflects the challenges and influences. It considers the changing population and predicted growth, technology

and industry changes, affordability and economic trends, legislation and regulatory reforms, and threats to our environment – including our changing climate.

Infrastructure management is in the midst of a radical reshaping and transformation across all infrastructure fields. As well as addressing supply and skill shortages, adapting to the climate emergency and recovering from COVID-19, New Zealand is also in the midst of a legislative and regulatory change, increasing customer expectations and environmental compliance as well as publicised issues around underfunded and aging assets.

Urban planning and management is moving from being isolated to a transdisciplinary holistic arena, where different disciplines inspire each other to identify synergies and mutually beneficial solutions.

Over the next couple of decades there will be opportunities for real-time adaptability, agility, and less rigid business and market structures to help us adapt to situations such as the environment, technology and people. These opportunities will provide an increasing emphasis on ethics of responsibility, toward employees, suppliers and the ecological world.

In the twenty-twenties and twenty-thirties, business will be indispensable in addressing interconnected social, ecological and economic challenges that are all interconnected. These interconnected solutions facilitate a tikanga

Māori approach. This means changing and adapting how we do business along entire value chains, establishing collaborative agreements, social and equitable procurement and developing new business models. Business must be at the

very heart of attempts to find solutions to climate change, resilience of our ecological systems and adding to the ultimate goal of social prosperity and wellbeing.

Appendix 1: Climate change projections for Kapiti

The projections provided in this table have been compiled mostly by Greater Wellington Regional Council (GWRC) and are:

- from two reports prepared by NIWA for GWRC: *Climate change and variability – Wellington Region* (June 2017) and *Wellington Region climate change extremes and implications* (December 2019)^A;
- presented as a 20-year average for two future periods: 2031-2050 (termed 2040) and 2081-2100 (termed 2090); and
- compared with a recent baseline climate of 1986-2005 and/or 1981-2010 (termed 1995).

Changes that have already happened (verified by measurements): As of 2020, the Greater

Wellington Region has already warmed by about 0.8 degrees in total since the industrial revolution. Over a third of this warming (about 0.3 degrees) has happened since 1995. This overall warming has been associated with several additional climatic changes, including increases in weather extremes and a significant disruption of weather patterns and displacement of the seasons (e.g. winters starting later). Insurance data confirms a marked increase of weather-related claims in New Zealand over the last decade.

Predicted changes (estimated by climate models): At least a third of the warming predicted for mid-century has already happened since the 1995 baseline. If emissions are reduced by half this decade, and further reduced

to net negative by mid-century, most of the high-end projections for late century can be avoided.

Additional information potentially required: concerns over groundwater levels have already been raised as an issue, and are currently under discussion. The most recent groundwater work (that we are currently aware of) for the District dates back to 2012. Discussions are occurring across the Infrastructure Group to determine whether more information is required in this area. We would be interested in feedback on who else might need groundwater information, who might have more recent groundwater information, and whether there are other variables not considered below.

Kāpiti Coast whaitua					
Variable / period	2040	2090	Baseline – 1995 or as stated ^B	Uncertainty	Commentary
Average annual temperature	+0.5°C to 1°C above the 1995 baseline (+1.0°C to +1.5°C above pre-industrial)	+1°C to +2.7°C above the 1995 baseline (+1.5°C to +3.2°C above pre-industrial)	~14°C. Average winter = 6°C, and average summer = 21-22°C.	There is less uncertainty for scenarios in which significant emissions reductions occur, and more	Maximum warming to occur in autumn and winter, least in spring Note reference to 'above the 1995 baseline' versus 'pre-industrial': About 0.5°C of warming has already happened from pre-industrial (1880-1909) to the 1995 baseline.

Variable / period	2040	2090	Baseline – 1995 or as stated ^B	Uncertainty	Commentary
				uncertainty for models with high emissions	
Average annual rainfall	0% to 5% increase above the 1995 baseline	0% to 10% increase above the 1995 baseline	~1000mm on the southern coast, ~1200mm on the northern coast, ~1300mm in the foothills, and 1700mm at the highest elevations from 1971-2000.	There is a large uncertainty in the range of changes due to model differences and emission scenarios.	Greater likelihood of increased average annual rainfall in autumn, winter and spring.
Amount of rain falling during heavy rainfall days	0% to 10% increase above the 1995 baseline	0% to 15% increase above the 1995 baseline	Mean annual days with >25mm from 1971-2000 = 8 along the southern coast, 11 on the northern coast, 12 in the foothills, and 17 at the highest elevations.	There is a large uncertainty in the range of changes due to model differences and emission scenarios.	Greater likelihood of increased average annual rainfall in autumn, winter and spring.
Extreme rainfall magnitude: 6-12 hour duration, 100 year Average Recurrence Interval	6% to 12% Increase above the 1995 baseline	12% to 32% Increase above the 1995 baseline	~ 14.8 mm/hr for a 6 hour duration, 100 year ARI at Paraparaumu Airport, ~ 13.3 mm/hr for a 6 hour duration, 100 year ARI in Otaki township.	Although the uncertainty in rainfall range are high, extreme rainfall increases are more certain due to the increased amount of water vapour that the	These projections are from NIWA's High Intensity Rainfall Design System (HIRDS), which estimates the magnitude and frequency of high intensity rainfall at any point in New Zealand.

Variable / period	2040	2090	Baseline – 1995 or as stated ^B	Uncertainty	Commentary
				atmosphere can hold as it gets warmer.	
Sea level rise	0.12 to 0.24 metres above the 1995 baseline (0.38 to 0.5 metres above pre-industrial)	0.68 to 1.75 metres above the 1995 baseline (0.94 to 2 metres above pre-industrial)	Mean sea level (MSL) was 0.196m above WVD53 from 2005-2011, and 0.250m above WVD53 from 2012-2018.	There is very high confidence in sea level rise projections, probably more so than any other variable.	The projected sea level rise for 2090 is based on the most recent International Panel on Climate Change (IPCC) models plus an estimated additional contribution from Antarctica, based on papers published in <i>Nature</i> in 2018. Note the difference between the 1995 baseline and pre-industrial, as we have already had about 26cm of sea level rise prior to 1995. More regular storm events in the fragile coastal environment may also mean faster and more significant coastal retreat.
Number of hot days (above 25°C) per year	Between 5 and 10 days increase above the 1995 baseline	Between 5 and 50 days increase above the 1995 baseline	4		Measurements taken at Paraparumu Airport More recent NIWA reports state: ~ 12 along the southern coast, ~ 9 along the northern coast, and ~ 6 inland
Number of frost nights (below 0°C) per year	Up to 5 days reduction above the 1995 baseline	Up to 15 days reduction above the 1995 baseline	12		Measurements taken at Paraparumu Airport More recent NIWA reports state: ~ 9 for most of the District

Variable / period	2040	2090	Baseline – 1995 or as stated ^B	Uncertainty	Commentary
Change in the intensity of wind during windy days	Up to 2% increase above the 1995 baseline	Up to 3% increase above the 1995 baseline	Mean annual wind speed = 16.2 km/hr		Measurements taken at Paraparumu Airport
Change in annual number of windy days	Up to 4 days increase above the 1995 baseline	Up to 6 days increase above the 1995 baseline	Days with gusts > 63 km/hr = 77. Days with gusts > 96 km/hr = 8.		Measurements taken at Paraparumu Airport
Change in annual growing degree days (GDD)	Increase between 0 and 300 GDD units above the 1995 baseline	Increase between 200 and 900 GDD units above the 1995 baseline	Average annual growing degree-days > 5°C = 2949, >10°C = 1299		Measures potential for crop and pasture growth. Note: GDD counts the number of days that are warmer than 10 degrees Celsius in a year. Measurements taken at Paraparumu Airport
Change in annual potential evapotranspiration deficit (mm)	Increase between 40 and 80 mm above the 1995 baseline	Increase between 40 and 100 mm above the 1995 baseline	902mm = mean annual potential evapotranspiration		Measures drought intensity. Evapotranspiration is the the process by which water is transferred from the soil, plants and other surfaces to the atmosphere. The evapotranspiration deficit is the difference between how much water could potentially be lost and how much is actually available. When the deficit is high, plants do not have the full amount of water they need for growth. Measurements taken at Paraparumu Airport

Variable / period	2040	2090	Baseline – 1995 or as stated ^B	Uncertainty	Commentary
Change in rivers' mean annual low flow discharge (MALF)	Decrease up to 40% above the 1995 baseline	Decrease up to 40% above the 1995 baseline	This will vary for each river. See the water team for more information		Measures water shortage in the catchments. River discharge is the volume of water flowing through a river channel. A low flow is typically a seasonal phenomenon occurring at the driest time of the year, and measured by the average flow of the river over a set number of days. The lowest running 7-day average in a year will be the MALF.
Change in rivers' mean annual flood discharge (MAF)	Between 20% decrease and 60% increase above the 1995 baseline	Increase up to 60% above the 1995 baseline	This will vary for each river. See the water team for more information	There will be variations depending on the catchment	Measures flood potential in the catchments. In contrast to the MALF, the MAF is a measure of the annual maximum flow.
Changes in number of days of very high and extreme forest fire danger	50% to 100% increase above the 1995 baseline	100% to 150% increase above the 1995 baseline	2.0 VH+E days per annum		Number of days of Very High and Extreme (VH+E) forest fire danger. Measurements taken at Paraparumu Airport. These figures are based on an average of IPCC models. Individual models can show much higher increases of up to 700%.

Key environmental impacts	<ul style="list-style-type: none"> Increased flood intensity
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	<ul style="list-style-type: none"> • Increased coastal inundation (some areas to become permanently inundated) • Increased erosion • Reduced soil fertility • Decreased water quality • Groundwater quality and availability pressures • Saltwater intrusion • Groundwater intrusion (high water tables, that will increase further) • Increased pressure on water storage • Biodiversity losses • Increased pests such as wasps and rodents • Ocean acidification • Decline in fish population • Increased wildfire • Increased allergies (e.g. pollen)
<p>Key impacts on people and communities*</p> <p>* Source: KCDC. This short list is from an initial brainstorm. It is likely that there will be many more impacts.</p>	<ul style="list-style-type: none"> • Impacts on residential and commercial properties – flooding, erosion, or even total destruction in extreme instances • Inability to purchase insurance • Loss of jobs • Loss of local food production / changes to traditional harvesting methods • Potential disruption to transport systems • Damage to, or complete loss of, sites of environmental or cultural significance • Increasing social, cultural, environmental, and economic vulnerability – often to communities that are already at greatest risk

^A NIWA has compiled these projections from a number of sources. Many are from NIWA's Regional Climate Model, which was developed by the averaging of six climate models based on The Fifth Assessment Report of the United Nations Intergovernmental Panel on Climate Change (2013). These six climate models were chosen by NIWA because they provide the most accurate results when compared to historical

climate patterns in the New Zealand and southwest Pacific region.

Climate change projections are carried out for four greenhouse gas concentration scenarios, called Representative Concentration Pathways (RCPs). The four RCPs project different climate futures based on future greenhouse gas concentrations. RCP2.6 is a mitigation scenario requiring significant reduction in greenhouse

gas emissions, RCP4.5 and RCP6.0 are mid-range scenarios where greenhouse gas concentrations stabilise by 2100, and RCP8.5 is a high concentration scenario with greenhouse gas emissions continuing at current rates. When specific projections are required, RCP4.5 and RCP8.5 are usually selected as these offer projections based on a mid-range reduction or the maintenance of the status quo.

^B The baseline data have been pulled from the following sources:

- Chappell, PR. 2014. *The Climate and Weather of Wellington*. NIWA
- NIWA. June 2017. *Climate change and variability – Wellington Region*.
- NIWA. December 2019. *Wellington Region climate change extremes and implications*.
- NIWA. November 2007. *Updated Climate Change Scenarios for the Kapiti Coast*.
- NIWA. *High Intensity Rainfall Design System V4 (HIRD)*.
www.hirds.niwa.co.nz.
- NIWA. May 2019. *Coastal Storm Surge Inundation Maps for the Kāpiti Coast*.

Appendix 2: Infrastructure Asset Management

This section of the Infrastructure Strategy provides a general overview on Council's approach to asset management, describes Council's current infrastructure services, and provides an update on the capital works programme from the 2018 Infrastructure Strategy.

Asset management planning

Council has a well-established approach to asset management planning, based on the ISO 55000 Asset Management Standards. A key aspect of this approach is the Asset Lifecycle Model, which aims to optimize cost, risk and performance across the asset lifecycle.

The four phases of the asset lifecycle are plan and design, build or acquire, operate and maintain, and replace or dispose. Council maintains its assets until they reach the end of their useful lives, after which they will then be renewed, upgraded or replaced in order to maintain the required levels of service.

Whereas each asset management plan includes more information on the asset management processes underpinning each plan's development, this section provides a general overview on Council's approach to the collection and management of asset information.

Asset knowledge, criticality and maturity

Levels of service (LOS) refer to the nature of the services that Council delivers to the community. LOS are generally defined and measured via performance targets for factors like quality and capacity, reliability, safety, cost, and legislative compliance.

Desired or expected LOS are based on community needs, community expectations, and Council's strategic goals. Changes in the District (e.g. population growth, demographic changes, natural hazard events) can lead to changes in community needs and expectations and/or changes in Council's ability to deliver previously agreed LOS.

Comparisons between desired and actual LOS influence asset management planning, particularly in relation to the timing and quality of maintenance renewals and upgrade works. As these decisions can have significant financial implications, an asset's useful life is reviewed regularly in accordance with:

- Its age and condition profile;
- The criticality of the asset;
- Degree of risk;
- Ongoing maintenance requests;
- Desired versus current LOS; and
- The differing economic lives of individual assets.

In order to establish actual LOS and manage assets using the lifecycle approach, knowledge and information about the assets is crucial; such knowledge underpins each asset management plan, thereby enabling evidence-based decision making. Asset knowledge covers age, condition, performance and value.

Another important aspect is the criticality of the assets. Critical assets are defined as those that have a higher consequence of failure in terms of the impact a failure would have on the community, the environment, the organisation's objectives, and the asset plans.

A criticality framework developed in 2013/14 is used to identify and manage risks across the infrastructure services. This framework provides a consistent approach to assessing the potential impacts on people and the environment if an asset were to fail. Because this framework allows for comparisons across services, it can be used to prioritise inspections and investigations, refine maintenance and renewal strategies, identify high risk information gaps, and increase confidence in the timing and scale of capital expenditure.

The level of maturity expected for asset management is a strategic decision for Council. Levels of maturity beyond a core or basic approach are determined according to a variety of criteria, such as the costs and benefits derived from more advanced planning;

legislative requirements; the size, condition, criticality, and complexity of the assets; and customer expectations.

Asset conditions, data confidence, criticality, and asset management maturity are all based on 1 – 5 rating scales.

Table 2: Rating scales for asset condition, data confidence level, criticality, and asset management maturity

Scale	Asset Condition	Data Confidence	Criticality	Maturity
1	Excellent	Systematic and fully optimised data programme	Significant, region wide, Long term disruption and significant cost to restore service	Advanced - Programmes are driven by optimised decision making, risk management, and service level /cost trade-offs. Improvement programmes are focused on maintaining ongoing practice
2	Some minor maintenance work required	Reliable data in information system with analysis and reporting	Major disruption over an extended period	Intermediate – AMP includes strategic context, analysis of condition and performance assessments, customer engagement in levels of service, and ODM/risk management is applied to projects.
3	Maintenance is required to return to the expected level of service	Sufficient information to support basic analysis	Moderate, with serious localised impacts and cost	Core – AMP covers approach to risk, condition and performance assessments, demand forecasts, 10-year financial plans and an improvement plan.
4	Requires a significant upgrade	Basic or incomplete information based on assumptions	Minor service disruption	Basic- AMP contains basic information on assets, service levels, planned works, and financial forecasts.
5	The asset is unserviceable.	No asset register	Negligible social or economic impact	Aware – there are intentions to develop AMPs

Note: Condition, confidence in data completeness and accuracy, and asset management maturity definitions are based on the International Infrastructure Management Manual framework. The criticality codes are based on the Global Criticality Rating and subsequently developed by the New Zealand Treasury – National Infrastructure Unit and published in the New Zealand Asset Metadata Standard – Potable Water Release Version 1.0.

Current infrastructure services

The core infrastructure services included in this Strategy are:

- water supply,
- wastewater,
- stormwater,
- coastal assets, and
- transport.

More information on each asset group is provided in Part Five. Table 3 provides basic information on each asset group.

Table 3: Replacement value and rating scales for existing infrastructure

Asset Group	Optimised Depreciated Replacement value	Asset Condition	Data Confidence	Criticality	Maturity
Water Supply	\$121M	2 - Good	B - Reliable	1 - Lifeline	Intermediate
Wastewater	\$136M	2 - Good	B - Reliable	1 - Lifeline	Intermediate
Stormwater	\$66.8M	2 - Good*	B - Reliable	**	Intermediate
Coastal	\$7.9M	4 - Poor	B - Reliable	3 - Key	Basic
Access & Transport	\$455M	3 - Satisfactory	A - Highly to B - Reliable	1 - Lifeline	Intermediate

* Prior to 2017 the median age was less than 40 years. A systematic asset inspection regime based on NZ pipe inspection manual commenced 2017/18. It is currently 50% complete.

**No formal criticality assessment has been undertaken for the stormwater activity and assets

Status of the 2018 capital work programme

Council prepared its first Infrastructure Strategy as part of the Long-term plan 2015-35, and a second in the Long-term plan 2018-38. Most of the information and assumptions in these

preceding strategies remain valid today. For this reason, the 2018 Strategy has been used as a base for the development of this 2021 Strategy because this enables an enduring approach to infrastructure decision making.

Table 4 provides an update on the infrastructure project delivery that has occurred for water, wastewater, stormwater, and transport in the first three years of the 2018 Infrastructure Strategy.

Table 4: Update on 2018 Infrastructure Strategy Projects

	Project	Cost (2018)	Time	Status 2020
Water supply	Network upgrades	\$23.1M	2018-42	Design, investigation and procurement options are underway. There have been some delays experienced due to the Three Waters Reform requiring resources to be reallocated in the interim, but Council is still well positioned to deliver as planned.
	Waikanae Treatment Plant, stage 2	\$9.8M	2018-21	
	Otaki and Hautere water safety upgrades			
	30-year asset renewal programme	\$81.1M	2018-48	
Wastewater	Paraparaumu Wastewater Treatment Plant, inlet and aeration works	\$3.6M	2020 -22	On going
	30-year asset renewal programme	\$75.5M	2018-48	On going
Stormwater	Habitable floors	\$80.4M	2018- 48	On going
	Downstream constraints	\$66M	2018- 48	On going
	30-year asset renewal programme	\$27.4M	2018- 48	On going
Transport	LED streetlights	\$1.5M	2018-19	Complete
	SH1 revocation upgrades	\$ 4.6M	2018-21	On going
	East- West Connector	\$ 23.1M	2019-46	On going
	30-year asset renewal programme	\$194.5M	2018-48	On going

Note: The management of coastal assets was not included in the 2018 Infrastructure Strategy.

Long-term Plan 2021-41

Part two

Significance and engagement policy



Significance and Engagement Policy 2021

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Policy statement

1. Council has developed this policy because—
 - a) community participation in the democratic process is inherently valuable, and
 - b) community engagement can support robust decision making, and
 - c) section 76AA of the Local Government Act 2002 (LGA) requires the policy.

Purpose and scope

2. The purpose of this policy is to describe how Council puts community participation into action as part of the democratic decision making process.
3. The scope of the policy includes:
 - a) providing clarity about how and when communities can expect to be engaged in decisions about different issues, assets, or other matters, depending on its level of significance
 - b) enabling Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities
 - c) informing Council staff and Elected Members about:
 - i. the extent of any public engagement that is expected before a particular decision is made, and
 - ii. the form or type of engagement that is required.

4. The scope of this policy does not include any engagement or consultation process that may be required under the Resource Management Act 1991.

Policy principles

5. Council's engagement practice will be based on the International Association of Public Participation (IAP2) framework and principles.
6. Council is committed to engaging with communities that are directly affected by an issue, matter or proposal.
7. Council acknowledges the unique perspective of Māori, who are Council partners.
8. Council will determine who it will engage with on any issue bearing in mind the communities that may be affected by matter.
9. When developing engagement plans Council will take into account community preferences for engagement drawing on feedback and advice from elected members, District stakeholder groups, the District's communities, and the professional expertise of Council's advisors.
10. For matters that meet the significance criteria there will generally be formal consultation activities as part of the overall

engagement plan. This will include the special consultative procedure when required to do so by legislation.

Operation of this policy

11. All decision-making bodies of Council will decide on the degree of significance of a matter in the course of making a decision or dealing with a matter.
12. Council may reassess the significance of a matter at any point during a decision making process.
13. Council will consult on service levels as part of its long term activity planning, and will then continue to maintain District assets without further consultation.
14. Any report to Council that requires a decision will include:
 - a) an assessment of the significance of the matter; and
 - b) advice on how Council can meet its engagement obligations.
16. If Council is called upon to make a significant decision quickly and the likely cost of delay will outweigh the benefits of consultation, it may make a decision without consultation. In these circumstances Council will still engage with District communities by providing information about the decision.

17. Council will consult on any proposed amendments to the policy in accordance with section 82 LGA unless it considers on reasonable grounds that it has sufficient information about community interests and preferences to enable the purpose of the policy to be achieved.

Significance

Strategic assets

18. Council's strategic assets are:

- a) water treatment plants, reservoirs and water reticulation system as a whole, including all land, structures, tanks, pipes, pump stations and other plant.
- b) wastewater treatment plants and reticulation systems, as a whole, including all land, buildings, pipes, pump stations and plant
- c) stormwater reticulation system as a whole, including all land, structures, pipes, pump stations and other plant
- d) roading system as a whole including bridges, footpaths, lighting, signs, and off-street parking
- e) amenity parks, sports fields and facilities under the Reserves Act 1977, as a whole
- f) District library, as a whole, including branch library buildings, books, the Māori collection, other special

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collections, and other lending resources

- g) District swimming pools, as a whole
 - h) housing for older persons, as a whole.
 - i) other Council properties, as a whole, including all land, buildings and structures
 - j) refuse transfer stations
 - k) landfills
 - l) cemeteries, including all land, buildings and structures owned by Council.
19. Council manages its strategic assets "as a whole". While the asset as a whole is strategic, some components are not necessarily strategic. For example, the roading network is a strategic asset, but individual sections of the network might not be. That means the sale or purchase of individual parcels of land is unlikely to constitute a significant decision.

General approach to assessing significance

20. Council's general approach to determining the significance of proposals and decisions in relation to issues, assets, and other matters is to consider the following matters:
- a) the consequences for a strategic asset
 - b) the financial impact on Council, including the impact on debt
 - c) the impact on rates
 - d) the impact on levels of service, as specified in the current long term plan
 - e) the size of the directly affected community
 - f) mana whenua's relationships with land and water
 - g) the level of community interest.

Criteria for assessing significance

21. In order to assess extent to which an issue, proposal, asset, decision, or activity is significant or may have significant consequences, Council will consider the following set of criteria. The criteria are a set, and no single point automatically makes a matter significant.

<i>Criteria</i>	
Strategic assets	Does the matter affect a strategic asset?
Financial impacts	What impact would there be on Council's finances? What would be the impact on Council's debt? What would be the impact on rates?
District strategy	How consistent is the matter with Council's long term plan, annual plan or another major Council plan that may be relevant to the matter? How consistent is the matter with previous decisions about the same topic?
Public interest	How widespread is the public interest?
Mana whenua's relationships with land and water	Is this consistent with the values and aspirations of tāngata whenua with regards to the sustainable management of the district? What impact would this have on mana whenua's relationships with land and water?
Legislation	Are there any legislative requirements that indicate the significance of the matter?

Thresholds for assessing significance

23. These thresholds provide an initial indication that a matter may be significant:

<i>Thresholds</i>	
Strategic assets	Council would incur capital expenditure of more than 25% of the value of the strategic asset relevant to the decision
Finances	Council would incur capital expenditure of more than 1% of the total value of Council's assets; or Council would incur operational expenditure of more than 5% of its annual budget for that year; or Council would breach its LTP debt limit; or Council would reasonably expect to breach its LTP cap on rates increases in the next year
District strategy	Council would reduce its share in any Council controlled organisation to the point where it no longer had a controlling interest
Public interest	There is District-wide public debate.
Mana whenua's relationships with land and water	The matter relates to the Memorandum of Partnership with tāngata whenua, co-management opportunities and ongoing formal agreements with tāngata whenua.

Significance and engagement in relation to decisions on water assets

Significant decisions for water assets

24. Council's Standing Orders require a 75% majority of members present and voting to make a significant decision in relation to water assets.
25. Council will hold a referendum before making any significant decision in relation to water assets.
26. Any of the following decisions in relation to Council's water assets is significant:
 - a) divest ownership of the assets
 - b) transfer assets and services to a local government organisation
 - c) contract the management or operation of the supply system as a whole, either to a private interest or a local government organisation
 - d) establish a joint local government arrangement
 - e) transfer control of any of the following to any other local government organisation or private interest:
 - i) the funding policy
 - ii) pricing
 - iii) charging responsibilities
 - f) depart from Council's not-for-profit charging regime.
27. For the avoidance of doubt, clause 25c) does not apply to contracts for maintenance, renewal and upgrade works, or for

professional services, design and contract management.

Engagement

28. Council is committed to engaging with communities on issues of concern to them, and especially when they are directly affected by an issue, matter or proposal.
29. Council works in partnership with the tāngata whenua of the District, being the iwi and hapū of Te Āti Awa ki Whakarongatai, Ngā Hapū o Otaki (Ngāti Raukawa) and Ngāti Toa Rangatira. Te Whakaminenga o Kāpiti will advise on how best to manage the consultation process, and to facilitate the relationships between Council and iwi exercising mana whenua.
30. When project consultants support community engagement as part of a project, Council will oversee the process to ensure that the agreed engagement process is followed, and the information is gathered in a way that is valuable to Council. Council will not fully contract out its responsibility to engage with its community; consultants may support and assist but not lead or act alone.
31. Council may choose to limit its engagement when:
 - a) it already has a good understanding of the views and preferences of those who are affected, or

- b) personal information and commercially sensitive information are protected under various statutes, or
- c) the matter has already been addressed in a Council policy or plan, or
- d) an immediate or speedy decision is required for public health or safety, or
- e) Council is called upon to make a significant decision quickly and the likely cost of the delay will outweigh the benefits of consultation, or
- f) emergency works are required, or
- g) the matter relates to the operation and maintenance of a Council asset and responsible management requires the work to take place, or
- h) costs are expected to outweigh the benefits.

IAP2 Engagement Framework

32. Council uses the IAP2 framework to guide its engagement. The framework helps clarify the role of the community in the planning and decision-making process.
33. Council will sometimes engage all five key elements of the IAP2 framework (inform, consult, involve, collaborate and empower), to support community engagement. Consultation practices may be formal or informal depending of the significance of the matter as defined by this policy.

<i>Purpose of engagement</i>	<i>Description</i>	<i>Practices</i>
<i>Empower</i>	Council empowers stakeholders and communities to make some decision directly. Communities elect representatives to make decisions on behalf of the whole District.	Council delegates decision-making powers to Community Boards. Council is elected to make decisions on behalf of the District.
<i>Collaborate</i>	Council and stakeholders work together from the initial concept to achieve mutual goals	Memoranda of Partnership Working parties Groups established to address specific issues.
<i>Involve</i>	People participate in the process and work directly with the Council to try to identify the best solution.	Council may tests policies in the early stages of development with major stakeholders. Council may seek community views on a new community recreation facility.
<i>Consult</i>	Council provides information to communities and consults with them to get feedback on ideas, alternatives and proposals. That consultation, together with specialist or technical advice, then informs Council's decision making.	Council uses both formal and informal consultation mechanisms to learn about community views. Informal consultation can take many forms, according to the issue, matter or decision, including: <ul style="list-style-type: none"> • community meetings • public meetings • feedback via social media Formal consultation mechanisms include: <ul style="list-style-type: none"> • the special consultative procedure • written submissions • hearings.
<i>Inform</i>	Council informs communities by providing balanced and objective information to assist understanding about something that is going to happen or has happened.	Council uses a wide range of tools to inform communities including: <ul style="list-style-type: none"> • Council website and publications including plans, reports, pamphlets, posters, etc • public meetings • local newspapers • social media, • others as required.

Engagement planning

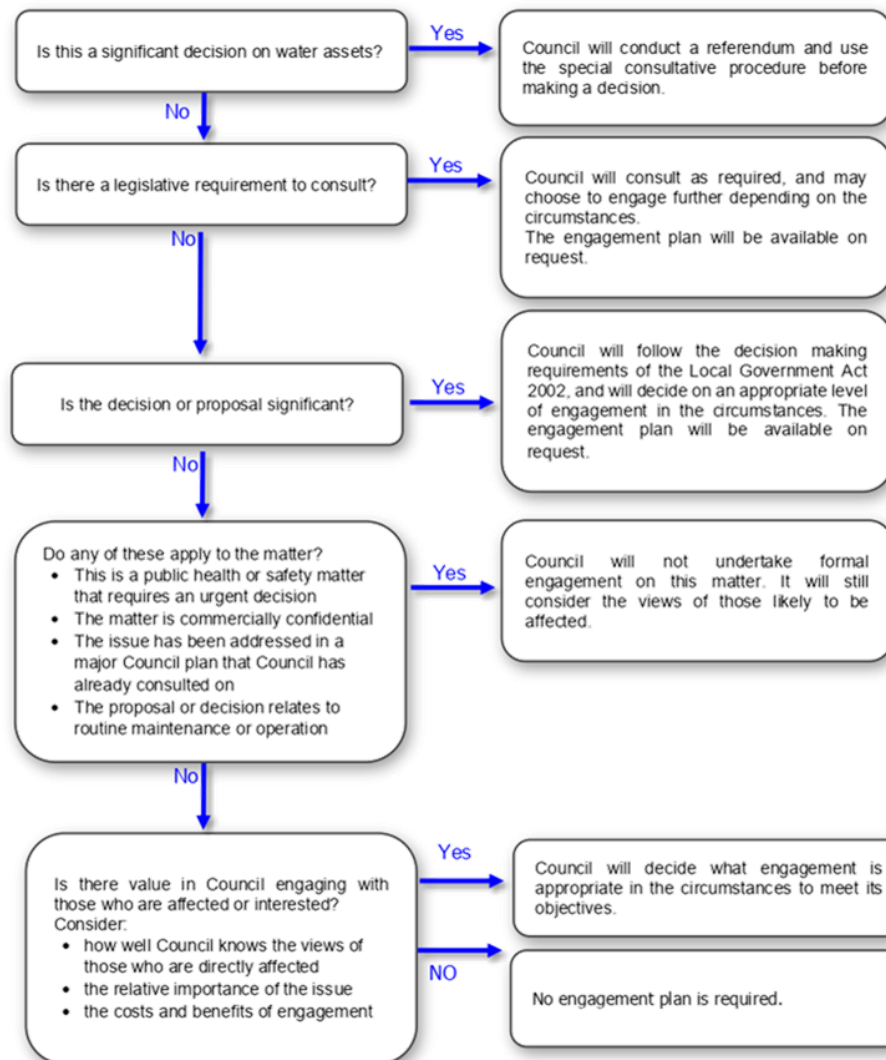
34. All major initiatives will be supported by and engagement plan. The plan will be written and/or reviewed by a suitably qualified and experienced person and may be updated from time to time to take account of changing or evolving circumstances.

35. Council's engagement planning on an issue will take account of:

- a) Council's knowledge about the views and preferences of affected or interested parties; and
- b) the potential or likely impact or the matter on communities' wellbeing
- c) the diversity of the District's communities and their capacity to engage
- d) how to incorporate the principles of clarity, honesty and transparency

- e) the expected costs and benefits of engagement.

36. Council will use the following Engagement decision tree to guide its engagement planning.

Engagement decision tree

Special consultative procedure

37. Council will use the special consultative procedure when required to do so by legislation, or when it considers it to be appropriate. This includes reviewing, adopting, amending, or revoking many policies and plans, including:
- a) the long term plan
 - b) bylaws, (s156(1)(a), LGA 2002)
 - c) a local alcohol policy
 - d) the local approved products (psychoactive substances) policy
 - e) the class 4 venue policy (Gambling Act 2003)
 - f) and others.

Explanations for decisions

38. If Council makes a decision that is not consistent with the bulk of public submissions it will explain the reasons for the decision.
39. If a Council decision is significantly inconsistent with a policy or plan it has already adopted, it will explain:
- a) the inconsistency
 - b) the reasons for the inconsistency
 - c) how the policy or plan will be modified to accommodate the decision.

Appendix 1: Interpretation of terms in this policy

40. The following terms and their interpretation apply to this policy:

Community engagement refers to the many ways Council connects with communities. Engagement covers a wide variety of interactions including informing, consultation and community development, to active participation in policy development and decision-making processes.

decision means any decision made by or on behalf of Council including decisions made by officers using powers delegated by Council. Management decisions made by officers using delegated powers in order to implement a Council decision are not significant.

significance, in relation to any issue, proposal, decision, or other matter that concerns or is before a local authority, means the degree of importance of the issue, proposal, decision, or matter, as assessed by Council, in terms of its likely impact on, and likely consequences for:

- a) the district or region;
- b) any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter;

- c) the capacity of Council to perform its role, and the financial and other costs of doing so.

significant, in relation to any issue, proposal, decision, or other matter, means that the issue, proposal, decision, or other matter has a high degree of significance. If something is "significant" then it has a high degree of importance:

- a) a significant activity is one with a high degree of importance.
- b) a significant decision is a decision with a high degree of importance.

strategic asset refers to an asset or group of assets that Council needs to keep in order to maintain its capacity to achieve or promote its outcomes, and that may be important to the current or future well-being of the community. This includes:

- a) the assets listed in clause 18; and
- b) any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and
- c) any equity securities held by the local authority in:
 - i) a port company within the meaning of the Port Companies Act 1988;
 - ii) an airport company within the meaning of the Airport Authorities Act 1966.

Long-term Plan 2021-41

Part two

Rates remission policy



Rates remission policy

In order to allow rates relief where it is considered fair and reasonable to do so, the Council is required to adopt a policy specifying the circumstances under which rates will be considered for remission. There are various types of remission, and the circumstances under which a remission will be considered for each type may be different. The objectives, conditions and criteria relating to each type of remission are set out on the following pages.

This policy is prepared under section 109 of the Local Government Act 2002 and is made up of the following nine parts:

Māori freehold land

Part 1 Rates remission and rates postponement on Māori freehold land

Rates postponement

Part 2 Rates postponement for farmland located in the urban rating areas of the Kāpiti Coast district

Part 3 Optional Rates postponement

Rates relief

Part 4 Rates remission for Council community properties, sporting, recreation and other community organisations

Part 5 Rates remission for recreation, sporting and other community organisations which lease or own private property for a period of one year or longer

Part 6 Rates remission of late payment penalty

Part 7 Rates remissions for land protected for natural or cultural conservation purposes

Part 8 Rates relief for residential rating units containing two separately habitable units

Part 9 Rates assistance

Part 10 Water Leak Rates remission

Part 1 - Rates remission and rates postponement on Māori freehold land

Policy objective

The objectives of this policy are to:

- recognise that certain pieces of Māori freehold land may have particular conditions, features, ownership structures, or other circumstances that make it appropriate to provide for relief from rates;
- recognise where there is no occupier or person gaining an economic or financial benefit from the land;
- recognise that the Council and the community benefit through the efficient collection of rates; and
- meet the requirements of section 102 of the Local Government Act 2002 to have a policy on the remission and postponement of rates on Māori freehold land.

Policy conditions and criteria

Application for a remission or postponement under this policy should be made prior to the

commencement of the rating year. Applications made after the commencement of the rating year may be accepted at the discretion of the Council. A separate application should be made for each rating year.

Owners or trustees making application should include the following information in their applications:

- details of the rating unit or units involved;
- documentation that shows that the land qualifies as land whose beneficial ownership has been determined by a freehold order issued by the Māori Land Court; and
- the objectives that will be achieved by the Council providing a remission.

The Council may investigate and grant remission or postponement of rates on any Māori freehold land in the district.

Relief and the extent thereof is at the sole discretion of the Council and may be cancelled and reduced at any time, in accordance with the policy.

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

- support the use of the land by the owners for traditional purposes;
- support the relationship of Māori and their culture and traditions with their ancestral lands;
- avoid further alienation of Māori freehold land;
- facilitate any wish of the owners to develop the land for economic use;
- recognise and take account of the presence of wāhi tapu that may affect the use of the land for other purposes;
- recognise and take account of the importance of the land in providing economic and infrastructure support for Marae and associated papakainga housing (whether on the land or elsewhere);
- recognise and take account of the importance of the land for community goals relating to:
 - the preservation of the natural character of the coastal environment;
 - the protection of outstanding natural features;
 - the protection of significant indigenous vegetation and significant habitats of indigenous fauna;
- recognise the level of community services provided to the land and its occupiers;
- recognise matters related to the physical accessibility of the land; and
- provide for an efficient collection of rates and the removal of rating debt.

The policy shall apply to owners of Māori freehold land who meet the relevant criteria as jointly approved by the Chair of the Council committee with responsibility for managing Council finances, and the Group Manager, Corporate Services.

This policy relates to Kāpiti Coast District Council rates only.

Part 2 - Rates postponement for farmland located in the urban rating areas of the Kāpiti Coast district

Policy objective

The objective of this policy is to encourage owners of farmland located in the urban rating areas to refrain from subdividing their land for residential, commercial, and industrial purposes unless doing so demonstrably supports intended outcomes of the Kāpiti Coast District Plan.

Policy conditions and criteria

The policy will apply to rating units that are:

- located in the urban rating area of a ward of the Kāpiti Coast district;
- individual or contiguous rating units, 10 hectares in area or more;
- farmland whose rateable value in some measure is attributable to the potential use to which the land may be put for residential, commercial, industrial, or other non-farming development; and
- actively and productively farmed by the ratepayer or the farming business.

The application for rate postponement must be made to the Council prior to the commencement of the rating year. Applications received during a rating year will be eligible for the commencement of the

following rating year. No applications will be backdated.

A new application must be made for each financial year.

Ratepayers making application should include the following documents in support of their application:

- details of ownership of the rating unit; and
- information on the farming activities.

If an application is approved the Council will request its valuation service provider to determine a rates postponement value of the land. The rates postponement value specifically excludes any potential value that, at the date of valuation, the land may have for residential purposes, or for commercial, industrial, or other non-farming use.

The rates postponed for any rating period will be the difference between the rates calculated according to the rateable land value and the rates calculated according to the rates postponement land value.

Any objection to the rate postponement land value, determined by the Council and its valuation service provider, will not be upheld.

All rates whose payment has been postponed and which have not been written off become due and payable immediately on:

- the land (or any part of) ceasing to be farmland;
- the land being subdivided;
- the value of the land ceasing to have a portion of its value attributable to the potential use to which the land may be put for residential, commercial, industrial, or other non-farming development; or
- there being a change of ownership of the farmland.

Postponed rates may be registered as a charge against the land so that any postponed rates will be paid on or before the sale or transfer of the property.

Postponed farmland rates are written off after five years if a property is not subdivided or sold.

The policy shall apply to ratepayers who meet the relevant criteria as jointly approved by the Chair of the Council Committee with responsibility for managing Council finances and the Group Manager, Corporate Services.

Part 3 – Optional Rates postponement

Policy objective

The objective of this policy is to assist residential ratepayers 65 years of age and over who want to defer the payment of rates by using the equity in their property. The policy also applies to those who may have financial difficulties or unusual circumstances, as long as they have the required equity in their property.

Policy criteria

Current and all future rates may be postponed indefinitely:

- if at least one of the applicants is 65 years of age or older; or
- in demonstrable cases of significant financial difficulty.

Only rating units defined as residential, that are owned by the applicant and used by the applicant as their sole or principal residence will be eligible for consideration of rates postponement.

For the year of application, the applicant must have applied for the government rates rebate before any rates will be postponed.

The postponed rates (including any GWRC postponed rates) will not exceed 80% of the available equity in the property. The available equity is the difference between the Council's valuation of the property and the value of any encumbrances against the property, including mortgages and loans.

The property must be insured for its full value.

All rates are eligible for postponement except for:

- targeted rates for water supplied by volume; and
- lump sum options which are rates paid in advance

All applications for postponement must be made on the prescribed form.

Those applying for postponement of rates because they are experiencing significant financial difficulty should provide clear details and proof of their circumstances.

Policy conditions and criteria

The Council recommends that all applicants seek advice from an appropriately qualified and independent financial advisor on the financial impacts and appropriateness of postponing their rates.

The Council will postpone payment of the residual rates (the amount of rates payable after any optional payment has been made) if the ratepayer meets the above criteria

An administration fee will be charged on the postponed rates which will not exceed the administrative and financial costs to Council of the postponement.

If the property in respect of which postponement is sought is subject to a mortgage, then the applicant will be required to obtain the mortgagee's consent before the Council will agree to postpone rates.

The postponed rates, or any part thereof, may be paid at any time.

The applicant may choose to postpone a lesser amount of rates than the amount they may be entitled to under the terms of this policy.

Any postponed rates (under this policy) will be postponed until:

- a) the ratepayer's death;
- b) the ratepayer no longer owns the rating unit;
- c) the ratepayer stops using the property as his or her residence; or
- d) until a date specified by the Council.

Postponed rates will be registered as a statutory charge against the property to protect the Council's right to recover postponed rates. At present, the law does not allow councils to register such a statutory land charge against Māori freehold land. Accordingly, Māori freehold land is not eligible for rates postponement (unless and until the law is changed so that the Council can register a statutory land charge).

For the rates to be postponed the Council will require evidence each year, by way of statutory declaration, of the ratepayer's property insurance and the value of encumbrances against the property, including mortgages and loans.

Review or suspension of policy

The policy is in place indefinitely and can be reviewed subject to the requirements of the Local Government Act 2002 at any time. Any resulting modifications will not change the entitlement of people already in the scheme to continued postponement of all future rates.

The Council reserves the right not to postpone any further rates once the total of postponed rates and accrued charges exceeds 80% of the rateable value of

the property as recorded in the Council's rating information database.

The policy acknowledges that future changes in policy could include withdrawal of the postponement option.

Procedures

Applications must be on the required application form which is available on the Council's website.

The policy will apply from the beginning of the rating year in which the application is made although the Council may consider backdating past the rating year in which the application is made depending on the circumstances.

The policy shall apply to ratepayers who meet the relevant criteria as approved by the Group Manager, Corporate Services (with sub-delegation to Chief Financial Officer).

Part 4 - Rates remission for Council community properties, sporting, recreation and other community organisations

Policy objective

The objectives of this policy are to:

- facilitate the on-going provision of non-commercial (non-business) community services and/or sporting and recreational opportunities that meets the needs of Kāpiti Coast district's residents;
- provide rating relief to Council community properties, sporting, recreation and other community organisations; and
- make membership of the sporting, recreation and other community organisations more accessible to the general public, particularly disadvantaged groups. These include children, youth, young

families, older persons and economically disadvantaged people.

Policy conditions and criteria

The policy may apply to land owned by the Council which is used exclusively or principally for community purposes, sporting, recreation, or to land which is owned and occupied by a charitable organisation and used exclusively or principally for sporting, recreation or other community purposes.

The policy does not apply to:

- organisations operated for private pecuniary profit, or those which charge commercial tuition fees; and
- groups or organisations whose primary purpose is to address the needs of adult members (over 18 years) for entertainment or social interaction, or who engage in recreational, sporting, or community services as a secondary purpose only.

Under this policy the following rate remission may apply to the Council and those sporting, recreation and other community organisations which qualify:

- A 50% remission may apply to the Council rates and charges (excluding water and wastewater).

No second remission of rates will be made on those properties which have already received a rate remission for a financial year or those properties which are fully or partially non-rateable under the provisions of schedule one, part two, of the Local Government (Rating) Act 2002.

The policy requires that applications for rate remission from all qualifying organisations must be made to the Council prior to the commencement (by 30 June) of the rating year for which the remission is being applied. No applications will be backdated.

Organisations making an application must provide the following documents in support of their application:

- statement of objectives;
- full financial accounts;
- information on activities and programmes

The policy may automatically apply to land owned by the Council which is used exclusively or principally for community purposes, sporting and recreation.

The policy may apply to recreation, sporting and other community organisations who meet the relevant criteria as jointly approved by the Chair of the Council committee with responsibility for managing Council finances and the Group Manager, Corporate Services.

Part 5 - Rates remission for recreation, sporting and other community organisations which lease or own private property for a period of one year or longer

Policy objective

The objectives of this policy are to:

- facilitate the on-going provision of non-commercial (non-business) community services and/or recreational opportunities that meets the needs of Kāpiti Coast district's residents;
- provide rating relief to recreation, sporting and other community organisations; and
- make membership of the recreation, sporting and other community organisations more accessible to the general public, particularly disadvantaged groups. These include children, youth, young families, older persons, and economically disadvantaged people.

Policy conditions and criteria

The policy may apply to property leased or owned by a charitable organisation for a period of at least one year, is used exclusively or principally for recreation, sporting or community purposes, and the organisation is liable for the payment of the Council's rates under the property's lease agreement, or as the property owner.

The policy does not apply to:

- organisations operated for private pecuniary profit, or those which charge commercial tuition fees; and
- groups or organisations whose primary purpose is to address the needs of adult members (over 18 years) for entertainment or social interaction, or who engage in recreational, sporting, or community services as a secondary purpose only.

Under this policy the following rate remission may apply to those recreational, sporting and other community organisations which qualify:

- a 50% remission of the Council's rates and charges (excluding water and wastewater).

This 50% maximum rate remission may also apply to recreation, sporting and other community organisations that qualify and have a liquor licence. (Note: The reason for allowing recreation, sporting and other community organisations with liquor licences to also receive a 50% rate remission is because the change in social drinking patterns means that the liquor licenses no longer provide the same level of funding as was previously the case.)

No second remission of rates will be made on those properties which have already received a rate remission for a financial year or those properties which are fully or partially non-rateable under the provisions of schedule one, part two, of the Local Government (Rating) Act 2002.

The policy requires that applications for rate remission must be made to the Council prior to the commencement (by 30 June) of the rating year for which the remission is being applied. No applications will be backdated.

Organisations making application must provide the following documents in support of their application:

- statement of objectives;
- full financial accounts;
- evidence of their lease or ownership of the property;
- evidence of the amount of rates paid to the property owner or to the Council for each financial year;
- information on activities and programmes;

The policy may apply to recreation, sporting and other community organisations who meet the relevant criteria as jointly approved by the chair of the Council committee with responsibility for managing Council finances and the Group Manager, Corporate Services.

Part 6 - Rates remission of late payment penalty

Policy objective

The objective of this policy is to enable the Council to act fairly and reasonably when rates have not been received by the penalty date.

Policy conditions and criteria

The policy will apply to a ratepayer who has had a penalty levied where it is demonstrated that the penalty has been levied because of an error by the Council. Remittance will be upon either receipt of an application from the ratepayer or identification of the error by the Council.

The policy may also apply to a ratepayer where the Council considers that it is fair and equitable to do so. Matters that will be taken into consideration include the following:

- the ratepayer's payment history; being two clear years history without penalty OR two years history without a previous penalty remission;
- the impact on the ratepayer of extraordinary events;
- the payment of the full amount of rates due; or
- the ratepayer entering into an agreement with the Council for the payment of their rates.

Under this policy the Council reserves the right to impose conditions on the remission of penalties. The policy shall apply to ratepayers who meet the relevant criteria as approved by the Group Manager, Corporate Services (with sub-delegation to the Chief Financial Officer).

Part 7 - Rates remission for land protected for natural or cultural conservation purposes

Policy objective

The objective of this policy is to preserve and promote natural resources and heritage land to encourage the maintenance, enhancement and protection of land for natural or cultural purposes.

Policy conditions and criteria

This policy supports the provisions of the Kāpiti coast district plan and the heritage strategy. It recognises that most heritage features are already protected by rules in the district plan and encourages landowners to maintain, enhance and protect heritage features by offering a financial incentive.

Ratepayers who own rating units which have some feature of cultural or natural heritage which is voluntarily protected may qualify for remission of rates under this policy, for example:

- properties that have a QEII covenant under section 22 of the Queen Elizabeth the Second National Trust Act 1977 registered on their record(s) of title;
- properties that have a conservation covenant with the Department of Conservation registered on their record(s) of title;
- properties that have a site listed in the district plan heritage register (excluding any buildings);
- appropriately protected riparian strips; and
- heritage features that are protected by a section 221 consent notice (Resource Management Act 1991) registered on the record of title (excluding buildings).

This policy does not apply to land that is non-rateable under section 8 of the Local Government (Rating) Act

2002 and is liable only for rates for water supply or wastewater disposal.

Applications for rates remission in accordance with this policy must be in writing and supported by documentary evidence of the protected status of the rating unit, for example, a copy of the covenant agreement or other legal mechanism.

In considering any application for remission of rates under this policy, the Council committee responsible for the Council's environmental and natural heritage portfolio will consider the following criteria:

- the extent to which the preservation of natural or cultural heritage will be promoted by granting remission on rates on the rating unit;
- the degree to which features of natural or cultural heritage are present on the land;
- the degree to which features of natural or cultural heritage inhibit the economic utilisation of the land;
- whether, and to what extent, public access to/over the heritage feature is provided for;
- the extent to which the heritage feature is legally (e.g. covenanted) and physically (e.g. fenced) protected;
- in respect of geological sites and wāhi tapu:
 - the importance of the place to the tāngata whenua;
 - the community association with, or public esteem for, the place;
 - the potential of the place for public education;
 - the representative quality and/or a quality or type or rarity that is important to the District;

- the potential of the place as a wildlife refuge or feeding area;

- the potential of the place for its diversity in flora and fauna.

- in respect of ecological sites (areas of significant indigenous vegetation and significant habitats of indigenous flora) whether the site has:

- Representativeness - the site contains an ecosystem that is under-represented or unique in the ecological district;

- Rarity - the site contains threatened ecosystems; threatened species; and species that are endemic to the ecological district;

- Diversity - the site has a diversity of ecosystems species and vegetation;

- Distinctiveness - the site contains large / dense population of viable species; is largely in its natural state or restorable; has an uninterrupted ecological sequence; and contains significant land forms;

- Continuity and linkage within landscape - the site provides, or has potential to provide, corridor/buffer zone to an existing area;

- Cultural values - the site has traditional importance for Māori; recreational values; significant landscape value; protection of soil values; water catchment protection; recreation or tourism importance; and aesthetic coherence;

- Ecological restoration - an ability to be restored; difficulty of restoration; and cost/time;

- Landscape integrity - significance to the original character of the landscape; isolated feature (for example, does it stand out or blend in); and whether it has a role in landscape protection; and
- Sustainability - size and shape of area; activities occurring on the boundaries which may affect its sustainability; adjoins another protected area; links; and easily managed.

Where remission of rates is granted under this policy the landowner, in conjunction with the Council, will be required to develop a heritage management plan.

The purpose of a heritage management plan is to set out a plan of action for managing a heritage feature within the Kāpiti coast district that is subject to rates remission.

The heritage management plan will:

- be reviewed on an annual basis by the Council in conjunction with the landowner;
- may contain conditions which shall be complied with on an on-going basis, including requirements to fence off the area, undertake weed control and restoration, undertake pest control and keep stock out of the area; and
- will ensure that the site will be managed in a manner that protects and enhances the heritage feature.

The amount of remission will be determined on a case-by-case basis by the Council Committee responsible for the Council's environmental and natural heritage portfolio, taking into account the

¹ A designated minor flat has a floor area less than 60m² in a rural zone and a floor area less than 54m² in an urban zone.

merits of the protected feature and the extent to which it meets the criteria specified in this policy.

In granting rates remission under this policy, the Council committee responsible for the Council's environmental and natural heritage portfolio may specify certain conditions before remission will be granted.

Applicants will be required to agree in writing to these conditions and to pay any remitted rates if the conditions are violated.

Part 8 – Policy for rates relief for residential rating units containing two separately habitable units

Policy objective

The objectives of this policy are:

Objective 1

To enable the Council to provide relief for ratepayers who own a residential rating unit containing two habitable units, where the second unit is:

- either a consented family flat or is designated a minor flat¹; and
- used only to accommodate non-paying guests and family

Objective 2

To enable the Council to provide relief for ratepayers who own a residential rating unit containing two habitable units, where the second unit is:

- designated a minor flat; and
- only rented out for less than one month each year.

Policy conditions and criteria

Objective 1

1.1 The Council may remit a second targeted rate for community facilities and water supply fixed rates set on a separately habitable portion of the rating unit, provided that:

- a) the ratepayer provides a written application each year;
- b) their rating unit contains two habitable units, where the second unit is either a consented family flat or is designated a minor flat;
- c) the second unit is used only for family and friends of the occupants of the first unit on a non-paying basis; and
- d) the application is accompanied by a statutory declaration of intent made by the ratepayer that declares that all the above conditions will be complied with in the ensuing year.

1.2 If a rating unit contains more than two habitable units used by non-paying guests and family, only one is entitled to remission.

Objective 2

2.1 The Council may remit a second targeted rate for community facilities and Districtwide water supply fixed rates set on a separately habitable portion of the rating unit, provided that:

- a) the ratepayer provides a written application each year;
- b) their rating unit contains two habitable units, where the second unit is designated a minor flat;
- c) their rating unit contains two habitable units; where the second unit is only rented out for less than one month each year; and
- d) the application is accompanied by a statutory declaration of intent made by the ratepayer that declares that all the above conditions will be complied with in the ensuing year.

2.2 If a rating unit contains more than two habitable units used by non-paying guests and family, only one is entitled to remission.

Application process for Objectives 1 and 2

The application for remission must be made to the Council prior to the commencement (by 30 June) of the rating year for which the remission is being applied. Applications will not be backdated.

Decisions for remission of rates for rating units consisting of two separately habitable units will be delegated to the Group Manager, Corporate Services (with sub-delegation to the Chief Financial Officer).

Part 9 - Rates assistance

Policy objectives

The objective of this policy is to set out the circumstances in which the Council will offer financial assistance (a remission of rates) to those people experiencing difficult financial circumstances.

Introduction

This policy is divided into three sections as follows:

1. People who are facing on-going financial difficulties:
 - a) Ratepayers who own their own home;
 - b) Ratepayers who own rental properties, who are applying jointly with and on behalf of a tenant facing difficult financial circumstances;

2. People who are facing temporary financial difficulties.

3. Water rate remission for vulnerable households relating to high water use.

1. On-going financial assistance

Policy conditions and criteria

General criteria

Application for on-going financial assistance must be made between 1 January and 30 June in the rating year in which the assistance is being applied for. Applications will be processed from 1 February onwards.

Funding will be available until such time as the rates assistance fund is fully subscribed in each financial year.

Ratepayers who own their own home

[A] A ratepayer who is experiencing on-going financial difficulty may be eligible for financial

assistance (a remission of rates) of up to \$300 if they meet the following criteria:

- o the applicant owns the property; and
- o the applicant resides at the property; and
- o total household income before tax for the specified financial year, is less than or equal to the gross NZ Superannuation income level for a couple where both qualify; and
- o the applicant has first applied for the central government rates rebate; and
- o expenditure on Kāpiti Coast District Council rates (after netting off any central government rates rebate) is more than 5% of net disposable income.

[B] Ratepayers who own rental properties, who are applying jointly with and on behalf of a tenant facing difficult financial circumstances

A tenant who is experiencing on-going financial difficulty can make a joint application with their landlord for financial assistance (a remission of rates) of up to \$300. Only the landlord, as the owner of the property, can receive this financial assistance (a remission of the Council's rates) from the Council. If the landlord receives a remission, they must pass it on to the tenant.

The tenant and landlord may be eligible for financial assistance if the following criteria have been met:

- the landlord is renting to a tenant whose total household income before tax for the specified financial year, is less than or equal to the gross NZ Superannuation income level for a couple where both qualify and proof of income is supplied;

- the landlord and tenant provide a joint application form and an explanation of the financial difficulty experienced with appropriate support;
- expenditure on Kāpiti Coast District Council rates is more than 5% of the tenant's net disposable income;
- the tenant has a rental agreement for no less than six months and a copy of the rental agreement is provided;
- the landlord provides proof of the current record of the rental paid; and
- proof at the end of the year that the full amount of annual rate remission has been forwarded on to the tenant.

Should the landlord receive the remission and then not continue to pass on the remission to the tenant, the amount of the remission will be subsequently charged to the relevant rateable property.

2. Temporary financial assistance

The Council will make available financial assistance (a remission of rates) of up to \$300 per rateable property for those applicants who are experiencing financial difficulties due to, for example, repair of water leaks, a serious health issue (including on-going serious health issues) or for essential housing maintenance.

Applications may be made throughout the year and will be considered until the available Rates assistance fund is fully subscribed

Policy conditions and criteria

A ratepayer who has incurred significant one-off expenditure may be eligible for financial assistance (a remission of rates) of up to \$300 if they meet the following criteria:

- the applicant is the owner of the property;

- the applicant resides at the property;
- total household income before tax for the specified financial year, is less than or equal to the gross NZ Superannuation income level for a couple where both qualify; and proof of income is supplied;
- one-off expenditure has been incurred in relation to repairs for water leaks, a serious health issue or for essential housing maintenance within the same financial year and proof of expenditure and reasons for expenditure are provided;
- the applicant has also applied for the central government rates rebate and is receiving all relevant funding; and
- the effect of the one-off expenditure is to reduce net disposable income such that rates, net of any central government rates rebate, is more than 5% of net disposable income.

3. Water rate remission for vulnerable households relating to high water use

Applicants may apply for this remission in May with applications being assessed and applied to individual water rate accounts in June.

Criteria for approving water rate remission

Applications will be assessed against the following Criteria:

(A) Ratepayer: owner of property – water variable charge paid by property owners

A property owner with two or more dependents living at the property may apply for a water rate remission provided that:

- the applicant owns the property;

- the applicant resides at the property;
- the property owner is receiving a working for families tax credit;
- total water rate charges from 1 July to 30 April have exceeded \$311

(B) Landlord and tenant: water variable charge – paid by landlord and on-charged to tenant

A tenant with two or more dependents living at the property may apply for a water rate remission provided that:

- the tenant has a rental agreement for no less than six months and a copy of the rental agreement is provided;
- the tenant resides at the property and the property is also classified as residential;
- the tenant is receiving a working for families tax credit;
- total water rates charges from 1 July to 30 April have exceeded \$311;
- their landlord is informed and agrees to adjust any on-charged variable water charge to their tenant by the amount remitted by the Council.

Should the landlord receive the remission and then not continue to pass on the remission to the tenant, the amount of the remission will be subsequently charged to the relevant rateable property.

General conditions

- no rates remission will be provided for any variable charge for water use where that water use is for other than internal or essential household use.

Assessment

All rates remission applications will be treated on a case-by-case basis and will be approved/declined by the Group Manager, Corporate Services (with sub-delegation to the Chief Financial Officer). Other information or evidence may also be requested in certain circumstances (for example, information supporting what change of circumstance may have occurred to cause temporary financial difficulty).

Part 10 – Water Leak Rates remission

Policy Objectives

To enable Council to provide relief for ratepayers who have incurred excess volumetric water rates charges due to a leak on their private water supply pipes.

Policy conditions and criteria

Council may remit water consumption rates (districtwide water supply volumetric rates) where all of the following apply:

- A remission application has been received
- The leak was on a private water supply pipe. Private Water supply pipe is the section of pipe between the point of supply and the ratepayers' premises through which water is conveyed to the premises. The private water supply pipe will not include any check meter installed on the pipe.
- It does not include:
 - Reasonably discernible water loss from leaking taps, shower heads, toilet cisterns or other water appliances.
 - Water loss from property sprinkler or other irrigation system, pools, ponds or similar systems,

- leaking hot water systems or plumbing relating to a faulty hot water system.
- considered.

- The leak has been repaired upon discovery or within 21 days from the date of notification from Council
- Proof of the leak being repaired has been provided

The amount of the remission will be determined by the difference between the average of the four previous quarterly volumetric water rates charges prior to the leak as deemed reasonable by Council and the consumption as recorded by the water meter over and above that average.

In the absence of four previous quarterly readings, normal water consumption estimates may be assessed using the mean water use for an equivalent sized household using the invoice usage comparison chart; plus any other identified water use.

Remissions for a Private Water Leak will be considered on a case by case basis, limited to the period where the leak was identified and fixed and the last invoice. Remission for any particular property will generally be granted only once every year, unless there are extenuating circumstances.

Any remission will only be applied to the Districtwide Water supply volumetric rates and the Districtwide water supply fixed rate will still apply.

All rates remission applications will be treated on a case-by-case basis and will be approved/declined by the Group Manager, Corporate Services (with sub-delegation to the Chief Financial Officer). Other information or evidence may also be requested in certain circumstances to enable an application to be

Long-term Plan 2021-41

Part two

Development contributions policy



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Development Contributions Policy

Introduction to this policy

This introduction is for guidance and is not part of the policy itself.

The development contributions policy is a funding policy for planned capital expenditure on network infrastructure and community infrastructure within the district. The policy gives the Council a method of assessing and collecting contributions to fund new infrastructure and upgrades to existing infrastructure required as a result of growth. The policy:

- summarises and explains the capital cost identified in the 2021-41 long term plan and the 30-year infrastructure strategy, that the Council expects to incur to meet the increased demand for network infrastructure (roads, water, wastewater and stormwater collection and management) and community infrastructure resulting from growth;
- states the proportion of the total cost of capital expenditure that will be funded by development contributions;
- explains the rationale for using development contributions as the funding mechanism (as distinct from other mechanisms such as financial contributions, rates, or borrowings);
- specifies the level of contribution payable in different parts of the district;
- specifies when a development contribution will be required; and

- prescribes conditions and criteria for the reconsideration, postponement and refund of development contributions.

The policy has been developed as required by the Local Government Act 2002 (LGA). Where possible, Council has used plain English in this policy. However, there are parts of this policy where the specific phrasing in the legislation is critical to the meaning, and in those places, Council has used the language from the Act. All references to sections and clauses of legislation in this policy refer to the LGA and its amendments, unless otherwise specified.

Calculations and requirements – what's the difference?

This policy talks about two different kinds of sums – calculations and requirements.

In this policy, calculations are council's financial mathematics to work out how much the development contribution will be for each unit of demand, in each funding service area. Calculations are *part of* the policy.

Council makes assessments of the amount required to be paid when someone applies for resource consent or a building consent, a certificate of acceptance, or a new water or wastewater service connection. An assessment works out how many 'units of demand' apply to a specific development, at a specific time, and therefore, how much is required to be paid in development contributions.

Development Contributions Policy 2021

This document sets out the Council's policy on development contributions under the Local Government Act 2002 (LGA). The Council is required under section 102(2) of the LGA to adopt a policy on development contributions or financial contributions. This policy has been prepared, and should be read, in conjunction with the Council's 2021-41 long term plan and the infrastructure strategy. The policy applies solely within the territorial boundaries of the Kāpiti Coast District Council.

Introduction: development and financial contributions

Development contributions are fees payable to council to fund capital infrastructure that is required to enable growth to occur. This infrastructure includes new pipes, roads, community assets and parks. Development contributions may be required on resource consents (subdivision and land use), building consents and service connections in situations where development has the effect of requiring new or additional assets, or assets of increased capacity and, as a consequence, the Council incurs capital expenditure to provide for reserves, network infrastructure or community infrastructure.

Financial contributions can be used to mitigate the effects of development on natural and physical resources of the district in accordance with provisions of the Resource Management Act 1991 (RMA).

The LGA sets out the provisions for using development contributions and also requires Council to adopt a policy on development or financial contributions regardless of whether Council decides to charge development contributions, financial contributions, a mixture of both or neither.

Kāpiti Coast District Council has adopted development contributions under the LGA as the primary mechanism to fund growth related network and community infrastructure, and financial contributions under the RMA as the primary mechanism to fund new reserves and the upgrading of existing reserves to accommodate growth. The provisions relating to financial contributions do not duplicate contributions required under this policy.

Under this policy, the Council will require contributions for:

- roading
- stormwater
- water
- wastewater
- community facilities (where costs have already been incurred)

If the Council did not use development or financial contributions, this would generally result in ratepayers subsidising the cost of development.

The Council is considering whether to include development contributions for reserves, and associated community infrastructure, in its next review of this Policy. This would involve removing financial contributions for reserves from the Kāpiti Coast District Plan.

Commencement and review

This policy is proposed to take effect from 1 July 2021.

The policy will be reviewed at least once every three years, and it may be amended at other times.

This policy is available at the Council offices and service centres and on Council's website. The Council's financial contributions policy is contained within the Kāpiti Coast District Plan and is available at the Council's offices and libraries and on Council's website.

Definitions

In this policy, unless the context otherwise requires, the following definitions apply:

allotment has the meaning given to it in section 218(2) of the RMA and 'lot' has the same meaning.

ancillary means an activity or development that provides support to, and is subsidiary to the primary activity or development on the site.

community facilities means reserves, network infrastructure, or community infrastructure for which development contributions may be required in accordance with section 199 of the LGA.

community infrastructure means:

- land, or development assets on land, owned or controlled by Council for the purpose of providing public amenities; and
- includes land that Council will acquire for that purpose.

development means:

- any subdivision, building (as defined in section 8 of the Building Act 2004), land use, or work that generates a demand for reserves, network infrastructure, or community infrastructure, but
- does not include the pipes or lines of a network utility operator (as defined in section 166 of the RMA).

development contribution means a contribution:

- provided for in a development contribution policy of a territorial authority; and
- calculated in accordance with the methodology; and
- comprising -
 - money; or
 - land, including a reserve or esplanade reserve (other than in relation to a subdivision consent), but excluding Māori land within the meaning of Te Ture Whenua Māori Act 1993, unless that Act provides otherwise; or
 - both.

residential unit equivalent (RUE) is a ratio for assessing units of demand for which development contributions are required.

gross floor area means the sum of the gross area of all floors of all buildings on a property, measured from the exterior faces of the exterior walls or from the centre lines of walls separating two buildings. Gross floor area also includes covered yards and areas covered by a roof but not enclosed by walls. The gross floor area of a building shall not include:

- uncovered stairways;
 - floor space in terraces (open or roofed), external balconies, breezeways or porches;
 - roof carparking, lift towers and machinery rooms on the roof having a floor area of not more than 200m²;
 - car parking areas; and
 - floor space of interior balconies and mezzanines not used by the public.

residential unit means all or part of a residential building that is capable of or is being used as a self-contained unit for a residential activity. For the purposes of this definition:

- one residential unit has one kitchen and at least one bathroom. If two kitchens and more than one bathroom are present, there will be two residential units, except where a second kitchen is associated with and required for a home occupation being carried out on the lot, this shall be deemed one residential unit;
- a residential unit may consist of one primary residential building and any accessory buildings;
- a minor residential unit is ancillary to a residential unit; and
- a building used for emergency or refuge accommodation shall be deemed to be one residential unit so long as the above requirements are met.

Note: For further clarification refer to the definitions of residential activity, residential building and minor residential unit.

minor residential unit means a building used for small-scale self-contained residential activities which is ancillary to a residential unit. In order to be self-contained a minor residential unit must contain a kitchen and bathroom.

A minor residential unit has a gross floor area which is no greater than 54m² in the Living Zones (excluding decks and covered outdoor living areas), and 60m² in the Rural Zones (excluding decks and covered outdoor living areas).

network infrastructure means the provision of roads and other transport, water, wastewater, and stormwater collection and management.

non-residential development means any development that falls outside the definition of residential development in this policy.

one-bedroom residential unit means a residential unit (including a studio apartment but excluding visitor accommodation which is not temporary residential rental accommodation) that has not more than two rooms excluding a kitchen, laundry, bathroom, toilet or any other room used solely as an entranceway, passageway or garage.

Note: One-bedroom Residential Unit is a subcategory definition of Residential Unit.

residential activity, residential use and residential development means the use of premises for any domestic or related residential purpose by persons living in the premises alone or in family or non-family groups, including emergency and refuge accommodation (whether any person is subject to care, supervision or not), and temporary residential rental accommodation, but does not include home occupations, visitor accommodation, or business activities.

residential building means a building, part of a building, or residence (whether temporary or permanent), including a minor residential unit or mobile home (e.g. caravan, motor home, house truck and campervan) that is capable of, or is, being used for the purposes of residential activities (excluding visitor accommodation other than temporary residential rental accommodation) and includes kitchen and bathroom facilities.

Note: For further clarification refer to the definitions of minor residential unit and residential activity.

retirement accommodation means premises (including any land and associated buildings) within a complex of premises for occupation as residences

predominantly by persons who are retired and any spouses or partners of such persons.

service connection means a physical connection to a service provided by, or on behalf of, Council.

shared and group accommodation means residential activities where residents share facilities on the same property. Shared facilities may include (but are not limited to) kitchens, bathrooms, laundries, outdoor living courts and internal living rooms. Sharing accessways, driveways, parking areas, letter boxes and other service areas is not considered to be sufficient sharing of facilities for the purposes of this definition. This definition includes boarding houses but does not include visitor accommodation, supported living accommodation, temporary residential rental accommodation, or family living and flatting arrangements.

small residential unit means a residential unit that has a gross floor area of less than 60m².

supported living accommodation means accommodation where live-in health or pastoral care/support is provided on-site. This definition does not include visitor accommodation, boarding houses, shared and group accommodation or family homes where foster parents receive payment for children in their care.

temporary residential rental accommodation means use (whether intermittently or in an ongoing manner) of a residential building to accommodate visitors, offered at a daily (or similarly specified time) tariff. For the avoidance of doubt, temporary residential rental accommodation includes baches and holiday homes, but does not include visitor accommodation. Except where otherwise specified, temporary residential rental accommodation is a residential activity and not a commercial activity.

visitor accommodation means residential accommodation for six or more travellers, offered at a daily (or similarly specified time) tariff and includes

hotels, motels, bed and breakfasts, camping grounds and motor camps, but does not include any temporary residential rental accommodation.

Overview of development contributions

1. The purpose of development contributions is to recover from those persons undertaking development a fair, equitable, and proportionate portion of the total cost of capital expenditure necessary to service growth over the long term.
2. As required by section 198(2A) of the LGA development contributions required by the Council will be consistent with the policy in force at the time that the application for a resource consent, building consent, or service connection was submitted accompanied by all the required information.

When a development contribution may be required

3. The LGA provides for the Council to require a development contribution to be made to the Council when an individual development proposal (an application for resource consent, building consent, certificate of acceptance or authorisation for a service connection is granted, and the following criteria are met:
 - the effect of the development, either alone or cumulatively with other developments, is to require new or additional assets, or assets of increased capacity;
 - the Council, as a consequence of the increased demand incurs capital expenditure to provide appropriately for:
 - reserves;
 - network infrastructure; or
 - community infrastructure; and
 - the development contribution policy provides for the payment of a development contribution in the given circumstance.
4. The Council has decided to take development contributions only for network infrastructure and community infrastructure.
5. The Council may require a financial contribution under the Kāpiti Coast District Plan for additional demand for new reserves or upgrades to existing reserves generated by a development. The District Plan can be viewed at kapiticoast.govt.nz. A summary of the relevant provisions from the District Plan is contained in the schedule to this policy.
6. The Council will collect development contributions to fund:

- a fair, equitable and proportionate portion of the total cost of capital expenditure for community infrastructure that the Council expects to incur as a result of growth; and
- capital expenditure that the Council has already incurred in anticipation of growth.

Funding principle

7. Council has decided that 100% of the cost of capital expenditure on network infrastructure and community infrastructure that is needed solely to meet growth needs is to be funded by development contributions. For a project that is required to provide for the needs of the existing population and for growth, the development contribution required is calculated based on the cost of capital expenditure on network infrastructure and community infrastructure for that part of the project that is for growth needs only. The cost of the project that is required to provide for the needs of, and will benefit, the existing population will be funded through other sources.

When a development contribution is not required

8. Pursuant to section 200 of the LGA, Council cannot require a development contribution if:
- the Council has imposed a condition on a resource consent in relation to the same development for the same purpose under section 108(2)(a) of the RMA; or
 - the developer will fund or otherwise provide for the same network infrastructure or community infrastructure in agreement with

Council. All other applicable development contributions will still apply; or

- the Council has already required a development contribution for the same purpose in respect of the same building work, whether on the granting of a building consent or a certificate of acceptance, unless the further development contribution is required to reflect an increase in the scale or intensity of the development since the original contribution was required; or
 - a third party has funded or provided, or has undertaken to fund or provide, the same network infrastructure or community infrastructure.
9. The exemptions set out in section 200 of the LGA do not prevent the Council from:
- accepting from a person, with that person's agreement, additional contributions for network infrastructure; or
 - requiring a development contribution if:
 - income from the following is being used or will be used to meet a proportion of the capital costs of the network infrastructure for which the development contribution will be used:
 - rates;
 - fees and charges;
 - interest and dividends from investments;
 - borrowings; and
 - proceeds from asset sales; or
 - a person required to make the development contribution is also a ratepayer in the territorial authority's

district or has paid or will pay fees or charges in respect of the facilities.

Exemptions

10. The following are exempt from the payment of development contributions:
- accessory buildings as set out in the Kāpiti Coast District Plan
 - surplus farm buildings as set out in the Kāpiti Coast District Plan
 - new buildings within school grounds
 - Council's own developments.
11. Any development by a council organisation, a council-controlled organisation or a council controlled trading organisation is not exempt from development contributions.

What development contributions may be used for

12. The Council will only use development contributions that it has taken for, or towards, capital expenditure on the infrastructure activity for which the contributions have been required, and in the funding service area they have been charged for under this policy.
13. Where a development contribution has been collected for a project that is now changed, the development contribution may be applied to assets for the same general function and purpose within the same development contribution funding service area.
14. Where Council receives a development contribution for capital expenditure that has already been incurred by Council in anticipation of development, Council will have met its

obligations under the LGA that relate to the use of the development contribution, unless a refund is due.

Rationale for funding growth through Development Contributions

15. Council has a significant role in providing infrastructure where it cannot be provided effectively, efficiently and equitably by individuals, the community, the private sector, or central government. This role includes Council's obligations to the district, including:
 - vision and guidance;
 - prudent stewardship;
 - sustainable development;
 - growth management; and
 - regulatory functions, to ensure development outcomes meet safety and quality standards.
16. Council plans to provide infrastructure in a timely and affordable manner so that:
 - growth on the Kāpiti Coast is predominantly within existing urban areas, with intensification around town centres and public transport centres; and
 - the capital expenditure for growth will be affordable for Council, the community and those undertaking developments.
17. In delivering infrastructure for growth, Council will incur significant costs, often before the growth occurs and in order to meet its obligations under the National Policy Statement on Urban Development August 2020. Development contributions enable Council to provide the infrastructure on which developments depend.

18. Council has decided that development contributions are the best way to fund a fair, equitable, and proportionate portion of the total cost of capital expenditure necessary to service the effects or cumulative effects of growth over the long term for network infrastructure and community infrastructure. The Council has decided to continue using financial contributions under the RMA for the funding of a fair, equitable, and proportionate portion of the total cost of capital expenditure necessary to service the effects or cumulative effects of growth over the long term on reserves and open spaces, including increased demand for additional reserves and open space.
19. Section 106(2)(c) of the LGA requires the development contributions policy to explain why the Council has determined to use development contributions as a funding source by reference to matters referred to in section 101(3) of the LGA. Council has considered each activity for which development contributions funding has been sought in terms of section 101(3) of the LGA. The following paragraphs give a summary of this consideration.
20. Each activity is assessed under section 101(3) of the LGA through the cost allocation methodology which identifies the total growth-related capital expenditure that may be funded through development contributions for each activity. The council has reviewed the data from the cost methodology and has determined whether some or all of the development contribution growth costs should be subsidised by other funding sources.
21. Section 101(3)(a)(i) – the community outcomes to which the activity primarily contributes. The Council has determined that development contributions, as a dedicated growth funding source, offer more secure funding for community outcomes that are affected by growth.
22. Section 101(3)(a)(ii) – the distribution of benefits between the community as a whole, any identifiable part of the community, and individuals. Council considers that development contributions allocate costs to the growth community and new residents or occupants who will benefit from the new assets, or the assets of additional capacity, that are funded out of the contributions.
23. Section 101(3)(a)(iii) – the period in or over which those benefits are expected to occur. Council considers that development contributions allow development related capital expenditure to be apportioned over time so that the partners associated with new developments pay only for the portion of infrastructure capacity they consume.
24. Section 101(3)(a)(iv) – the extent to which the actions or inaction of particular individuals or a group contribute to the need to undertake the activity. The Council considers that development contributions are a fair source of funding for each of these activities because they allow the capital costs of the activity to be allocated to those that create the need for capital expenditure (i.e. the developer and new residents / businesses to whom development contributions may be passed on).
25. Section 101(3)(a)(v) – the costs and benefits, including consequences for transparency and accountability, of funding the activity distinctly from other activities. Each of the activities

funded through this policy comprises a major part of the Council's overall capital expenditure and each is fundamental to new development being able to occur. The benefits of distinctly and transparently trying to fund a portion of the capital costs of each activity with development contributions, outweighs the costs of doing so and the potentially high costs that may fall to the ratepayer body if development contributions are not required. Development contributions send clear signals to developers and the growth community about the true cost of growth to the council and its community.

26. These considerations are further addressed below.

Community outcomes to which the activity primarily contributes

27. Council has a statutory role in promoting the achievement of its community outcomes. Council's outcomes for the community are:

Strong Communities

- Mana Whenua and Council have a mutually mana-enhancing partnership.
- Our people have access to suitable housing in Kāpiti.
- Our communities are resilient, safe, healthy, thriving and connected. Everyone has a sense of belonging and can access the resources & services they need.

Thriving Environment

- Our natural environment is restored and enhanced as we transition to a low-carbon future.

Vibrant Economy

- Our local economy is prosperous with ample opportunities for people to work and learn in Kāpiti.

28. These outcomes are described in more detail in the Council's 2021-41 Long Term Plan.

29. Development contributions under this policy are consistent with Council's community outcomes. Council considers that requiring an appropriate level of development contributions from development, applied alongside other funding tools, is the best overall solution to achieving community outcomes while balancing the costs and benefits in terms of funding between the community, the Council and those undertaking developments.

30. The Council requiring development contributions for roading, stormwater, wastewater, water and community facilities, contributes to supporting resilience and agreed growth projections and achieving an effective response to climate change in Kāpiti. The use of development contributions to fund growth, rather than through rates will also assist the Council to improve its financial position against financial constraints.

Funding of operating and maintenance costs

31. The Council generally provides public infrastructure for growth before growth occurs and once built, this infrastructure will generally require annual operating costs that need to be funded as well.

32. While operating costs are funded through rates and user charges, many of these operating costs will still need to be met whether or not new ratepayers arrive. If new development does not

materialise, this cost will fall to the existing ratepayers.

33. Growth projections and capital spending for growth must be closely aligned and monitored to ensure infrastructure is provided only where and when it is required. Council's growth modelling is conservative, to reduce the risk of the Council providing infrastructure that is not required. The District Plan ensures that development does not take place in locations where infrastructure is insufficient to cope with increased demand. Council recognises the potential implications of under-recovery of growth spending on the ratepayer body as a whole and will regularly monitor the rate of development in order to manage this risk.

34. The main issues for the ratepayer body as a whole are for:

- growth to generally pay for the costs of growth; and
- the rating effect of growth infrastructure to be managed by the Council.

Distribution of benefits from Council growth-related capital expenditure

35. The benefits of the infrastructure to which this policy relates accrue primarily and largely to those who undertake development. In the first instance, developers benefit from the infrastructure that enables their developments to occur, and from the higher prices they get for serviced developments. The benefits of additional infrastructure capacity are then passed to the new owners of housing and commercial property who will use the additional capacity.

36. However, the Council recognises that in some instances existing residents and the community as a whole may benefit from growth-related assets provided, or to be provided, by the Council. Cost allocations used to establish development contributions have therefore been determined according to, and in proportion to, the persons who will benefit from those assets (including the community as a whole) as well as those who create the need for the assets.

Period in or over which benefits are expected to occur

37. The benefits of capital expenditure to accommodate the effects of growth are likely to accrue beyond the 30-year timeframe of the capital expenditure identified in the development contributions policy, given the longevity of roads and wastewater and water supply networks.

Extent to which individuals or groups contribute to the need for the activity

38. New development within the district creates the need for Council to invest in additional capacity in its community infrastructure and network infrastructure to accommodate the new development and the population growth that comes with it.
39. Generally, existing residents and businesses do not create the demand for the additional capacity and in the absence of growth, it would not have been provided. Therefore, they should not be required to fund through rates the addition of capacity to networks that already adequately meet their needs. However, the Council acknowledges that in some instances, existing residents, and the community as a whole, will benefit from new infrastructure to be provided, or the upgrading of existing infrastructure.

Where that is the case, those benefits are identified in the calculation of the amount required to be paid through development contributions and the amount payable through rates, or other funding sources.

Costs and benefits of funding the activity distinctly from other activities

40. The benefits of funding additional infrastructure capacity resulting from development growth through development contributions include greater transparency and allocative efficiency. The use of funding service areas aids transparency and efficiency in allocation by signalling variations in the cost of providing infrastructure in different funding service areas. The use of funding service areas also aids transparency by indicating that the cost of providing infrastructure will vary depending on the characteristics of the locality and the works required to provide for growth.
41. Allocating expenditure to very small funding service areas creates administrative complexity and costs, so funding service areas need to take account of administrative burdens. District -wide contributions are also appropriate when infrastructure operates as a network (e.g. roading and some stormwater).
42. Existing residents and businesses, however, generally gain no direct benefit from, and should not be required to fund through rates, the addition of capacity to existing networks that already adequately meet their needs and provides an acceptable level of service. However, it is likely that they will benefit when the upgrade or new facility provides greater or better service to them, through:

- the benefits of infrastructure provided by the current community - Existing residents and businesses benefit from the community infrastructure that has been provided for their needs, so they should meet the costs of maintaining or improving levels of service; and
 - equity considerations - funding the cost of providing increased capacity in the district's infrastructure through development contributions rather than by debt that is serviced by rates promotes equity between existing residents and newcomers. If Council did not use separate funding for network infrastructure and community infrastructure to meet the needs of the growth community, the funding burden would largely fall on ratepayers. The impact on ratepayers would be unfair and, in many cases, unaffordable.
43. It is appropriate that development contributions fund additional capacity in water supply, wastewater, stormwater and roading that is required to accommodate growth and new development. The benefits of this additional capacity accrue to new households and businesses generating demand for that capacity. Development contributions paid by developers are likely to be passed on through section and building prices to the residents of new households and businesses.

Overall impact of any allocation of liability for revenue on the social, economic, environmental and cultural wellbeing of the community

44. The Council has taken into consideration the:
- cost implications of its infrastructure funding decisions on development and the

challenges developers face in getting their products onto the ground;

- potential implications of under-recovery of growth spending on the ratepayer body as a whole;
- costs and hurdles that existing residents and businesses face trying to develop and the effects on levels of service if barriers are too high;
- desirability of development contributions supporting the Council's community outcomes and other objectives; and
- effects of contribution prices on incoming residents and businesses trying to establish themselves in Kāpiti.

Significant assumptions

45. Section 201(1)(b) of the LGA requires the Council to set out the significant assumptions underlying the calculation of the schedule of development contributions, including an estimate of the potential effects, if there is a significant level of uncertainty about the scope and nature of the effects. A summary of the significant assumptions is set out below. More information on the significant assumptions that underlie this policy is contained at paragraph 203. The significant assumptions are that:

- growth occurs as modelled in the Council's growth projections;
- growth occurs in locations identified for growth and land is available for growth;
- growth is affordable;
- third party contributions are received as expected; and

- methods of service delivery will remain substantially unchanged.

Population and household forecasts

46. The population growth forecasts for Kāpiti have been recently updated to inform the 2021-41 long-term plan. The forecasts are based on projections provided by BERL Economics and outline projected population growth for the small areas within the Kāpiti Coast, for each year from 2020 to 2050.

47. The forecasts are based on a range of demographic factors driving population change including migration, birth rates, and death rates based on data gathered from Census and other central government databases. A range of development assumptions are used to allocated where the population and subsequent housing is likely to be distributed. These population growth forecasts reflect actual and estimated increased connectivity to Wellington from the Expressway and Transmission Gully, the estimated short term impacts of Covid-19, and actual historic population growth rates achieved by the district and future growth anticipated from the implementation of the National Policy Statement on Urban Development (NPS-UD) and the emerging Wellington Regional Growth Framework (WRGF).

Assumptions for calculation of the Development contribution

48. Assumptions –

- Water: Growth assumptions were calculated based on planned capacity to provide for growth

- Waste: Growth assumptions were calculated based on planned capacity to provide for growth
- Rooding: Growth assumptions are based on the population forecast undertaken by infrastructure planning modelling and BERL
- Stormwater: Growth assumptions are based on the increased pipe size to accommodate growth.
- Community infrastructure: Growth assumptions are based on 2012/13 LTP policy. (Population growth is slightly lower than estimate)

Cost of individual items of capital expenditure

49. The Council has used the best information available at the time of developing this policy to estimate the cost of individual items of capital expenditure on water supply, wastewater, stormwater, and roading that will be funded in whole or in part out of development contributions. It is likely that actual costs will differ from estimated costs due to factors beyond the Council's ability to predict such as changes in the price of raw materials, labour etc. and the timing of capital works.
50. The Council will review its estimates of capital expenditure at least every 3 years when it reviews this policy.

Funding service areas for development contributions

51. Some parts of the district have a greater range and standard of infrastructure services than other parts (e.g., water supply or wastewater system). Council has decided to use funding service areas to define the areas in which development contributions may be required. This balances practical and administrative efficiencies with considerations of fairness, equity and the distribution of benefits among the various funding sources, including ratepayers and developers.
52. The funding service areas for development contributions depend on the type of infrastructure, the type of development and the impact of that development.

53. Each capital expenditure project will be assigned to only one funding service area. A development within any funding service area may be required to pay the development contribution applicable in that funding service area.
54. The funding service area for each activity is defined in the maps to the policy. Funding service area boundaries reflect current and planned future service provision areas, and they do not necessarily conform to Council's Ward boundaries.

55. The funding service areas for development contributions are listed in Table 1.

Table 1 Funding service areas for development contributions

	Funding service areas	Funding service area name	Map reference
Roading & transport	District Wide	Roading - District Wide	RD
Water supply	Ōtaki	Water – Ōtaki	W1
	Paekākāriki	Water – Paekākāriki	W2
Water treatment	Waikanae, Peka Peka, Paraparaumu, Raumati	Water treatment – Central	W3
Water reticulation	Waikanae	Water reticulation – Waikanae	W4
	Peka Peka	Water reticulation – Peka Peka	W5
	Paraparaumu, Raumati	Water reticulation – Paraparaumu – Raumati	W6
Wastewater	Ōtaki	Wastewater – Ōtaki	WW1
Wastewater treatment	Waikanae, Paraparaumu, Raumati	Wastewater – Central	WW2
Wastewater reticulation	Waikanae	Wastewater reticulation – Waikanae	WW3
	Paraparaumu, Raumati	Wastewater reticulation – Paraparaumu- Raumati	WW4
Stormwater collection and management	District Wide	Stormwater - District Wide	SWD
	Ōtaki	Stormwater – Ōtaki	SW1
	Waikanae, Peka Peka	Stormwater – Waikanae - Peka Peka	SW2
	Paraparaumu, Raumati	Stormwater – Paraparaumu - Raumati	SW3
	Paekākāriki	Stormwater – Paekākāriki	SW4
Community infrastructure	District Wide	Community infrastructure - District Wide	CID

Transitional provisions

56. A limited set of community infrastructure projects will continue to be funded on a district-wide basis. This applies only to projects that meet all of the following criteria—

- The infrastructure was constructed on the basis of funding from district-wide development contributions

- The infrastructure was constructed prior to the introduction of this policy
- Council has not yet received the full level of development contributions to fund the growth proportion of the infrastructure.

57. Council's view is that growth communities in smaller funding service areas should not be obliged to be the sole funders of growth infrastructure that might not have been

constructed to the same extent, capacity or scale, if the 2014 amendments to the LGA had been in place at an earlier time.

Roading and transport

58. The funding service area for roading is the district.

59. The district's roading network comprises the major routes and local roads including related bridges, walls and embankments, footpaths,

walkways and cycleways, parking facilities, and lighting. The network is characterised by interdependent components where development growth adversely impacts other areas of the network if new capacity is not constructed.

60. All communities in the district, regardless of where they live, use parts of the network for access to employment and education, to purchase goods and services, and for community activities. The district's roading network comprises the major routes and local roads including related bridges, walls and embankments, footpaths, walkways and cycleways, parking facilities, and lighting.
61. The network is characterised by interdependent components. This interdependence creates the need for integrated management of these components undertaken with network-wide supply and demand issues in mind. For the purposes of development contributions, the roading network is an unrestricted system, which means that the roading network can be accessed by anyone at any time in the district.
62. The Kāpiti Traffic Model is used to identify areas of stress on the network and where new works will need to be planned to cater for increasing traffic numbers. The model is updated with district-wide growth information.

Water supply

63. Council provides three urban water supply schemes (Ōtaki, Waikanae/ Paraparaumu/ Raumati, and Paekākāriki).
64. The Ōtaki and Paekākāriki schemes serve single, distinct communities and each one will be a separate water supply funding service area under this policy.

65. The sources and treatment plant for the Waikanae water scheme serve communities in Waikanae, Peka Peka, Paraparaumu and Raumati. The costs of meeting demand for additional treated water capacity will be funded equitably by having a single funding service area covering those communities for water treatment, limited to those properties that may be connected to the service now or in the future.

66. There are distinct reticulation networks, serving the communities at—

- Waikanae and Peka Peka, and
- Paraparaumu and Raumati.

67. Demand for additional capacity in Waikanae is expected to be quite different from the increased demand from Paraparaumu and Raumati. The costs of network upgrades to meet the additional demands will be funded equitably by having two separate funding service areas, for—

- Waikanae and Peka Peka
- Paraparaumu and Raumati.

68. The Peka Peka water supply is a trickle feed which means connected properties must have 24-hours' worth of onsite storage. The upgrading of the Peka Peka supply to an on demand supply is dependent on a number of other upgrades being completed first.

Wastewater

69. Council provides two wastewater schemes, one at Ōtaki, and one in Paraparaumu.
70. The Ōtaki scheme serves a distinct community and is a separate funding service area under this policy.

71. The Paraparaumu wastewater scheme has a single treatment plant located in Paraparaumu, and reticulation networks serving the communities at Waikanae, Paraparaumu and Raumati.

72. The costs of additional capacity upgrades at the Paraparaumu plant will be funded equitably by having a single funding service area for wastewater treatment, limited to those properties that may be connected to the service now or in the future.

73. Demand for additional capacity in Waikanae is expected to be quite different from the increased demand from Paraparaumu and Raumati. The costs of reticulation capacity upgrades will be funded equitably by having two separate funding service areas, for—

- Waikanae
- Paraparaumu and Raumati.

Stormwater collection and management

74. Council provides stormwater collection and management services for the benefit of the whole district, and specific funding service areas in particular. If stormwater flows are not contained and managed for public and environmental health and safety, then flooding damages property and prevents safe access to parts of the district.

75. There are two related processes for stormwater collection and management:

- onsite collection and management for individual lots. While individual lots may have onsite collection of peak flows and be hydraulically neutral within the site, Council is responsible for design and management of stormwater flows when they leave the site. Therefore, although a development may be

hydraulically neutral, Council may charge development contributions as those developments create a need for infrastructure to manage stormwater flows when they leave the site because:

- all devices (ponds, soak pits, swales etc) used to capture flows are designed for specific rain events. If consecutive events occur or if the duration of the event exceed the storage or soakage capacity of the device the resulting overflow will impact on the downstream network
- rising ground water levels impact the soakage. There is sufficient evidence to prove rising ground water levels in many areas in Kāpiti.
- it is virtually impossible to restrict all flows from a new impervious surface (driveways, yards etc) so not all flows are captured. Some flows will discharge directly into the stormwater network and will impact on the downstream network (open waterways and piped network)

76. Flooding has occurred in the past in many parts of the district, and the stormwater network also needs additional capacity to meet future growth needs. The lack of sufficient pipe capacity, and the resulting need to provide stormwater collection and management works across the district is seen as one of the most significant impacts of continued development. The impact on growth is considered at the design stage of every project, and the development contributions have been calculated on the basis of extra capacity to accommodate growth, discounting the cost of any capital works required to remedy existing level of service deficiency.

Community infrastructure

77. The only community infrastructure projects in this policy are assets that were built prior to 2015, partly to meet anticipated growth demands. The development contribution component of those projects was funded on a district-wide basis, and Council has decided to continue to charge development contributions for those projects.

Capital costs already incurred in anticipation of growth

78. Development contributions will be required from development to meet the cost of infrastructure capacity that Council has already provided partly in anticipation of development, where legislation allows. See Table 3 on page 19 for details.

Roading and transport

79. Development growth increases the local roading network by adding new kilometres of local road and increasing traffic volumes on the existing network. This has an impact on traffic flows and road safety with the need to keep the roads in good condition. To maintain the current level of service for a growing population, additional works are required across the network. These works comprise medium to large capital upgrade projects (e.g. construction of roundabouts or a new link road) but also many small capital upgrade projects (such as intersection safety improvements and pedestrian crossings) right across the district over a 30-year period. Upgrade works are timed using traffic and safety assessments as well as the Kāpiti Traffic Model, or approximately match expected growth, to ensure cost-effective use of the Council's resources and assets.
80. Development contributions will be required to fund these district-wide upgrade works to meet growth

needs. The roading and transport projects funded by this policy are listed in the schedule to the policy.

81. To assess the impact of growth, the district-wide traffic generation proportion is applied to part of the capital works programme (new assets/upgrades). If traffic volumes are expected to grow by 10% then 10% of the cost of future capital projects (new assets/upgrades) is met by development contributions.

Water supply

82. When new households and non-residential activities are connected to the system, the water pressure and flow service standards for other households in the network are reduced. To meet growth needs, and maintain the level of service, Council must provide additional capacity for water sources, treatment and water supply networks. The work may be programmed as a specific upgrade or it may be timed to coincide with the renewal programme.
83. The Council plans to provide additional supply infrastructure for Paraparaumu, Waikanae and Raumati to meet growth needs and serve existing users. The Waikanae water treatment plant will also need expanded capacity to meet growth. New households and non-residential growth are assumed to occur in the existing urban areas. No provision has been made to service growth in rural or rural residential zones.
84. Development contributions will be required for capital works to provide additional source, treatment, storage and network capacity for specific funding service areas to service growth. The water supply growth projects funded by this policy are listed in the schedule to the policy. The

works to serve existing users that are not required as a direct result of growth will be funded from rates.

Wastewater

85. When new households and non-residential activities connect to the system any available capacity of the existing system to convey and treat wastewater is reduced or may be exceeded. To meet growth needs, and maintain the level of service, Council must provide additional capacity for collection networks and treatment. The work may be programmed as a specific upgrade or it may be timed to coincide with the renewal programme.
86. Council plans to provide additional treatment capacity for Otaki, Paraparaumu, Waikanae and Raumati to meet growth needs and serve existing users. New households and non-residential growth is assumed to occur in the existing urban areas. No provision has been made to service growth in rural or rural residential zones.
87. Development contributions will be required for capital works to provide additional collection network and treatment for specific funding service areas. The wastewater projects funded by this policy are listed in the schedule to the policy. Works to serve existing users that are not required as a direct result of growth will be funded from rates.

Stormwater collection and management

88. Council plans to invest in substantial stormwater collection and management works over the next 30 years. Development contributions will be required where the purpose of those works is to meet demand for

additional capacity in the network of pipes and streams arising from growth that make up the stormwater system. The stormwater collection and management projects funded by this policy are listed in the schedule to the policy.

Community infrastructure

89. Council will continue to collect development contributions for capital expenditure on the following community assets, because they were constructed based on district-wide development contributions as well as ratepayer funding.

Table 2 Community infrastructure assets that the Council has already built

Project	Total Costs (\$)	Allocated to growth	Growth share (%)
Paraparaumu library	5,600,000	1,848,000	33%
Ōtaki Library	1,100,000	275,000	25%
Coastlands Aquatic Centre	17,300,000	5,709,000	33%
Improved Civic Administration	7,565,000	1,513,000	20%
TOTAL	31,565,000	9,345,000	

Future assets for which development contributions will be required

90. Table 3 shows, for each activity, the:

- planned capital expenditure 2021-51 that Council expects to incur to meet the increased demand for network infrastructure resulting from growth;
- total amount of development contribution funding sought for that activity; and
- proportion of the capital expenditure that will be funded by development contributions and other sources of funding.

91. Where Council anticipates funding from a third party (such as the Waka Kotahi New Zealand Transport Agency (NZTA) for any part of the growth component of the capital expenditure budget, this proportion is excluded from the costs used to calculate development contributions.

Table 3 Summary of total cost of capital expenditure to be funded by development contributions

Projects	Pre 2020 actual spend and 2020/21 Annual Plan				2021-41 LTP and 2041-51 capital expenditure included in the Infrastructure strategy			
	Capital expenditure (\$) already incurred	Capital expenditure (\$) already incurred funded by other sources	Capital expenditure (\$) already incurred (net)	Capital Expenditure (\$) incurred to meet growth	Planned Capital expenditure (\$) expected to be incurred	Planned Capital expenditure (\$) expected to be incurred funded by other sources	Planned capital expenditure (\$) expected (net)	Planned capital Expenditure (\$) incurred to meet growth Net
Access Roading & Transport	25,843,295	(9,269,726)	16,573,569	4,142,863	116,407,427	(46,693,012)	69,714,415	11,011,270
Water	43,904,921	-	43,904,921	21,365,886	29,589,339	-	29,589,339	20,542,159
Wastewater	10,301,318	-	10,301,318	6,300,779	18,166,097	-	18,166,097	9,866,412
Stormwater	23,218,024	-	23,218,024	2,575,274	112,487,713	-	112,487,713	11,248,771
Community Infrastructure	9,344,999	-	9,344,999	9,344,999	-	-	-	-
Grand Total	112,612,556	(9,269,726)	103,342,830	43,729,801	276,650,577	(46,693,012)	229,957,564	52,668,612

Note that some of the growth works planned over the next 30 years will provide capacity beyond the 30 year planning horizon of this policy. The Council does not use financial contributions under the RMA to fund any of the expenditure contained in the table above.

92. Table 4 shows, for each activity, the total growth capital spending up to 2019/2020 and the development contributions collected for that activity.

Table 4 Summary of development contributions received and spent up to 2019/20

Development Contribution area	Total growth capital spending up to 2019/20 (\$)	Development contributions collected up to 2019/20 (\$)
Access Roading & Transport	4,142,863	4,262,159
Water	65,095,687	4,934,446
Wastewater	6,300,779	2,454,341
Stormwater	2,575,274	1,665,678
Communit facilities	9,344,999	5,112,838
TOTAL	87,459,603	18,429,461

Units of demand – the residential unit equivalent (RUE)

93. The units of demand used in this policy are referred to as RUEs (Residential Unit Equivalents). The RUE is a composite unit of measurement based on the demand for services created by a single residential unit. The RUE incorporates roading, water, stormwater, community facilities and wastewater use.
94. Council has developed its scale of RUEs on a consistent and equitable basis, having considered the:
- need to separate residential and non-residential activities because of the different demands they place on Council's community facilities
 - complexity of trying to make the policy account for every different development type
 - availability of data to support differentiating units of demand rates for various types of developments
 - the administrative efficiency of having multiple units of demand.

Table 5 Summary of RUE assessments

Development type	Scale of development	RUE assessment
Residential	Minor residential unit or small residential unit with a 60m ² or less	1 residential unit < 60m ² GFA = 0.7 RUE.
	Standard residential unit	1 residential unit = 1 RUE.
	Modify a 60m ² or less minor residential unit or residential unit with a 60m ² or less to increase floor area to greater than 60m ² .	0.3 RUE for any extension over 60m ² .
	The addition of one or more bedrooms to a one bedroom dwelling approved prior to 1 July 2018	0.5 RUE where one or more bedrooms is added.
	Retirement accommodation	0.6 RUE per residential unit within a retirement accommodation complex
Fee simple subdivision		Each new allotment = 1 RUE.
Non-residential		500m ² of gross floor area (GFA) = 1 RUE.
Visitor Accommodation		40% of a RUE for each person the accommodation is designed to accommodate
Supported living accommodation		40% of a RUE for each person the accommodation is designed to accommodate
Shared and group accommodation		40% of a RUE for each person the accommodation is designed to accommodate

95. In order to estimate the demand from developments for roading, water and wastewater, the Council's growth model converts population to residential units using the district-wide average of 2.5 people per residential unit, in line with the significant forecasting assumptions for the 2021-41 Long Term Plan.

96. To estimate the growth component of stormwater infrastructure the Council calculates the number of future lots that will benefit from increased stormwater capacity. This calculation is based on the total area of vacant residential land within each funding service area, divided by an 'average' lot size. The 'average' lot size for this calculation is higher than the actual average lot size, in order to take account of the impacts of contour and roading which reduce the number of lots that may actually be created on vacant land.

97. The RUE assessment in this policy for a minor residential unit or small residential unit with a gross floor area (GFA) less than 60m² largely reflects the District Plan rules. This policy applies to all small residential units that are developed, regardless of who occupies them. The District Plan rules may be more restrictive.

Fee simple subdivision

98. Each allotment is equivalent to one RUE. Allotments shown on a subdivision plan as road or reserve to vest in the Council are excluded.

Standard residential unit

99. One standard residential unit is equivalent to one RUE.

Minor and small residential units (60m² or less)

100. Each residential unit that is 60m² gross floor area (GFA) or smaller will be assessed at 0.7 RUE of the development contribution charges under this policy. This recognises that very small residential units, which may include kaumātua housing and papakāinga, generate a lower demand for some types of infrastructure than larger residential units.

101. If the owner of a small residential units that was originally assessed at 0.7 RUE wants to add to the GFA of the residential units to more than 60m², then it will be assessed for the additional 0.3 RUE. This additional development contribution is equitable because the development will now be a standard residential unit under this policy.

One-bedroom dwellings approved prior to 1 July 2018

102. If the owner of a one-bedroom dwelling that was originally assessed at 0.5 RUE under the previous development contributions policy wants to add one or more bedrooms to the existing dwellings, it will be assessed for the additional 0.5 RUE. This additional development contribution is equitable because the development will now be a standard residential unit under this policy.

Retirement accommodation

103. Each residential unit as part of a retirement accommodation complex will be assessed at 0.6 RUE, based on an average occupancy rate of 1.5 persons, compared to the district-wide occupancy rate of 2.5 persons. This recognises that retirement accommodation generates a lower demand for some types of infrastructure than larger residential units and is consistent with the requirements for minor residential units.

Supported living accommodation

104. Supported living accommodation is usually made up of a number of beds catering for a maximum number of people rather than residential units. The number of RUEs is calculated by using a household conversion factor. Given that an average residential unit is assumed to be 2.5 people, each person is equivalent to 40% of a residential unit, and so the conversion factor for supported living accommodation would be 0.40. For example, the RUE arising from supported living accommodation catering for a maximum of 100 people would be 40 RUEs.

Shared and group accommodation:

105. Shared and group accommodation recognises that residents share facilities on the same property and is usually calculated on the maximum number of people it accommodates, rather than residential units. The number of RUEs is calculated by using a household conversion factor. Given that an average residential unit is assumed to be 2.5 people, each person is equivalent to 40% of a residential unit, and so the conversion factor for shared and group accommodation would be 0.40. For example, the RUE arising from shared and

group accommodation catering for a maximum of 30 people would be 12.9 RUEs.

Rural land uses

106. Residential developments in the rural area are treated the same way as in the urban environment.
107. Each rural allotment will be assessed as having 1 RUE per residential unit on the property. Each additional or new residential unit on a rural allotment will be assessed as for residential land.
108. Farm sheds and buildings associated with rural activities, which do not place additional demand on infrastructural services, will not incur a development contribution.
109. Industrial or commercial developments located in the rural area will be assessed for a development contribution in accordance with non-residential developments.
110. Where the property is not planned to be connected to the water supply or wastewater network infrastructure no contributions will be required for those activities. However, if at a future time the property is to be connected it will attract a development contribution at building consent or at service connection.

Partition of Māori Land

111. The Māori Land Court can effect an order to partition Māori land. There are generally two types of partition:
- i. full partition, where parcels will not be held by members of the same hapū and must be partitioned in accordance with the RMA subdivision requirements. The Development

Contribution will be assessed at the time of application for subdivision consent.

- ii. hapu partition, where freehold Māori land may be partitioned for members of the same hapū without requiring a subdivision consent. In this case the development contribution will be assessed at the building consent stage or at the time of service connection.

Non-residential developments

112. Every 500m² of GFA for a non-residential development is assessed at one RUE. The estimation method is shown in the table below

Table 6 Non-residential units of demand estimation

Explanation	Formula
At 2.5 people per household, one resident = 40% of one RUE.	$1 / 2.5 = 40\%$
One employee working a 40-hour week generates about half the demand of a household resident for roading, water, wastewater and stormwater.	1 employee = 0.5 residents $40\% \times 0.5 = 20\%$
Allow an average of 100m ² per employee (because the district's employment profile is mostly in industries that are not office-based).	$20\% = 100\text{m}^2$
If one employee generates demand that is roughly equal to 20% of a RUE, then five employees generate one RUE.	$100\% / 20\% = 5.0$
Five employees at 100m ²	$5.0 \times 100\text{m}^2 = 500\text{m}^2$

113. The district is part of a large commuting corridor that extends to the north and south of the district.

Many people commute to work outside the district, while others commute from beyond the district to work inside it. The same is true for shopping and recreation activities, although the commuting patterns will be different. Because of the intensity of commuting patterns across the district and beyond its boundaries, it is not reasonable to assume that employees are also residents.

Developments that involve a combination of activities

114. In determining the final number of RUEs that apply to a particular development, a combination of the general measure of a RUE, the residential and non-residential measure of RUEs and the visitor accommodation measure of RUEs may be used to recognise the specific composition of a particular development. Examples would be a retirement village that includes a combination of retirement accommodation and supported living accommodation or visitor accommodation that includes a combination of fully serviced units, hostel accommodation and a manager's unit.

Design capacity (capacity life)

115. The design capacity of each project indicates the number of intended or expected additional units of demand that each project will provide for development. Identifying the design capacity of each project helps Council to ensure that it is not building additional infrastructure too far in advance of it being needed, and so that it can estimate when further additional capacity may be required. This information is also used to enable Council to allocate funding on an equitable basis. In general, a project with a 30-year design capacity should be funded over 30 years, assuming that growth occurs as projected.

Cost allocations

116. Council allocates capital expenditure projects in the long term plan, plus those projects planned for 2041-51 including capital expenditure projects already delivered by the Council in anticipation of growth. Average costs are generally applied to the allocation of capital expenditure between existing and new RUEs. In most cases, calculating the marginal or incremental costs is a complex exercise, and average costs reflect a fair allocation of capital infrastructure costs to newcomers.
117. For each capital expenditure project or programme of works, Council allocates costs according to the reasons for the expenditure:
- Renewals;
 - to meet or increase the specified level of service; and
 - growth.
118. In estimating the cost proportion of additional growth-related capacity included in renewals and upgrades Council has assumed that:
- capacity increases are designed to reflect the overall level of growth in RUEs expected over the next 30 years; and
 - average cost is a reasonable proxy for the incremental cost of additional capacity. The cost of additional capacity for development growth installed during renewal projects is limited to the appropriate proportion of materials costs as all other costs are deemed to relate to the renewal of the asset.
119. Growth for capacity planning purposes is estimated after consideration of projections of population, households and employment prepared by Statistics New Zealand based on census data.

120. The methodology uses an Excel-based model which lists projects and programmes under each activity and funding service area. The full model is available from the Council.

Summary of methodology for calculating development contributions

121. Section 201(1)(a) of the LGA requires the development contributions policy to include, in summary form, an explanation of and justification for the way each development contribution in the schedule to the policy is calculated. The methodology for calculating development contributions is summarised below—

Determine expected growth and demand for infrastructure for the district

- Determine the expected growth in new lots and residential and non-residential activities likely to be created within specified service areas in the district over the next 30 years, using data from BERL and work undertaken in accordance with the National Policy Statement on Urban Development August 2020. Determine the level of infrastructure that will be required to service the expected growth.

Define funding service areas

- Define the funding service areas for development contributions for each infrastructure activity, based on the services provided in each area, and the expected growth profile.

Identify costs

- Allocate planned capital expenditure costs to one or more of renewals, level of service and growth, taking account of design capacity of the works that will be provided for growth within each funding service area. Do not include operating and maintenance costs, subsidies, grants, third party

funding (to the extent it can be assumed) and the costs of works that Council expects to recover from other sources.

- Add up the cost of capital expenditure for the growth allocations for each project identified through the Long Term Plan 2021 – 2041 and in this Policy for the next 30 years by funding service area:
 - i. Add up the cost of capital expenditure that is expected to be necessary to meet growth needs over the next 30 years.
 - ii. Add up the cost of capital expenditure that has already been provided to meet growth needs over the next 30 years.
- Convert growth projections to units of demand for each infrastructure type, for residential developments, and non-residential developments.
- Adjust the cost of capital to take account of borrowing and debt servicing to yield the total cost of capital expenditure.
- calculate the development contribution per unit of demand (RUE).

Calculate contributions

For each activity in each funding service area, divide the (total) cost of capital by the expected growth (in RUE) to calculate the development contribution per unit of demand (RUE).

Increases in development contributions

122. The Council may increase a development contribution without reviewing the policy, or without consultation, provided that the increase does not exceed the result of multiplying together the:

- rate of increase (if any) in the Producers Price Index (PPI) Outputs for Construction provided by Statistics New Zealand since the development contribution was last set or increased;
- proportion of the total costs of capital expenditure to which the development contribution will be applied that does not relate to interest and other financing costs.

123. An increase under this provision will only take effect after Council has made the following information publicly available:

- the amount of the newly adjusted development contribution; and
- how the increase complies with these requirements

124. The payment of any development contribution is made in accordance with the schedule of development contribution charges in Table 7 (plus any PPI adjustments) applicable at the time of assessment or reassessment.

Operational policy

The trigger for a development contribution

126. The Council will assess the development contribution that is required when it first receives an application for a:

Summary of development contributions

125. The development contributions that will be required for each unit of demand, in each funding service area are listed in Table 7.

Table 7 Summary of development contributions per unit of demand (GST inclusive)

Purpose	Funding service area	Development Contribution per RUE (\$)
Roading	Roading and Transport - Districtwide	2,075
Water	Water Reticulation - Paraparaumu/Raumati	1,616
	Water Reticulation - Waikanae	3,185
	Water Reticulation - Peka Peka	1,593
	Water Treatment - Waikanae /Paraparaumu / Raumati	6,266
	Water Treatment & Reticulation - Ōtaki	6,615
Wastewater	Wastewater - Reticulation Waikanae	1,230
	Wastewater Treatment - Ōtaki	481
	Wastewater Reticulation - Ōtaki	2,006
	Wastewater Reticulation - Paraparaumu / Raumati	250
	Wastewater Treatment - Waikanae/Paraparaumu/Raumati	527
Stormwater	Stormwater - Districtwide	185
	Stormwater collection & management - Paraparaumu/Raumati	470
	Stormwater collection and management - Ōtaki	336
	Stormwater collection and management - Paekākāriki	70
	Stormwater collection and management Waikanae / Peka Peka	300
Community Infrastructure - District Wide	Community Infrastructure -District Wide	1,789

- building consent or a Certificate of Acceptance under the Building Act 2004; or
- resource consent for subdivision or other land use consent under the RMA; or
- service connection or connection authorisation.

Assessment basis and timing

Initial threshold test

127. The Council will assess any subdivision or other development that generates a demand for community facilities for a development contribution where the effect of the development, including its cumulative effect with another

development, is to require new or additional assets, or assets of increased capacity.

Resource consent for subdivision, unit title and cross-lease

128. Council will assess the development contributions required in respect of a resource consent being granted under the RMA for the fee simple subdivision of land, including, unit title and cross lease developments when the subdivision consent application is received by the Council.

129. The Council will initially assess the subdivision at one RUE per developable lot on all sites. The Council may make a further assessment when it receives any subsequent application for resource consent, building consent or service connection, where additional demand is generated.

130. Where a subdivision consent provides for its implementation in stages, the Council has sole discretion for apportioning any development contribution to a relevant stage.

Resource consent for land use

131. The Council will assess the development contributions required in respect of a resource consent for land use under the RMA when it receives the application accompanied by all required information.

132. The Council will assess the development on the basis of RUE's in the development that are approved by the Council. Where a consent is amended by any subsequent decision (including any appeals to the Environment Court), the Council may reconsider the assessment.

Building consent

133. The Council will assess the development contribution required for a development when it

receives a building consent or a certificate of acceptance application accompanied by all required information. Non-residential buildings will be charged pro rata at a rate of 0.002 RUE per m², less any RUE credits remaining from previous stages of development on the site.

134. The stormwater component of the contribution is only applicable to the greatest number of RUEs on any floor in non-residential or multi-unit residential developments. For example, a four-storey residential development with three residential units on one floor and two residential units on each other floor would be assessed on the basis of three RUEs for stormwater.

Service connection

135. If a development only requires a service connection and development contributions have not been assessed for that development, the Council will assess the development contribution when it receives the application for a service connection accompanied by all required information.

Changes to development

136. The amount of development contribution that is payable may be re-calculated, and a further contribution required, at the Council's sole discretion, following any change to a subdivision, land use or building consent or application for a certificate of acceptance or new service connection that results in increased demand.

Assessment and requirement for payment of development contributions

137. Applications received by the Council will be assessed by applying the following steps:

- (a) Confirm whether the application is for a "development" as defined in section 197 of the LGA;
- (b) if the answer to (a) is yes, consider whether the proposed development has an effect, either individually or cumulatively with other developments, of requiring new assets, additional assets, or assets of increased capacity?
- (c) if the answer to (b) determine if, as a consequence, the Council incur (or has it already incurred) capital expenditure to provide appropriately for network infrastructure or community infrastructure?;
- (d) Check whether the Council is prohibited from requiring a development contribution under section 200 of the LGA?
- (e) verify whether the policy provides for development contributions to be required in the circumstances of this development?
- (f) identify the catchments in which the proposed development is located;
- (g) calculate how many RUEs represent the impact attributable to the demand by activity for the relevant catchments;
- (h) identify what credits are applicable, by activity;
- (i) deduct the credit RUEs from the demand RUEs to obtain the net increase in demand by activity for the development;
- (j) determine the charge for each activity by applicable catchment from the schedule of charges;
- (k) total the results for each activity; and
- (l) add GST.

New connections

138. If the Council receives a service connection application for an existing development that was not connected to a district water or wastewater scheme as at 1 July 2005, it will assess and may require a development contribution, because the connection creates demand for additional capacity.

Building consent, certificate of acceptance or land use resource consent without subdivision

139. Council will assess and require contributions at the building consent, certificate of acceptance or land use resource consent stage where there are additional units of demand created in the absence of subdivision (e.g. an additional house on a lot).

Residential subdivision

140. For residential development, the Council will generally assess contributions at the subdivision consent stage, for the following reasons—
- practicality of implementation;
 - economies of scale in implementation costs;
 - fairness;
 - best available knowledge for projections and allocating budgets.
141. The Council is not prevented from assessing and requiring development contributions at a subsequent stage where for any reason it has not assessed and required development contributions to be paid at the subdivision stage.
142. While development contributions will be assessed and required at the time of issue of the resource consent, the invoice will not typically be generated until application is made for the RMA section 224(c) certificate [for Council approval that all conditions of the subdivision consent have been

met]. This avoids Council charging consent holders for subdivisions that do not proceed.

Non-residential subdivision

143. For non-residential development, Council will require contributions at the subdivision consent stage [one per additional allotment created]. It will assess whether further contributions are required at the building or land use consent stage. A credit may apply for any contributions that have been paid for the property at the subdivision stage. This staging is necessary because the demand created by non-residential development varies depending on the characteristics (such as size) of the building or other activity, and these characteristics are generally not known until the building or land use consent stage.

144. While development contributions will be assessed and required at the time of issue of the resource consent, the invoice will not typically be generated until application is made for the RMA section 224(c) certificate [for Council approval that all conditions of the subdivision consent have been met]. This avoids Council charging consent holders for subdivisions that do not proceed.

Amended consents

145. Council may assess and require additional development contributions for a total development if:
- an application for resource consent that was lodged prior to 1 July 2005 is amended; or
 - an application is made to amend a condition of resource consent where the application for that resource consent was lodged prior to 30 June 2005; and

- the amendment results in an increase in the total number of assessed RUEs from that which would have been applicable if this policy had been applied to the development.

Works undertaken or land set aside

146. When assessing development contributions, Council will take into account any capital infrastructure works that have been undertaken and/or land set aside as a result of an agreement with Council.

Credits for existing development

147. In assessing the units of demand for a development, Council will apply credits where, and to the extent that:
- there is pre-existing demand on an allotment. The total RUEs of a development will be reduced by the level of pre-existing demand from a development; or
 - development contributions have already been paid for the same development and for the same activity. This includes development contributions paid at the subdivision stage, applied as a credit towards subsequent building activity.
148. Credits will be expressed in RUEs, rather than specific dollar amounts, even if the schedule of charges payable per unit in the policy has changed between applications relating to the same development.
149. Credits will not be refunded and can only be used for developments on the same site and for the same activity for which they were granted.
150. Credits cannot be used to reduce the number of units of demand to less than zero.

Table 8 Examples of credits

Current development (pre-existing demand)	New development	Assessed number of RUEs	Credit	Development contribution to be paid
One allotment	Infill residential fee simple subdivision into 3 fee simple allotments	3 RUEs	1 RUE credit for the original allotment	2 RUEs for the additional allotments.
One residential unit, 60 m ² GFA or less.	Extension to more than 60 m ²	1 RUE	0.7 RUE credit for the original development.	0.3 RUE for the extension.
An extension to an existing residential unit, 65 m ² GFA or less established prior to 1 July 2018, which had already had a reduction in development contributions under an earlier version of this policy.	Extension to more than 65 m ²	1 RUE	0.7 RUE credit for the original development.	0.3 RUE for the extension.
An addition to an existing one -bedroom residential unit established prior to 1 July 2018, which had already had a reduction in development contributions under an earlier version of this policy.	Add one or more new bedrooms	1 RUE	0.5 RUE credit for the existing development	0.5 RUE for the modification
One residential unit on an existing allotment already containing one residential unit.	One additional residential unit, with or without subdivision.	2 RUEs	1 RUE credit for the existing residential unit	1 RUE for the additional residential unit.
Commercial development with gross floor area of 1,000 m ² .	Covert 500m ² into 4 residential units (each measuring more than 60m ²)	4 RUEs	1 RUE for original commercial development (500m ² = 1 RUE)	3 RUEs for additional residential units

Timing of payment

151. Development contributions must be paid by the following due dates.

PAYMENT DUE DATE	
Building consent	60 days following the issue of the invoice
Certificate of acceptance	Prior to issue of the certificate of acceptance
Resource consent for subdivision	Prior to release of the certificate under section 224(c) of the RMA
Resource consent (other)	60 days following the issue of the invoice
Service connection	Prior to issue of the connection approval

152. Pursuant to section 208 of the LGA, until such time as a development contribution has been paid or made, Council may:

- in the case of a development contribution required under section 198(1)(b) withhold a code of compliance certificate under section 95 of the Building Act;
- in the case of a development contribution required under section 198(4A) withhold a certificate of acceptance under section 99 of the Building Act;
- in the case of a development contribution required under section 198(1)(a), withhold a

certificate under section 224(c) of the RMA, or prevent the commencement of a resource consent under the RMA;

- in the case of a development contributions required under section 198(1)(c), withhold a service connection to the development.

In each case, the Council may register the development contribution as a charge on the title of the subject land.

Refunds

153. The development contribution policy provides for projects which have an extensive funding period and construction phase for many years and extend beyond the current long term plan. However, all development contribution projects have to be identified in the long term plan.

154. The refund of money will occur in accordance with Section 209 of the LGA 2002, if:

- a resource consent lapses under section 125 of the RMA 1991, or is surrendered under section 138 of that Act, or
- a building consent lapses under section 52 of the Building Act 2004, or
- the development or a building in respect of which a resource consent or building consent was granted does not proceed, or
- the Council does not provide any network infrastructure, or community infrastructure for which a development contribution was required.

155. Any refunds will be issued to the current consent holder for the development for which they apply.

156. The amount of any refund will be the contribution paid, less any costs already incurred by the Council in relation to the development or building and its discontinuance but may include any interest earned depending on the circumstances of the case.

Liability should construction not commence

Within two years

157. If construction of a development does not commence within two years of being granted a resource or building consent, the ability to seek a reconsideration under s199A of the LGA shall no longer apply, and all contributions will be fully payable for the development.
158. Commencement of construction will be deemed to have occurred when the activity for which a resource consent and building consent were issued, has commenced.

Reconsiderations and objections

Reconsiderations

159. If Council requires a person to make a development contribution, that person may request Council under section 199A of the LGA to reconsider the requirement if they have grounds to believe that the:
- development contribution was incorrectly calculated or assessed under Council's development contributions policy; or
 - Council incorrectly applied its development contributions policy; or
 - information used to assess the person's development against the development contributions policy, or the way the Council has recorded or used it when requiring a development contribution, was incomplete or contained errors.
160. A request to reconsider must be made within 10 working days after the date on which the person lodging the request receives notice from Council of

the amount of development contribution that Council proposes to require.

161. A person may not apply for reconsideration of a requirement if the person has already lodged an objection to that requirement under s199C and Schedule 13A of the LGA.
162. A request for reconsideration may be made either—
- on Council's Development Contribution Reconsideration form which is available on Council's website kapiticoast.govt.nz; or
 - via email, providing the request includes all the same information as if it was made using the form.
163. The Council will acknowledge receipt of the reconsideration request within three working days by responding in writing or by email.
164. The Council may, within 10 working days of receiving the request for reconsideration, request further information from the requester to support the grounds stated in the reconsideration.
165. Once the Council has received all the required information relating to the request or the applicant has advised that they will not provide any further information, the Council will reconsider the assessment and advise the applicant of the outcome within 15 working days.
166. The Council will follow the process below in assessing a request for a reconsideration:
167. Staff will prepare a provisional report undertaking a full review of the original assessment including taking into account the:
- grounds on which the request for consideration was made including any new information;

- purpose and principles of development contributions under sections 197AA and 197AB of the LGA;
- provisions of the development contributions policy; and
- other relevant matters.

168. The reconsideration request and provisional report will be reviewed by the relevant Group Manager, in line with their financial delegation.

169. The applicant will be advised of the outcome of the request within 15 working days after the date the:

- application for reconsideration is received, if all required information is provided in that application; or
- application for reconsideration is received, if the applicant refuses to provide further information; or
- further information is received from the applicant.

170. The Council may charge an administration fee for reconsidering the development contributions it has assessed, at its sole discretion. The fee may be refunded if the reconsideration results in the Council requiring a reduced development contribution.

171. A person may lodge an objection to the outcome of the reconsideration process in accordance with section 199C of the LGA.

Objections

172. This section summarises the relevant provisions of the LGA as at 12 March 2018 and especially sections 199C – 199P. Anyone who wishes to object to a development contribution required under section 198 is advised to refer to the LGA for more

details, and especially schedule 13A, which provides the procedure for development contribution objections.

173. A person may object to the assessed amount or the reassessment amount of the development contribution that the Council has required from them under certain circumstances.
174. An objection may be made only on the ground that the Council has:
- failed to properly take into account features of the objector's development that, on their own or cumulatively with those of other developments, would substantially reduce the impact of the development on requirements for community facilities in the territorial authority's district or parts of that district; or
 - required a development contribution for community facilities that is not required by, or related to, the objector's development, whether on its own or cumulatively with other developments; or
 - required a development contribution in breach of section 200 of the LGA; or
 - incorrectly applied its development contributions policy to the objector's development.
175. Objections are decided by development contribution commissioners, who are appointed by the Minister of Local Government. Council selects not more than three commissioners for an objections decision as soon as practicable after receiving the objection. Commissioners may not be board members, shareholders, owners, employees, or contractors of the objector. If an objection requires specialist skills and knowledge, Council may seek to have a specialist approved by

the Minister of Local Government for the relevant objection.

176. A hearing is not mandatory.
177. The commissioners must fix the date, time, and place of the hearing (if any), and advise the parties at least 10 working days before the date on which the hearing commences.
178. Witness fees and allowances are met by the party that calls the witness.
179. Council may recover its actual and reasonable costs in respect of the objection for:
- selecting, engaging and employing the development contributions commissioners; and
 - providing the secretarial and administrative support for the objection process; and
 - preparing for, organising, and holding the hearing.
180. When a development contribution objection is lodged, Council may still require the development contribution to be made but must not use it until the objection has been determined. If Council does not require a development contribution to be made pending the determination of an objection, it may withhold certificates or permissions in accordance with section 208 of the LGA until the objection has been determined.

Development agreements

181. A development agreement is a contractual agreement voluntarily entered into between a developer(s) and the Council. The relevant requirements are set out in sections 207A-F of the LGA. Development Agreements enable Council and developers to opt out of the requirement for development contributions and instead find agreed solutions tailored to meet particular development and infrastructure requirements while ensuring private and public outcomes are met. Section 207C of the LGA enables development agreements to be used for a wide range of development related matters. This may include, without limitation, providing, supplying or exchanging infrastructure and paying money to provide network infrastructure and works, providing for staged development, timing of any payment, or where a developer provides infrastructure. Development agreements provide developers and Council with flexibility and certainty to proceed with a development that may not align with the Council's infrastructure provision timeframe.
182. A developer may wish to enter into a development agreement when their proposed development requires strategic infrastructure within a timeframe not aligned with the Council's plans, or where the infrastructure is of a larger scale than that contemplated in the Council's Long Term Plan or where a private development provides infrastructure that has a public benefit that has not been contemplated in the Long Term Plan.

Process for a development agreement

183. A development agreement is a legally enforceable contract and anyone considering requesting a development agreement is advised to consider

sections 207A-207E of the LGA before making a request.

184. Either a developer or the Council may request a development agreement. Any requests must be in writing.
185. When the Council receives a written request from a developer to enter into a development agreement, it must consider the request without unnecessary delay.
186. The Council may accept the request in whole or in part subject to any amendments agreed to by both the Council and the developer; or the Council may decline the request.
187. The Council must provide the developer with written notice of its decision and the reasons for its decision.
188. If there is any conflict between the content of a development agreement and the application of a relevant development contributions policy in relation to that agreement, the content of the development agreement prevails.

Contents of a development agreement

189. Any development agreement must be in writing and clearly record:
 - The legal name of the territorial authority and the developer that will be bound by the agreement;
 - a description of the land that the agreement will relate to, including its legal description and, if applicable:
 - o the street address of the land; and
 - o other identifiers of the location of the land, its boundaries, and extent; and

- details of the infrastructure that each party to the agreement will provide or pay for.
- A development agreement may also include, without limitation, information relating to all or any of the following:
 - a description of the development to which the agreement will relate,
 - when infrastructure will be provided, including whether it will be staged,
 - who will own, operate, and maintain the infrastructure being provided,
 - the timing and arrangements of any vesting of infrastructure,
 - the mechanism for the resolution of disputes under the agreement,
 - the arrangements for, and timing of, any transfer of land between the territorial authority and the developer
 - the nature, amount, and timing of any monetary payments to be made between the parties,
 - the enforcement of the development agreement by a suitable means in event of a breach.

Schedule to the policy

190. Paragraphs 190 to 197 of this policy form the schedule to the policy required by section 201(2) of the LGA.
191. The schedule sets out the development contributions that may be charged for each activity and within each funding service area. In accordance with sections 201A and 202(1) of the LGA the schedule specifies:
 - the assets for which development contributions will be used;
 - the event and circumstances that will give rise to a requirement for payment of a development contribution;
 - the development contributions payable in the district or local service area by development for capital expenditure for growth-related services for network infrastructure (water supply, wastewater, stormwater, transportation) and community infrastructure, as a dollar (\$) amount; and
 - further assumptions underlying the detailed calculation of the development contribution where these help to explain the calculation or methodology.

192. The methodology used to calculate development contributions is summarised at paragraph 122 of this policy. The full methodology that demonstrates how development contributions are calculated is available from Council's offices at 175 Rimu Road, Paraparaumu.
193. The event and circumstances that will give rise to a requirement of payment of a development contribution are set out in the operational policy. How the Council determines the units of demand is contained in paragraphs 93-115 of this policy.
194. The explanation of and justification for the way each development contribution is calculated is set out in paragraphs 51-92 of the policy.
195. Council may make changes to the schedule of capital projects at any time without consultation or further formality, but only if the change:
 - is being made to reflect a change of circumstances in relation to an asset that is

listed in the schedule or is to be added to the schedule; and

- does not increase the total or overall development contribution that will be required to be made to the territorial authority.

Total cost of capital to meet growth needs

196. The total cost of capital to meet growth needs is calculated from a set of large, linked, planning spreadsheets for each activity.

197. The Council has used the best information available at the time of developing this policy to estimate the cost of individual items of capital expenditure that will be funded in whole or in part out of development contributions. It is likely that actual costs will differ from estimated costs due to factors beyond Council's ability to predict, such as changes in the price of raw materials and labour, and the timing of capital works. Council will review its capital expenditure estimates every three years when reviewing this policy, and as part of its long term plan.

198. The following items are excluded from the development contributions calculations:

- operating and maintenance costs, subsidies and grants; and
- the costs of works to be funded by developers and third parties, the costs of any other works that Council will not pay for, and the cost of works that Council expects to recover from financial contributions.

199. The cost of capital spreadsheets show the:

- funding service area for the project
- activity;
- project name;

- growth proportion of the project;
- design capacity (in units of demand) for the growth component of the project;
- expected timing of the project;
- estimated cost (at today's prices);
- expected and actual funding, showing expected revenue sources; and
- expected cost of capital for any component that will be funded by debt.

Table 9 Schedule of financial contributions under the Kāpiti Coast District Plan

Plan	Purpose/activity	Can the Council require a financial contribution if the development is:	
		exempt from development contributions?	liable for development contributions?
Kapiti Coast District Plan	Reserves/open spaces	Yes	Yes
	Infrastructure beyond development site	Yes	No
	Heritage and ecological features	Yes	Yes
	Riparian margins	Yes	Yes

Schedule of indicative development contributions by area

200. Table 10 lists the indicative development contributions per unit of demand payable for each area in the district. It is important to note however that the specific charge for each unit of demand will be driven by which map each property is located within for each service area.

Table 10 Indicative development contributions by area [GST Inclusive]

	Ōtaki (\$)	Paekākāriki (\$)	Paraparaumu- Raumati (\$)	Waikanae (\$)	Peka Peka (\$)
2021 LTP DC Charges					
Community Infrastructure - Districtwide	1,789	1,789	1,789	1,789	1,789
Roading & Transport - Districtwide	2,075	2,075	2,075	2,075	2,075
Stormwater - Districtwide	185	185	185	185	185
Stormwater collection & management	336	70	470	300	300
Wastewater - Reticulation	2,006		250	1,230	
Wastewater Treatment	481		527	527	
Water Reticulation	567		1,616	3,185	1,593
Water Treatment	6,048		6,266	6,266	6,266
Total development contributions levy [GST Inclusive]	13,487	4,119	13,178	15,557	12,208

Capital projects to be funded by development contributions

201. Table 11 lists the community infrastructure project that have already been built, and for which development contributions may still be required. It shows the capital expenditure incurred, and the amount to be recovered through development contributions.

Table 11 Community infrastructure transition projects

Funding service area	Community infrastructure project	Capital expenditure on projects already constructed (\$)	Expenditure to be recovered from development contributions (\$)	Expenditure to be funded from other sources (\$)
District	Paraparaumu library	5,600,000	1,848,000	3,752,000
District	Ōtaki Library	1,100,000	275,000	825,000
District	Coastlands Aquatic Centre	17,300,000	5,709,000	11,591,000
District	Improved Civic Administration	7,565,000	1,513,000	6,052,000
Total		31,565,000	9,345,000	22,220,000

202. Table 12 lists all of the Council's past and future assets and programmes of work that have a development contribution funding component.

Table 12 Schedule of past and future capital (FC) projects by development contributions (DC)

Projects	Pre 2020 actual spend and 2020/21 Annual Plan				2021-41 LTP and 2041-51 capital expenditure included in the Infrastructure strategy			
	Capital expenditure (\$ already incurred	Capital expenditure (\$) already incurred funded by other sources	Capital expenditure (\$) already incurred (net)	Capital Expenditure (\$) incurred to meet growth	Planned Capital expenditure (\$) expected to be incurred	Planned Capital expenditure (\$) expected to be incurred funded by other sources	Planned capital expenditure (\$) expected (net)	Planned capital Expenditure (\$) incurred to meet growth Net
Community Infrastructure-District wide	9,344,999	-	9,344,999	9,344,999	-	-	-	-
COASTLANDS AQUATIC CENTRE/LIBRARIES OTAKU/ PARAM/CIVIC ADMIN BUILDING	9,344,999	-	9,344,999	9,344,999	-	-	-	-
Roading and Transport - Districtwide	25,843,295	(9,269,726)	16,573,569	4,142,863	116,407,427	(46,693,012)	69,714,415	11,011,270
1790A CWB	1,894,860	(733,397)	1,161,463	53,736	600,000	-	600,000	-
17911 STRATEGIC PROPERTY PURCHASES	200,011	(176,329)	23,682	4,852	-	-	-	-
1791T CWB NEW PATH DEVELOPMENT	339,277	(183,953)	155,324	36,168	-	-	-	-
17929 ROAD RECONSTRUCTION	1,669,549	(735,413)	934,136	56,395	16,867,000	-	16,867,000	3,373,400
1792D NZTA PAVEMENT REHABILITATION	895,617	(515,705)	379,912	14,287	23,962,997	(12,221,128)	11,741,869	-
1792R NZTA TRAFFIC MODELLING	312,791	(98,956)	213,836	21,146	1,276,062	(650,792)	625,270	-
1792V CWB USER SURVEYS	-	(3,918)	(3,918)	(980)	-	-	-	-
1792X CWB NEW CAPITAL	93,010	-	93,010	9,301	-	-	-	-
1793A NZTA MINOR SAFETY IMPROVEMENTS	5,539,386	(2,945,347)	2,594,039	406,304	39,365,000	(20,076,150)	19,288,850	3,857,770
1794L NZTA FOOTPATHS	3,952,974	(1,890,886)	2,062,088	382,936	3,450,867	(1,759,942)	1,690,925	-
1794N LOCAL AREA CONNECTOR RAUMATI CORRIDOR	1,023,801	-	1,023,801	153,570	-	-	-	-
1794P LOCAL AREA CONNECTOR ARAWHATA TRAFFIC SIG	329,820	-	329,820	49,473	-	-	-	-
17950 MAJOR COMMUNITY CONNECTOR UPGRADES	1,404,166	(852,547)	551,619	137,905	7,385,501	-	7,385,501	1,477,100
1795A MAJOR CONNECTORS NGA MANU ROAD	1,748,372	-	1,748,372	1,748,372	-	-	-	-
1795C NZTA EAST WEST CONNECTORS	2,236,660	(1,133,274)	1,103,386	371,700	23,500,000	(11,985,000)	11,515,000	2,303,000
RESIDENTIAL AND COMMERCIAL ROADING UPGRADES/CWB NETWORK	4,203,000	-	4,203,000	697,698	-	-	-	-
Stormwater - Districtwide	3,384,646	-	3,384,646	371,286	15,120,733	-	15,120,733	1,512,073
Various MINOR STORMWATER PROJECTS (18416; 18425-18428)	1,227,099	-	1,227,099	40,627	15,120,733	-	15,120,733	1,512,073
18418 MAJOR STORMWATER PROJECTS	608,434	-	608,434	(253)	-	-	-	-
18446 MINOR WORKS REN	1,109,112	-	1,109,112	110,911	-	-	-	-
CHRYSTALLS BEND FLOOD PROTECTION	440,000	-	440,000	220,000	-	-	-	-
Stormwater collection & management Paraparaumu/ Raumati	12,378,779	-	12,378,779	1,243,078	42,149,082	-	42,149,082	4,214,908
184A7 MAJOR PROJECTS PARAPARAUMU	7,967,805	-	7,967,805	796,781	42,149,082	-	42,149,082	4,214,908
184B2 CATEGORY E - DOWN STREAM CONSTRAINTS	1,141,590	-	1,141,590	114,159	-	-	-	-
38146 PARAPARAUMU - PRIORITISATION - NEW ASSETS	160,992	-	160,992	16,099	-	-	-	-
3817D KENA KENA SWPS UPGRADE	173,331	-	173,331	22,533	-	-	-	-
381C4 LOCAL CATCHMENTS	453,684	-	453,684	45,368	-	-	-	-
381D2 RAUMATI BEACH CBD STORMWATER UPGRADE	2,388,829	-	2,388,829	238,883	-	-	-	-

Projects	Pre 2020 actual spend and 2020/21 Annual Plan				2021-41 LTP and 2041-51 capital expenditure included in the Infrastructure strategy			
	Capital expenditure (\$ already incurred	Capital expenditure (\$ already incurred funded by other sources	Capital expenditure (\$ already incurred (net)	Capital Expenditure (\$ already incurred to meet growth	Planned Capital expenditure (\$ expected to be incurred	Planned Capital expenditure (\$ expected to be incurred funded by other sources	Planned capital expenditure (\$ expected (net)	Planned capital Expenditure (\$ incurred to meet growth Net
381D6 MAZENGARB MAPS/PROJECTS	92,548	-	92,548	9,255	-	-	-	-
Stormwater collection and management Otaki	5,730,107	-	5,730,107	772,767	20,265,895	-	20,265,895	2,026,589
18414 MAJOR PROJECTS OTAKI	-	-	-	-	20,265,895	-	20,265,895	2,026,589
58131 OTAKI - PRIORITISATION - NEW ASSETS	1,148,413	-	1,148,413	114,841	-	-	-	-
58133 OTAKI BEACH SWPS	4,581,695	-	4,581,695	657,926	-	-	-	-
Stormwater collection and management Paekakariki	-	-	-	-	7,323,968	-	7,323,968	732,397
18413 MAJOR PROJECTS PAKAKARIKI	-	-	-	-	7,323,968	-	7,323,968	732,397
Stormwater collection and management Waikanae	1,724,492	-	1,724,492	188,143	27,628,035	-	27,628,035	2,762,804
18445 MAJOR PROJECTS WAIKANA E	-	-	-	-	27,628,035	-	27,628,035	2,762,804
184B4 CATEGORY A - HABITABLE FLOOR FLOODING	233,233	-	233,233	23,323	-	-	-	-
48135 WAIKANA E - PRIORITISATION - NEW ASSETS	555,970	-	555,970	55,597	-	-	-	-
48138 KAKARIKI SH1 AND AWANUI	412,346	-	412,346	41,240	-	-	-	-
481C1 CHARNWOOD GROVE	522,943	-	522,943	67,983	-	-	-	-
Wastewater - Reticulation Paraparaumu, Raumati	-	-	-	-	1,286,000	-	1,286,000	146,850
18957 GRAVITY MAIN UPGRADE	-	-	-	-	410,000	-	410,000	82,000
18960 COLEMAN WWPS UPGRADE PSP91	-	-	-	-	551,000	-	551,000	55,100
18962 HINEMOA WWPS UPGRADE PSP90	-	-	-	-	325,000	-	325,000	9,750
Wastewater - Reticulation Waikanae	5,277,048	-	5,277,048	5,271,048	1,500,000	-	1,500,000	1,500,000
18958 WAIKANA E RISING MAIN	-	-	-	-	1,500,000	-	1,500,000	1,500,000
4773R WAIKANA E DUPLICATE RISING MAIN - ADVANCED	2,743,098	-	2,743,098	2,743,098	-	-	-	-
48835 RAUPARAHA PS UPGRADE	2,533,950	-	2,533,950	2,527,950	-	-	-	-
Wastewater Reticulation - Otaki	-	-	-	-	5,272,000	-	5,272,000	4,731,290
18944 OTAKI GRAVITY MAIN	-	-	-	-	1,684,000	-	1,684,000	1,684,000
18961 NEW RISING MAIN OT01	-	-	-	-	838,000	-	838,000	838,000
18966 ARTHUR ST STORAGE UPGRADE OSP03	-	-	-	-	1,288,000	-	1,288,000	1,288,000
18967 MATENE ST UPGRADE OSP07	-	-	-	-	447,000	-	447,000	210,090
18968 RAHUI RD STORAGE UPGRADE OSP01	-	-	-	-	525,000	-	525,000	525,000
18969 TE WHENA WWPS UPGRADE OSP16	-	-	-	-	490,000	-	490,000	186,200
Wastewater Treatment - Otaki	1,529,694	-	1,529,694	291,498	1,115,000	-	1,115,000	206,200
18911 ELECTRICAL	201,056	-	201,056	-	305,000	-	305,000	30,500
18947 OTAKI NEW INLET SCREEN	157,697	-	157,697	-	560,000	-	560,000	123,200
18951 PARA AERATION SYSTEM RENEWAL	32,273	-	32,273	3,586	250,000	-	250,000	52,500
58811 OTAKI WW TREATMENT PLT OXIDATION LAGOON DE	1,138,668	-	1,138,668	287,913	-	-	-	-
Wastewater Treatment - Waikanae/Paraparaumu/Raumati	3,494,576	-	3,494,576	738,233	8,993,097	-	8,993,097	3,282,072
18950 PARA WWTP INLET WORKS	1,796,646	-	1,796,646	367,741	4,103,097	-	4,103,097	1,354,022

Projects	Pre 2020 actual spend and 2020/21 Annual Plan				2021-41 LTP and 2041-51 capital expenditure included in the Infrastructure strategy			
	Capital expenditure (\$ already incurred	Capital expenditure (\$ already incurred funded by other sources	Capital expenditure (\$ already incurred (net)	Capital Expenditure (\$ already incurred to meet growth	Planned Capital expenditure (\$ expected to be incurred	Planned Capital expenditure (\$ expected to be incurred funded by other sources	Planned capital expenditure (\$ expected (net)	Planned capital Expenditure (\$ incurred to meet growth Net
18952 PARA RAS PUMP STATION 1 UPGRADE	-	-	-	-	500,000	-	500,000	135,000
18953 PARA A RECYCLE PP UPGRADE	-	-	-	-	700,000	-	700,000	189,000
18954 PARA BIOREACTOR RECONFIGURATION	-	-	-	-	600,000	-	600,000	198,000
18955 PARA SECONDARY HYDRAULIC UPGRADE	-	-	-	-	1,015,000	-	1,015,000	274,050
18956 PARA WWTP UV UPGRADE	-	-	-	-	1,200,000	-	1,200,000	324,000
18959 WAIKANA E POND PS UPGRADE	-	-	-	-	100,000	-	100,000	33,000
18965 PARA POLY MAKEUP SYSTEM	-	-	-	-	250,000	-	250,000	250,000
18970 RIVERBANK RD STORAGE UPGRADE	-	-	-	-	525,000	-	525,000	525,000
3882A JOINT WASTE TREATMENT CAPEX	416,826	-	416,826	104,207	-	-	-	-
47745 WW TREATMENT PLT DISSOLVED AIR FLOATATION	538,104	-	538,104	80,535	-	-	-	-
SLUDGE TREATMENT	743,000	-	743,000	185,750	-	-	-	-
Water Reticulation - Otaki	-	-	-	-	950,000	-	950,000	950,000
18862 NETWORK UPGRADE OTAKI	-	-	-	-	950,000	-	950,000	950,000
Water Reticulation- Paraparaumu/Raumati	3,569,000	-	3,569,000	1,427,600	600,000	-	600,000	600,000
18874 NETWORK UPGRADES PARAPARAUMU	-	-	-	-	600,000	-	600,000	600,000
PIPE UPGRADES	3,569,000	-	3,569,000	1,427,600	-	-	-	-
Water Reticulation- Waikanae	303,897	-	303,897	230,131	5,210,390	-	5,210,390	5,210,390
18873 NETWORK UPGRADES WAIKANE	-	-	-	-	5,210,390	-	5,210,390	5,210,390
48340 TUI HL RESERVOIR UPGRADE	247,434	-	247,434	197,947	-	-	-	-
4841L STRATEGIC TRUNK NETWORK UPGRADES	56,464	-	56,464	32,184	-	-	-	-
Water Treatment - Otaki	772,000	-	772,000	193,000	4,030,000	-	4,030,000	4,030,000
188A1 RES UPGRADE OTAKI	-	-	-	-	4,030,000	-	4,030,000	4,030,000
DRINKING WATER STANDARDS UPGRADES OTAKI	772,000	-	772,000	193,000	-	-	-	-
Water Treatment - Waikanae /Paraparaumu / Raumati	39,260,024	-	39,260,024	19,515,154	18,798,949	-	18,798,949	9,751,769
18863 WAIK RRWG BORE UPGRADE	-	-	-	-	7,200,000	-	7,200,000	7,200,000
18872 WAIKANA E TREATMENT PLANT UPGRADE	3,122,082	-	3,122,082	686,858	11,598,949	-	11,598,949	2,551,769
48426 WAIK RRWG BORE UPGRADE	30,865	-	30,865	30,865	-	-	-	-
48471 WAIKANA E WATER TREATMENT PLANT UPGRADE	1,181,943	-	1,181,943	212,750	-	-	-	-
484E1 WPR WATER SUPPLY PROJECT	10,873,086	-	10,873,086	10,578,470	-	-	-	-
484E8 WATER METERING PROJECT	8,378,066	-	8,378,066	2,094,516	-	-	-	-
484E9 WATER SUPPLY LAND CAPEX	2,473,982	-	2,473,982	618,495	-	-	-	-
PARAPARAUMU/WAIKANE SUPPLEMENTARY WATER SUPPLY	13,200,000	-	13,200,000	5,293,200	-	-	-	-
Grand Total	112,612,556	[9,269,726]	103,342,830	43,729,801	276,650,577	[46,693,012]	229,957,564	52,668,612

Assumptions

Significant assumptions

203. The following significant assumptions underlie this policy and the calculations in the schedule of this policy.

Significant assumptions	Significance of the level of the uncertainty	Scope and nature of the uncertainty	Effect of the uncertainty
Volume and timing of growth Growth occurs as modelled in the Council's growth projections.	Moderate, and moderated by- <ul style="list-style-type: none"> Development contribution policy review Long term plan District Plan monitoring and review National Policy Statement review Census 	Growth is lower than projected in all or some areas at any point in time.	Demand for infrastructure will occur later than expected.
			Demand for infrastructure may require less substantial infrastructure than expected.
		Growth is greater than projected in all or some areas at any point in time.	The lag between Council making capital expenditure and Council receiving DC may be greater than expected.
			Demand for infrastructure will occur earlier than expected.
That growth occurs in the locations identified for growth and that land is available for growth	Low	Growth within the Kāpiti Coast District will primarily take place within and in close proximity to existing urban areas, with intensification in and around town centres and public transport centres.	Demand for infrastructure may require more substantial infrastructure than expected.
	Low	The Council has sufficient land for the expected population growth over the next 20 years.	Insufficient over the period until this policy is next reviewed (2024).
That growth is affordable	Moderate	That growth can be managed affordably (location, timing, volumes) for Council, and the Council can fund its share of capital expenditure mainly via debt and supported by development contributions, while also maintaining the Council's core business.	Insufficient over the period until this policy is next reviewed (2024).
		Future revenue from rates will be sufficient to meet the future operating costs resulting from capital expenditure	The Council is mindful of the need to balance infrastructure management with investment planning to ensure that growth continues to be affordable for the Council and its communities.
Third party contributions are received as expected, and specifically, that all NZTA subsidies will continue at present levels and that eligibility criteria will remain unchanged.	Moderate.	Central government policy changes may not be predictable over the long term (e.g. Waka Kotahi NZTA funding policy).	The Council is mindful of its investment planning to ensure that growth continues to be affordable for the Council and its communities.
Methods of service delivery will remain substantially unchanged.	Low	Technological innovations may lead to substantial changes in infrastructure requirements.	Policy may not be predictable over the long term (e.g. Waka Kotahi NZTA funding policy). The Council could face substantially increased costs for some projects.
			Technological innovations may lead to substantial changes in infrastructure requirements. Council monitors service delivery trends so that it can make informed choices about the options for its communities.

Other assumptions

Planning horizon

204. Council has used a 30-year planning horizon for this policy, and a 20-year planning horizon for the long term plan 2021-41, although some of Council's asset management planning uses much longer planning horizons. Using longer horizons may result in larger capital expenditure for some projects but also means the costs are shared over a greater number of developments.

205. Therefore, the regular update and assessment of growth projections are a key component of planning future infrastructure requirements.

Growth assumptions

206. Growth projections are subject to significant uncertainties as to the quantum, timing and location of growth.

207. The Kāpiti Coast population has been growing steadily for decades, and future growth is expected to be particularly affected by the regional pattern of growth in employment and industry, and the aging population.

208. Kāpiti Coast District Council's Growth Model, BERL forecasts, the National Policy Statement on Urban Development (NPS-UD) and the emerging Wellington Regional Growth Framework (WRGF), all project growth in the district in population and employment. Projected and actual growth influences the extent and scale of the Council's capital expenditure projects, which then affects the contributions that newcomers will be required to pay.

209. If the growth model is over-optimistic, the capital expenditure programme will cause the Council to

over-invest or invest too early for some developments. This will result in higher prices in both contributions cost in the medium term and rates cost in the short to medium term, which would be unattractive for current and potential new residents and ratepayers. Therefore, the district's capital expenditure projects need to be closely aligned to growth.

210. The challenge is to have a transparent, consistent, and equitable basis for funding the additional infrastructure that new developments demand. The costs of growth need to be correspondingly and fairly balanced given the limited sources of funding available to the Council.

Population and household growth

211. The population is projected to increase by almost 17,824 new residents from 55,987 in 2021 to 73,809 in 2040. The growth rate is 33% over the 20 years, or 1.5% each year from year 4 and 1.1%, 1% and 1.3% for first three years of the LTP.

212. As well as growth in families and young persons, an increasing proportion of the district's population is expected to be over 65 years of age. This demographic is a particular factor reflected in a smaller average household size across the district. This affects the 'residential equivalent unit' (RUE), which is a metric that councils use to standardise units of demand for infrastructure. A residential unit equivalent of 2.5 people has been used for the 2021-41 Long Term Plan which is similar to the household size of 2.45 as determined from 2018 Census data.

213. The population growth projections by funding area are given in Table 13 below.

Table 13 Population growth projections by funding areas

Funding Area	20-year growth	30-year growth
Otaki	47%	82%
Paekakariki	4%	8%
Raumati	13%	19%
Paraparaumu	22%	42%
Waikanae	60%	90%

214. Note that any subdivision or development in areas with no expected growth, will require

development contributions towards costs that are funded on a district-wide basis (roading, stormwater, community infrastructure), unless the development qualifies for a reduction due to being the first house on a lot created prior to 30 July 1999.

Impact of growth

215. These three related types of growth - population, household, and employment - all create demand for new infrastructure assets or additional capacity in the existing assets:

- an increased population will need and use more transport, water, and wastewater services. They will benefit from stormwater management services, and they will also need additional community facilities - parks, reserves, pools, libraries, sports facilities, etc;
- growth in the number of residential or non-residential lots, or rating units increases the demand for network infrastructure (roads, water, wastewater, and stormwater networks) to serve those properties; and
- an increase in the number of jobs in the district will increase the:
 - number of traffic movements per day within the district
 - demand for commercial and industrial space with infrastructure services.

216. Each of these forms of growth generates a requirement for the Council to invest in additional capacity in its transport, water supply and wastewater facilities, stormwater collection and management, and community infrastructure, on top of the infrastructure already in place in the district.

Development capacity

217. With regards to development capacity, Kāpiti Coast District Council had a Housing and Business Development Capacity Assessment (HBA) prepared in 2019. This identified Kāpiti District has a feasible residential capacity of 6,052 dwellings across all forms of residential development. Of the 6,052 feasible dwellings, 2,742 come from greenfield land supply. The remaining 3,310 come from potential infill development, redevelopment or intensification of existing urban areas.

218. Theoretical development capacity of greenfield areas

For the purposes of this HBA, greenfield areas are defined as any residential zoned area over five hectares in size and any areas that provide for future growth and development. For Kāpiti, this includes a number of parcels of land zoned for Future Urban Development in Waikanae and Ōtaki, and a number of areas of residential zoned land in Raumati, Waikanae and Ōtaki.

219. Theoretical development capacity for infill and redevelopment of existing urban areas

The assessment of infill and redevelopment capacity includes all residential zoned land less than five hectares in size. This includes assessment of any vacant sites, as well as areas of existing development. The assessment analyses both the ability to infill around existing development and the full redevelopment of sites across a range of potential housing typologies (stand-alone housing, terrace housing or apartments).

Table 14 Theoretical and feasible development capacity 2019

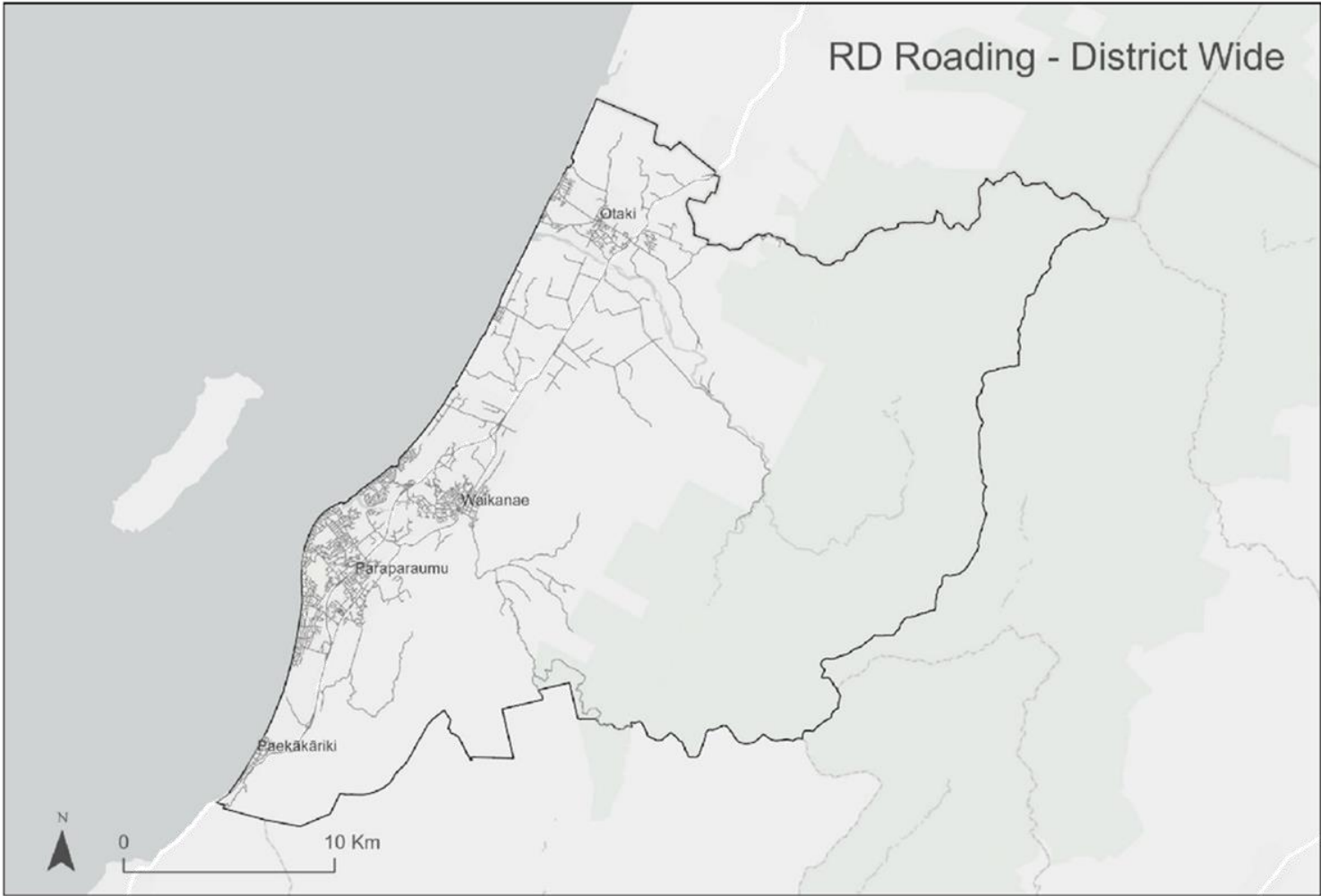
	Greenfield Development Capacity		Infill Development Capacity				
Housing area	Theoretical capacity	Feasible capacity	Theoretical Capacity	Feasible capacity (by type)			Total
				Stand-alone Housing	Terraced housing, flats	Total	
Paekākāriki	-	-	284	22	3	25	25
Raumati	174	174	2,849	332	459	791	965
Paraparaumu	-	-	6,665	253	101	354	354
Waikanae	1,770	1,740	5,180	425	304	729	2,469
Ōtaki	1,406	828	4,214	209	1,120	1,329	2,157
Other	-	-	593	81	1	82	82
Total	3,350	2,742	19,785	1322	1,988	3,310	6,052

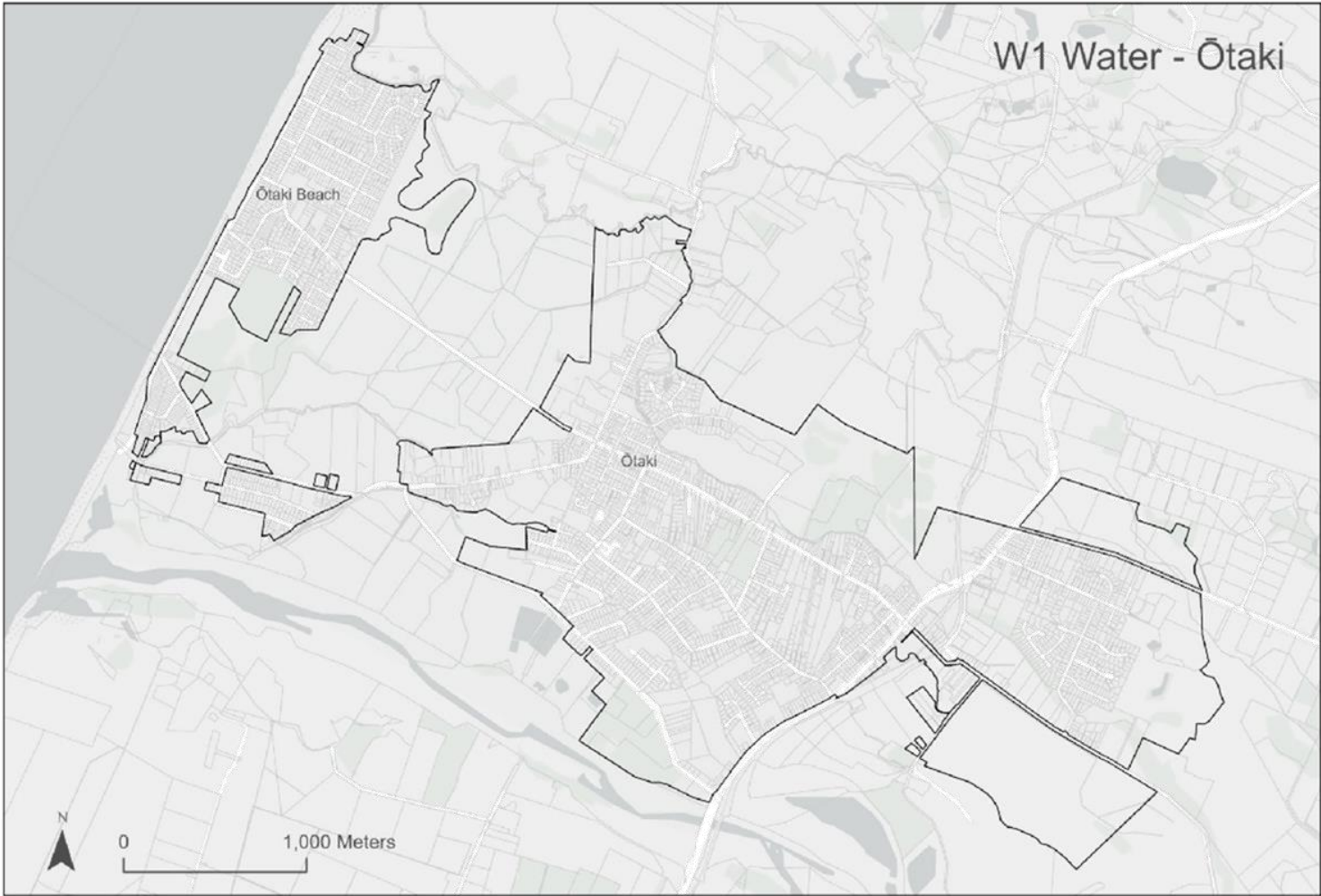
220. Council's growth projections take into account these areas that are currently zoned residential, the expected intensification around town centres, and transport nodes.

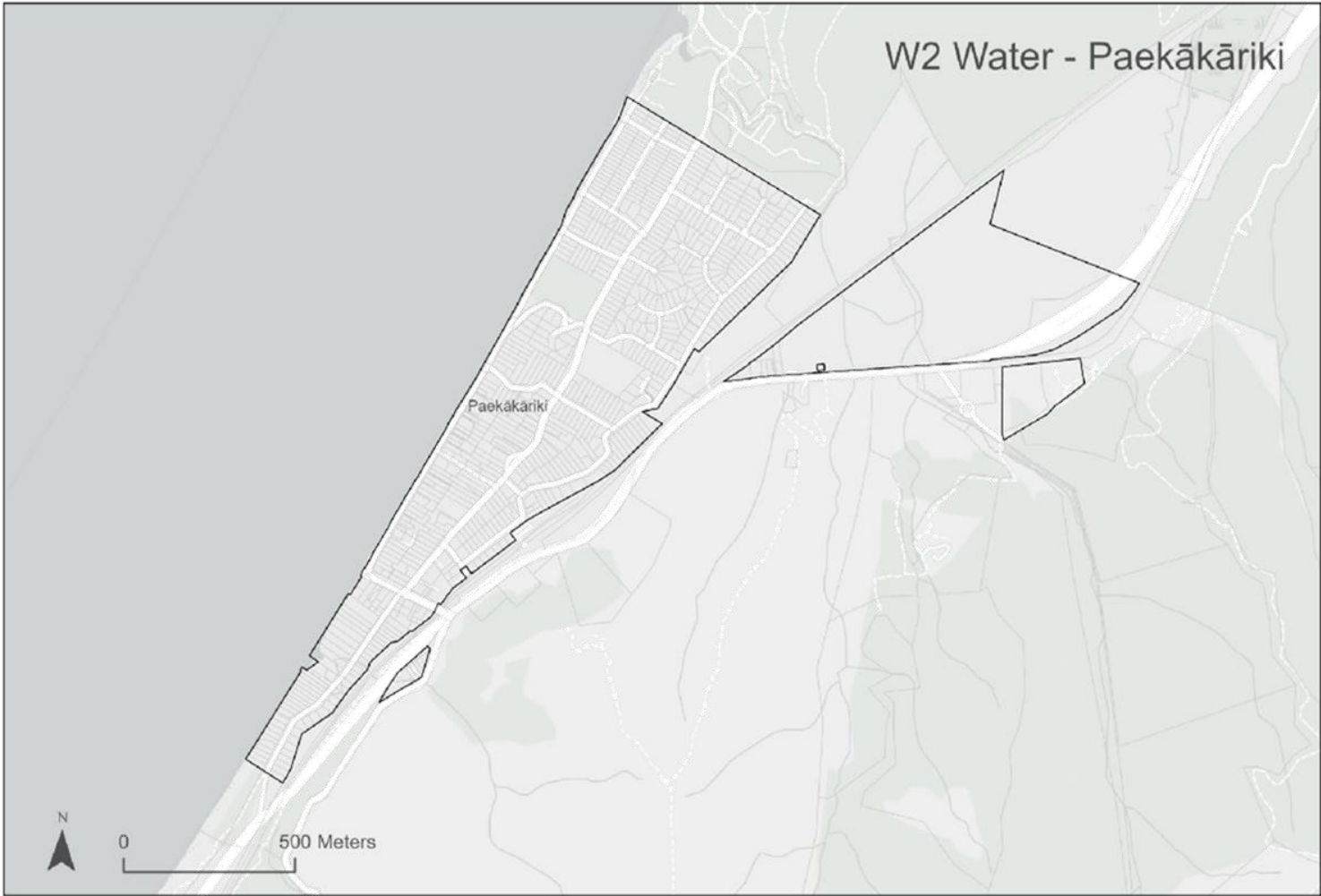
Maps

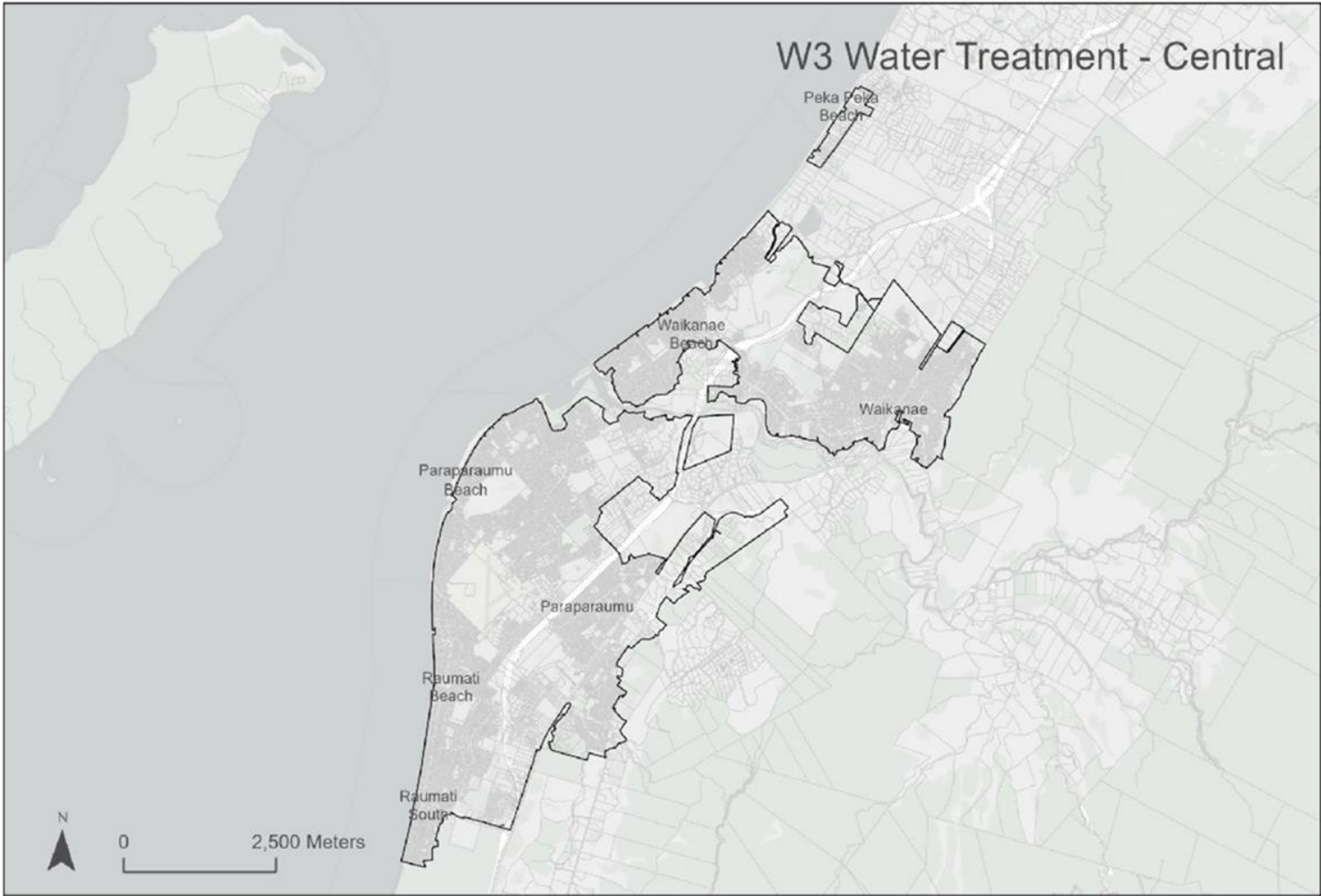
221. Below are all the related maps for each funding service area

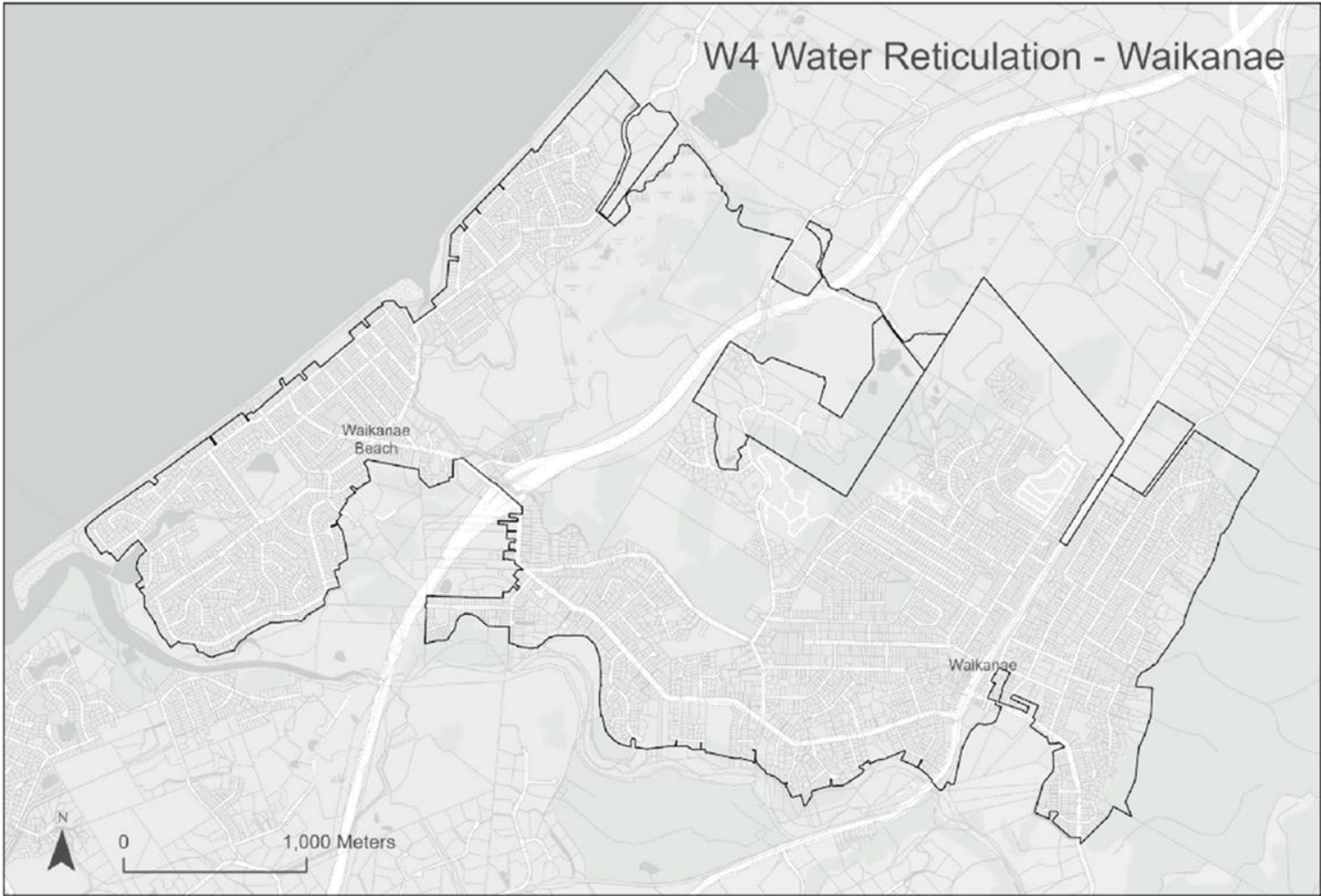
Funding service area name	Map No.
Roading - District Wide	RD
Water Ōtaki	W1
Water Paekākāriki	W2
Water Treatment - Central	W3
Water reticulation - Waikanae	W4
Water reticulation - Peka Peka	W5
Water reticulation - Paraparaumu - Raumati	W6
Wastewater - Ōtaki	WW1
Wastewater - Central	WW2
Wastewater reticulation Waikanae	WW3
Wastewater reticulation Paraparaumu - Raumati	WW4
Stormwater - District Wide	SWD
Stormwater Ōtaki	SW1
Stormwater Waikanae, Peka Peka	SW2
Stormwater Paraparaumu - Raumati	SW3
Stormwater Paekākāriki	SW4
Community Infrastructure - District Wide	CID



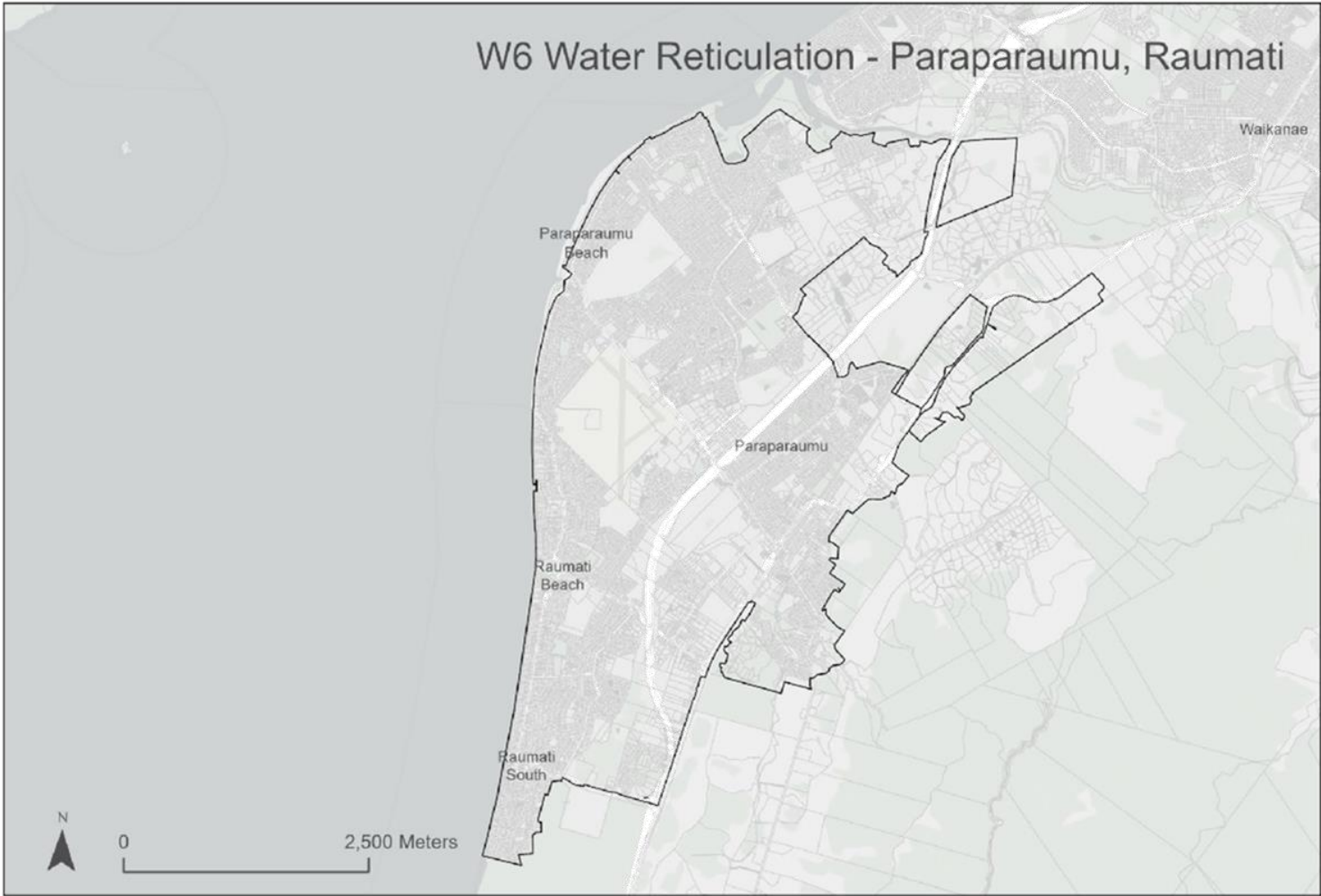


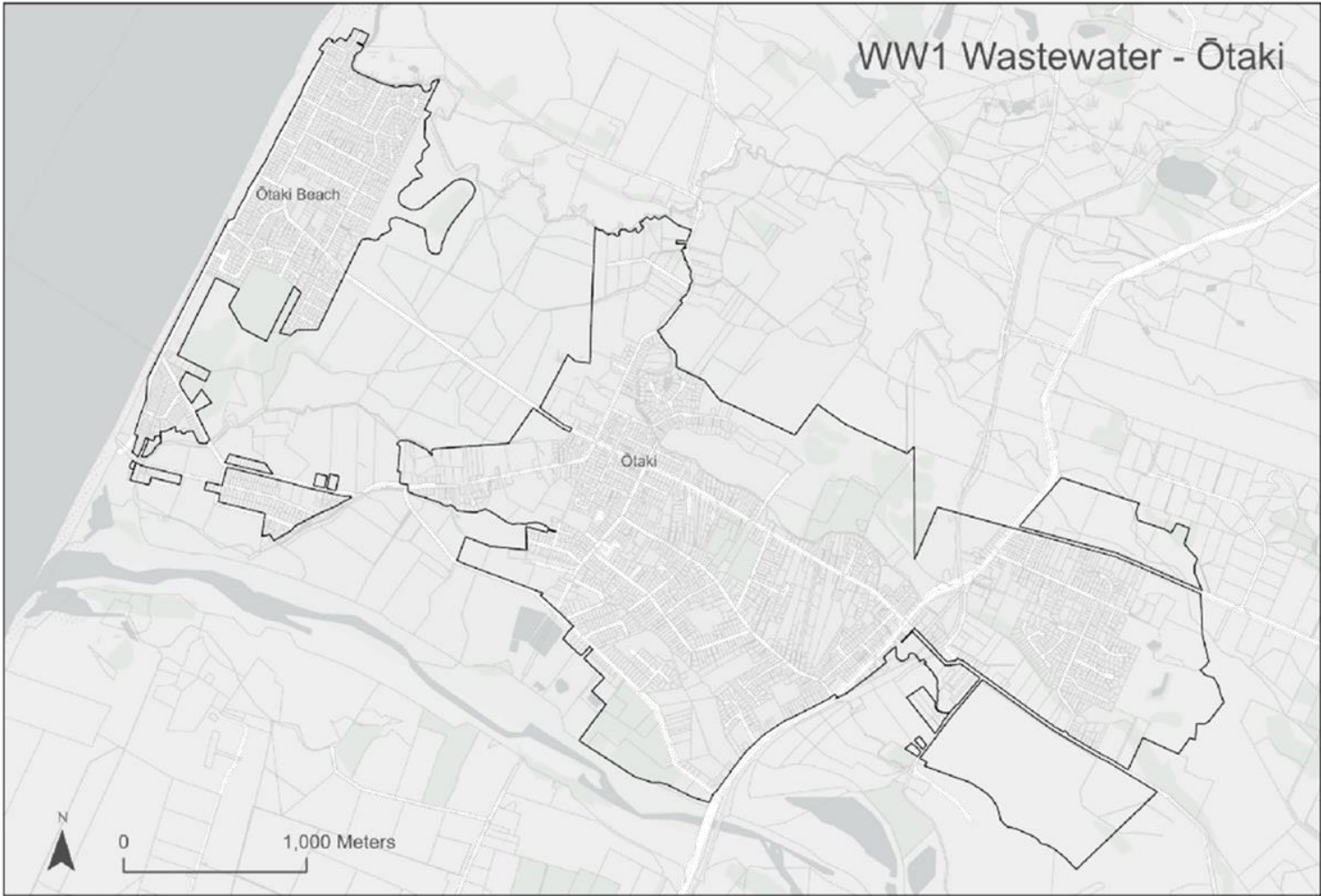


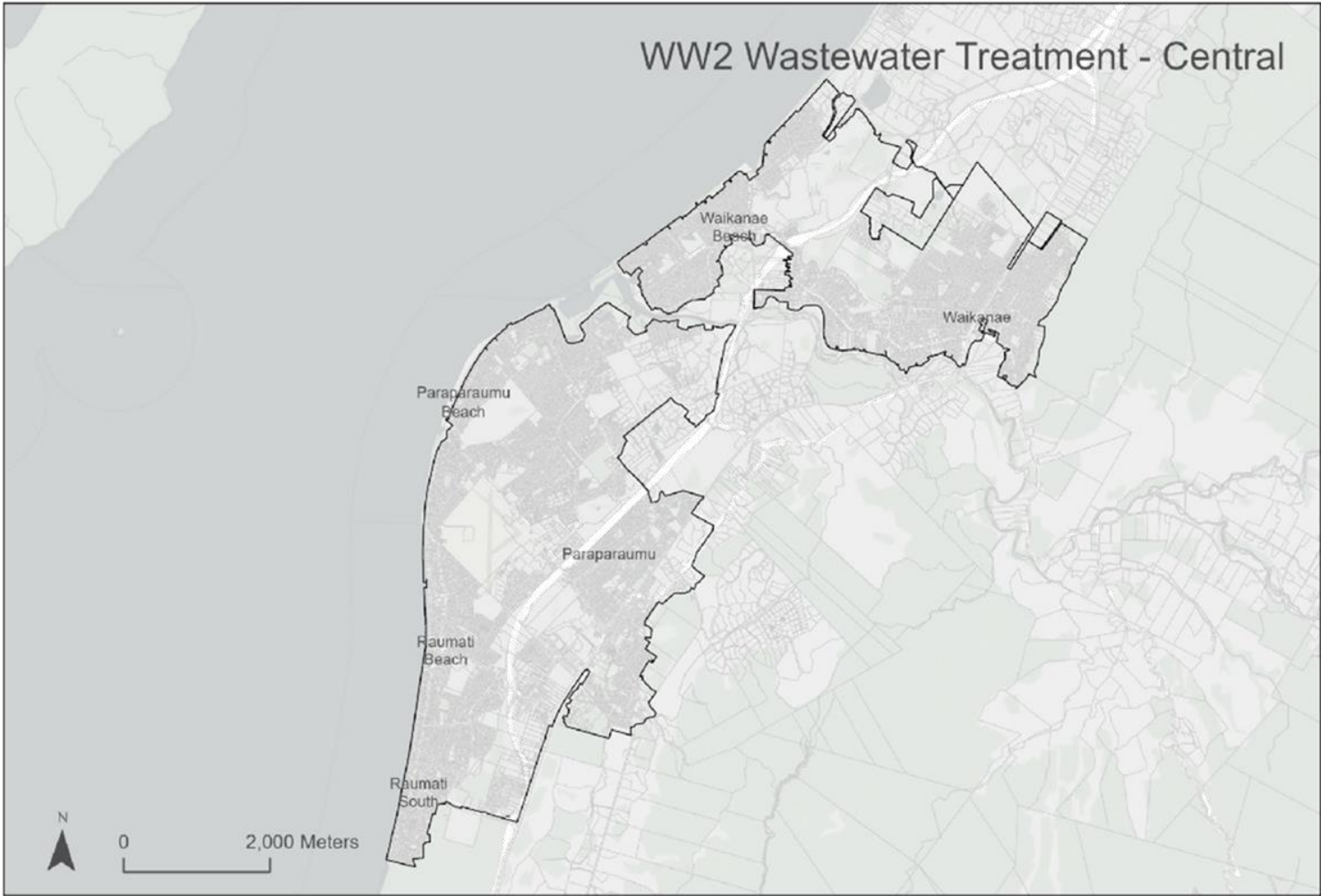


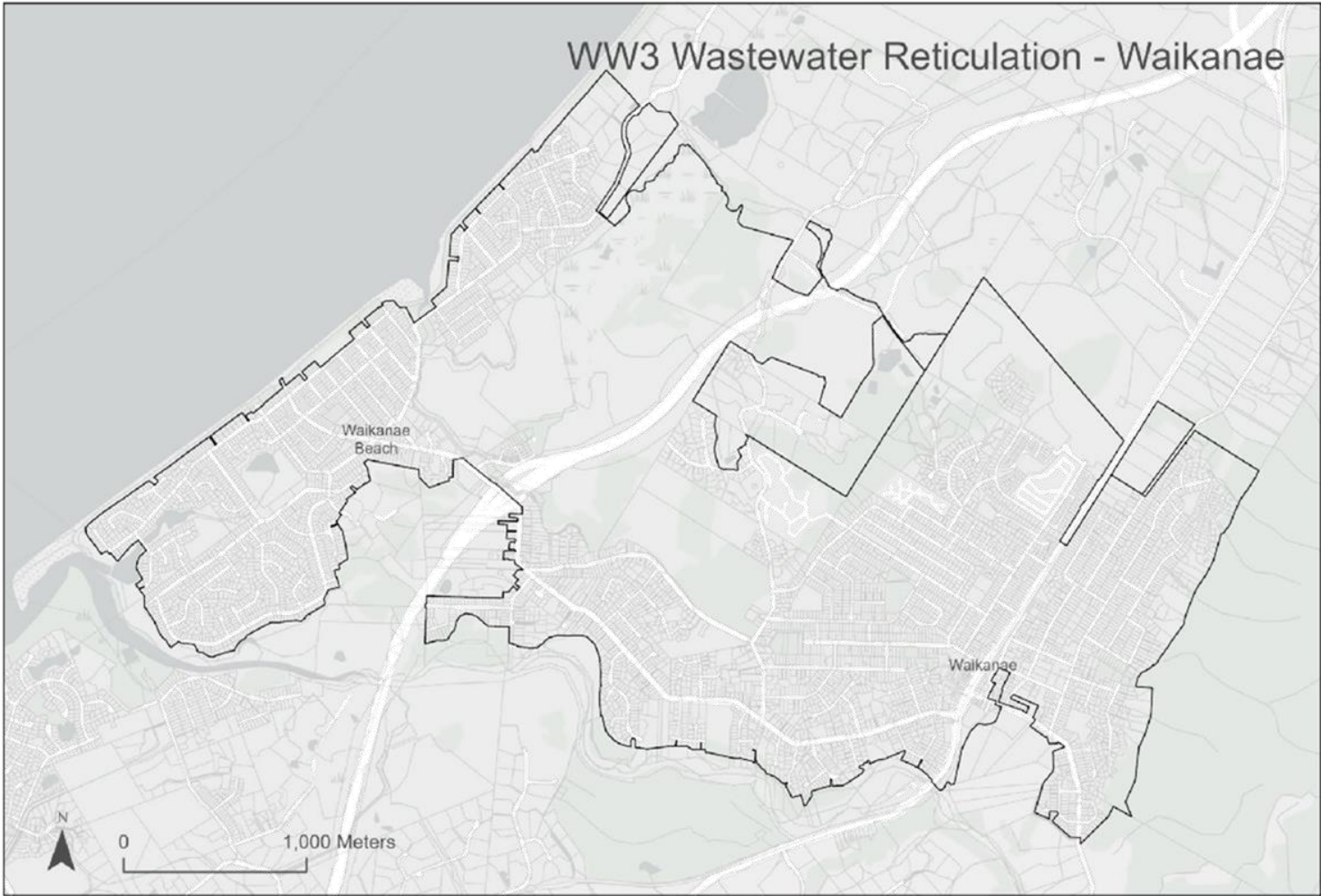


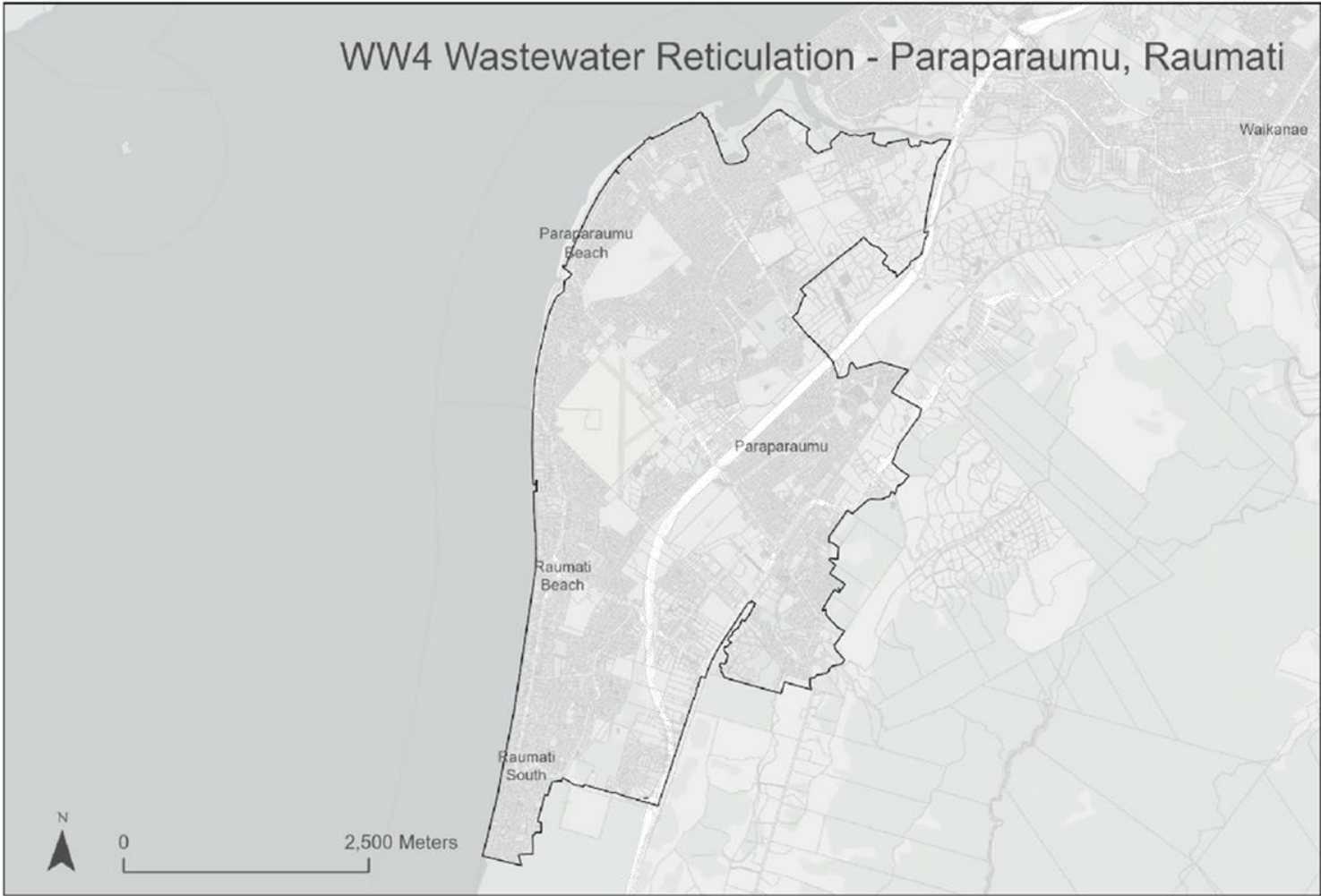


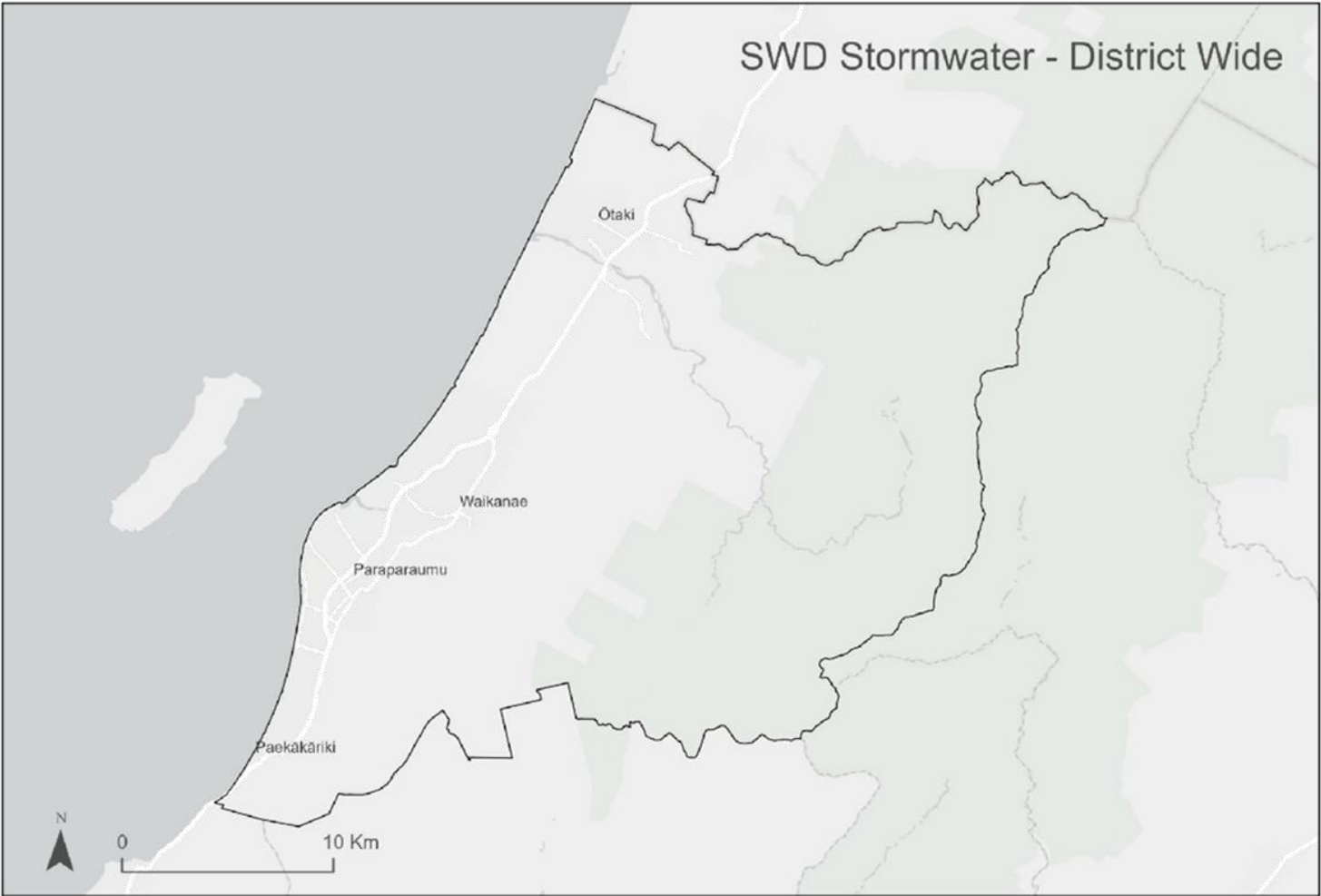


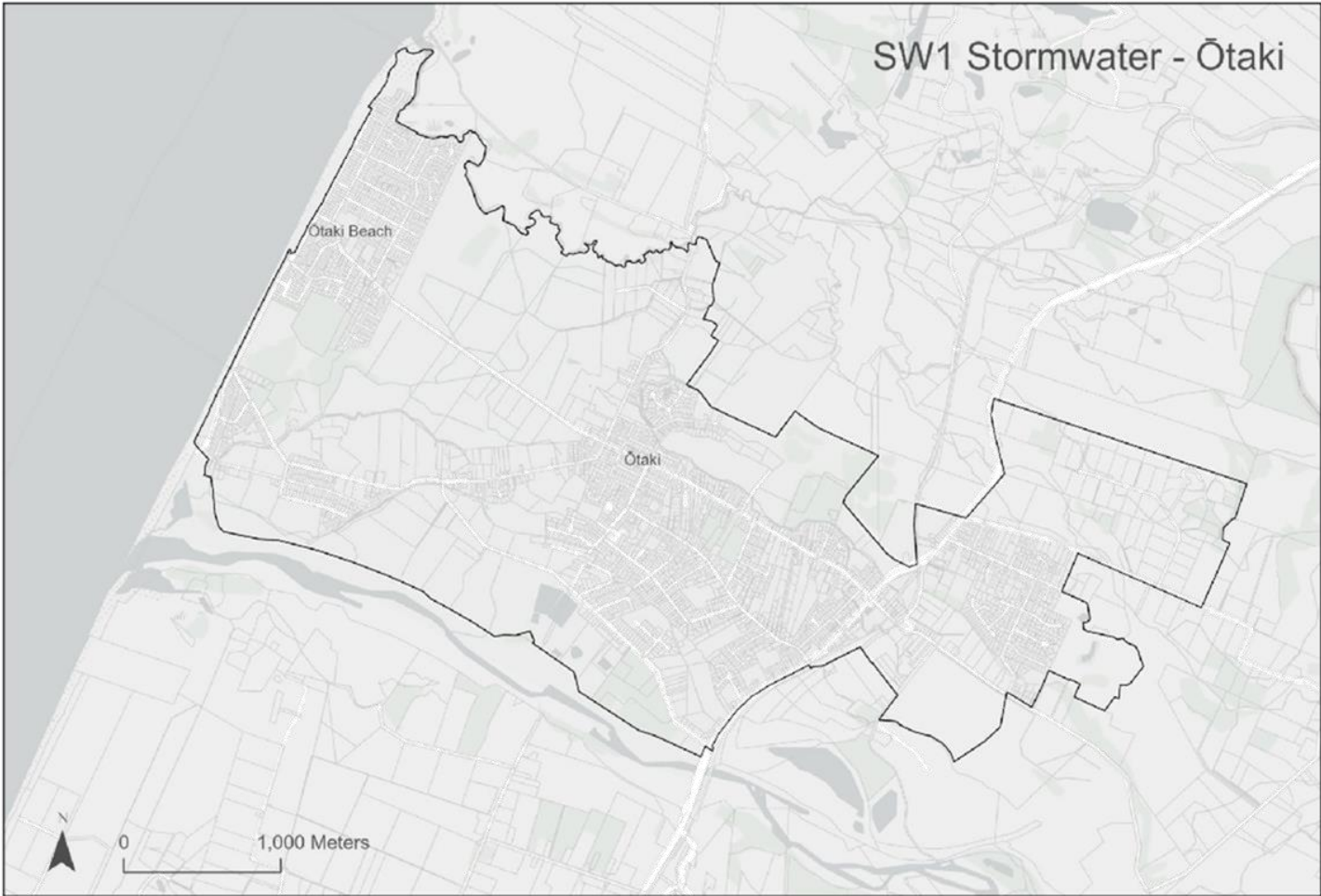


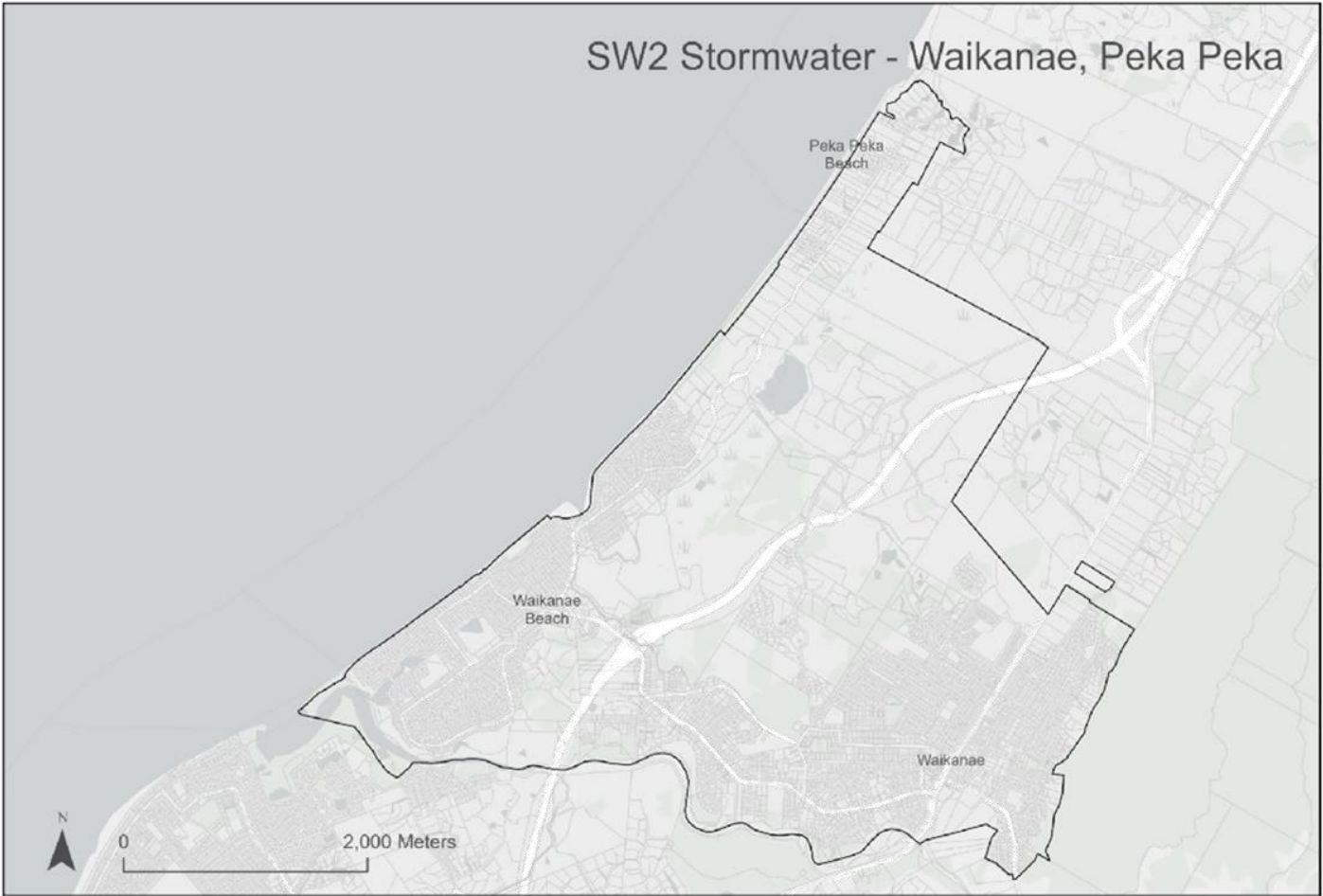


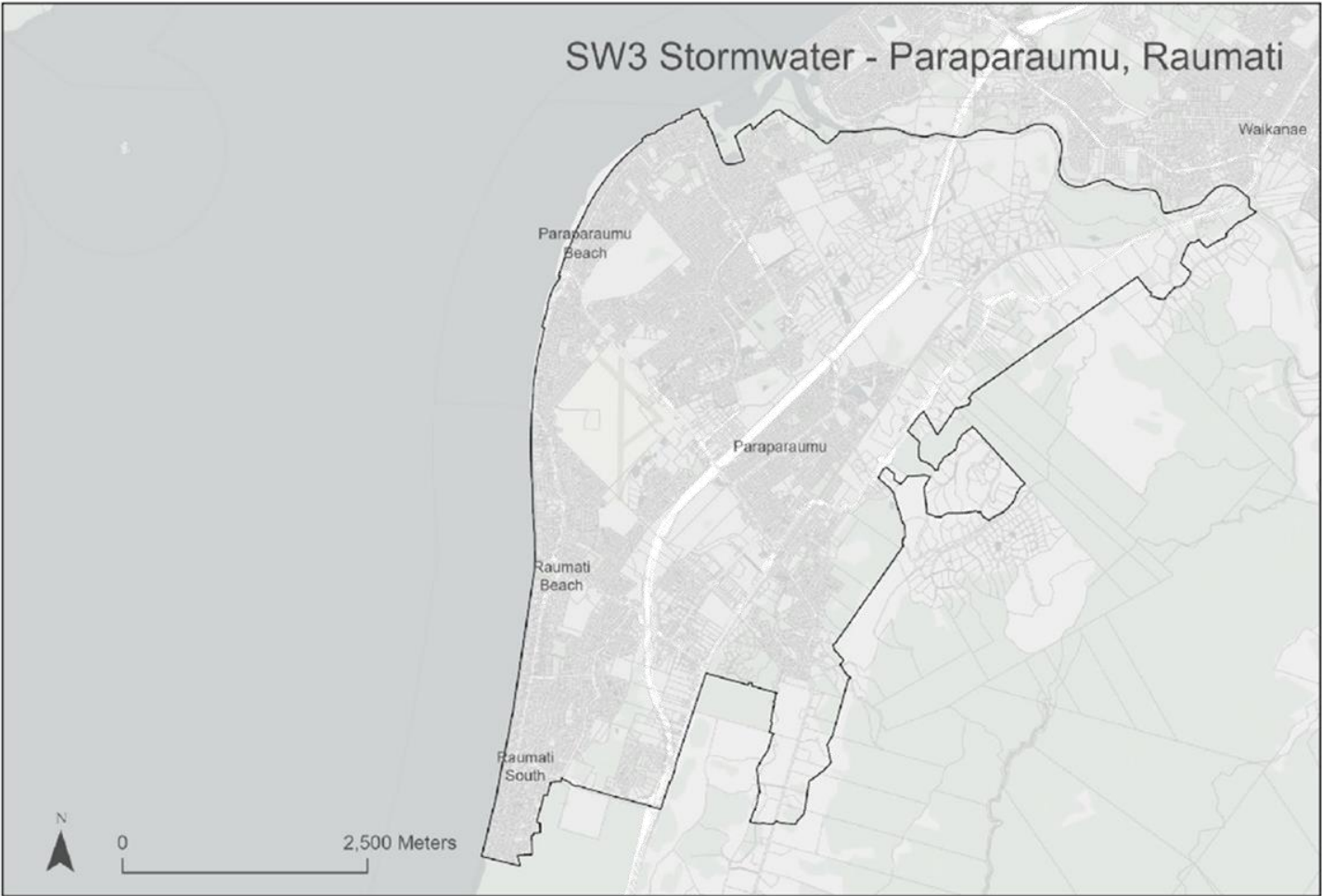


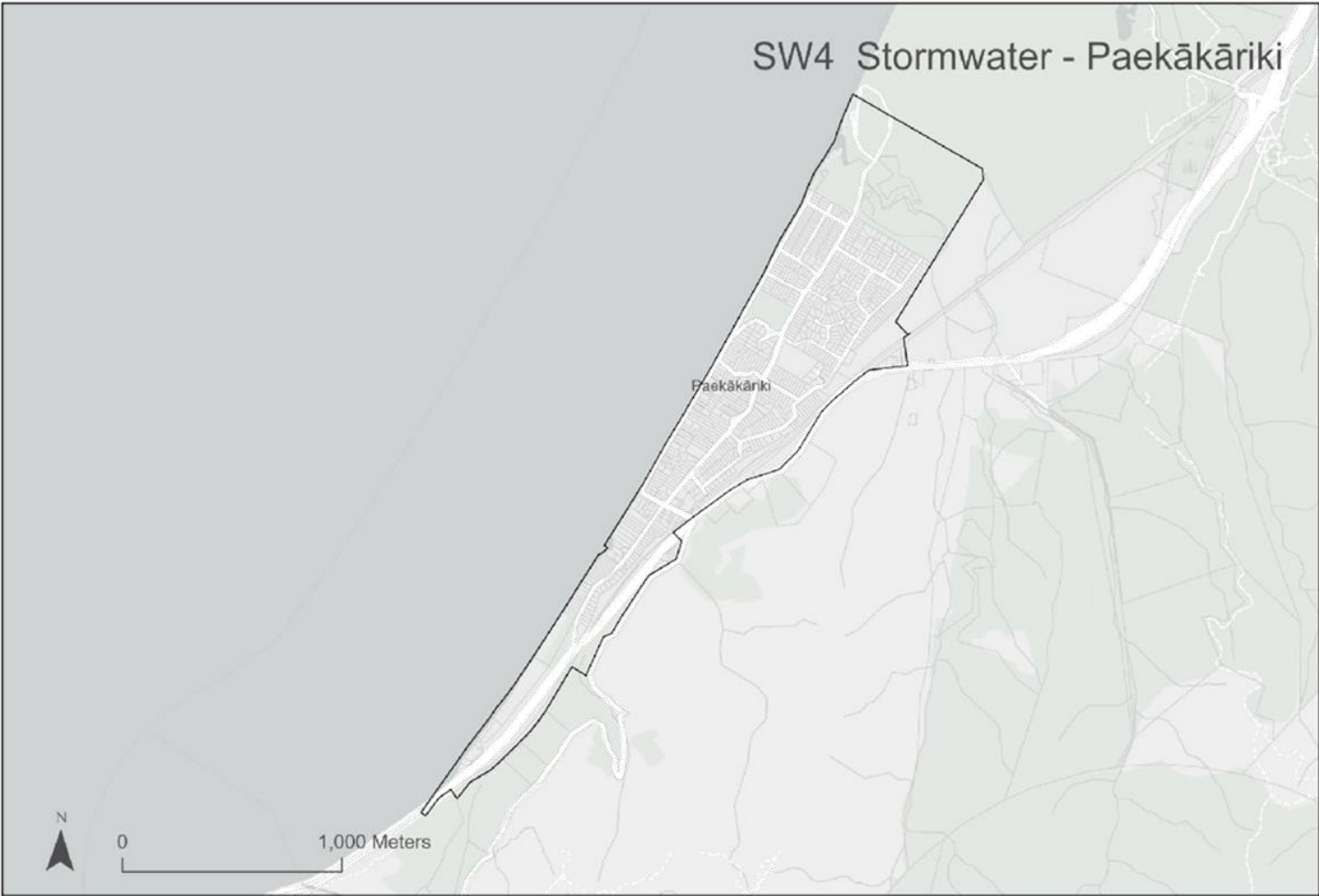


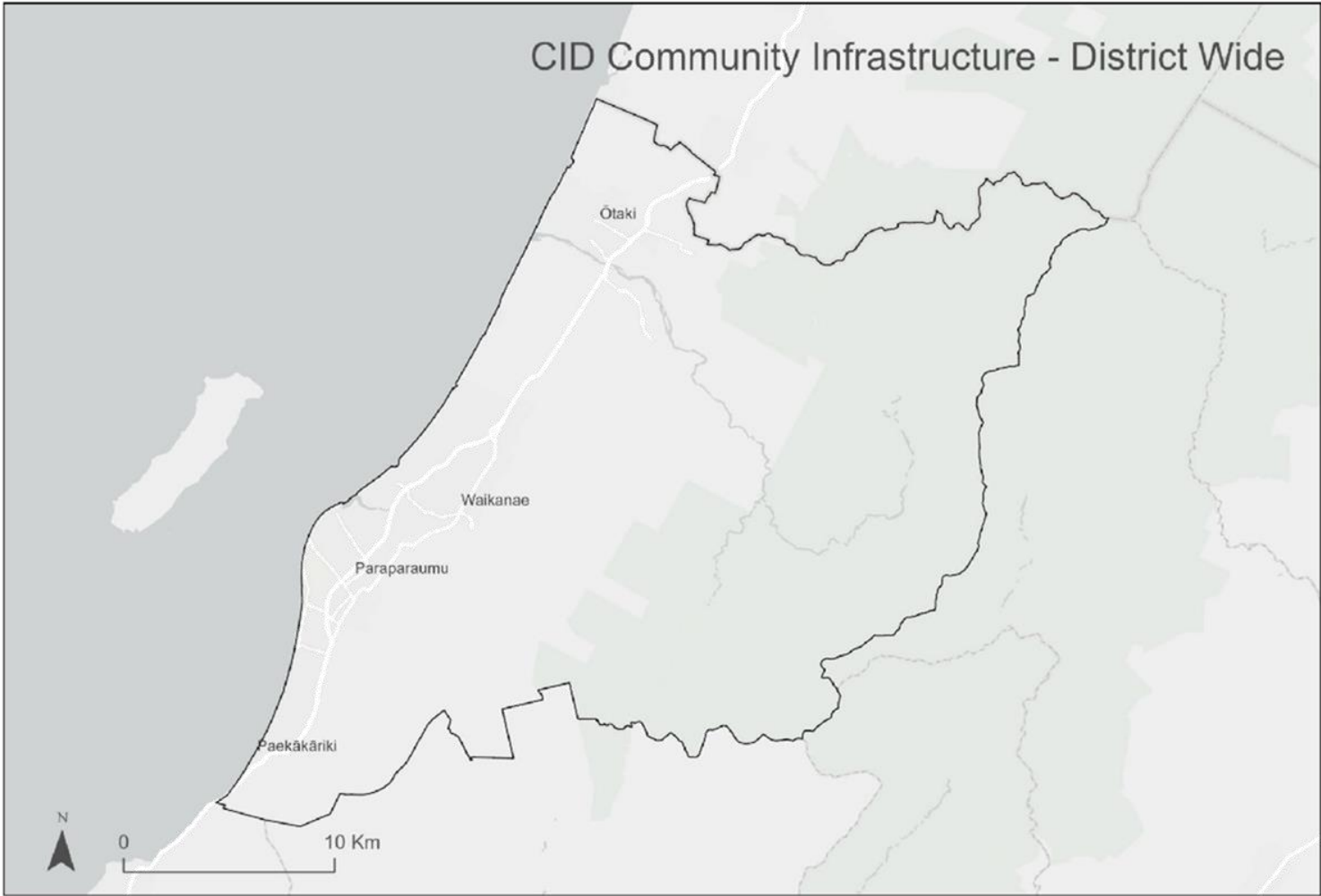












Long-term Plan 2021-41

Part two

Revenue and financing policy



Revenue and Financing Policy

Background

The Local Government Act 2002 (LGA) requires Council to adopt a range of policies that ensure its finances are managed in a prudent and sustainable manner, and provide predictability and certainty about the sources and levels of funding. These policies include a Revenue and Financing Policy, that sets out how each of Council's activities will be funded and why. The Policy outlines which parts of the community contributes to paying for Council's activities, by considering the level of benefits received and key funding principles.

The Policy outlines:

- Funding mechanisms available to Council (e.g. rates, fees, borrowing, etc.).
- Council's funding considerations (i.e. the decision about how each Council Activity is to be funded and the process followed to reach that decision), including
 - funding of operating costs (i.e. the funding mix Council has chosen for each Activity's operating costs), and
 - funding of capital costs (i.e. the funding mix Council has chosen for each type of capital investment).

Note that the Revenue & Financing Policy simply sets out Council's decision about how each Activity is to be funded, and the rationale behind that decision.

The application of this Policy is set out elsewhere:

- Rates charges and definitions are set out in the Funding Impact Statement – Rating policies.
- Fees and charges for all Activities are set out in the Fees & Charges Schedule.

- Development Contributions are set out in the Development Contributions Policy.
- Projected dollar revenues and costs for each Activity are set out in the Activities and Services section, and for the Council as a whole in the Funding Impact Statement.

Funding principles

When developing the funding policy, Council must work through the process and matters set out in section 101(3) of the LGA, and have regard to the section 101(1) obligation to act prudently and in the interests of the community.

Section 101(3) analysis is a two-step process, as outlined below.

First step considerations

The first step requires that for each activity the following are considered:

1. Community outcomes to which the activity primarily contributes;

2. The distribution of benefits between the community as a whole, and any identifiable parts of the community and individuals;
3. Period over which benefits occur;
4. The extent to which actions or inactions of particular individuals or groups contribute to a need to undertake the activity, and
5. The costs and benefits of funding the activity distinctly from other activities.

No single criterion has greater weight *in law* than the others. The Council may adopt a policy that assigns more weight to one than the others, but the Council must consider all the criteria, and be able to demonstrate this consideration to the public.

1. Community outcomes to which the activity primarily contributes

The LGA requires the Council (through its revenue and financing policy) to consider the community outcomes to which each activity primarily contributes.

The LGA defines community outcomes as the outcomes that a local authority aims to achieve in order to promote the social, economic,

environmental, and cultural well-being of its district or region in the present and for the future.

The 2021-41 Long Term Plan (LTP) is constructed around five key outcomes identified by the Council and based on community feedback:

1. **Strong Communities (Mana Whenua)** - Mana Whenua and Council have a mutually mana-enhancing partnership.
2. **Strong Communities (Housing)** - Our people have access to suitable housing in Kāpiti.
3. **Strong Communities** - Our communities are resilient, safe, healthy, thriving and connected. Everyone has a sense of belonging and can access the resources & services they need.
4. **Thriving Environment** - Our natural environment is restored and enhanced as we transition to a low-carbon future.
5. **Vibrant Economy** - Our local economy is prosperous with ample opportunities for people to work and learn in Kāpiti.

The Council manages 16 Activities to support the achievement of these outcomes. An Activity is an action area where Council delivers services to the community.

Activities that benefit individuals or groups tend to be better candidates for mechanisms that recover the costs from those individuals or groups; for example, targeted rates, fees, and charges.

Many Activities provided by local authorities tend to fall somewhere between these. In these cases, depending on other analysis, a local authority might apply a mix of tools.

The 16 Activities are grouped into five groups as follows:

Activity Group	Activity
Infrastructure	Coastal Management
	Access and Transport
	Stormwater
	Wastewater
	Water
	Sustainability and Resilience
Community Services	Community Facilities
	Parks and Open Spaces
	Recreation & Leisure
Community Partnerships	Community Wellbeing
	Economic Development
	Governance
	Tāngata Whenua
Planning and Regulatory Services	Regulatory Services
	Districtwide Planning
Corporate	Corporate

identified or cannot be easily excluded from entry. These types of activities are generally good candidates for funding mechanisms levied on the community as a whole; for example, through a districtwide general rate.

2. The distribution of benefits between the community, identifiable parts and individuals

The LGA requires Council to specify who benefits from the activity, and the answer may lie in one or more of the following:

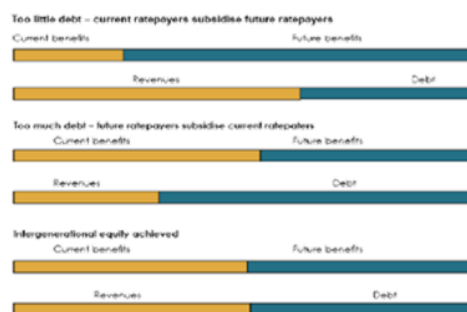
- the community as a whole;
- individuals; and
- identifiable groups in the community.

The community as a whole means all residents and ratepayers. Benefits to the community as a whole exist where the community in general benefits from the activity, and individual users cannot be easily

3. Period over which benefits occur

This is the 'intergenerational equity' principle. Many of the activities undertaken by local government relate to either network or community infrastructure (for example, roads and stormwater channels), which last for a long time. Benefits from infrastructure can be expected to last for the life of the asset, and Council needs to consider how the benefits and costs are to be distributed over time, so current ratepayers do not need to meet the entire burden of paying for the investment now. This is illustrated in Figure 1 below.

Figure 1: The intergenerational equity principle in action



The main tool for ensuring intergenerational equity is the use of debt, and then rating future ratepayers to service the debt. This is similar to how many people purchase their first homes. A decision not to borrow for new capital is effectively a decision that current ratepayers should meet the cost of services that future ratepayers will consume, and should be made as a conscious policy choice.

A meaningful assessment of intergenerational equity requires detailed asset management information that sets out service levels, current and predicted asset conditions, expected service lives, and programmes of capital maintenance and renewal. The source of this information is an Asset Management Plan.

4. The extent to which actions or inactions contribute to a need to undertake the activity

This is the 'exacerbator pays' principle which holds that those groups or individuals whose actions or inactions give rise to a need to undertake a particular activity should contribute, where possible, to the costs of that activity.

5. Costs and benefits from funding the activity distinctly from other activities

This is a requirement to consider whether there is any advantage to funding the activity distinctly from others; for example, from a targeted source (such as a targeted rate, fee or charge etc.) or from a general funding source (such as districtwide general rates). The costs and benefits of funding the activity separately from other activities can include any consequences for transparency and accountability.

The legislation specifically requires consideration of 'consequences for transparency and accountability'. This might include:

- *the financial scale of the activity* – the smaller the activity, the less likely it is that distinct funding will be economic;
- *the administrative costs that would be involved in funding the activity separately* – for example, the cost of collecting and maintaining the information necessary to administer a targeted rate in the rating information database; adding extra information to the invoice; invoicing and collection of a fee or charge etc;

- *legal requirements* – occasionally the law may require an activity to be 'ring-fenced'. For example, if a local authority is contemplating offering ratepayers an option to pay lump sum contributions towards funding a particular asset in the community, it must also apply a targeted rate to those who choose not to pay a lump sum contribution;
- *the distribution of benefits among the community may aid a decision* – for example, something that is of benefit to a subset of the community may be a stronger candidate for distinct funding than something that benefits the community as a whole;
- *promotion of value* – separating some activities, especially those to be funded from rates, may assist a local authority in its promotion of value for money. This is particularly relevant for some of the utility based activities such as water and sewage disposal. There may also be other activities in which a local authority may perceive a benefit in the community being able to see what it is 'getting for its money'; and
- *other benefits and costs.*

Second step considerations

The second step requires consideration of the overall impact of any allocation of liability for revenue needs on the community, and to consider if any changes are needed. This involves weighing up the impact of rates on the current and future community's social, economic, environmental, and cultural well-being. Such considerations might include:

- *affordability* – the ability to pay by low income households;
- *barriers to access services*;
- *legal constraints*;
- *materiality*;

- sustainability; and
- fair treatment of the business sector - balancing the ability to pay and the benefits actually received.

The Council may, as a final measure, modify the overall mix of funding sources in response to these considerations.

Rating system review

To achieve the best rating system in terms of fairness and the ability of ratepayers to pay their contribution to the community's future, the rating system and the revenue and financing policy is reviewed three yearly, as required by legislation.

Overview of Council's funding mechanisms

As required and permitted in s103(2) of the LGA, the Council uses a range of funding tools, mechanisms and sources for operating and capital expenditure. These tools help to allocate liability (i.e. who should be contributing to the costs) across different sectors of the community.

Districtwide general rates

Districtwide general rates are used where benefits flow to the district as a whole, where Council considers the community as a whole should meet the costs of those services. The districtwide general rate is set on land value, on a differential basis.

The Council does not assess a uniform annual general charge.

The districtwide general rates differential

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

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%

In setting the level of the differential, the Council has considered the requirements of the Local Government Act and a number of factors including:

- The benefits each sector derives
- The ability of ratepayers within each sector to pay
- The historic relationship between various groups of ratepayers and the existing level of the differential
- Ensuring any change to the differential, or rate of any change, does not impact unreasonably on any particular group of ratepayers
- To determine equity and fairness, the entire rating system for the Kapiti Coast district must

be considered and it is not appropriate to focus on the differential only

- The impact on the social, cultural, economic and environmental well-being of the community.

Targeted rates

Targeted rates are used when the Council considers that transparency is important, or where the location or method of rating makes the use of a targeted rate more appropriate and more equitable.

Council uses four types of targeted rates to allocate the cost of activities to an area or to the particular category of properties within the district that are perceived to receive the benefit, or are set on a district wide basis:

Targeted Rate – Fixed: These are fixed rates that apply in specific areas and ratepayers that have access to the service pay the targeted rate. Ratepayers who do not have access to the service consequently do not pay. Examples are the Districtwide Wastewater Disposal rate.

Targeted Rates – Variable: Variable Targeted Rates apply to properties situated in specific areas that have access to the service, but the rates are based on the value or size of the property or land. Examples are Districtwide Stormwater rates (based on Capital Value)

Targeted Rates – Volumetric: Volumetric Targeted Rates apply to rating units with a metered water supply service and the rates are based on the units consumed.

Targeted Rates – Differential: Sometimes a Targeted Rate, whether it is fixed or variable, needs to be adjusted according to some usage criterion, or to a particular location where the activity is used. This is called a "Differential Targeted Rate" and applies to some activities like Wastewater and Water.

Refer to the Funding Impact Statements – Rating Policies in the 2021/41 long term plan which outlines the Council's rating policies, in particular the funding mechanisms and the rating bases for these mechanisms.

Subsidies and grants

Most grants and subsidies are sourced primarily from central government and are typically related to specific activities. The main source of government subsidy is from the Waka Kotahi, New Zealand Transport Agency (NZTA) to subsidise the construction of new local roading, and the maintenance and renewal of existing local roading. The Council also receives a subsidy distribution of local authorities' petrol tax. The Council recognises the funding as income in accordance with generally accepted accounting practice (GAAP). Waka Kotahi, New Zealand Transport Agency funding received for capital purposes cannot be used to offset the rates requirement.

Fees and charges

The Council uses a range of fees and charges to recover a proportion of the costs of providing Council facilities and services. Generally, the greater the degree of identifiable private benefit, the more likely it is that the service costs can be recovered through fees and charges.

Interest and dividends from investments

The Council receives an annual dividend from its investment in the Local Government Funding Agency and interest income from its working capital balances and term deposits [in accordance with its debt prefunding strategy].

Fines, penalties and infringement fees

This includes penalties for late payment of rates, traffic infringements, library fines and fines for dog prosecution and noise control.

Borrowing

The Council borrows money to fund capital works where other sources of funding are not available or not appropriate. It may also enter into short-term borrowing arrangements for the management of cashflows. In general Council does not fund operating expenditure by borrowing. The exception is to fund the impacts on ratepayer's intergenerational equity or to fund expenditure over the period which benefits are received. Any borrowings associated with these expenses will be repaid over time.

Proceeds from asset sales

Proceeds from asset sales will be used for the repayment of debt or the acquisition of new assets.

Development contributions and financial contributions

Section 198 of the LGA allows the Council to require a contribution for developments to ensure that a fair proportion of the cost of infrastructure needed to serve growth is funded by those who cause the need for that infrastructure [i.e. the developments leading to growth].

The Council also requires financial contributions from new developments under the Kāpiti Coast District Plan to avoid, remedy, or mitigate the adverse effects of development activities on the environment.

Lump sum contributions

Lump Sum contributions are where ratepayers are asked to make a capital (or lump sum) payment towards meeting the cost of providing a particular asset in their community rather than pay for these capital costs via an annual targeted rate.

Regional fuel taxes

Regional fuel taxes under the Land Transport Management Act 2003 may be used to fund the operating expenditure associated with approved list

of transport capital projects as set out in the regional fuel tax scheme.

Other Sources of Funding

The Council also funds operating expenditure from other sources including:

Use of rates funded surpluses from previous financial periods

Where the Council has recorded an actual rates funded surplus in one financial period it may pass this benefit on to ratepayers in a subsequent financial period. A rates funded surplus arises from the recognition of additional income or through savings in rates funded expenditure. Council considers that passing this benefit on to ratepayers in future financial periods improves the principle of intergenerational equity, in that any financial benefit is passed on to those ratepayers who shared the rates-funding burden in the financial period that the surplus was generated.

The amount of any rates funded surplus carried forward from previous financial periods will be accounted for as an operating deficit in the year the benefit is passed on to ratepayers. In calculating the level of rates funded surplus to be carried forward, consideration will be given to the nature of the factors giving rise to the rates funded surplus (for example, whether they are cash or non-cash in nature).

The Council will not carry forward surpluses in relation to:

- The sale of assets. Such surpluses shall be used for repayment of borrowings.
- Trust and bequest revenue. Such surpluses shall be applied in accordance with the terms on which they are provided.

- Revenue received for capital purposes. Such surpluses shall be retained to fund the associated capital expenditure.
- Unrealised gains arising from fair value adjustments to assets and liabilities. These gains are unrealised accounting adjustments in the period in which they are recognised.

Funding of expenditure from restricted or special funds

Certain operating and capital expenditure may be funded from restricted or special funds. Restricted and special funds are those reserves within the Council's equity that are subject to special conditions of use, whether under statute or accepted as binding by the Council, and that may not be revised without reference to the courts or a third party.

Transfers may be made only for specified purposes or when specified conditions are met. The following restricted and special funds are available for use by Council:

- *Plant purchase and renewal fund.* The purpose of the reserve is to fund ongoing replacement of plant and vehicles when this falls due. The reserve is funded from depreciation charges on our current plant and vehicles.
- *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 sale of other council property in the Waikanae ward (excluding districtwide funded properties).
- *Waikanae Capital Improvements 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 Waikanae ward's share of the

property assets of the Horowhenua County Council and interest earned on the capital sum.

Council-created reserves. Council-created reserves are reserves created by a council decision. These include:

- Contingency fund
- Paekakariki Campe Estate
- Roothing reserve upgrading contributions
- Election reserve
- LTP reserve
- Financial contribution reserve

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.

Trusts and bequests. The Council may sometimes be the recipient/holder of a number of trusts and bequests. These funds can only be used for the express purposes for which they were provided to the Council. The Council may expend money, of an operating or capital nature, from its trusts and bequests in accordance with the specified conditions of those funds. For the avoidance of doubt, the Council does not fund the expenditure from its trusts and bequests from any of the sources of operating revenue.

Funding of operating expenditure

Operating revenue is set at such a level for the Council to meet its projected operating expenditure, (unless it is prudent not to), as well as comply with applicable legislation and GAAP. The Council will use a mix of revenue sources to meet operating expenses, the major components of which are provided in the table below:

Allocation of funding for operating expenditure	Six-year average - 1 July 2021 to 30 June 2027
Districtwide general rate	34%
Targeted rates	49%
Fees and charges	10%
Grants and subsidies	6%
Other operating income	1%
Total	100%

Unlike other councils, the Council does not have material other sources of revenue and is reliant on rates for the majority of its income.

Funding of capital expenditure

The Council's funding of capital expenditure must comply with applicable legislation and generally accepted accounting practice, and is derived from a mix of revenue sources. The method of funding generally depends on the asset expenditure – whether it is a renewal of an existing asset or an upgrade of an existing asset or a completely new asset.

The key funding mechanism for asset renewals is depreciation, which means that the funding is effectively through rates.

Regarding infrastructure, there are two components of upgrade – a growth component to cater for the increased population and a level of service component which reflects community demands for new assets. The growth portion of our asset upgrades is funded largely by development contributions and financial contributions; the level of service portion is largely funded by debt.

The major sources of funding for capital expenditure are provided in the table below:

Allocation of funding for capital expenditure	Six-year average - 1 July 2021 to 30 June 2027
Depreciation	41%
Borrowings	38%
Capital grants and subsidies	13%
Development and financial contributions	8%
Total	100%

Summary of operating expenditure funding targets

Activity Group	Activity	Sub-Activity	LTP 2021-41 Funding Targets	
			Public (Rates)	Private (Fees & User Charges and Other Income)
Infrastructure	Coastal Management	Coastal Management	100%	-
	Access and Transport	Access and Transport	60-70%	30-40%
	Stormwater	Stormwater	100%	-
	Wastewater	Wastewater	100%	-
	Water	Water	100%	-
	Sustainability and Resilience	Solid Waste	45-55%	45-55%**
		Environmental Sustainability	100%	-
		Emergency Management	95-100%	0-5%
Community Services	Community Facilities	Housing for Older Persons	20-45%	55-80%
		Public Toilets	100%	-

Activity Group	Activity	Sub-Activity	LTP 2021-41 Funding Targets	
			Public (Rates)	Private (Fees & User Charges and Other Income)
	Parks and Open Spaces	Community Facilities (Other)	90-95%	5-10%
		Community Centres & Halls	80-90%	10-20%
		Parks & Reserves (incl Sportsfields)	95-100%	0-5%
		Cemeteries	30-40%	60-70%
		Libraries, Arts & Museums	95-100%	0-5%
		Aquatics	70-75%	25-30%
Community Partnerships	Community Wellbeing	Community Wellbeing	100%	-
	Economic Development	Economic Development	100%	-
		Kapiti Gateway Centre	30-40%	60-70%
	Governance	Governance	100%	-
	Tāngata Whenua	Tāngata Whenua	100%	-
Planning and Regulatory Services	Regulatory Services	Building Consents	30-40%	60-70%
		Resource Consents	40-50%	50-60%
		Environmental Standards – Environmental Health & Compliance	65-75%	25-35%
		Environmental Standards – Public Spaces & Animal Management	35-45%	55-65%
		Regulatory Management	100%	-
	Districtwide Planning	Districtwide Planning	95-100%	0-5%

Activity Group	Activity	Sub-Activity	LTP 2021-41 Funding Targets	
			Public (Rates)	Private (Fees & User Charges and Other Income)
		Research and Policy	100%	-
		Housing	100%	-
Corporate	Corporate	Corporate	100%	-

**Note this includes the revenue for waste minimisation

The following tables provide a summary of the funding considerations for the 16 Council activities for the 2021-41 long term plan:

Coastal Management	
Activity Description	<p>Council is committed to providing beach and coastal areas that support a wide range of activities. Council's priority in this area is to assist in achieving the sustainable management of the coastal environment and protect publicly owned roads and other infrastructure assets by maintaining council-owned coastal defence assets. The key components of this activity include:</p> <ul style="list-style-type: none"> • protection of Council-owned (community) assets: <ul style="list-style-type: none"> ◦ roading; and ◦ other assets*. • support of community coastal restoration initiatives focused on the protection and restoration of natural dune and coastal processes**. • ongoing investigation and documentation of coastal hazards and management of areas of high and outstanding natural character, and • ensuring safety through beach patrols, monitoring and signage. <p>Notes:</p> <p>* Such an activity purpose should not be construed as an absolute commitment to protection of all Council assets as a matter of course. Decisions will be made on a case by case basis, as set out under the relevant asset plan and guided by the Coastal Strategy.</p> <p>**This activity purpose does not usually include investment in, or responsibility for, the protection of private assets. This indicates a funding source for community initiatives and does not commit to any particular action. Funding decisions may be made on a case by case basis if a sufficient level of public benefit arises from proposed works, and will be guided by the Coastal Strategy.</p>
Community outcomes to which the activity contributes	<p>Strong Communities (Mana Whenua) – Council seeks to foster effective partnerships and engage with Mana Whenua in delivering on Council activities and outcomes.</p> <p>Strong Communities – this activity promotes resilient, safe and healthy communities by protecting public assets, and ensuring people have safe access to Kapiti's beaches and coastal areas, which increases the range of recreation opportunities available to people and encourages healthy lifestyles.</p> <p>Thriving Environment – by protecting the coast from erosion, the Council is restoring and enhancing our natural environment</p>
Who benefits - individuals or groups of individuals or community as a whole?	<ul style="list-style-type: none"> • community – all users of protected public assets; • community generally – protection and restoration of coastal character and systems; and • opportunities for private benefit from actions to protect public assets.
Can the beneficiaries be identified?	Yes, but private beneficiaries are a consequence of an action to protect a public asset (there is an explicit policy intention not to protect private assets).

Coastal Management

Period of benefits	Ongoing benefits for the period the infrastructural assets are being maintained and renewed.																	
Who/what creates need?	Cumulative actions of settlement, climate processes, and the action of the sea.																	
Costs and benefits of distinct funding	Almost all benefits of this activity flow to the community as a whole, though there is a small amount of consequential private benefit. The task and cost associated with identifying private beneficiaries along each seawall (which includes private properties, power lines and underground pipes), keeping this information regularly updated, and the administrative costs of charging are significant. Identifying the level of benefit attributable to each beneficiary group is also complex. The benefits gained from recovering a portion of the cost of publicly funded coastal defence structures from private beneficiaries, offset the costs of separately identifying and charging these beneficiaries. Therefore, it is appropriate to fund this activity 100% from districtwide general rates.																	
Overall impact of allocation of liability	By protecting the coast from erosion, the Council is restoring and enhancing our natural environment for the benefit of current and future generations. This benefits the whole community and it is fair and appropriate to fund 100% of this activity from districtwide general rates.																	
Funding source allocation and funding source	<u>Operating costs:</u>																	
	Activity	Sub-activity	User Fees	Other Income	Rates	General Rates	Targeted Rates											
	Coastal Management	Coastal Management	-	-	100%	✓ (districtwide general rate)	-											
	<u>Capital costs:</u>																	
	The interest and depreciation costs relating to capital expenditure are incorporated in the operating costs of each activity. Coastal Management capital expenditure projects are funded through a combination of rates funded depreciation and borrowings.																	
	<table><tr><td>Funding Source</td><td>Proportion of Funding for 2021-2041</td></tr><tr><td>Rates funded depreciation</td><td>89%</td></tr><tr><td>Capital grants and subsidies (incl Waka Kotahi, New Zealand Transport Agency)</td><td>-</td></tr><tr><td>Development and financial contributions</td><td>-</td></tr><tr><td>Borrowings</td><td>11%</td></tr><tr><td>Total</td><td>100%</td></tr></table>							Funding Source	Proportion of Funding for 2021-2041	Rates funded depreciation	89%	Capital grants and subsidies (incl Waka Kotahi, New Zealand Transport Agency)	-	Development and financial contributions	-	Borrowings	11%	Total
Funding Source	Proportion of Funding for 2021-2041																	
Rates funded depreciation	89%																	
Capital grants and subsidies (incl Waka Kotahi, New Zealand Transport Agency)	-																	
Development and financial contributions	-																	
Borrowings	11%																	
Total	100%																	

Access and Transport	
Activity Description	<p>Council maintains, protects and improves our roading network and strongly encourages and supports sustainable transport options. The activity comprises of:</p> <ul style="list-style-type: none"> • Provision of transport network and associated facilities for walking, cycling, vehicles and passenger transport • Maintenance, renewal and upgrading of the roading network including roads, cycleways, walkways and bridleways, traffic management services, environmental services etc • Road safety education programmes • Access links between public private spaces, facilities, social services, recreation etc • Design focus has a wider benefit of urban amenity linked to community wellbeing • Development of town centres and connectors project to improve access and connectivity throughout the district, and encourage economic growth through more attractive and vibrant town centres
Community outcomes to which the activity contributes	<p>Strong Communities (Mana Whenua) – Council seeks to foster effective partnerships and engage with Mana Whenua in delivering on Council activities and outcomes.</p> <p>Strong Communities – the transport network provides accessible and safe transport choices that connect people with each other and with places locally, nationally and internationally, including for commerce, trade and recreation.</p> <p>Thriving Environment - a network that is efficient means fewer cars are stuck in traffic, contributing to less emissions being produced.</p> <p>Vibrant Economy - a network that allows easy movement of people and goods is vital for business and local economy to thrive.</p>
Who benefits - individuals or groups of individuals or community as a whole?	<p>Access & Roding Transport</p> <ul style="list-style-type: none"> • Increased accessibility of services and facilities, and ease of transportation throughout the district (for example, access to work and local economy, health and recreation, and environmental quality) benefits both Individual users of the transport network and the entire community. • Land developers benefit from the activity as it also creates access to new developments. <p>Development of Town Centres</p> <ul style="list-style-type: none"> • The entire community benefits from the development of town centres as they improve access and connectivity across the district, create opportunities for private sector investment which stimulates jobs, and improve the social and cultural life of the district. • The business sector also indirectly benefits from more vibrant town centres and improved social, cultural and public life in the community.

Access and Transport	
Can the beneficiaries be identified?	<p>Access & Roding Transport</p> <ul style="list-style-type: none"> • Yes – the entire community • Yes – individual users of the network • Yes – developers <p>For capacity upgrade components from new developments. However, the individual network users at local level cannot be differentiated [central government petrol tax addresses this].</p> <p>Development of Town Centres</p> <ul style="list-style-type: none"> • Yes – the entire community • Yes – some indirect benefit to the business sector
Period of benefits	Now and into the future, as there are ongoing benefits for the period the infrastructural assets are being maintained and renewed.
Who/what creates need?	<p>Access & Roding Transport: The entire community and individuals such as developers, create the need for an accessible urban environment where transport links are readily available for both business and public use, including mode choice.</p> <p>Development of Town Centres: The entire community creates the need for improving access and connectivity throughout the district, and improving social and cultural life through the development of attractive and vibrant town centres.</p>
Costs and benefits of distinct funding	The distinct beneficiaries for each component of the activity supports the use of multiple funding streams. Given the size of the expenditure, separate funding is considered important for transparency.
Overall impact of allocation of liability	<p>Access & Roding Transport: This activity is partly funded by a subsidy from the government roading funding agency Waka Kotahi, New Zealand Transport Agency, which passes on funding from fuel taxes. As there are wide variations between the benefits received and impacts created by different road users, it is appropriate to fund this activity through a roading targeted rate, which includes a differential category reflecting different levels of usage across the district.</p> <p>Development of Town Centres: The benefits from this activity flow to the community as a whole with some indirect benefits for the business sector. As the level of benefits received by beneficiaries cannot be easily and separately identified, it is more practical to fund the costs of this activity through the districtwide general rate.</p>

Access and Transport

Funding source allocation and funding source

Operating costs:

Activity	Sub-activity	User Fees	Other Income	Rates	General Rates	Targeted Rates
Access & Transport	Access & Transport (including town centres)	<1%	30-40%	60-70%	✓ (districtwide general rate – funds development of town centres)	✓ (districtwide roading rate – funds access & transport)

Funded by:

- districtwide roading rates;
- petrol tax; and
- central government – Waka Kotahi, New Zealand Transport Agency subsidy (51%).

Capital costs:

The interest and depreciation costs relating to capital expenditure are incorporated in the operating costs of each activity.

Access & Transport capital expenditure projects are funded through:

Funding Source	Proportion of Funding for 2021-2041
Rates funded depreciation	31%
Capital grants and subsidies (including Waka Kotahi, New Zealand Transport Agency)	44%
Development and financial contributions	5%
Borrowings	20%
Total	100%

- development contributions for capacity incurred for private development proportional to level incurred;
- 100% public-funded for works unrelated to private development; and 49% public funded for Waka Kotahi, New Zealand Transport Agency subsidised works.

Stormwater Management	
Activity Description	<p>Council provides a stormwater system to manage surface water run-off from the district's urban catchments while protecting the receiving environment, ensuring water quality and reducing risks to human life, health and property from flooding. This includes:</p> <ul style="list-style-type: none"> maintaining a safe and efficient method of discharge of stormwater on land and water quality; general benefits in terms of function of urban areas, public health and social wellbeing; and protection of vulnerable areas from excess stormwater flooding.
Community outcomes to which the activity contributes	<p>Strong Communities (Mana Whenua) – Council seeks to foster effective partnerships and engage with Mana Whenua in delivering on Council activities and outcomes.</p> <p>Strong Communities - a safe and reliable stormwater network and effective maintenance programmes reduces the risk of avoidable surface flooding, disruptions to community living, and minimises the risk of injury and damage to property from storm water.</p> <p>Thriving Environment - a safe and reliable stormwater network minimise the impacts – such as erosion - of storm water on the environment.</p> <p>Vibrant Economy - a safe and reliable stormwater network and effective maintenance and operations programmes allows people to live work and play in the central city safely and without disruption.</p>
Who benefits - individuals or groups of individuals or the community as a whole?	<ul style="list-style-type: none"> developers – the use of downstream public assets to discharge stormwater. Note: the Council employs a policy of hydraulic neutrality for up to 1:100 year events; and individual property owners benefit from safe and efficient discharge of stormwater and protection from flooding. Though these benefits are private, they are not exclusive – all homes and businesses benefit, and the network needs to exist for the public good regardless of the individual benefits. The stormwater system benefits the whole community, both by protecting public property and by protecting public health and safety. The system is a fundamental part of the city's infrastructure.
Can the beneficiaries be identified?	Yes – individual property owners, developers and the whole community.
Period of benefits	Ongoing benefits for the period the infrastructure assets are being maintained and renewed.
Who/what creates the need?	<ul style="list-style-type: none"> Developments that exacerbates stormwater run-off through the construction of impermeable surfaces; entire community (historically) located in areas vulnerable to flooding and hazard; climate change effects (increase over baseline); and population growth
Costs and benefits of distinct funding	This service is not equally available to all residents so there is no basis for charging all residents for its provision. Targeted rates are appropriate for the bulk of this activity, as the benefit accruing to individuals is related in part to the size of the property they inhabit. The size of the property is in turn linked to its capital value, making a capital value rating mechanism appropriate.

Stormwater Management

	However, the provision of districtwide strategic flood protection work benefits the whole community by protecting public property and public health & safety. It is appropriate to fund this activity through districtwide general rates.																										
Overall impact of allocation of liability	Approximately 60% of the cost of this activity is funded by a targeted rate so the community not within the Paraparaumu/Raumati stormwater network are not directly subsidising this activity through property rates.																										
Funding source allocation and funding source	<p><u>Operating costs:</u></p> <table><tr><th>Activity</th><th>Sub-activity</th><th>User Fees</th><th>Other Income</th><th>Rates</th><th>General Rates</th><th>Targeted Rates</th></tr><tr><td>Stormwater</td><td>Stormwater</td><td>-</td><td>-</td><td>100%</td><td>✓ (districtwide general rate 40%)</td><td>✓ (districtwide stormwater targeted rate 60%)</td></tr></table> <p>Funded by:</p> <ul style="list-style-type: none">capital value rates set for each stormwater rating areadistrictwide general rates for districtwide strategic flood protection work. <p><u>Capital Costs:</u></p> <p>The interest and depreciation costs relating to capital expenditure are incorporated in the operating costs of each activity.</p> <p>Stormwater capital expenditure projects are funded through:</p> <table><tr><th>Funding Source</th><th>Proportion of Funding for 2021-2041</th></tr><tr><td>Rates funded depreciation</td><td>30%</td></tr><tr><td>Capital grants & subsidies (incl Waka Kotahi, New Zealand Transport Agency)</td><td>-</td></tr><tr><td>Development and financial contributions</td><td>4%</td></tr><tr><td>Borrowings</td><td>66%</td></tr><tr><td>Total</td><td>100%</td></tr></table> <ul style="list-style-type: none">development contributions for capacity incurred for private development proportional to level incurred; and100% public funded for works unrelated to private development	Activity	Sub-activity	User Fees	Other Income	Rates	General Rates	Targeted Rates	Stormwater	Stormwater	-	-	100%	✓ (districtwide general rate 40%)	✓ (districtwide stormwater targeted rate 60%)	Funding Source	Proportion of Funding for 2021-2041	Rates funded depreciation	30%	Capital grants & subsidies (incl Waka Kotahi, New Zealand Transport Agency)	-	Development and financial contributions	4%	Borrowings	66%	Total	100%
Activity	Sub-activity	User Fees	Other Income	Rates	General Rates	Targeted Rates																					
Stormwater	Stormwater	-	-	100%	✓ (districtwide general rate 40%)	✓ (districtwide stormwater targeted rate 60%)																					
Funding Source	Proportion of Funding for 2021-2041																										
Rates funded depreciation	30%																										
Capital grants & subsidies (incl Waka Kotahi, New Zealand Transport Agency)	-																										
Development and financial contributions	4%																										
Borrowings	66%																										
Total	100%																										

Wastewater Management	
Activity Description	<ul style="list-style-type: none"> • maintenance of a safe and efficient method of collection, treatment and disposal of wastewater; • waste minimisation initiatives; • maintenance of health standards; and • services provided for commercial and industrial purposes.
Community outcomes to which the activity contributes	<p>Strong Communities (Mana Whenua) – Council seeks to foster effective partnerships and engage with Mana Whenua in delivering on Council activities and outcomes.</p> <p>Strong Communities - a safe and reliable wastewater network provides protection against public health risks.</p> <p>Thriving Environment - a safe and reliable wastewater network provides protection against environmental harm.</p> <p>Vibrant Economy - a safe, reliable and well maintained wastewater network that will function effectively ensures that residents can work and play, and carry out business activities without disruptions.</p>
Who/what creates need?	<ul style="list-style-type: none"> • individuals and businesses through the need to dispose of personal waste; • users of wastewater service for disposal of waste created by business activity; • exacerbators (waste disposers) who dispose of excessive volumes of waste due to high water use; and • entire community as a result of the need for public health services due to density of settlement.
Who benefits - individuals or groups of individuals or the community as a whole?	<ul style="list-style-type: none"> • entire community benefits from safe and efficient disposal of wastewater; • commercial and industrial businesses benefit specifically from the provision of wastewater services to treat and dispose of waste; • households benefit from the disposal of personal waste; and • exacerbators benefit. • public benefit from dealing with public health effects.
Can the beneficiaries be identified?	Yes.
Period of benefits	Ongoing benefits for the period the infrastructure assets are being maintained and renewed.
Costs and benefits of distinct funding	Users can be identified and charged the full costs of the activity through connection charges, targeted rates and development contributions. The benefits of targeting these rates outweigh the associated collection costs.
Overall impact of allocation of liability	While it is recognised that there is a whole community benefit from this activity, this, along with the benefit received by individuals is best reflected through a targeted rate imposed on those properties with sewer connections.

Wastewater Management

Funding source allocation and funding source

Operating costs:

Activity	Sub-activity	User Fees	Other Income	Rates	General Rates	Targeted Rates
Wastewater	Wastewater	-	-	100%	-	✓ (districtwide wastewater disposal rate)

Funded by:

- fixed charges (including differential) per sewerage pan

Capital costs:

The interest and depreciation costs relating to capital expenditure are incorporated in the operating costs of each activity.

Wastewater capital expenditure projects are funded through:

Funding Source	Proportion of Funding for 2021-2041
Rates funded depreciation	69%
Capital grants & subsidies (incl Waka Kotahi, New Zealand Transport Agency)	-
Development and financial contributions	7%
Borrowings	24%
Total	100%

Water	
Activity Description	<p>Access to safe clean drinking water is vital to the health, well-being and vibrancy of our communities and is one of our top priorities. The Council delivers a potable water service that protects the health of our communities, enables commercial and industrial enterprise and protects life through fire-fighting capacity. This activity comprises of:</p> <ul style="list-style-type: none"> • efficient use of water and management of effects on the environment; • efficient use of potable water; • maintenance of safe and efficient provision of drinking water; • maintenance of health standards; • services provided for commercial and fire-fighting purposes; and • maintenance of the network, including wells, pump stations, treatment facilities, reservoirs, and underground reticulation pipes and meters.
Community outcomes to which the activity contributes	<p>Strong Communities (Mana Whenua) – Council seeks to foster effective partnerships and engage with Mana Whenua in delivering on Council activities and outcomes.</p> <p>Strong Communities - a reliable and adequate supply of clean and safe water is critical for the health, well-being and resilience of all residents.</p> <p>Thriving Environment - a safe and reliable water network provides protection against environmental harm.</p> <p>Vibrant Economy - a safe and reliable water network with effective maintenance and operations programmes in place allows people to live, work and play safely, and businesses to operate in Kapiti without disruption.</p>
Who benefits - individuals or groups of individuals or community as a whole?	<ul style="list-style-type: none"> • entire community benefits from: <ul style="list-style-type: none"> ◦ public health benefits from the safe and efficient provision of drinking water, and ensuring an adequate supply of water for commercial use and fire-fighting; and ◦ management of water use to reasonable/responsible levels – deferred impacts on the environment, deferred need for infrastructure investment. • Individual households with water connections directly benefit; and • commercial businesses benefit specifically from the provision of water services
Can the beneficiaries be identified?	Yes, for properties within Council's network area that can connect to the network, or with a water connection, and where measurement of consumptions is used.
Period of benefits	Ongoing benefits for the period of active water management and the life of the water infrastructure assets.

Water	
Who/what creates need?	<ul style="list-style-type: none"> • individuals and households for essential and agreed non-essential needs; • exacerbators – excessive users of potable water for non-essential needs; • entire community creates the need for a safe urban environment where water services are adequately provided and health standards maintained; • commercial and industrial enterprises create need for water services applicable to their businesses; and • fire-fighting services create need for water services to carry out their jobs.
Costs and benefits of distinct funding	<p>The benefit of this activity accrues primarily to those properties located within Council's water network area that can physically connect to the network. It is therefore considered appropriate and transparent to fund this separately.</p> <p>The benefits of these targeted rates outweigh the associated administrative costs.</p>
Overall impact of allocation of liability	<p>While it is recognised that there is a community wide benefit from the provision of water supply, this, along with the benefit received by individuals is best reflected through a targeted rate imposed on those properties located within the serviced area.</p> <p>Targeted rates are appropriate to fund majority of this activity to enable a more equitable distribution of costs through a districtwide fixed annual charge and a volumetric charge. There is also a separate targeted rate for the Hautere/Te Horo water supply. The remainder is funded by fees and user charges for water connections.</p>

Water

Funding source allocation and funding source

Operating costs:

Activity	Sub-activity	User Fees	Other Income	Rates	General Rates	Targeted Rates
Water	Water	<1%	-	100%	-	<div>✓<ul style="list-style-type: none">Districtwide water supply volumetric rate 45%Districtwide water supply fixed rate 55%</div>

Funded by:

- Water meter charges for private beneficiaries of the district's urban water supply system made up of a fixed charge and a volumetric charge;
- volumetric water charge for water used per rateable unit;
- fixed water charge per rateable unit or part use thereof; and
- targeted rates set for private beneficiaries who take up the Council's water retrofit service offer for Council-approved water conservation purposes that reduce the use of the Council's potable water supply.
- Separate targeted rate for the Hautere/Te Horo water supply

Capital costs:

The interest and depreciation costs relating to capital expenditure are incorporated in the operating costs of each activity.

Water activity capital expenditure projects are funded through:

Funding Source	Proportion of Funding for 2021-2041
Rates funded depreciation	57%
Capital grants and subsidies (including Waka Kotahi, New Zealand Transport Agency)	1%
Development and financial contributions	16%
Borrowings	26%
Total	100%

Sustainability and Resilience	
Activity Description	<p>Sustainability & Resilience activities relate to driving and enabling a sustainable future, and enabling climate change mitigation and adaptation. The key components of this activity are:</p> <p>Solid Waste:</p> <ul style="list-style-type: none"> enabling and providing effective and efficient solid waste services and facilities across all Council activities; waste minimisation education, projects and support; and after-care of landfills. <p>Environmental Sustainability:</p> <ul style="list-style-type: none"> carbon & energy management across council; and embed climate change and resilience into the design and implementation of all Council programmes and activities. <p>Emergency Management:</p> <ul style="list-style-type: none"> civil defence emergency management; and staff / Emergency Operation Centre readiness and response.
Community outcomes to which the activity contributes	<p>Strong Communities (Mana Whenua) – Council seeks to foster effective partnerships and engage with Mana Whenua in delivering on Council activities and outcomes.</p> <p>Strong Communities – the provision of solid waste services reduces public health risks, and engaging with the community on waste reduction promotes community ownership of sustainable management of the environment. Emergency management works ensure Kapiti is well-prepared for earthquakes and other natural disasters, and promote community resilience.</p> <p>Thriving Environment - reducing waste minimises the use of landfills and promotes the sustainable management of resources.</p>
Who benefits - individuals or groups of individuals or the community as a whole?	<ul style="list-style-type: none"> the entire community benefits from: <ul style="list-style-type: none"> solid waste services and waste minimisation education and support; embedding climate change education and support enabling residents to engage and change personal behaviour; public health effects; and emergency management and response operations. the exacerbator (waste disposer) benefits from the safe and efficient collection and disposal of solid waste by licensed collectors who are monitored by the Council; households and businesses benefit from emergency management response; and identifiable parts of the community benefits from convenience of location and operating hours of the resource recovery centre
Can the beneficiaries be identified?	Yes, the entire community, identifiable parts of the community and individual users/households .

Sustainability and Resilience																																
Period of benefits	Ongoing benefits for the period the service is undertaken. Benefits to the environment through reducing waste and other environmental sustainability initiatives also ensure our environment can be enjoyed now and also by future generations.																															
Who/what creates need?	Exacerbator - residents/businesses/consumers creates the need to reduce waste and dispose of safely.																															
Costs and benefits of distinct funding	The distinct beneficiaries for each component of the activity support multiple funding streams. Given the size of the expenditure, separate funding is considered important for transparency. User fees are used to recover costs in many ways to reflect individual private benefits and the residual cost is funded from rates.																															
Overall impact of allocation of liability	<p>Solid Waste: Although the benefits of this activity are shared between individuals and the community as a whole, the Council believes users of the city's landfills should bear the costs. The Council believes it is appropriate to take a "polluter pays" approach to its solid waste operations, meaning landfill fees should be set at levels that discourage waste. This approach is justified by the significant benefits to the city's environment from reducing the amount of waste dumped in landfills.</p> <p>Environmental Sustainability: Enabling climate change mitigation and adaptation drives and enables a sustainable future, which benefits the whole community now and into the future. Therefore, it is appropriate to fund this activity 100% from districtwide general rates.</p> <p>Emergency Management: While individuals benefit from emergency management work in the event of a disaster, the benefit to the whole community far outweighs this. The Council believes the fairest and most effective way to fund this activity is from districtwide general rates.</p>																															
Funding source allocation and funding source	<p><u>Operating costs:</u></p> <table border="1"> <thead> <tr> <th>Activity</th><th>Sub-activity</th><th>User Fees</th><th>Other Income</th><th>Rates</th><th>General Rates</th><th>Targeted Rates</th></tr> </thead> <tbody> <tr> <td rowspan="3">Sustainability & Resilience</td><td>Solid Waste</td><td>45-55%</td><td>-</td><td>45-55%</td><td>✓ (districtwide general rate)</td><td>-</td></tr> <tr> <td>Environmental Sustainability</td><td>-</td><td>-</td><td>100%</td><td>✓ (districtwide general rate)</td><td>-</td></tr> <tr> <td>Emergency Management</td><td>0-5%</td><td>-</td><td>95-100%</td><td>✓ (districtwide general rate)</td><td>-</td></tr> </tbody> </table> <p><u>Capital costs:</u></p> <p>The interest and depreciation costs relating to capital expenditure are incorporated in the operating costs of each activity.</p> <p>Sustainability & Resilience capital expenditure projects are funded through:</p>						Activity	Sub-activity	User Fees	Other Income	Rates	General Rates	Targeted Rates	Sustainability & Resilience	Solid Waste	45-55%	-	45-55%	✓ (districtwide general rate)	-	Environmental Sustainability	-	-	100%	✓ (districtwide general rate)	-	Emergency Management	0-5%	-	95-100%	✓ (districtwide general rate)	-
Activity	Sub-activity	User Fees	Other Income	Rates	General Rates	Targeted Rates																										
Sustainability & Resilience	Solid Waste	45-55%	-	45-55%	✓ (districtwide general rate)	-																										
	Environmental Sustainability	-	-	100%	✓ (districtwide general rate)	-																										
	Emergency Management	0-5%	-	95-100%	✓ (districtwide general rate)	-																										

Sustainability and Resilience			
	Funding Source	Funding for 2021-2041	
	Rates funded depreciation	100%	
	Capital grants & subsidies (incl Waka Kotahi, New Zealand Transport Agency)	-	
	Development and financial contributions	-	
	Borrowings	-	
	Total	100%	

Community Facilities				
Activity Description	<p>Council provides public facilities that allow for community participation and emergency management services. This activity also involves asset management, maintenance, and replacement of civic property assets, and renting of pensioner housing that supports the provision of affordable accommodation to people on low incomes.</p> <p>The key outputs of this activity are:</p> <p>Housing for Older Persons:</p> <ul style="list-style-type: none"> Council provides 118 one-bedroom pensioner flats targeted towards the elderly, disabled, and those meeting qualifying criteria. Contribute to social wellbeing by ensuring that an adequate supply of safe, accessible, and affordable pensioner flats is available to those in need. <p>Community Facilities [Other]</p> <ul style="list-style-type: none"> Provide public facilities that allow for community participation Maintain property assets for civic purposes including the provision of specialist community facilities that allow the activities of Library services, Arts and Museums, and Swimming Pools to take place. <p>Public Toilets</p> <ul style="list-style-type: none"> Council provides functional and well-maintained public conveniences appropriate to the location and service required. <p>Community Centres and Halls</p> <ul style="list-style-type: none"> Provision of community centres and public halls to encourage participation in local activities and build a sense of community 			
Community Outcomes to which the activity contributes	<p>Strong Communities [Mana Whenua] – Council seeks to foster effective partnerships and engage with Mana Whenua in delivering on Council activities and outcomes.</p> <p>Strong Communities [Housing] - the activity provides an opportunity for a home and a better quality of life for those in the community on low incomes.</p> <p>Strong Communities - community facilities and public halls provide places for groups to come together, strengthening social cohesion, and making Kapiti a more appealing place for people to live. Public toilets are also located conveniently throughout the district, protecting against public health risks.</p>			
Who benefits - individuals or groups of individuals or the community as a whole?	<ul style="list-style-type: none"> Housing for Older Persons: The primary beneficiaries are the tenants, who receive accommodation at below market rent. Their benefits are private and exclusive. However, there are some benefits to the community as a whole. By providing homes for 	<ul style="list-style-type: none"> Community Facilities [Other]: The people and groups who use community facilities receive a clear and direct benefit. However, the provision of these facilities also has benefits for the wider community. Not only do the facilities help bring people together, the 	<p>Community Centres and Halls: The people and groups who use public halls and community centres receive a clear and direct benefit. Though the facilities are available to all, this benefit is private and exclusive – only one group can use a room in a hall or community centre at any one time. However, the provision of these facilities also has benefits for the wider community. Not only do the</p>	<p>Public Toilets: Individuals, visitors, businesses and the wider community all benefit from the provision of accessible, safe and sanitary conveniences (public health, tourism attraction). Council-owned public toilets clearly benefit people</p>

Community Facilities				
	people who otherwise may be unable to afford them, the Council also contributes to community cohesion and may have benefits for public health and safety.	groups that use them often make significant voluntary contributions to community well-being.	facilities help bring people together, the groups that use them often make significant voluntary contributions to community health, well-being and engagement.	who use them. However, their provision also benefits everyone who lives and works in the city, by protecting people in public places from the health hazards that would arise if there were no facilities or if facilities were not kept clean.
Can the beneficiaries be identified?	Housing for older persons – yes – individual tenants.	Community facilities – yes – individuals, community groups and wider community.	Public halls – yes – Individuals, community groups and wider community.	Public toilets – yes – individuals and entire community;
Period of benefits	ongoing benefits for the period the assets are being maintained and renewed.	ongoing benefits for the period the assets are being maintained and renewed.	ongoing benefits for the period the assets are being maintained and renewed.	ongoing benefits for the period the assets are being maintained and renewed.
Who/what creates need?	<ul style="list-style-type: none"> The primary beneficiaries are the tenants, who receive accommodation at below market rent. 	<ul style="list-style-type: none"> the whole community, community groups and visitors to the district creates the need for these facilities; and the entire community creates the need for affordable housing and public facilities 	<ul style="list-style-type: none"> the people and groups who use public halls and community centres receive a clear and direct benefit. 	<ul style="list-style-type: none"> Individuals, visitors, businesses and the wider community all benefit from the provision of accessible, safe and sanitary conveniences.
Costs and benefits of distinct funding	<p>User charges cover some of the costs of this activity; however, the bulk of the funding is through a targeted (community facilities) rate which reflects the different levels of usage.</p> <p>The community facilities rate applies to libraries, parks and reserves, swimming pools, public halls and community centres. The cost of further separating the community facilities rate into its constituent activities would exceed any benefits gained.</p>			
Overall impact of allocation of liability	<p>Housing for Older Persons: Although the primary beneficiaries are tenants of pensioner housing, the council's rationale for service delivery (provision of affordable pensioner housing) means full recovery from fees and charges is inappropriate.</p>			

Community Facilities						
Funding source allocation and funding source	<p>Community Facilities [Other]: Community facilities and community services costs are largely subsidised by the community. An increase in the costs of this activity will mainly result in increased costs to the community. Conversely, any reduction to these costs in a given financial year will mostly benefit the community.</p> <p>Community Centres and Halls: Although there is a large degree of private benefit to users of public halls and community centres, the Council does not believe it would be appropriate to fully recover the costs of this activity through fees and charges, as this would create barriers to access for those who cannot afford it.</p> <p>Public Toilets: Since the provision of public toilets benefits the whole community, the fairest and most effective way to fund it is through the districtwide general rate. Although individuals also benefit, the Council does not believe it would be appropriate to refuse access to people who cannot or will not pay.</p>					
	<u>Operating costs:</u>					
	Activity	Sub-activity	User Fees	Other Income	Rates	General Rates
	Community Facilities	Housing for Older Persons	55-80%	-	20-45%	✓ (districtwide general rate)
		Public Halls	10-20%	-	80-90%	- ✓ (community facilities rate)
		Public Toilets	-	-	100%	✓ (districtwide general rate)
		Community Facilities [Other]	5-10%	-	90-95%	✓ (districtwide general rate) ✓ (community facilities rate)
<p><u>Capital costs:</u></p> <p>The interest and depreciation costs relating to capital expenditure are incorporated in the operating costs of each activity.</p> <p>Community Facilities capital expenditure projects are funded through:</p>						

Community Facilities		
	Funding Source	Proportion of Funding for 2021-2041
	Rates funded depreciation	66%
	Capital grants & subsidies (incl Waka Kotahi, New Zealand Transport Agency)	4%
	Development and financial contributions	4%
	Borrowings	26%
	Total	100%

Parks and Open Space	
Activity Description	<p>Kapiti residents have a strong affinity with their parks, reserves, and open spaces. Council wishes to support this affinity and maintain a rich and diverse network of open spaces that protects and enhances the Kapiti Coast environment.</p> <p>This activity comprises of:</p> <ul style="list-style-type: none"> • Parks and Reserves – The Council manages 218 parks and reserves, covering nearly 591 hectares. Neighbourhood parks provide space and facilities for local communities, destination parks and our districtwide park. These are sources of pleasure, community pride, and places for recreation, which also contribute to the economic wellbeing of the district by attracting visitors. • Cemeteries – The Council administers burials and plot purchases as well as maintaining current and closed cemeteries. • Sportsgrounds and facilities – The council manages 13 sports grounds and facilities which provide active and passive recreation, play and social opportunities for both residents and visitors. • Cycleway, walkways and bridleways (CWB) – The Council maintains walkways and cycleways throughout the district, which contribute to the community's wellbeing by offering space for physical exercise and recreation, access to facilities and linkages between communities. • focus for community activity and involvement in improving the environment; • significant source of urban biodiversity (dependant on planting policies); and • open space as overflow paths for stormwater, water quality management.
Community Outcomes to which the activity contributes	<p>Strong Communities (Mana Whenua) – Council seeks to foster effective partnerships and engage with Mana Whenua in delivering on Council activities and outcomes.</p> <p>Strong Communities - accessible natural and green environments, sportsgrounds and facilities, and cycleways and walkways, encourage people to gather together, share activities and connect with each other. The cemeteries also provide sensitive and respectful bereavement services catering for a wide range of communities and beliefs.</p> <p>Thriving Environment - natural and green environments protect and enhance our biodiversity and contribute to off-setting our carbon emissions.</p> <p>Vibrant Economy – parks and open spaces, including destination parks and sportsgrounds, are important for residents' quality of life and attracts visitors to the district.</p>
Who benefits - individuals or groups of individuals or the community as a whole?	<p>Parks & Reserves (including sportsfields and CWB):</p> <ul style="list-style-type: none"> • public/whole of community benefit through the provision of formal and informal recreational opportunities that enhance and support community health and well-being. The whole community also benefits from culture, amenity and biodiversity, and hazard management; • private/individual benefit to the community and sporting groups who use Council recreational facilities; • benefit gain for event organisers and sections of the business community from the commercial spend of participants associated with particular event; and

Parks and Open Space	
	<ul style="list-style-type: none"> private benefit from sports fields at time of use – valuable as general open space at other times. <p>Cemeteries:</p> <ul style="list-style-type: none"> Individual users, particularly families of the deceased; the community as a whole in the availability of well-maintained open space and as a repository of genealogical and other human interest or heritage information. The community as a whole also benefits from the public health benefits of ensuring burials and cremations are conducted appropriately. the provision of these services can also be seen to benefit funeral homes and other private businesses in this field.
Can the beneficiaries be identified?	Yes, although individual users of passive open spaces cannot be easily differentiated.
Period of benefits	Ongoing benefits over life of asset.
Who/what creates need?	The whole community, community groups, sports and recreational groups and visitors to the district.
Costs and benefits of distinct funding	<p>The distinct beneficiaries for each component of the activity support multiple funding streams. Given the size of the expenditure, separate funding is considered important for transparency.</p> <p>Parks & Reserves (including sportsfields and CWB):</p> <p>User charges cover some of the costs of this activity. The bulk of the funding is through a targeted (community facilities) rate which reflects the different levels of usage and benefits.</p> <p>Cemeteries:</p> <p>Families of the deceased are private beneficiaries of the activity, and therefore it is appropriate to fund a portion of costs from user charges. The balance of funding is through the districtwide general rate, as majority of benefits flow to the wider community.</p>
Overall impact of allocation of liability	Council does not consider it appropriate to fully recover the costs of providing cemeteries and parks & reserves (including sportsfields) through user charges, as high charges would create barriers to access and may also have negative public health impacts if burials and cremations are not conducted appropriately. On balance, it is considered appropriate to adopt user charges as the largest single source of funding for cemeteries and parks & reserves (including sportsfields), but to also provide material levels of funding from districtwide general rates.

Parks and Open Space						
Funding source allocation and funding source	<u>Operating costs:</u>					
	Activity	Sub-activity	User Fees	Other Income	Rates	General Rates
	Parks & Open Spaces	Parks & Reserves (incl sportsfields)	0-5%	-	95-100%	-
		Cemeteries	60-70%	-	30-40%	✓ (districtwide general rate)
	Targeted Rates					

<u>Capital costs:</u>						
The interest and depreciation costs relating to capital expenditure are incorporated in the operating costs of each activity.						
Parks and Open Spaces capital expenditure projects are funded through:						
Funding Source		Proportion of Funding for 2021-2041				
Rates funded depreciation		55%				
Capital grants & subsidies (incl Waka Kotahi, New Zealand Transport Agency)		-				
Development and financial contributions		40%				
Borrowings		5%				
Total		100%				

Recreation and Leisure		
Activity Description	<p>Local Government is responsible for promoting the cultural and social well-being of communities. This activity provides an important part of the community's social infrastructure by providing high quality library, aquatic facilities, and arts & cultural services to support strong and resilient communities. This includes:</p> <p>Libraries, Arts and Museums</p> <ul style="list-style-type: none"> opportunities for people to express themselves and be challenged through the medium of art, the ability to understand and celebrate their many identities and heritage; enable and support the community to be informed, educated, inspired and creative; provide accessible community focused facilities, spaces and opportunities for social interaction and engagement; provide access to services and resources that facilitate learning and growth; provide access to digital resources that enable people to remain connected, breakdown the digital divide and actively participate in a global world provide access to a range of collection items, including historical items and items of cultural and community significance. <p>Aquatics</p> <ul style="list-style-type: none"> pools maintained to enhance the health, enjoyment and quality of life of the district's residents and visitors. enable community to be more active more often through the provision of a range of aquatic facilities and programmes; 	
Community outcomes to which the activity contributes	<p>Strong Communities (Mana Whenua) – Council seeks to foster effective partnerships and engage with Mana Whenua in delivering on Council activities and outcomes.</p> <p>Strong Communities – libraries, arts and museums provide places where people can learn, discover, connect and share ideas here and abroad. Along with our aquatic facilities, they also provide access to sports and recreation opportunities which is important for people's health and wellbeing, while bringing people together, strengthening social cohesion, and making Kapiti a more appealing place for people to live.</p> <p>Vibrant Economy – libraries, arts and museums enhance the Kapiti Coast district's vibrancy as a diverse, cultural, active and eventful place attractive to visitors.</p>	
Who benefits - individuals or groups of individuals or the community as a whole?	<p>Libraries, Arts and Museums</p> <ul style="list-style-type: none"> Main beneficiaries are the people who use the facilities and services. The individuals benefit by: <ul style="list-style-type: none"> access to opportunities for lifelong learning, self-development and recreational reading; 	<p>Aquatics</p> <ul style="list-style-type: none"> the swimming pools mainly benefit users – the benefits are private and exclusive community as a whole benefit from provision of recreation facilities and through public health, community activity, and social wellbeing

Recreation and Leisure		
	<ul style="list-style-type: none"> o access to facilities, services and resources that support their economic, social and cultural wellbeing; and o access to a safe and welcoming environment that enables greater social connection and reduced social isolation • Entire community benefits from: <ul style="list-style-type: none"> o choice of recreational activities and social, cultural and educational opportunities the library offers; o an informed and literate community; and o access to the breadth of artistic expression that contributes to community and individual wellbeing. • Groups of individuals benefit from access to specific resources, services, spaces and support that greatly enhance the life of those groups and individuals within them 	<ul style="list-style-type: none"> • visitors to the district;
Can the beneficiaries be identified?	Yes – the entire community and specific benefits to borrowers of material, and users of library services.	Yes – individuals and groups.
Period of benefits	Ongoing benefit for the period the assets are being maintained and renewed.	Ongoing benefit for the period the assets are being maintained and renewed.
Who/what creates need?	<ul style="list-style-type: none"> • entire community - for library, museum and arts experience and access to information resources and services as a key factor in civic life; and • entire district - creating the need for swimming pools. 	
Costs and benefits of distinct funding	<p>The distinct beneficiaries for each component of the activity support multiple funding streams. Given the size of the expenditure, separate funding is considered important for transparency.</p> <p>Libraries, Arts and Museums</p> <p>The individuals and community groups that use the museum are the primary beneficiaries of the activity. The benefits are private therefore it is acceptable to charge people to use the facilities.</p> <p>Aquatics</p> <p>The individuals and community / school groups that use the pools are the primary beneficiaries of the activity. The benefits are private and exclusive, therefore it is appropriate and acceptable to charge people to use the pools.</p>	
Overall impact of allocation of liability	Libraries, Arts and Museums	

Recreation and Leisure	
	<p>While individuals receive many of the direct benefits, the Council believes it is appropriate that most of the cost of running libraries, arts and museums should be met by the wider community. The community benefits as a whole and the widespread community support for these facilities justifies a significant ratepayer contribution. The libraries and museums are significant public facilities that are not in direct competition with the private sector.</p> <p>Imposing user charges for entry to the libraries or basic book lending services is not considered acceptable, as this introduces barriers to people on low incomes and discourage use of library services. Fees are however imposed on services that are provided in addition to the core services of the library, such as, rental of DVDs and CDs. Since the vast majority of residents are also library users, the community facilities targeted rate is considered an effective way of funding the library service.</p> <p>While there are clearly direct benefits to people who choose to visit the galleries and museums, the Council believes these are outweighed by the overall community benefits. Therefore, it is considered fair and efficient that the arts and museum activity be paid for by the whole community through the districtwide general rate.</p> <p>Aquatics</p> <p>Although there is a large degree of private benefit to users of aquatic facilities and programmes, the Council does not consider it appropriate to fully recover the costs of this activity through fees and charges, as this would create barriers to access for those people on low incomes. Therefore, Council consider it appropriate to subsidise a significant portion of the activity costs from community facility targeted rate.</p>

Recreation and Leisure

Funding source allocation and funding source

Operating costs:

Activity	Sub-activity	User Fees	Other Income	Rates	General Rates	Targeted Rates
Recreation & Leisure	Libraries, Arts and Museums	0-5%	0-5%	95-100%	✓ (districtwide general rate – funds arts and museums)	✓ (community facilities rate – funds district libraries)
	Swimming Pools	25-30%	-	70-75%	-	✓ (community facilities rate)

Capital costs:

The interest and depreciation costs relating to capital expenditure are incorporated in the operating costs of each activity.

Recreation & Leisure capital expenditure projects are funded through:

Funding Source	Proportion of Funding for 2021-2041
Rates funded depreciation	89%
Capital grants & subsidies (incl Waka Kotahi, New Zealand Transport Agency)	-
Development and financial contributions	-
Borrowings	11%
Total	100%

Community Wellbeing	
Activity Description	<p>The community wellbeing activity provides a framework for the Council to develop and grow social assets, to ensure people are connected and living in communities that are connected. This involves:</p> <ul style="list-style-type: none"> • providing resources to the community for capacity building and service provision focused on community priorities; • providing high-quality advice on social research and evidence on key community factors, population-based services and environmental sustainability; • promotion of the community's social and cultural wellbeing through facilitation and advocacy; • reduced social problems; and • provision of social services support via contracts and grants.
Community Outcomes to which the activity contributes	<p>Strong Communities (Mana Whenua) – Council seeks to foster effective partnerships and engage with Mana Whenua in delivering on Council activities and outcomes.</p> <p>Strong Communities – this activity promotes social and cultural wellbeing, inclusiveness, and help residents feel connected through provision of social grants, and facilitation and advocacy services.</p> <p>Vibrant Economy – Residents and businesses have a strong sense of community and of public pride.</p>
Who benefits – individuals or groups of individuals or the community as a whole?	<ul style="list-style-type: none"> • Individual users of Council services and recipients of grants • Community groups receiving support through contracts and grants • The entire community benefits through improved levels of the community's social and cultural wellbeing, including health, cooperation, ability to leverage funding into the district, and the provision of services to the community.
Can the beneficiaries be identified?	Yes – entire community and private beneficiaries.
Period of benefits	The period of benefit is now and into the future.
Who/what creates need?	<p>Supporting Social Wellbeing</p> <ul style="list-style-type: none"> • the entire community creates the need/desire for a community that works collectively and cooperatively and is able to withstand external pressures and shocks; and • the more involved and skilled people are, the more they contribute to the economic, social and cultural wellbeing of the district.
Costs and benefits of distinct funding	<p>Although there is some benefit to individuals, the principal benefit is to the community. Identifying the individual beneficiaries and the level of benefit they receive is not practical. Furthermore, even if it were feasible to charge people who benefit from the activity, it could discourage people from taking part.</p> <p>Therefore, the fairest and effective way is to fund the activity from districtwide general rates.</p>

Community Wellbeing

Overall impact of allocation of liability	While grants recipients benefit directly from this activity, seeking to recoup the cost from them would defeat the purpose of the grants pool. Given this and the benefits to the community as a whole, the Council believes the fairest and most effective way to fund this from districtwide general rates.																															
Funding source allocation and funding source	<p><u>Operating costs:</u></p> <table><tr><th>Activity</th><th>Sub-activity</th><th>User Fees</th><th>Other Income</th><th>Rates</th><th>General Rates</th><th>Targeted Rates</th></tr><tr><td>Community Wellbeing</td><td>Community Wellbeing</td><td>-</td><td>-</td><td>100%</td><td>✓ (districtwide general rate)</td><td>-</td></tr></table> <p><u>Capital costs:</u></p> <p>The interest and depreciation costs relating to capital expenditure are incorporated in the operating costs of each activity.</p> <p>No capital expenditure is planned for the 2021-41 LTP for Community Wellbeing, but any unplanned capital expenditure projects will be funded through borrowings.</p> <table><tr><th>Funding Source</th><th>Proportion of Funding for 2021-2041</th></tr><tr><td>Rates funded depreciation</td><td>-</td></tr><tr><td>Capital grants & subsidies [incl Waka Kotahi, New Zealand Transport Agency]</td><td>-</td></tr><tr><td>Development and financial contributions</td><td>-</td></tr><tr><td>Borrowings</td><td>-</td></tr><tr><td>Total</td><td>-</td></tr></table>						Activity	Sub-activity	User Fees	Other Income	Rates	General Rates	Targeted Rates	Community Wellbeing	Community Wellbeing	-	-	100%	✓ (districtwide general rate)	-	Funding Source	Proportion of Funding for 2021-2041	Rates funded depreciation	-	Capital grants & subsidies [incl Waka Kotahi, New Zealand Transport Agency]	-	Development and financial contributions	-	Borrowings	-	Total	-
Activity	Sub-activity	User Fees	Other Income	Rates	General Rates	Targeted Rates																										
Community Wellbeing	Community Wellbeing	-	-	100%	✓ (districtwide general rate)	-																										
Funding Source	Proportion of Funding for 2021-2041																															
Rates funded depreciation	-																															
Capital grants & subsidies [incl Waka Kotahi, New Zealand Transport Agency]	-																															
Development and financial contributions	-																															
Borrowings	-																															
Total	-																															

Economic Development	
Activity Description	<p>The Economic Development activity supports the growth of a vibrant, diverse and resilient Kāpiti Coast economy, that supports the delivery of districtwide well-being outcomes, through the promotion and encouragement of economic development opportunities within the district. Our activities include:</p> <ul style="list-style-type: none"> • Business and sector/industry support and facilitation • Business attraction, destination marketing and promotion • Attract and support major events in the district • Providing workforce and skills development • Districtwide economic infrastructure projects and initiatives • Supporting the delivery of actions in the District Recovery Plan <p>The activity also includes the estimated costs and revenue associated with the Kapiti Gateway Centre project and future operations, as indicated in the Kapiti Gateway Project business case adopted by Council in February 2021. Note that once the centre is completed, it may be reported under a different Activity that will be responsible for the management of the asset.</p>
Community Outcomes to which the activity contributes	<p>Strong Communities (Mana Whenua) – Council seeks to foster effective partnerships and engage with Mana Whenua in delivering economic development activities and outcomes. This activity will also provide local Iwi with information space to share local stories and history through projects such as the Kapiti Gateway Centre.</p> <p>Strong Communities – promoting and encouraging economic development opportunities is vital to attracting investment, talent, visitors and jobs to the district.</p> <p>Thriving Environment – the Kapiti Gateway project aligns with and supports local and national strategy and planning in the areas of biodiversity and conservation by providing a clean hygienic environment to perform biosecurity purposes.</p> <p>Vibrant Economy – attracting talent, investment, visitors and jobs is vital to growing Kapiti's economy and ensuring the district remains vibrant.</p>
Who benefits - individuals or groups of individuals or the community as a whole?	<p>Economic Development and Kapiti Gateway Centre</p> <ul style="list-style-type: none"> • The business sector will benefit from specific economic development initiatives and opportunities; • the entire community, through a healthy, growing and sustainable economy - attracting a more diverse range of businesses which provides jobs and raise incomes through offering more skilled and sustainable employment opportunities. • residents accessing local employment opportunities; • visitors to the district benefit from visitor attractions; and • community groups and other agencies such as Department of Conservation (DoC) benefit from a purpose built facility that contributes to conservation efforts and provides information.

Economic Development	
Can the beneficiaries be identified?	<ul style="list-style-type: none"> Yes - the beneficiaries of this activity are principally businesses, the community as a whole, visitors to the district and community groups.
Period of benefits	The benefits from a strong and resilient economy accrue to current and future residents of the Kapiti Coast.
Who/what creates need?	Economic Development and Kapiti Gateway Centre <ul style="list-style-type: none"> the entire community (development of economy); individual businesses; visitors to the district (including those visiting Kapiti Island); and community groups and other agencies such as Wellington NZ and Department of Conservation (DoC).
Costs and benefits of distinct funding	Economic Development <ul style="list-style-type: none"> The beneficiaries of the activity are predominantly the business sector and the community as a whole. As the benefits can be identified separately, it is appropriate to fund part of the activity through a targeted rate to the commercial sector, and a districtwide general rate to reflect that the wider community benefits from an improved economy. Whilst visitors and community groups have been identified as beneficiaries, not all of the benefits accruing to these groups are distinct enough to justify charging separately. For example, it is not practical (or desirable) to identify and charge all people visiting Kapiti to shop or visit the beach. Kapiti Gateway Centre <ul style="list-style-type: none"> The whole community benefits from increased tourism and jobs to the district, and the social and cultural benefits associated with the centre. Therefore, the most appropriate way to fund this activity is through: <ul style="list-style-type: none"> The districtwide general rate to reflect the wider community benefits, and Fees and charges to private beneficiaries of the Kapiti Gateway Centre.
Overall impact of allocation of liability	Economic Development <ul style="list-style-type: none"> Although the business sector is a significant beneficiary of economic development activity undertaken in the Kapiti Coast district, Council does not think it appropriate to recover the majority of costs for this activity from the sector as this may impede, rather than encourage economic growth. It is Council's view that general ratepayers should bear a portion of the costs. This is appropriate as the benefit to the community as a whole are far greater. For example, through more employment opportunities; growth in demand to live and work in the district; and the flow on effects that could have to property valuations and business opportunities.

Economic Development							
	<p>Kapiti Gateway Centre</p> <ul style="list-style-type: none">• The whole community benefits from increased tourism and jobs to the district, and the social and cultural benefits associated with the centre.• Therefore, the most appropriate way to fund this activity is through:<ul style="list-style-type: none">• the districtwide general rate to reflect the wider community benefits, and• fees and charges to private beneficiaries of the Kapiti Gateway Centre.						
Funding source allocation and funding source	<p><u>Operating costs:</u></p> <p>Economic Development</p> <ul style="list-style-type: none">• Part of this activity includes the undertaking of specific economic initiatives, where external funding may partially or fully subsidise the cost of the activity, and therefore requires a partial or no rates funding. As the level of external funding received may change on a year to year basis, there is the underlying principle that any portion of costs associated with undertaking economic initiatives that are eligible for external funding is 100% funded from other income, and not funded through rates.• The funding policy target therefore excludes the economic initiatives funded by external revenue, and is focused on the remaining elements in the activity. It is recommended that they are 100% funded through rates and are spread across the sectors that benefit from the activity. This approach attributes the main benefits to the whole community and partly to the business community.• The portion of rates funded by the business community will be through the commercial targeted rate which funds:<ul style="list-style-type: none">○ 100% of costs related to developing workforce skills and capability, and providing business/industry support and attraction (e.g. business capability support, pop-up business school, and visitor attraction); and○ 50% of costs related to events and sponsorships, marketing and promotion activities, and the provision of an Economic Development Strategy for the district. <p>Kapiti Gateway Centre</p> <ul style="list-style-type: none">• As the Kapiti Gateway Centre's operating model is still under development, the funding target is based on the estimated costs and revenue identified in the business case. Even though it is projected that the operation will become self-sustaining over time, the Centre is not expected to break-even until 2026/27. Until then, any net operating deficit will be funded from districtwide general rates to reflect the benefits to the wider community. There will be more certainty on the costs, sources and level of funding once the operating model is fully developed.						
	Activity	Sub-activity	User Fees	Other Income	Rates	General Rates	Targeted Rates

Economic Development

Economic Development	Economic Development	-	-	100%	✓ (districtwide general rate 58%)	✓ (commercial targeted rate 42%)
	Kapiti Gateway Centre	60-70%	-	30-40%	✓ (districtwide general rate)	-

Capital costs:

The interest and depreciation costs relating to capital expenditure are incorporated in the operating costs of each activity.

Economic Development (including Capital Gateway Centre) capital expenditure projects are funded through:

Funding Source	Proportion of Funding for 2021-2041
Rates funded depreciation	-
Capital grants and subsidies (incl Waka Kotahi, New Zealand Transport Agency)	30%
Development and financial contributions	-
Borrowings	70%
Total	100%

Governance	
Activity Description	<p>Council seeks to strengthen democracy through facilitating community input to decision-making processes and structures. It also aims to effectively and efficiently manage the democratic framework in line with legislative requirements and Council's Significance and Engagement Policy. This includes:</p> <ul style="list-style-type: none"> • public accountability of Council governance; • ensuring a fair, timely, accessible, informative and responsive engagement process; and • ensuring that public expectations are met regarding identifying community needs, both current and future.
Community outcomes to which the activity contributes	<p>Strong Communities (Mana Whenua) – Council seeks to foster effective partnerships and engage with Mana Whenua in delivering on Council activities and outcomes.</p> <p>Strong Communities - this activity provides information about Kapiti Coast and its services, which encourages people to use the district's facilities and provides access to information. It also enhances trust and confidence in civic decision-making and encourages the community to participate in city governance.</p>
Who benefits - individuals or groups of individuals or community as a whole?	<ul style="list-style-type: none"> • the entire community benefits from involvement in Council's decisions and goals, knowledge of the intended paths to meet those goals, and monitoring of progress. • parts of the community served by community boards. • individuals who engage with the Council on consultations and make submissions; • the whole community also benefits in terms of operation of local democracy and statutory processes.
Can the beneficiaries be identified?	Yes – entire community, and community groups (through community boards).
Period of benefits	Benefits are on-going with a Council/public partnership.
Who/what creates need?	<ul style="list-style-type: none"> • need is created by entire community for knowledge of and involvement in the Council's decisions; • need is created by the Council for an efficient and effective interface with and guidance from the public in decision making; and • statutory requirement.
Costs and benefits of distinct funding	<p>The distinctness of beneficiaries of the activity supports multiple funding streams:</p> <ul style="list-style-type: none"> • targeted rates are appropriate to fund the different costs and requirements of the individual communities in the district – Paraparaumu/Raumati, Waikanae, Ōtaki and Paekākāriki, as well as the service charges for Ōtaki and Paekākāriki; and • the balance of funding is through the districtwide general rate, as significant benefits arising from this activity flow to the wider community.
Overall impact of allocation of liability	Even though individuals who engage with Council can be separately identified, it is not considered appropriate to charge fees, as this does not align with Council's goal to encourage public participation and engagement in the democratic process and decision-making.

Governance						
Funding source allocation and funding source	<u>Operating costs:</u>					
	Activity	Sub-activity	User Fees	Other Income	Rates	General Rates
	Governance	Governance	-	-	100%	<div>✓</div> <div>(districtwide general rate)</div> <ul style="list-style-type: none"> Community Facilities Rate Otaki Community Rate Paekakariki Community Rate Paraparaumu / Raumati Community Rate Waikanae Community Rate
<u>Capital costs:</u>						
The interest and depreciation costs relating to capital expenditure are incorporated in the operating costs of each activity.						
Governance capital expenditure projects are funded through:						
Funding Source		Proportion of Funding for 2021-2041				
Rates funded depreciation		100%				
Capital grants and subsidies (incl Waka Kotahi, New Zealand Transport Agency)		-				
Development and financial contributions		-				
Borrowings		-				
Total		100%				

Tāngata Whenua						
Activity Description	The Council recognises and acts on its obligations under the Treaty of Waitangi (Te Tiriti) and its specific responsibilities under the Local Government Act and other legislation. We foster partnerships with Mana Whenua (local Iwi) and consultation relationships with the wider Māori community. The relationship between the Council and Māori is supported by a dedicated team which provides us with advice and administrative support on Te Tiriti-based relationships.					
Community outcomes to which the activity contributes	Strong Communities (Mana Whenua) - this activity promotes inclusiveness, celebrates social and cultural diversity and enables us to respond to the needs and aspirations of Māori.					
Who benefits - individuals or groups of individuals or community as a whole?	<p>The benefits of this activity are equally spread between the whole community and the Council's Mana Whenua partners:</p> <ul style="list-style-type: none"> • Mana Whenua partners benefit by having a direct input into Council decisions and therefore the future direction of the district; and • the community benefits because the partnership leads to better understanding and cooperation between local Māori and the wider community. These benefits contribute to the general cultural, economic, social and environmental wellbeing of the Kapiti Coast district. 					
Can the beneficiaries be identified?	Yes – entire community, individuals and community groups / Mana Whenua partners.					
Period of benefits	Benefits are on-going with a Council/Mana Whenua partnership.					
Who/what creates need?	<ul style="list-style-type: none"> • need is created by entire community to promote inclusiveness, celebrate social and cultural diversity and enable Council to respond to the needs and aspirations of Māori; • need is created by Council's Mana Whenua partners to enhance the visibility of Māori culture and history in the district by telling the story of Kapiti's Māori; and • the Treaty of Waitangi. 					
Costs and benefits of distinct funding	The benefits of the relationship and activity accrue to both Māori and the whole community, and as such it is appropriate for this activity to be funded from districtwide general rates.					
Overall impact of allocation of liability	Even though individuals and groups who engage with Council can be separately identified, it is not considered appropriate to charge fees, as this does not align with Council's goal to encourage local Maori participation and engagement in the democratic process and decision-making.					
Funding source allocation and funding source	Operating costs:					
	Activity	Sub-activity	User Fees	Other Income	Rates	General Rates
	Tangata Whenua	Tangata Whenua	-	-	100%	<div>✓</div> (districtwide general rate)

Tāngata Whenua

Capital costs:
The interest and depreciation costs relating to capital expenditure are incorporated in the operating costs of each activity.
Tangata Whenua capital expenditure projects are funded through borrowings.

Funding Source	Proportion of Funding for 2021-2041
Rates funded depreciation	-
Capital grants and subsidies (incl Waka Kotahi, New Zealand Transport Agency)	-
Development and financial contributions	-
Borrowings	100%
Total	100%

Regulatory Services	
Activity Description	<p>Regulation and compliance services are needed to administer the laws that govern building and development work, the health and safety of licensed activities, and the management of animals in public spaces. The Council enforces compliance with regulations, monitors individual licences and approvals, investigates complaints and non-compliance, and assesses the potential effects of various activities while still enabling builders, developers, business and property owners to carry on their business.</p> <p>The key components of this Activity are:</p> <p>Building Consents</p> <ul style="list-style-type: none"> • Compliance services relating to Building Act, Local Government Act, and relevant bylaws and policies; • Standards of safety and quality of buildings within the district are monitored and enforced; • Provide guidance and advice; and • Supporting ongoing use of buildings following an emergency. <p>Resource Consents and Compliance</p> <ul style="list-style-type: none"> • Compliance services relating to Resource Management Act (District Plan), Local Government Act, and relevant bylaws and policies; • Sustainable management of all physical and natural resources on the Kāpiti Coast to sustain the life-supporting capacity of these resources and to meet the needs of future generations; and • the district is developed in a planned and orderly manner in harmony with the environment and community aspirations and values. <p>Environmental Standards – Environment Health & Compliance</p> <ul style="list-style-type: none"> • Compliance services relating to Local Government Act, Food Act, and relevant local bylaws and policies; • provision of education, an efficient monitoring, regulatory and response service; • Alcohol Licensing; • Food safety management; • Health Licensing and Environmental Health, including environmental nuisance and environmental health risks e.g. excessive noise management and recreational water quality. <p>Environmental Standards – Animal & Public Spaces Management</p> <ul style="list-style-type: none"> • Compliance services relating to Local Government Act, Litter Act, and relevant local bylaws and policies; • provision of education, an efficient monitoring, regulatory and response service; • Provision of animal and public spaces management; • Provision of parking services;

Regulatory Services				
Community outcomes to which the activity contributes	<p>Strong Communities (Mana Whenua) – Council seeks to foster effective partnerships and engage with Mana Whenua in delivering on Council activities and outcomes.</p> <p>Strong Communities (Housing) - regulatory activities such as controlling development and building work in accordance with the Resource Management Act and Building Act, ensures the housing stock in the district are of standard and safe.</p> <p>Strong Communities – regulatory activities such as controlling development and building work, licensing and monitoring food and liquor outlets, registering dogs etc., are necessary to protect public health and safety, and to protect future users of land and buildings.</p> <p>Thriving Environment - regulatory activities such as controlling development in accordance with the Resource Management Act ensure resources are used sustainably.</p>			
Who benefits - individuals or groups of individuals or community as a whole?	<p>Building Consents</p> <p>Building consent and regulatory activities are primarily a private benefit to the individual user, with the public deriving benefit through the use of compliant buildings.</p> <p>For example, LIMs (land information memoranda) are mainly a private benefit for the recipient whereas building warrant of fitness work and the EQP (Earthquake prone building) programme are mainly of benefit to the public by improving building safety for occupants and users. Enforcement work and enquiries are also a mix of private and public benefit.</p>	<p>Resource Consents</p> <ul style="list-style-type: none"> the entire community benefits from the sustainable management of the Kāpiti Coast environment; and Individuals such as subdividers / developers / landowners benefit from the process. <p>The main beneficiaries of this work are the individual people and businesses involved in land subdivision and development or use of other resources. This work helps ensure the developments are safe, sustainable and meet legal obligations.</p> <p>There is also a public benefit. By controlling the safety and environmental effects of developments, we help prevent harm to members of the public both now and in the future.</p>	<p>Environmental Standards – Environment Health & Compliance</p> <ul style="list-style-type: none"> There is a private benefit to individual users of Council's regulatory services, such as owners of fenced pools, individual businesses requiring food and alcohol licensing to legally operate, individuals who have their complaints dealt with or otherwise are protected from a hazard or nuisance; the entire district benefits from regulatory requirements that promote the health, safety and wellbeing of the community and visitors; and the public enjoys ongoing benefits of business 	<p>Environmental Standards – Animal & Public Spaces Management</p> <ul style="list-style-type: none"> there is private benefit to users of Council's regulatory services such as dog owners and individuals / businesses trading in public spaces; the whole community benefits from animal control activities such as dog ownership, management of stock and other animals, to ensure that they do not cause nuisance, injure, endanger or cause distress to the public.

Regulatory Services				
Can the beneficiaries be identified?	Yes – entire community; and yes – private individuals - building owners and users.	Yes – entire community – indirect benefits through the counter services we provide, and connections with other government organisations (eg Ministry for the Environment); and Yes – private individuals - specific developers / land owners.	Yes – private individuals (eg. swimming pool owners) and businesses can be identified. Yes – entire community benefits from regulatory requirements that promote the health, safety and wellbeing of the community and visitors.	Yes – private individuals such as owners of animals and parked vehicles can be identified. Yes – entire community benefits from regulatory requirements that promote the health, safety and wellbeing of the community and visitors.
Period of benefits	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Who/what creates need?	<ul style="list-style-type: none"> the entire community creates the need for monitored standards of safety and quality of buildings; property owners; and statutory requirements. 	<ul style="list-style-type: none"> subdividers / developers / land owners; the entire community – current and future generations; Protecting the physical and built environment, and ensuring the built environment is constructed in a way that is sustainable (balancing impact on surrounding environments and meeting the needs of residents); and statutory requirement. 	<ul style="list-style-type: none"> users of regulatory services such as individuals and businesses; the district as a whole to ensure there is a consistent regulatory framework to promote health, safety and wellbeing of the people and environment of the Kāpiti Coast; and statutory requirements. 	<ul style="list-style-type: none"> users of regulatory services such as individuals and businesses; the district as a whole to ensure there is a consistent regulatory framework to promote health, safety and wellbeing of the people and environment of the Kāpiti Coast; and statutory requirements.
Costs and benefits of distinct funding	A large degree of private benefit across this activity makes user charging feasible where legislation allows (usually when consent or licence is sought). Where costs are not met by user charges, Council considers it appropriate to fund this from the districtwide general rate, as the benefits flow to the wider community.			
Overall impact of allocation of liability	Council acknowledges that full cost recovery through user charges would increase those user charges to a point where full compliance may be discouraged. On balance, it is considered appropriate to adopt user charges as the largest single source of funding for this Activity, but to also provide material levels of funding from districtwide general rates.			

Regulatory Services

Funding source allocation and funding source

Operating costs:

Activity	Sub-activity	User Fees	Other Income	Rates	General Rates	Targeted Rates
Regulatory Services	Building Consents	60-70%	-	30-40%	✓ (districtwide general rate)	-
	Resource Consents	50-60%	-	40-50%	✓ (districtwide general rate)	-
	Environmental Standards – Health & Compliance	25-35%	-	65-75%	✓ (districtwide general rate)	-
	Environmental Standards – Animal Management	55-65%	-	35-45%	✓ (districtwide general rate)	-

Capital costs:

The interest and depreciation costs relating to capital expenditure are incorporated in the operating costs of each activity.

Regulatory Services capital expenditure projects are funded through:

Funding Source	Proportion of Funding for 2021-2041
Rates funded depreciation	-
Capital grants and subsidies (incl Waka Kotahi, New Zealand Transport Agency)	-
Development and financial contributions	-
Borrowings	100%
Total	100%

Districtwide Planning	
Activity Description	<p>This activity is focussed on the preparation of the District Plan, ongoing maintenance of and delivery of our policy and research work programme, and provision of a housing programme for the Kapiti Coast district.</p> <p>The District Plan is Council's primary land use regulation which enables growth and development while ensuring the sustainable management of the district's natural and physical resources. The district-wide planning activity makes a significant difference to community wellbeing by:</p> <ul style="list-style-type: none"> • supporting development of quality urban environments, and ensuring sufficient land is available for a range of housing types; • protecting valued features of the district, including sites of particular significance to mana whenua, significant natural areas, productive soils, and landscapes; • changing land use regulation as necessary to increase resilience to natural hazards and the future impacts of climate change; • enabling business development and growth; and • developing vibrant, diverse and liveable communities. <p>The housing programme looks more broadly at how we can improve access to suitable quality housing across the district, which includes a range of initiatives such as:</p> <ul style="list-style-type: none"> • expanding land supply and incentivising higher density development in suitable areas • explore partnering opportunities on housing developments to boost supply • looking into opportunities with the public housing sector to increase provision of social housing in the district • seeing if there is suitable land that could be used for temporary relocatable housing <p>The Research and Policy sub-activity is focussed on policy development, ongoing maintenance and delivery of our policy & research work programme (surveys/data collection and analysis to support decision-making, policy development, submissions and advocacy).</p>
Community outcomes to which the activity contributes	<p>Strong Communities (Mana Whenua) – this activity seeks to engage and partner with local iwi to identify and deliver on community outcomes, including those that are of particular significance and importance to iwi.</p> <p>Strong Communities (Housing) – the housing programme seeks to improve access to suitable quality housing and increase provision of social housing across the district</p> <p>Strong Communities – the District Plan ensures the Kapiti Coast district's built form is developed appropriately, whilst the housing programme promotes community resilience and enhances standards of living by improving access to quality safe affordable housing. Our policy & research work programme supports the running of an efficient and effective Council, which ensures that the needs of Kapiti Coast district are met, that its residents are engaged and connected, and that there are appropriate policy responses to issues that are important to the community.</p> <p>Thriving Environment – this activity protects the environment and valued features of the district and increase resilience to natural hazards and the future impacts of climate change.</p>

Districtwide Planning	
	Vibrant Economy - this activity shapes how the built form and urban culture of the district is developed into the future, and supports the outcomes associated with ensuring that our local economy is prosperous with ample opportunities for people to work and learn in Kāpiti.
Who benefits - individuals or groups of individuals or community as a whole?	<p>Districtwide Planning</p> <ul style="list-style-type: none"> • developers benefit from a clear consistent policy framework for development proposals; • individuals and community groups immediately affected by development proposals; • the entire community benefits from the provision of a regulatory framework to manage development and change and its effects, ensuring a sustainable environment that protects the unique character and existing amenity values of the district; • the whole community also benefits from the opportunities for growth and more liveable and vibrant urban areas and involvement in design process. <p>Housing</p> <ul style="list-style-type: none"> • developers benefit from potential development proposals; • individuals and community groups immediately affected by development proposals; • individuals who currently cannot access quality affordable housing would benefit, as developments arising from this activity would allow more affordable housing to be available on a greater scale than is currently the case; and • the community as a whole also benefits through improving the overall availability and quality of affordable and social housing stock in the district. <p>Research and Policy</p> <p>Research and policy formulation are essential Council services that inform and enable elected members to set policies and manage resources to benefit the whole community. These are part of decision-making and accountability processes that enhance residents' well-being by improving the quality of Council decisions and provide the community with an avenue for feedback.</p>
Can the beneficiaries be identified?	<p>Districtwide Planning</p> <ul style="list-style-type: none"> • yes, for private plan changes – full benefits accrue to the developer and can be identified. If sufficient public benefit is arising from the plan change, it may be treated as a public plan change • the whole community benefits from an effective and efficient District Plan. <p>Housing</p> <ul style="list-style-type: none"> • yes – developer, individuals, community groups, and the community as a whole. <p>Research & Policy</p> <p>yes – individuals, community groups and the community as a whole, benefit from clear accountability and decision-making frameworks provided in Council policies and from the research data and analysis that informs Council planning</p>
Period of benefits	Current and future residents benefit from sufficient housing capacity and protection of the environment for future generations.

Districtwide Planning	
Who/what creates need?	<p>Districtwide Planning and Housing</p> <ul style="list-style-type: none"> • Developers and business owners, community groups, and entire community; • climate change and other issues that we need to respond to; • commitments from settling appeals; • statutory requirement; and • Population growth. <p>Research & Policy</p> <ul style="list-style-type: none"> • need is created by entire community for knowledge of Council's decision-making processes; • need is created by the Council for an efficient and effective interface with and guidance from the public in decision making, and to help identify the needs of the community; • statutory requirement [e.g. the Local Government Act 2002 requires population forecast assumptions for Long-Term Planning]; and • provide systems and resources to help Council achieve agreed community well-being outcomes.
Costs and benefits of distinct funding	<p>The distinct beneficiaries for each component of the activity support multiple funding streams.</p> <p>Districtwide Planning</p> <p>Majority of the benefits from this activity flow to the community as a whole, except for private plan changes where the benefits accrue to the private individual.</p> <p>Community groups have been identified as beneficiaries of this activity, but the benefits accruing to these groups are not distinct enough to justify charging separately. For example, environmental groups may benefit from certain plan changes, but the same level of benefits also accrue to the wider community. The cost of funding this group separately exceeds any benefits that might be gained. There will also be some plan changes which may benefit some landowners [e.g. changing the plan to make certain land uses easier], however these will sometimes also have wider community benefit, such as enabling more provision of housing in suitable locations.</p> <p>Therefore, the most appropriate way to fund the bulk of this activity is by the whole community through the districtwide general rate, whilst private plan changes are fully funded by the private beneficiary through fees and charges.</p> <p>Housing</p> <p>Majority of the benefits accrue to private beneficiaries such as developers and potential tenants, who can be separately identified.</p> <p>As the community as a whole also benefits from improved access to suitable quality housing across the district and a wider provision of different sorts of housing, it is appropriate for general ratepayers to bear the costs of this activity.</p>

Districtwide Planning						
Overall impact of allocation of liability	Research & Policy The primary beneficiary of this activity is considered to be the whole community. It is therefore considered appropriate to source funding from districtwide general rates.					
	Districtwide Planning Even though every individual requesting a plan change is a direct and private beneficiary, depending on the nature of the plan change, public benefits may arise from it. In those instances, where sufficient public benefits can be identified from a requested plan change, it may be appropriate to classify these as public plan changes and partially or wholly fund it from districtwide general rates. Housing While the private market does provide housing, this activity seeks to encourage the sort of development which would not commonly occur without Council's support or facilitation. The main intention of this activity is to help address the housing pressures being experienced in the district, and to seek to recoup the cost from private beneficiaries (such as developers and community housing providers) would defeat the purpose of Council support as this may affect housing affordability and feasibility. In addition, much of the work in this activity is strategic and facilitative in nature with broadly delivered benefits through a quality framework. Given this and the benefits to the community as a whole, the fairest and most effective way to fund this activity is 100% from districtwide general rates. Research & Policy Even though individual and community groups have been identified as private beneficiaries, the key purpose of this activity is to support Council decision-making and accountability processes to ensure community outcomes are achieved. The whole community benefits and therefore it is fair to fund this activity from districtwide general rates.					
Funding source allocation and funding source	<u>Operating costs:</u>					
	Activity	Sub-activity	User Fees	Other Income	Rates	General Rates
	Districtwide Planning	Districtwide Planning	0-5%	-	95-100%	✓ (districtwide general rate)
		Research and Policy	-	-	100%	✓ (districtwide general rate)✓
		Housing	-	-	100%	✓
	Targeted Rates					

Districtwide Planning

						(districtwide general rate)	
<u>Capital costs:</u>							
The interest and depreciation costs relating to capital expenditure are incorporated in the operating costs of each activity.							
Districtwide Planning (including Housing and Research and Policy) capital expenditure projects are funded through borrowings.							
Funding Source		Proportion of Funding for 2021-2041					
Rates funded depreciation		-					
Capital grants and subsidies (incl Waka Kotahi, New Zealand Transport Agency)		-					
Development and financial contributions		-					
Borrowings		100%					
Total		100%					

Corporate	
Activity Description	<p>Corporate activities relate to the provision of operational support services to elected members and Council staff, enabling Council to operate and govern effectively and in a financially prudent manner. It also allows Council to engage with, inform, and deliver services and facilities to the community to meet the needs of, and benefit, the Kāpiti district community. These services are provided to support the Council in the effective and efficient running of the organisation.</p> <p>The key components of this activity include:</p> <ul style="list-style-type: none"> • Finance and financial management (financial strategy, financial policies, rates support, accounts payable and receivable, and collection of regional rates on behalf of Greater Wellington Regional Council) • Corporate planning and reporting (preparation of long term plans, annual plans, and annual reports) • Business improvement (review business processes, systems, procedures and documentation, as and when required to identify and develop improvements) • Internal and external communications and engagement (provide strategic communications advice and support, and help plan and deliver public information, stakeholder and community engagement and consultation activity) • Legal counsel services (preparing or commissioning legal advice, ensuring legal compliance) • Customer engagement services • Administering official information requests process • Administering staff delegations and warrants • Organisation-wide ICT systems and services (providing and supporting applications and platforms, network, telephony, records management and GIS support) • Council procurement.
Community outcomes to which the activity contributes	<p>Strong Communities (Mana Whenua) – Council seeks to foster effective partnerships and engage with Mana Whenua in delivering on Council activities and outcomes.</p> <p>Strong Communities – this activity supports the running of an efficient and effective Council, which ensures that the needs of Kapiti Coast district are met, and that its residents are engaged and connected.</p> <p>Thriving Environment – through the provision of operational support services to relevant staff and activities within Council associated with environmental sustainability, this activity supports the outcomes associated with ensuring that our natural environment is restored and enhanced as we transition to a low-carbon future.</p> <p>Vibrant Economy – through the provision of operational support services to relevant staff and activities within Council associated with economic development and local initiatives, this activity supports the outcomes associated with ensuring that our local economy is prosperous with ample opportunities for people to work and learn in Kāpiti.</p>

Corporate	
Who benefits - individuals or groups of individuals or community as a whole?	<p>The district as a whole benefit from the core support services provided to other Council activities. Benefits to the whole community include:</p> <ul style="list-style-type: none"> • Indirect contribution to community well-being through provision of systems, processes, and resources that enable Council to engage with, inform, and deliver services and facilities to the community to meet the needs of, and benefit, the Kāpiti district community; • Communications (internal and external) and customer engagement services contribute to social well-being through increased and improved connectedness and responsiveness; • Consultation, planning and reporting are essential Council services that inform and enable elected members to set policies and manage resources to benefit the whole community. Along with elections, they also allow people to influence the Council. These decision-making and accountability processes enhance residents' well-being by improving the quality of Council decisions and by giving them a sense of empowerment arising from the fact they can have their voices heard; • Providing information and services to the community and having points of contact where residents can communicate with Council are essential services. They enable Council to rapidly respond to information received from the public regarding service problems and other customer feedback. <p>Individuals also benefit from access to Council information like valuation and property systems. Note that these remain core components of the Council's ratings systems and are also utilised by the Greater Wellington Regional Council (GWRC).</p>
Can the beneficiaries be identified?	Yes – entire community, and individual organisations such as the GWRC
Period of benefits	The period of benefit is now and into the future.
Who/what creates need?	<ul style="list-style-type: none"> • need is created by entire community for knowledge of and involvement in the Council's decisions; • need is created by the Council for an efficient and effective interface with and guidance from the public in decision making, and to help identify the needs of the community; • statutory requirement (particularly s.93 Long-Term Planning); and • provide systems and resources through which to enable Council to achieve agreed community well-being outcomes.
Costs and benefits of distinct funding	The distinct beneficiaries for each component of the activity support multiple funding streams. Given the size of the expenditure separate funding is considered important for transparency. Most of the costs of these services are recovered through internal charges (with the exception of Treasury, Corporate Planning & Reporting).
Overall impact of allocation of liability	<p>The primary beneficiary of this Activity is the community as a whole. It is therefore considered appropriate to source funding mostly from districtwide general rates.</p> <p>The GWRC receives significant benefits from access to Council's property and valuation databases, and collection of GWRC rates on their behalf. Therefore, it is appropriate that the GWRC provides funding to Council in a cost sharing arrangement.</p>

Corporate

Some other individuals also receive private benefits from access to Council's staff and requests for information, however, Council believes the benefit to the community as a whole out-weighs this. For the city to run efficiently it is important there is a constant two-way flow of information and the Council does not wish to limit this with the introduction of charges. It is therefore appropriate that this activity is mostly funded by the districtwide general rate.

Funding source allocation and funding source

Operating costs:

This activity includes income sources that can be unpredictable or volatile in nature, such as interest income, rate penalties, dividends etc. The levels of external income received may vary year on year depending on external factors. The funding policy target therefore excludes the portion of costs funded by external revenue, and is focused on the remaining elements in the activity. This is 100% funded from districtwide general rates as it benefits the whole community.

Activity	Sub-activity	User Fees	Other Income	Rates	General Rates	Targeted Rates
Corporate	Corporate	-	-	100%	✓ (districtwide general rate)	-

Funded by:

- districtwide general rate; and
- other income [e.g. rates penalties, interest income, dividends and GWRC contract revenue].

Capital costs:

The interest and depreciation costs relating to capital expenditure are incorporated in the operating costs of each activity. Corporate capital expenditure projects are funded through rates funded depreciation and borrowings.

Funding Source	Proportion of Funding for 2021-2041
Rates funded depreciation	30%
Capital grants and subsidies (incl Waka Kotahi, New Zealand Transport Agency)	-
Development and financial contributions	-
Borrowings	70%
Total	100%

Long-term Plan 2021-41

Part two

Significant forecasting assumptions



Significant forecasting assumptions

Schedule 10 of the Local Government Act 2002 requires that we identify the significant forecasting assumptions and risks used in setting our long-term plan. Where there is a high level of uncertainty the Council is required to state the reason for the uncertainty, and provide an estimate of the potential effects on the financial assumptions.

The assumptions that underlie the financial forecasts in the 2021-41 long term plan are set out in the tables on the following pages. There are no significant changes to the assumptions used for the long-term plan.

Key assumptions and risks

Forecasting assumptions	Risk	Level of uncertainty	Reasons and financial effects of uncertainty
<p>Population growth</p> <p>BERL were commissioned in 2020 to provide population projections for the LTP period. Council considers BERL's projections are conservative given the growth likely to follow completion of Transmission Gully, and changes expected upon implementation of the National Policy Statement on Urban Development and the Regional Growth Framework.</p> <p>Council has estimated growth at 1.1% for year one, has assumed BERL's "high growth" scenario for population growth for years two and three (1.0%, 1.3%), before increasing to reflect the higher historic average development rate of 1.5% from year four to 20 of the LTP.</p>	Population growth may occur at a higher or lower rate than assumed.	<p>Low (shorter term)</p> <p>Moderate (up to 10 years)</p> <p>High (beyond 10 years)</p>	<p>Any significant increase in population growth above projections will place greater demands on some council services and facilities (such as wastewater, water, stormwater, roading, libraries, community facilities etc.) and raise expected operating expenditure</p> <p>The financial implications for the Council should be limited and able to be managed in the short term but may need longer term responses.</p> <p>Council is required to undertake a Housing and Business Assessment (HBA) of development capacity every three years, which includes an assessment of available infrastructure to service growth. The current review of the District Growth Strategy combined with the HBA will help model and inform future infrastructure needs and impacts ahead of LTP 2024.</p>

Projected 2020 to 2050 population by Statistical Area 2

Statistical Area 2	2021	2024	2027	2030	2035	2040	2045	2050	Change 2021-50
Waikanae Park	2,255	2,610	3,245	3,858	4,868	5,873	6,578	6,874	4,720
Otaki	3,691	4,007	4,281	4,584	5,578	6,628	7,865	9,329	5,724
Waikanae West	4,541	4,746	4,973	5,195	5,841	6,768	7,601	8,247	3,724
Paraparaumu Central	4,170	4,386	4,627	4,837	5,336	6,003	6,866	7,967	3,834
Paraparaumu East	2,376	2,546	2,741	2,935	3,380	3,915	4,565	5,354	3,014
Raumati South	3,879	3,889	4,033	4,202	4,399	4,594	4,745	4,829	951
Waikanae East	2,492	2,639	2,863	3,069	3,421	3,735	4,187	4,782	2,309
Forest Lakes (Kapiti Coast District)	691	742	835	979	1,160	1,309	1,467	1,568	882
Paraparaumu North	3,708	3,804	3,893	4,008	4,090	4,123	4,190	4,317	631
Peka Peka	657	751	854	960	1,092	1,200	1,316	1,452	817
Otaihanga	847	900	951	1,016	1,147	1,219	1,302	1,404	573
Raumati Beach East	2,463	2,489	2,512	2,560	2,644	2,731	2,812	2,892	434
Waitohu	1,076	1,182	1,239	1,304	1,360	1,423	1,471	1,542	497
Maungakotukutuku	1,413	1,506	1,606	1,641	1,652	1,664	1,690	1,740	356
Paraparaumu Beach East	2,762	2,805	2,848	2,900	2,893	2,887	2,907	2,968	206
Waikanae Beach	3,366	3,393	3,412	3,452	3,457	3,463	3,499	3,586	224
Raumati Beach West	2,966	2,998	3,021	3,060	3,071	3,083	3,121	3,204	243
Paraparaumu Beach West	2,446	2,461	2,471	2,497	2,496	2,496	2,517	2,575	132
Otaki Beach	1,900	1,939	1,963	1,998	2,021	2,045	2,085	2,156	279
Te Horo	1,479	1,508	1,541	1,565	1,577	1,590	1,616	1,666	195
Paraparaumu Beach North	4,192	4,210	4,231	4,252	4,273	4,273	4,273	4,273	81
Paekakariki	1,808	1,823	1,835	1,859	1,866	1,873	1,897	1,947	145
Otaki Forks	809	828	845	868	891	913	942	986	183

Kapiti Island	0	0	0	0	0	0	0	0	0
Tararua Forest Park	0	0	0	0	0	0	0	0	0
Kapiti Coast District	55,987	58,164	60,820	63,599	68,514	73,809	79,513	85,658	30,154

Source: Population and household forecasts 2020 to 2050 developed from BERL's high forecast taking historical and future anticipated growth into account.

Forecasting assumptions	Risk	Level of uncertainty	Reasons and financial effect of uncertainty
Growth in households Based on an average household size of 2.5 occupants 12,072 additional dwellings are anticipated by 2050.	Household growth is less or greater than projected	Low (short term) Moderate (up to 10 years) High (beyond 10 years)	Infrastructure required for growth is budgeted to be funded from development contributions. If development is lower than planned, there would be fewer requirements for infrastructure for growth and the timing could change. If development is higher than planned then the timing could change, and there may be additional infrastructure requirements particularly for greenfield sites. Revising the development contributions policy may be required depending on the urban development plan change. Any additional capital costs above the development contributions would be funded from new debt.

Current mid forecast for dwellings for 2020.

Projected 2020 to 2050 growth in dwellings by Statistical Area 2

Statistical Area 2	2021-23	2024-26	2027-30	2031-35	2036-40	2041-45	2046-50	Change 2021-50
Waikanae Park	133	224	324	404	402	282	118	1,888
Otaki	110	125	157	398	420	495	586	2,290
Waikanae West	48	103	118	258	371	333	258	1,489
Paraparaumu Central	50	118	114	200	267	345	440	1,534

Paraparaumu East	48	86	105	178	214	260	316	1,206
Raumati South	6	38	88	79	78	60	34	382
Waikanae East	35	93	111	141	126	181	238	923
Forest Lakes (Kapiti Coast District)	15	24	78	72	60	63	40	353
Paraparaumu North	37	34	58	33	13	27	51	252
Peka Peka	33	41	56	53	43	46	54	327
Otaihanga	21	20	33	52	29	33	41	229
Raumati Beach East	10	8	23	34	35	32	32	174
Waitohu	40	29	34	22	25	19	28	199
Maungakotukutuku	39	36	28	4	5	10	20	142
Paraparaumu Beach East	13	15	27	0	0	9	24	88
Waikanae Beach	11	6	19	3	2	14	35	91
Raumati Beach West	12	9	19	4	5	15	33	97
Paraparaumu Beach West	7	2	12	1	1	8	23	55
Otaki Beach	23	8	18	9	10	16	28	112
Te Horo	12	11	15	5	5	10	20	78
Paraparaumu Beach North	4	8	11	8	0	0	0	32
Paekakariki	8	4	12	3	3	10	20	58
Otaki Forks	8	6	12	9	9	12	18	73
Kapiti Island	0	0	0	0	0	0	0	0
Tararua Forest Park	0	0	0	0	0	0	0	0
Kapiti Coast District	722	1,047	1,471	1,971	2,121	2,282	2,458	12,072

Source: Population and household forecasts 2020 to 2050 developed from BERL's high forecast taking historical and future anticipated growth into account.

Forecasting assumptions	Risk	Level of uncertainty	Reasons and financial effect of uncertainty
<p>Increase in rating base</p> <p>The rating base is projected to increase by 1.1% in 2021/22, 1.0% in 2022/23, 1.3% in 2023/24 and an average 1.5% per year from 2024 to 2041.</p>	<p>Actual rating unit growth across the district is less than forecast.</p>	<p>Low</p>	<p>Economic conditions and the discretionary nature of the housing market can cause variations in rating unit growth from that assumed.</p> <p>The main financial effect of slower than projected growth can be a reduction in budgeted development contributions and rates revenue.</p> <p>The financial effect of lower than projected growth could result in marginally higher rate increases. The Council considers that it has been conservative in its estimated growth in the rating base so that the risks are relatively low</p>
<p>Development contributions</p> <p>It is assumed that additional infrastructure necessary to accommodate growth will be funded by development contributions.</p> <p>Significant assumptions in relation to development contributions are included within the Development Contributions Policy.</p>	<p>If actual growth is lower than forecast, the level of development contributions collected could be insufficient to cover the full costs of the additional infrastructure required to meet the needs of Kāpiti's future population.</p>	<p>Low</p>	<p>The growth assumptions within the Development Contributions Policy are considered robust as they are based on modelling by BERL Economics on 2020-2050 population and dwelling projections for the Kāpiti Coast district.</p> <p>These will be reviewed and updated as needed in response to the next HBA update and the upcoming change to the District Plan on urban development.</p>

Forecasting assumptions	Risk	Level of uncertainty	Reasons and financial effect of uncertainty
Levels of service This long term plan does not include any significant changes to its activity service levels.	The prevailing service levels will differ significantly from those estimated.	Low	Community outcomes could increase levels of service thereby increasing both debt and rates funding beyond the quantified limits.
Inflation impact on expenditure budget The Council has indexed all operating and capital costs to reflect monetary changes over the life of the long term plan. Price changes have been indexed using the price adjustors as revised by BERL Economics in September 2020 (see table next page), except for insurance where the first three years have been estimated based on recent market indications.	Actual inflation exceeds budgeted inflation.	Low (short term) Moderate (up to 10 years) High (10 years to 20 years)	If the Reserve Bank continues to keep general inflation low the projected impacts of changes to pricing levels could be relatively minor but if inflation increases beyond the projected levels the accumulative impact of higher inflation could have a major long-term impact on the annual rates revenue requirements.

Price adjustors: annual percentage change from September 2020

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Yearly	1	2	3	4	5	6	7	8	9	10
Roading	3.30%	3.10%	3.00%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%
Planning and regulation	2.70%	2.50%	2.30%	2.20%	2.20%	2.20%	2.20%	2.20%	2.20%	2.20%
Transport	2.90%	2.60%	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%
Energy	3.60%	2.90%	2.50%	2.50%	2.50%	2.50%	2.60%	2.70%	2.70%	2.60%
Staff	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
Local government cost index	3.60%	2.90%	2.50%	2.50%	2.50%	2.50%	2.60%	2.70%	2.70%	2.60%
Water and environmental management	6.00%	3.50%	2.60%	2.70%	2.90%	2.80%	3.20%	3.30%	3.40%	3.10%
Community activities	3.20%	2.70%	2.50%	2.40%	2.50%	2.40%	2.50%	2.60%	2.60%	2.40%
Insurance	20.00%	5.00%	5.00%	2.50%	2.50%	2.50%	2.60%	2.70%	2.70%	2.60%

Source: BERL Economics, September 2020 (except Insurance years 1-3, which are based on recent market indications)

	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41
Yearly	11	12	13	14	15	16	17	18	19	20
Roading	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%
Planning and regulation	2.20%	2.20%	2.20%	2.20%	2.20%	2.20%	2.20%	2.20%	2.20%	2.20%
Transport	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%
Energy	2.60%	2.60%	2.60%	2.60%	2.60%	2.60%	2.60%	2.60%	2.60%	2.60%
Staff	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
Local government cost index	2.60%	2.60%	2.60%	2.60%	2.60%	2.60%	2.60%	2.60%	2.60%	2.60%
Water and environmental management	3.10%	3.10%	3.10%	3.10%	3.10%	3.10%	3.10%	3.10%	3.10%	3.10%
Community activities	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%
Insurance	2.60%	2.60%	2.60%	2.60%	2.60%	2.60%	2.60%	2.60%	2.60%	2.60%

Source: BERL Economics, the year 10 rate is assumed for years 11 to 20, September 2020

Forecasting assumptions	Risk	Level of uncertainty	Reasons and financial effects of uncertainty
Local Government Funding Agency (LGFA) The Council remains a shareholder and borrows direct from the LGFA, which was established to allow local bodies to source lower-cost funding. Each of the shareholders of the LGFA is a party to a Deed of Guarantee, whereby the parties to the deed guarantee the obligations of the LGFA and the guarantee obligations of other participating local authorities to the LGFA, in the event of default	In the event of a default by the LGFA, each guarantor is liable to pay a proportion of the amount owing. The proportion to be paid by each respective guarantor is set in relation to each guarantor's rating base	Low	The Council believes the risk of the guarantee being called on and any financial loss arising from the guarantee is low. The likelihood of a local authority borrower defaulting is extremely low and all the borrowings by a local authority from the LGFA are secured by a rates charge.
Borrowing It is assumed that council will be able to refinance existing loans on similar terms. New loans will be taken out for a maximum period of 20 years except for those projects that have an average asset life of 40 years or more.	The new borrowings cannot be accessed to fund future capital requirements	Low	The Council minimises its liquidity risk by having sufficient credit facilities in place to cover any shorter-term borrowing requirements. The Council's current strategy is to maintain a \$10 million credit facility.
Interest rates In preparing the long term plan, the Council has assumed interest rates for new debt of: 3.45% in 2021/22, 3.15% in 2022/23, 2.95% in 2023/24 and the following years.	The prevailing interest rates will differ significantly from those estimated	Low short term Moderate long term	Increases in interest rates flow through to higher debt servicing costs and higher rates funding requirements The Council has mitigated interest risk using interest rate swaps and is governed by a Treasury Management Policy that prescribes best practice interest risk and debt concentration risk covenants
Waka Kotahi New Zealand Transport Agency (NZTA) The Council has projected a subsidy rate of: 51% in 2021/22 and the following years.	Changes in the subsidy rate and variations in criteria for inclusion in the qualifying programme of works	High	Council has received advice from Waka Kotahi indicating that there will likely be a shortfall in the amount of funding provided by them to support the maintenance of the districts transport network, relative to the amount included in the LTP, of up to \$4.7m over the next three years. This information was received after the Council LTP had been substantially completed allowing no time for Council to fully understand and model the impacts or provide for any meaningful

Forecasting assumptions	Risk	Level of uncertainty	Reasons and financial effects of uncertainty
			<p>consultation on alternative funding scenarios. To date, no detailed information has been provided by Waka Kotahi on where this funding shortfall would sit within the transport activity, and final confirmation on any shortfall will not be provided until August 2021, after adoption of the Council LTP.</p> <p>In developing the future budget requirements for Access and Transport significant work has been undertaken over the last 12 months by Council. This work has involved internal staff resources, external consultants and direct engagement with Waka Kotahi at multiple levels within their organisation. The underlying assumptions within the Access and Transport Asset Management Plan and the supporting financial projections have all been tested through this process. We have worked with feedback provided by Waka Kotahi through the Roadway Efficiency Group on our asset management approach and supporting data. Through this process we have also made some informed changes on our overall work programme, reducing it to ensure it was both achievable and sustainable from a funding perspective.</p> <p>Waka Kotahi funding is based on a three year work programme which is provided as a total investment amount over the period. This allows for funding to be moved between years as long as the projected total over three years remains the same. This flexibility will allow Council to respond to any funding shortfall in year one on the LTP with no change to the current level of investment in that first year. If a lower level of investment is approved by Waka Kotahi in August 2021 then Council would need to consider the implications of this through the 2022/2023 Annual Plan process as those changes would primarily impact on year two and three of the LTP. Previous years LTP development has faced similar challenges as the NLTP confirmation date has always historically been approved after Council's sign off their LTP's.</p>

Forecasting assumptions	Risk	Level of uncertainty	Reasons and financial effects of uncertainty
			<p>The approach proposed with this year's LTP is no different to previous years.</p> <p>There will also be further opportunities to seek increased funding allocation from Waka Kotahi over the next 3 years, as has been the case in previous years. The 2018 National Land Transport Programme (NLTP) approved Council funding was \$17.46 Million but the final 3 year funding allocation was \$21.4 Million after several requests for additional funding were considered during the 3 year period.</p> <p>Council believe under investment in critical infrastructure maintenance and renewals is not sustainable. This position is supported by recent audit advice provided by Waka Kotahi on how this Council is managing its transport activity, where the recommendation was to ensure ongoing future levels of investment needed to reflect the assets criticality and avoid future underfunding performance risks. Councils assumption is that Waka Kotahi will secure additional funding within the next three years to ensure the long term sustainability of the Countries transport infrastructure.</p>
<p>Asset Condition and Performance</p> <p>The Council maintains its assets until they reach the end of their useful economic lives, after which they will then be renewed, upgraded or replaced in order to maintain the required levels of service. Council has a well-established approach to asset management planning, based on the ISO 55000 Asset Management Standards.</p>	<p>Assets management information may be inaccurate</p>	<p>Low</p>	<p>Asset capacity and condition is monitored, with replacement works being planned accordingly. Depreciation is calculated in accordance with accounting and asset management requirements. As these decisions can have significant financial implications, an asset's useful life is reviewed regularly in accordance with:</p> <ul style="list-style-type: none"> • its age and condition profile • the criticality of the asset; • degree of risk; • ongoing maintenance requests; • desired versus current LOS; and • the differing economic lives of individual assets.

Forecasting assumptions	Risk	Level of uncertainty	Reasons and financial effects of uncertainty
<p>Useful lives and depreciation of significant assets</p> <p>The useful lives of significant assets, together with the appropriate depreciation rates, are shown in the Significant Accounting Policies.</p> <p>It is assumed that the useful lives will remain the same throughout the long term plan, and that assets will be replaced at the end of their useful lives.</p> <p>Planned asset acquisitions (as per the capital expenditure programme) are assumed to be depreciated on the same basis as existing assets.</p>	<p>Assets may need to be replaced earlier than estimated</p>	<p>Low – Asset lives are based on the <i>National Asset Management Manual</i> guidelines and have been assessed by independent qualified valuers and engineers</p>	<p>The Council has a comprehensive asset management planning process.</p> <p>If assets need replacing earlier than estimated, this may lead to Council incurring more borrowings and higher debt servicing costs than estimated.</p>
<p>Delivering capital expenditure programmes</p> <p>The Council proposes a significantly higher programme of capital works over the first five years of the long-term plan than in recent years, in order to support the local economy as it recovers from COVID and position the district to deal with future growth.</p> <p>Successfully delivering the expanded capital expenditure programme will require consenting requirements to be satisfied, and sufficient capacity and capability within both the Council and contracted providers, supported by appropriate financial resources.</p> <p>It is assumed the expanded capital programme will be successfully delivered.</p>	<p>The capital expenditure programme may not be delivered as planned</p>	<p>Low</p>	<p>Council considers it will have adequate capability, capacity and delivery processes internally to deliver the proposed capital programme. However, successful delivery of a larger capital works programme is influenced by several areas of uncertainty, including:</p> <ul style="list-style-type: none"> • Availability of specialist resources and contractors • Lead times for delivery of certain materials • Delays to consenting approvals to undertake certain works <p>The intended mitigation of these risks include more collaborative approaches to procurement such as partnering with neighbouring councils to deliver bundles of projects, and early market involvement. Council is also expanding its project management office to increase its capacity to manage and deliver a larger programme of work.</p> <p>Delays to the planned capital works programme may result in</p> <ul style="list-style-type: none"> • reduction to planned levels of service

Forecasting assumptions	Risk	Level of uncertainty	Reasons and financial effects of uncertainty
			<ul style="list-style-type: none"> cost variations, with capex costs likely to inflate over time while short term borrowing and funding costs would reduce, should projects occur later than planned.
<p>Revaluation of property, plant and equipment</p> <p>The Council plans to complete revaluations of asset classes on a programme where:</p> <ul style="list-style-type: none"> roads are revalued two-yearly; three waters (water, wastewater, coastal erosion and stormwater) are revalued three-yearly; land, land under roads, property and park structures are revalued three-yearly. <p>The following assumptions have been applied to all projected asset revaluations:</p> <ul style="list-style-type: none"> revaluation movements shall equate to the inflation rates applied for all depreciable property, plant and equipment (refer 'Inflation' section); the depreciation impact of the revaluation shall take effect in the following year; and for non-depreciable assets council land including land under roads is forecast to increase by projected inflation rates. 	That actual revaluation movements will be significantly different from those forecast	<p>Low (short term)</p> <p>Moderate to high (long-term)</p>	Most of the Council's depreciable property, plant and equipment assets are valued on an optimised depreciated replacement cost basis. Therefore, using the projected local government inflation rate as a proxy for revaluation movements is appropriate and consistent with the treatment of price changes generally within the long term plan.
Resource consent standards			

Forecasting assumptions	Risk	Level of uncertainty	Reasons and financial effects of uncertainty
<p>Consent management standards are expected to continue to rise and additional investment will be required in the future to meet new requirements.</p> <p>Council will continue to monitor and manage resource consents for the River Recharge with Groundwater project to the same high standard that has seen us achieve four star ratings in both the last five years from Greater Wellington Regional Council. However, significant systemic improvements will be required across all other consents as they are renewed.</p>	<p>Resource consent conditions will alter, and significantly increased standards will lead to higher costs.</p> <p>Consents are delayed through appeals to the Environment Court.</p> <p>All councils can renew existing resource consents upon expiry.</p>	Low	<p>Treatment standards higher than the current standards could lead to higher operating and maintenance costs</p> <p>Appeals to the Environment Court could result in higher legal costs and delays in consents</p> <p>The Council is fully compliant with its existing resource consents and does not contemplate major variances in the current requirements in the first 10 years. Over the longer term there is a greater risk of conditions changing</p>
<p>Leaky homes liability</p> <p>The 2005 changes to the Building Act 2004 have led to a reduction of weather-tight claims against the Council.</p> <p>It is assumed Council will incur no significant costs relating to weather-tightness claims</p>	<p>The level of the claims and settlements may be higher than assumed.</p>	Low	<p>The Council's exposure to leaky home claims is much lower than some other councils' provisions for projected exposure, which have been made from contingency funds</p>
<p>Wellington Regional Growth Framework</p> <p>It is assumed that the Wellington Regional Growth Framework (RGF) will be adopted and, in future years, effectively implemented by all partners</p>	<p>Implementation is hampered by ineffective governance and/or lack of funding for key RGF projects</p>	Moderate to high	<p>All ten participating councils have endorsed the draft Framework for consultation. This bodes well for the future adoption and successful implementation of the Framework.</p> <p>At the time of writing, governance and funding arrangements for the Framework's implementation are not yet confirmed. However, work is progressing in both areas.</p>
Government policy			

Forecasting assumptions	Risk	Level of uncertainty	Reasons and financial effects of uncertainty
It is assumed that the central government policy framework will continue to provide a stable working and statutory framework for local government	Government policy amendments may result in new legislation that results in significant resource and financial implications	Moderate to high	<p>There is a tradition of central government imposing costs and responsibility on local government without associated funding (e.g. gambling law reform, prostitution law reform, building compliance and building legislation).</p> <p>In recent years there has been new legislation (the Food Act 2014 and the Building (Pools) Amendment Act 2016) and amendments to the Building Act 2004 in regard to Earthquake-Prone Buildings and changes to the basis for accreditation as a building consent authority. These changes have added significant additional responsibilities, training requirements and regulatory processes for the Council.</p> <p>Reforms are also underway to the three water sector and the Resource Management Act. Both of these areas constitute key functions of Council and future changes could significantly impact Councils future responsibilities and requirements (refer following sections).</p>
<p>Three waters reform</p> <p>Central Government is exploring potential reforms of three waters services (drinking water, wastewater, stormwater) nationally, and Kāpiti Coast District Council is engaged in this process. Government expects to make substantive decisions later in 2021, and it is expected that Council will then consult with the community on the options presented.</p> <p>Until those decisions are known, government has directed that this LTP should be prepared on "business as usual" basis, with the level of services and funding assumptions for the three waters unchanged.</p>	Government decisions may materially change planning assumptions over the life of this LTP.	High	<p>Government decisions could materially alter the ownership, management and funding of three waters assets.</p> <p>Once government decisions are known, implications will be reflected either in a subsequent amendment to this LTP, or in the 2024-44 long-term plan..</p>
<p>Regulatory and legislative impacts</p> <p>The Government has announced significant legislative changes, including an overhaul of the Resource Management Act and a raft of on-going changes to the Building Act and</p>	Legislative change processes may be more resource intensive, complex or longer	Moderate	Legislative changes may result in a requirement for additional resources, changes to processes or levels of

Forecasting assumptions	Risk	Level of uncertainty	Reasons and financial effects of uncertainty
<p>associated codes, borne out of the current housing crisis and impacts of development and industry on our environment.</p> <p>Council will need to engage in these processes and ultimately give effect to resulting changes in regulatory and operational activities.</p> <p>It is assumed the resources outlined in the financial strategy will be sufficient to effectively engage with, and give effect to, legislative and regulatory changes.</p>	<p>than anticipated, potentially resulting in higher cost, increased processing times and risk to the district growth plan.</p>		<p>service, with a corresponding impact on fees and charges, revenues and costs assumed in this LTP.</p>
<p>Impact of the COVID-19 outbreak</p> <p>The Council is taking a nimble approach to the district's recovery from the impacts of COVID-19 in the face of potential further outbreaks and changes in alert levels. It is assumed that work will continue as per current statutory timeframes. It is anticipated there will continue to be collaboration regionally and with government on the response and recovery.</p>	<p>If economic consequences are worse than expected, reduced economic activity could potentially increase the level of unpaid rates across the district. Revenue of Council is reduced if there is a shift back into Alert Level 3 or above due to facility closures and additional costs. This could also result in worsening social impacts and outcomes across the District, particularly in already vulnerable populations.</p> <p>The funding and resources to meet the costs of the Kapiti Recovery Plan are based on the current situation, this would need to be reviewed if there was a significant new outbreak and/or increases in Alert Levels to Level 3 or above. Council may need to</p>	Moderate to High	<p>The Kapiti Recovery Plan was developed to meet the requirement for local government to plan for recovery in their districts following an emergency event. The plan was adopted by Council in October 2020 as a living document to acknowledge that the impacts of the pandemic are still unfolding, and recovery efforts need to be responsive to changing needs and to feedback.</p> <p>The recovery plan identifies a range of actions, some of which require additional funding. Due to uncertainty about the impact and pace of recovery the focus has been on short term recovery actions. Much of the uncertainty arises from the potential for impacts to be ongoing as people and business respond to Alert level changes and this will be monitored over time (e.g. through economic and social indicators).</p> <p>Opportunities for Central government funding to support local recovery will be pursued as these arise.</p>

Forecasting assumptions	Risk	Level of uncertainty	Reasons and financial effects of uncertainty
	increase borrowings to stimulate economic and social recovery.		
<p>Climate Change and Natural Hazards</p> <p>In May 2019, the Council declared a climate change emergency on the Kapiti Coast. This is political recognition that our communities are facing significant costs now, and increasingly over the coming decades, from climate change.</p> <p>Assumptions for the Kapiti Coast predict rising sea levels, increases in average annual temperatures, annual rainfall and rainfall intensity, and increases in wind intensity and number of windy days. These changes will put the district at increased risk from natural hazard events such as floods, landslides, storm surge, coastal erosion, and inundation. [Refer to the Infrastructure Strategy for more information.]</p> <p>It is assumed that there will be more frequent and severe natural events during the life of this long-term plan.</p>	<p>The effects of climate change or significant natural events could compromise services, and the community's ability to pay for them.</p> <p>Significant natural events could further increase insurance costs beyond the level budgeted in the current plan.</p>	Moderate	<p>The Council has consciously developed Activity Management Plans with thought to the potential impacts of climate change through adaptation, mitigation and leadership.</p> <p>Climate change and hazards could have adverse impacts on public and private property, and Council's infrastructure such as the roading and stormwater networks. Overestimating the effects of climate change or hazards could result in unnecessary work, but underestimating the effects could impact on emergency project works. Either scenario would affect ratepayers as infrastructure and hazard planning cost money.</p> <p>A significant natural disaster could disrupt our economy and day to day activity, reducing the ability of our community to pay for services and significantly increase insurance costs – as has been seen with the Canterbury earthquakes. The financial effects of these risks depend on the occurrence and scale of future natural disasters, so the timing and financial impact on the forecasts cannot be readily quantified.</p>

Long-term Plan 2021-41

Part two

Council controlled organisations statement



Consideration of council controlled organisations

Local Government Funding Agency (LGFA)

Background information:

In November 2012, Council became a principal shareholding local authority in the Local Government Funding Agency (LGFA). The Council holds 200,000 shares (the total number of shares available is 45 million) reflecting a 0.44% interest.

The primary objective of the LGFA is to optimise the debt funding terms and conditions for participating local authorities. This includes providing savings in annual interest costs, making longer-term borrowings available and enhancing the certainty of access to debt markets.

Local Government Act (LGA) 2002 considerations:

The LGFA meets the definition of a council-controlled organisation under section 6(10)(a) as an entity in respect of which one or more local authorities have, whether or not jointly with other local authorities or persons, control, directly or indirectly, of 50% or more of the votes at any meeting of the members or controlling body of the entity.

Council therefore has a controlling interest over the LGFA, which is subject to the reporting requirements of a council-controlled organisation.

Financial reporting considerations:

IPSAS 20 Related Party Disclosure: the Council does not have the ability to control the entity (0.44% shareholding is less than control threshold). The Council does not exercise significant influence over the entity in making financial and operating decisions. The relationship with the LGFA therefore does not

meet the definitions of a related party as outlined in the accounting standard.

IPSAS 7 Investment in Associates and Joint Ventures: the Council does not exercise significant influence over the entity in making financial and operating decisions. The relationship with the LGFA therefore does not meet the definitions of an associate or joint venture as outlined in the accounting standard.

IPSAS 6 Consolidated and Separate Financial Statements: the Council does benefit from the activities of the LGFA under the terms and conditions of participating local authorities. The Council does not have the power to govern the financial and operating policies of the LGFA, therefore the relationship with the LGFA does not meet the definition of a controlled entity.

Based on the assessments outlined above, the LGFA does not meet the requirements for consolidation into the Council's financial reports.

Implications:

LGA 2002: the LGFA is subject to the reporting requirements imposed on council-controlled organisations outlined in Part 5 of the Act.

Financial reporting: there are no financial reporting obligations arising from the Council's relationship with the LGFA.

Key performance targets:

The LGFA has the following performance targets, as disclosed in its draft 2021/22 Statement of Intent.

LGFA's total operating income for the period to:

- 30 June 2022 will be greater than \$18.7 million.
- 30 June 2023 will be greater than \$24.2 million
- 30 June 2024 will be greater than \$27.6 million

The LGFA's annual issuance and operating expenses (excluding the Approved Issuer Levy) for the period to:

- 30 June 2022 will be less than \$7.0 million.
- 30 June 2023 will be less than \$7.2 million.
- 30 June 2024 will be less than \$7.4 million.

Total lending to participating local authorities at:

- 30 June 2022 will be at least \$12,874 million.
- 30 June 2023 will be at least \$13,291 million.
- 30 June 2024 will be at least \$13,578 million.

Conduct an annual survey of Participating Borrowers who borrow from LGFA and achieve at least an 85% satisfaction score as to the value added by LGFA to the borrowing activities.

Meet all lending requests from Participating Borrowers, where those requests meet LGFA operational and covenant requirements.

Achieve 80% market share of all council borrowing in New Zealand.

Review each Participating Borrower's financial position, its headroom under LGFA policies and arrange to meet each Participating Borrower at least annually.

No breaches of Treasury Policy, any regulatory or legislative requirements including the Health and Safety at Work Act 2015.

Successfully refinance of existing loans to councils and LGFA bond maturities as they fall due.

Maintain a credit rating equal to the New Zealand Government rating where both entities are rated by the same credit rating agency.

Long-term Plan 2021-41

Part two

Detailed schedule of capital expenditure



How much are we spending on capital works

	20/21	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	Total
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Asset renewal																						
Access and transport	4,722	5,113	8,499	6,548	10,898	9,994	9,998	10,842	11,158	11,479	11,813	15,419	15,865	16,324	16,797	17,263	17,788	18,304	18,834	19,380	19,943	272,179
Coastal management	356	3,042	4,645	6,774	6,499	4,639	2,364	2,208	2,463	2,493	1,925	3,288	435	220	691	477	1,493	1,591	1,144	896	895	48,182
Community facilities	1,603	6,084	3,546	5,330	5,323	7,322	5,984	3,645	1,887	4,946	2,491	3,732	4,290	2,914	4,859	2,340	1,985	1,589	2,554	3,024	4,147	77,992
Corporate	943	1,187	1,232	1,001	1,092	910	1,092	931	1,172	1,100	1,107	1,022	1,328	1,096	1,247	1,212	1,408	1,207	1,388	1,270	1,552	23,554
Governance	-	-	57	-	-	61	-	-	65	-	-	69	-	-	74	-	-	79	-	-	84	489
Parks and open spaces	1,161	1,372	3,116	1,761	1,571	1,850	1,213	1,081	1,233	1,244	1,610	1,670	4,893	1,365	1,766	1,580	1,787	1,758	1,380	2,501	1,191	35,942
Recreation and leisure	824	766	1,957	3,296	1,246	909	921	765	882	897	1,099	1,175	1,025	903	1,199	1,567	1,200	1,184	1,075	993	1,403	24,462
Stormwater management	51	863	594	1,055	2,480	2,013	1,774	1,146	2,124	2,359	1,979	3,080	2,216	2,642	3,627	2,850	4,006	3,556	3,548	3,384	2,941	48,237
Sustainability & resilience	228	132	636	50	106	439	100	82	75	114	56	48	342	392	35	68	45	45	438	41	41	3,285
Wastewater management	1,666	3,180	4,587	3,221	1,482	2,759	3,263	1,259	2,260	3,340	3,032	3,375	3,461	3,581	4,120	7,440	5,004	7,203	8,440	6,859	8,810	86,676
Water management	472	1,154	2,043	1,922	2,564	7,341	1,989	1,416	7,502	1,964	2,420	14,446	4,563	5,475	25,473	3,365	11,598	28,146	12,716	5,396	30,331	171,804
Total asset renewal	12,026	22,893	30,912	30,958	33,261	38,237	28,578	23,375	30,821	29,936	27,532	47,324	38,418	34,912	59,888	38,182	46,314	64,662	51,517	43,744	71,338	702,802
New assets and upgrades																						
Access and transport	5,987	12,087	21,062	8,892	7,686	2,899	3,189	3,276	2,981	3,799	5,004	11,221	11,279	6,482	4,534	4,790	4,809	4,927	6,723	5,248	5,619	136,507
Coastal management	55	217	536	1,187	2,699	52	54	55	57	59	61	63	65	67	69	71	73	75	78	60	62	5,660
Community facilities	467	6,196	4,773	8,663	1,394	2,280	34	120	112	-	-	5	44	3,109	7,256	18	-	-	87	23	32	34,146
Corporate	3,319	3,539	4,801	3,418	2,864	2,400	2,059	2,382	2,094	2,212	2,578	2,299	2,555	2,389	2,643	2,603	2,737	2,580	2,835	2,682	2,828	54,498
Districtwide planning	-	1,027	1,053	1,077	1,101	1,125	1,150	1,175	1,201	1,227	1,254	-	-	-	-	-	-	-	-	-	-	11,390
Economic development	255	2,815	889	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,704
Parks and open spaces	1,158	2,875	193	7,111	6,416	3,472	7,251	2,801	10,314	5,088	7,787	4,293	11,230	936	4,598	40,280	4,748	2,919	12,839	6,098	3,828	145,077
Recreation and leisure	94	90	144	118	87	350	67	88	69	143	227	115	106	121	108	322	309	128	86	126	332	3,136
Regulatory services	-	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11
Stormwater management	4,029	5,359	5,847	5,553	5,683	4,336	6,520	6,151	6,700	4,909	6,669	5,208	8,910	7,715	5,641	5,437	6,641	8,152	6,077	6,513	11,683	129,704
Tangata whenua	2	3	3	166	170	3	3	3	3	3	3	3	3	3	3	4	4	4	4	4	4	396
Wastewater management	3,047	799	3,134	1,929	5,470	1,941	1,726	1,579	1,636	699	580	1,576	1,625	1,676	1,727	1,780	1,836	1,893	1,966	2,171	2,770	38,513
Water management	6,539	15,553	6,028	3,338	4,494	12,783	10,020	795	4,835	2,906	6,774	3,600	1,330	2,970	559	3,811	4,817	-	-	1,006	3,820	89,439
Total new assets and upgrades	24,952	50,571	48,463	41,452	38,064	31,641	32,073	18,425	30,002	21,045	30,937	28,363	37,147	25,468	27,138	59,116	25,974	20,678	30,695	23,931	30,978	652,181
TOTAL CAPITAL WORKS	36,978	73,464	79,375	72,410	71,325	69,878	60,651	41,800	60,823	50,981	58,469	75,707	75,565	60,380	87,026	97,298	72,288	85,340	82,212	67,675	102,316	1,444,983

Access And Transport																						
	2021 \$000	Year 1 21/22 \$000	Year 2 22/23 \$000	Year 3 23/24 \$000	Year 4 24/25 \$000	Year 5 25/26 \$000	Year 6 26/27 \$000	Year 7 27/28 \$000	Year 8 28/29 \$000	Year 9 29/30 \$000	Year 10 30/31 \$000	Year 11 31/32 \$000	Year 12 32/33 \$000	Year 13 33/34 \$000	Year 14 34/35 \$000	Year 15 35/36 \$000	Year 16 36/37 \$000	Year 17 37/38 \$000	Year 18 38/39 \$000	Year 19 39/40 \$000	Year 20 40/41 \$000	Total 20 Years \$000
Asset renewal	40	72	45	47	52	54	56	57	59	61	62	67	69	71	73	75	78	80	82	85	87	1,332
Car Park reseals	107	110	114	73	81	83	86	88	91	93	96	119	122	126	129	133	137	141	145	149	154	2,270
Major drainage control	-	-	203	219	564	581	598	615	633	651	670	758	780	803	826	850	875	900	926	953	981	13,386
SH1 revocation Roading	-	105	128	154	169	174	179	184	190	195	201	207	213	219	225	232	239	246	253	260	268	4,041
Waka Kotahi bridge structures	-	255	263	271	346	356	366	377	388	399	411	465	478	492	506	521	536	552	568	584	601	8,735
Waka Kotahi Cycleways, walkways & bridleways	572	744	831	965	1,733	1,899	2,074	2,134	2,196	2,259	2,325	3,771	3,881	3,993	4,109	4,228	4,351	4,477	4,607	4,740	4,878	60,195
Waka Kotahi drainage	24	25	27	29	32	33	34	35	36	37	38	43	44	45	47	48	49	51	52	54	55	814
Waka Kotahi environmental	1,002	1,388	1,426	1,467	1,622	1,669	1,718	1,768	1,819	1,872	1,926	2,081	2,141	2,203	2,267	2,333	2,401	2,470	2,542	2,616	2,692	40,421
Waka Kotahi footpath	627	52	2,879	147	2,145	871	316	738	759	781	804	1,724	1,774	1,825	1,878	1,932	1,988	2,046	2,105	2,166	2,229	29,159
Waka Kotahi major bridge repairs	227	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Waka Kotahi minor safety improvements	102	227	296	425	696	716	737	1,004	1,033	1,063	1,094	1,238	1,274	1,311	1,349	1,388	1,429	1,470	1,513	1,557	1,602	21,422
Waka Kotahi pavement rehabilitation	1,396	1,550	1,635	1,794	2,096	2,273	2,411	2,481	2,553	2,627	2,703	3,338	3,435	3,534	3,637	3,742	3,851	3,962	4,077	4,196	4,317	60,212
Waka Kotahi sealed Road resurfacing	246	220	278	298	634	536	552	568	585	601	619	637	655	674	694	714	735	756	778	801	824	12,159
Waka Kotahi Streetlight asset renewal	13	13	13	14	15	15	16	16	17	17	18	18	19	19	20	20	21	22	22	23	24	362
Waka Kotahi studies	55	41	42	44	48	50	51	53	54	56	57	59	61	63	64	66	68	70	72	74	76	1,169
Waka Kotahi traffic modelling	282	259	296	546	604	622	640	658	677	697	717	812	835	860	884	910	936	964	992	1,020	1,050	14,949
Waka Kotahi traffic services	29	52	53	55	61	62	64	66	68	70	72	82	84	86	89	91	94	97	100	102	105	1,553
Waka Kotahi unsealed Road metalling																						
Total asset renewal	4,722	5,113	8,499	6,548	10,898	9,994	9,898	10,842	11,158	11,479	11,813	15,419	15,865	16,324	16,797	17,283	17,788	18,304	18,834	19,380	19,943	272,179
New assets and upgrades																						
Ovic to coastlands	479	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Connection to railway Waikanae	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cycleways, walkways & bridleways	143	83	21	22	23	23	24	25	25	26	27	28	28	29	30	31	32	33	34	35	36	615
Fraser lane	280	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Major community connector	-	-	-	-	-	-	-	-	-	1,953	-	-	-	2,023	-	-	-	-	1,684	-	-	5,660
Major community connector studies	97	-	-	-	-	-	-	-	-	-	156	-	-	-	-	157	-	-	-	-	157	470
Mataua Road	9	49	58	26	43	80	22	22	25	29	18	21	65	100	48	17	58	40	8	72	137	938
New bench seating - districtwide	15	15	16	16	18	19	19	20	20	21	22	22	23	24	24	25	26	26	27	28	29	440
Road reconstruction	-	-	-	-	-	755	777	799	823	-	1,698	896	922	949	977	1,005	1,034	1,064	1,095	1,127	1,159	15,080
SH1 revocation	1,369	1,028	742	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,770
SH1 revocation PP20	-	-	-	-	1,693	581	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,274
Street lighting upgrade	26	28	35	37	39	40	42	44	46	47	50	51	53	54	56	57	59	61	63	64	66	992
Town centre major connectors	85	2,334	1,815	2,904	3,482	-	-	-	-	-	-	7,084	6,977	-	-	-	-	-	-	-	-	24,596
Waka Kotahi Cycleways, walkways & bridleways	-	220	232	246	258	265	280	288	304	313	331	340	350	360	371	381	392	404	416	428	440	6,619
Waka Kotahi East West connectors	1,625	6,715	15,975	2,194	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24,884
Waka Kotahi footpaths	497	106	112	118	123	127	134	138	145	149	157	162	167	171	176	181	187	192	198	203	209	3,155
Waka Kotahi minor safety improvements	1,010	1,136	1,651	878	1,535	523	1,380	1,414	1,038	690	1,943	1,999	2,057	2,117	2,178	2,242	2,307	2,373	2,442	2,513	2,586	35,002
Waka Kotahi Road improvements (retaining walls)	258	286	313	354	370	381	401	413	435	448	472	485	500	514	529	544	560	576	593	610	628	9,412
Waka Kotahi travel plan implementation	84	87	92	97	102	105	110	113	120	123	130	133	137	141	145	150	154	158	163	168	172	2,600
Total new assets and upgrades	5,987	12,087	21,062	8,892	7,686	2,899	3,189	3,276	2,981	3,799	5,004	11,221	11,279	6,482	4,534	4,790	4,809	4,927	6,723	5,248	5,619	136,507
TOTAL CAPITAL WORKS	10,709	17,200	29,561	15,440	18,584	12,893	13,087	14,118	14,139	15,278	16,817	26,640	27,144	22,806	21,331	22,073	22,597	23,231	25,557	24,628	25,562	408,686

Coastal Management																							
	2021 \$000	Year 1 21/22 \$000	Year 2 22/23 \$000	Year 3 23/24 \$000	Year 4 24/25 \$000	Year 5 25/26 \$000	Year 6 26/27 \$000	Year 7 27/28 \$000	Year 8 28/29 \$000	Year 9 29/30 \$000	Year 10 30/31 \$000	Year 11 31/32 \$000	Year 12 32/33 \$000	Year 13 33/34 \$000	Year 14 34/35 \$000	Year 15 35/36 \$000	Year 16 36/37 \$000	Year 17 37/38 \$000	Year 18 38/39 \$000	Year 19 39/40 \$000	Year 20 40/41 \$000	Total 20 Years \$000	
Asset renewal																							
Beach accessways	96	58	397	92	94	100	107	114	118	122	125	129	133	137	142	146	151	155	160	165	170	2,815	
Coastal planting	32	37	38	39	40	42	43	44	46	47	49	50	52	53	55	57	58	60	62	64	66	1,002	
Coastal protection Paekākāriki Seawall	111	1,500	3,291	3,940	3,468	3,569	1,223	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,081	
Coastal renewals	100	754	400	1,375	310	101	196	32	280	209	7	222	239	8	471	251	1,280	1,351	896	640	632	9,624	
Coastal signage	17	15	16	16	17	17	18	18	19	20	20	21	21	22	23	23	24	25	26	27	27	415	
Raumati south Seawall	-	588	503	1,312	2,570	810	777	2,000	2,000	2,095	1,724	2,866	-	-	-	-	-	-	-	-	-	17,245	
Total asset renewal	356	3,042	4,645	6,774	6,499	4,639	2,364	2,208	2,463	2,493	1,925	3,288	435	220	691	477	1,493	1,591	1,144	896	895	48,182	
New assets and upgrades																							
Coastal restoration	55	58	371	61	63	52	54	55	57	59	61	63	65	67	69	71	73	75	78	80	82	1,574	
Whareamuku block wall	-	159	165	1,126	2,636	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,086	
Total new assets and upgrades	55	217	536	1,187	2,699	52	54	55	57	59	61	63	65	67	69	71	73	75	78	80	82	5,660	
TOTAL CAPITAL WORKS	411	3,259	5,181	7,961	9,198	4,691	2,418	2,263	2,520	2,552	1,986	3,351	500	287	760	548	1,966	1,666	1,222	956	957	53,842	

Community Facilities																							
	2021	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	Total	
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Asset renewal	-	125	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	125
Access control system	31	-	5	-	-	-	6	-	10	-	-	11	-	-	11	-	-	-	5	6	12	66	
Birthing building renewals	16	52	3	29	-	4	25	4	13	20	97	64	-	34	-	318	40	8	39	52	279	1,081	
Ovic Exterior renewal	-	387	397	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	784	
Ovic Reconfiguration	-	-	45	190	178	-	390	87	80	114	51	451	554	-	225	264	40	22	15	245	-	2,951	
Ovic renewals	-	-	-	-	-	-	-	11	-	-	-	-	71	-	-	-	-	-	-	-	-	82	
Depot Security fence	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Districtwide housing renewals	761	1,407	970	984	1,206	421	1,059	1,025	971	2,027	1,419	2,239	2,611	1,438	1,263	1,025	887	741	1,832	1,797	2,662	27,984	
Districtwide toilets planned renewals	-	-	-	-	-	-	-	103	-	-	-	-	-	-	-	-	128	-	-	-	-	231	
Dog pound planned renewals	-	-	-	-	-	-	-	-	-	38	-	-	17	-	-	-	-	-	-	-	-	55	
Earthquake prone building remedial work - districtwide	24	74	120	-	-	1,382	176	-	332	-	-	-	-	-	-	-	-	-	-	-	-	2,084	
EDC building renewal	-	-	-	144	902	99	9	20	-	14	49	28	100	41	41	2	64	-	39	36	69	1,657	
Furniture & fittings	28	25	94	85	85	87	93	96	4	4	11	4	7	4	5	5	5	13	5	5	5	642	
Old site building Oaki renewals	-	10	21	-	1	-	38	5	-	-	-	9	3	-	-	-	11	-	3	29	130		
Old Oaki service centre/museum	29	-	-	-	-	19	-	59	24	-	33	8	-	15	5	-	6	75	14	45	-	303	
Oaki - public toilet renewals	112	1,044	14	16	40	40	20	8	6	16	-	40	19	59	94	62	27	48	17	13	20	1,603	
Oaki depot planned renewals	2	-	-	-	34	31	-	18	2	-	42	-	18	10	-	47	4	20	17	3	17	263	
Oaki hall planned renewals	-	18	54	7	24	197	19	10	49	16	-	72	31	25	-	-	20	34	94	20	9	699	
Oaki Library building renewals	41	269	250	4	1,260	3,797	3,511	1,522	7	15	1	4	-	4	11	4	33	12	14	12	148	10,878	
Oaki Memorial hall	-	-	-	256	64	24	207	20	10	50	16	4	73	31	26	-	20	35	24	33	893	33	
Oaki museum	-	45	13	2	-	81	16	-	19	3	-	12	10	19	-	98	-	11	-	3	20	352	
Oaki punket 4 main Street	-	-	-	12	-	8	-	4	-	4	-	8	6	38	-	17	-	32	-	5	134	-	
Oaki theatre and museum renewals	143	37	35	11	-	42	-	53	5	2,036	115	91	8	80	2,128	-	29	31	24	32	6	4,763	
Paekākāriki - hall furniture renewals	-	20	-	-	-	-	-	-	-	-	67	-	-	-	-	-	-	-	-	31	-	118	
Paekākāriki - hall renewals	9	229	23	88	1,096	45	22	55	48	58	42	59	22	46	196	-	52	58	52	34	1	2,226	
Paekākāriki - roof	3	2	2	2	5	6	2	11	5	2	-	7	9	14	7	13	5	33	2	15	15	157	
Paraparaumu - Memorial hall renewals	-	-	-	-	-	15	14	39	-	-	-	27	48	19	-	10	46	25	-	-	-	243	
Paraparaumu - sports hall renewals	255	978	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	978	
Paraparaumu depot planned renewals	15	11	134	23	15	169	3	56	6	23	11	27	225	164	94	7	249	6	25	58	40	1,346	
Paraparaumu/Raumati - public toilet renewals	-	1	4	14	2	10	6	9	1	15	4	4	13	50	20	18	3	7	11	2	23	217	
Paraparaumu/Raumati community centre entry	23	1,032	812	3,178	-	-	-	-	14	5	7	98	-	-	10	19	32	96	-	80	44	5,427	
Paraparaumu/Raumati Hall - planned renewals	-	65	56	6	5	87	19	77	20	6	97	46	25	44	74	-	4	12	22	70	30	765	
Planned renewals - Paraparaumu Library	-	30	5	28	114	322	166	70	3	162	227	41	71	262	316	29	174	11	25	43	286	2,435	
Rekorangi hall planned renewals	26	7	19	-	33	-	-	-	2	5	-	46	20	30	12	-	-	-	3	55	3	235	
Rental properties renewals	22	86	84	40	43	39	55	18	34	74	27	120	190	122	66	78	33	101	37	99	248	1,594	
Waikanae - arts centre renewals	4	36	28	-	-	4	22	72	17	12	24	10	-	18	51	28	57	38	-	13	12	442	
Waikanae - beach hall planned renewals	21	33	252	6	4	31	-	5	37	29	2	20	39	80	-	3	5	5	18	7	71	617	
Waikanae - hall renewals	13	32	12	14	181	225	29	17	76	144	54	65	19	120	155	171	6	5	81	148	29	1,583	
Waikanae - public toilet renewals	-	1	14	29	11	16	6	33	27	9	25	34	10	51	25	21	16	37	27	33	15	440	
Waikanae Memorial hall - small projects	-	-	41	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41	
Waikanae museum renewals	-	-	-	97	-	85	32	7	1	5	12	-	-	-	20	9	4	43	5	6	5	331	
Waikanae senior citizen hall renewals	25	24	37	34	7	22	74	-	-	7	-	41	57	51	2	117	35	4	-	19	11	542	
Waterfront building	-	4	2	31	13	14	3	98	59	13	58	51	8	42	2	2	-	41	39	15	-	495	
Total asset renewal	1,003	6,084	3,546	5,330	5,323	7,322	5,984	3,645	1,887	4,946	2,491	3,732	4,290	2,914	4,859	2,340	1,965	1,589	2,554	3,024	4,147	77,992	
New assets and upgrades																							
Carpark Paekākāriki	-	80	47	-	-	-	34	3	-	-	-	5	44	1	18	18	-	-	87	23	32	392	
Ovic Exterior	-	52	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	52	
Mahara gallery - council funded	-	1,409	748	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,157	
Mahara gallery upgrade - trust funded	-	3,210	1,131	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,341	
Oaki college gymnasium	53	55	56	58	59	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	228	
Paraparaumu depot new assets	-	-	-	-	-	-	-	-	112	-	-	-	-	-	-	-	-	-	-	-	-	112	
Paraparaumu college sports centre	-	-	-	-	-	2,280	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,280	
Recreation centre	-	-	-	-	-	-	-	-	-	-	-	-	-	3,108	7,238	-	-	-	-	-	-	10,346	
Takiri house south	307	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Waikanae library building upgrade	107	1,032	2,791	8,605	1,335	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,763	
Waikanae new toilets	-	328	-	-	-	-	-	117	-	-	-	-	-	-	-	-	-	-	-	-	-	445	
Total new assets and upgrades	407	6,196	4,773	8,663	1,394	2,280	34	120	112	-	-	5	44	3,109	7,256	18	-	-	87	23	32	34,146	
TOTAL CAPITAL WORKS	2,070	12,280	8,319	13,993	6,717	9,602	6,018	3,765	1,999	4,946	2,491	3,737	4,334	6,023	12,115	2,358	1,965	1,589	2,641	3,047	4,179	112,138	

Corporate																						
	2021 \$000	Year 1 21/22 \$000	Year 2 22/23 \$000	Year 3 23/24 \$000	Year 4 24/25 \$000	Year 5 25/26 \$000	Year 6 26/27 \$000	Year 7 27/28 \$000	Year 8 28/29 \$000	Year 9 29/30 \$000	Year 10 30/31 \$000	Year 11 31/32 \$000	Year 12 32/33 \$000	Year 13 33/34 \$000	Year 14 34/35 \$000	Year 15 35/36 \$000	Year 16 36/37 \$000	Year 17 37/38 \$000	Year 18 38/39 \$000	Year 19 39/40 \$000	Year 20 40/41 \$000	Total 20 Years \$000
Asset renewal																						
Council software systems	85	55	62	132	64	66	110	75	77	157	87	89	133	93	102	104	107	109	167	122	125	2,126
Desktops	70	106	108	111	113	116	118	121	124	126	129	132	135	138	141	144	147	150	154	157	161	2,631
Districtwide connectivity	23	25	26	28	23	24	24	25	26	26	27	27	28	29	29	30	30	31	32	33	33	556
Laptops / notebooks	75	82	84	86	88	90	92	94	96	98	100	103	105	107	109	112	114	117	119	122	125	2,043
Mobile phones	46	76	84	48	88	51	92	53	96	55	100	58	105	60	109	63	114	66	119	69	125	1,631
Office equipment replacement	4	4	4	4	5	5	5	5	5	5	5	5	6	6	6	6	6	6	6	7	7	108
Organisational support & service	128	-	56	-	152	-	61	-	166	-	67	-	181	-	73	-	198	-	80	-	216	1,250
Rent purchase & renewals	404	724	707	483	412	420	474	436	444	453	462	471	481	492	503	514	525	537	548	561	573	10,220
Technical infrastructure	108	115	101	109	147	138	116	122	138	180	130	137	154	171	175	149	167	191	163	199	187	2,989
Total asset renewal	943	1,187	1,232	1,001	1,092	910	1,092	931	1,172	1,100	1,107	1,022	1,328	1,096	1,247	1,212	1,408	1,207	1,388	1,270	1,552	23,554
New assets and upgrades																						
Community engagement	-	31	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	31
Council software systems	1,014	366	2,269	874	429	320	198	234	161	244	323	255	238	267	236	368	247	291	257	304	402	8,291
Customer framework	-	10	21	43	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	74
Handheld technology	-	164	47	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	218
Health & safety fund	92	51	53	54	55	56	57	59	60	61	63	64	65	67	68	70	71	73	75	76	78	1,276
Property Equipment	-	36	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	36
Self insurance contingency fund	771	771	263	269	275	281	287	294	300	307	314	320	327	335	342	350	357	365	373	381	390	6,901
Strategic land purchase	932	991	991	991	1,000	504	251	501	250	249	497	248	494	246	491	245	488	243	486	242	241	9,649
Strategic property upgrades	409	1,025	1,050	1,073	994	1,125	1,150	1,175	1,201	1,227	1,254	1,282	1,310	1,339	1,368	1,398	1,429	1,460	1,493	1,525	1,559	25,437
Technical infrastructure	101	104	107	109	111	114	116	119	122	124	127	130	133	135	138	142	145	148	151	154	158	2,587
Total new assets and upgrades	3,319	3,539	4,801	3,418	2,864	2,400	2,059	2,382	2,094	2,212	2,578	2,299	2,556	2,389	2,643	2,603	2,737	2,580	2,835	2,682	2,828	54,498
TOTAL CAPITAL WORKS	4,262	4,726	6,033	4,419	3,956	3,310	3,151	3,313	3,266	3,312	3,685	3,321	3,883	3,485	3,890	3,815	4,145	3,787	4,223	3,952	4,380	78,052

Districtwide Planning																						
	2021 \$000	Year 1 21/22 \$000	Year 2 22/23 \$000	Year 3 23/24 \$000	Year 4 24/25 \$000	Year 5 25/26 \$000	Year 6 26/27 \$000	Year 7 27/28 \$000	Year 8 28/29 \$000	Year 9 29/30 \$000	Year 10 30/31 \$000	Year 11 31/32 \$000	Year 12 32/33 \$000	Year 13 33/34 \$000	Year 14 34/35 \$000	Year 15 35/36 \$000	Year 16 36/37 \$000	Year 17 37/38 \$000	Year 18 38/39 \$000	Year 19 39/40 \$000	Year 20 40/41 \$000	Total 20 Years \$000
Asset renewal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total asset renewal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
New assets and upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land purchase	-	1,027	1,053	1,077	1,101	1,125	1,150	1,175	1,201	1,227	1,254	-	-	-	-	-	-	-	-	-	-	11,390
Total new assets and upgrades	-	1,027	1,053	1,077	1,101	1,125	1,150	1,175	1,201	1,227	1,254	-	-	-	-	-	-	-	-	-	-	11,390
TOTAL CAPITAL WORKS	-	1,027	1,053	1,077	1,101	1,125	1,150	1,175	1,201	1,227	1,254	-	-	-	-	-	-	-	-	-	-	11,390

Economic Development																						
	2021 \$000	Year 1 21/22 \$000	Year 2 22/23 \$000	Year 3 23/24 \$000	Year 4 24/25 \$000	Year 5 25/26 \$000	Year 6 26/27 \$000	Year 7 27/28 \$000	Year 8 28/29 \$000	Year 9 29/30 \$000	Year 10 30/31 \$000	Year 11 31/32 \$000	Year 12 32/33 \$000	Year 13 33/34 \$000	Year 14 34/35 \$000	Year 15 35/36 \$000	Year 16 36/37 \$000	Year 17 37/38 \$000	Year 18 38/39 \$000	Year 19 39/40 \$000	Year 20 40/41 \$000	Total 20 Years \$000
Asset renewal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total asset renewal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
New assets and upgrades																						
Kāpti Gateway	255	2,815	889	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,704
Total new assets and upgrades	255	2,815	889	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,704
TOTAL CAPITAL WORKS	255	2,815	889	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,704

Governance																							
	2021 \$000	Year 1 21/22 \$000	Year 2 22/23 \$000	Year 3 23/24 \$000	Year 4 24/25 \$000	Year 5 25/26 \$000	Year 6 26/27 \$000	Year 7 27/28 \$000	Year 8 28/29 \$000	Year 9 29/30 \$000	Year 10 30/31 \$000	Year 11 31/32 \$000	Year 12 32/33 \$000	Year 13 33/34 \$000	Year 14 34/35 \$000	Year 15 35/36 \$000	Year 16 36/37 \$000	Year 17 37/38 \$000	Year 18 38/39 \$000	Year 19 39/40 \$000	Year 20 40/41 \$000	Total 20 Years \$000	
Asset renewal																							
Councillors' computer hardware	-	-	57	-	-	61	-	-	65	-	-	69	-	-	74	-	-	79	-	-	84	489	
Total asset renewal	-	-	57	-	-	61	-	-	65	-	-	69	-	-	74	-	-	79	-	-	84	489	
New assets and upgrades																							
Total new assets and upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL CAPITAL WORKS	-	-	57	-	-	61	-	-	65	-	-	69	-	-	74	-	-	79	-	-	84	489	

Parks And Open Spaces																						
	20/21	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	Total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Asset renewal																						
Arapahā cemetery Reserve	-	-	-	-	-	-	-	-	-	-	-	56	-	-	-	-	-	-	-	-	-	56
Bridges within Parks	54	26	26	86	28	59	29	30	31	31	32	33	143	35	35	66	37	38	39	40	41	885
Campbell Park Reserve	178	-	-	-	-	33	151	-	-	-	-	114	-	-	276	-	-	-	-	-	-	574
Cemetery Road sealing	-	-	-	-	-	-	-	-	-	-	33	-	-	-	-	-	25	-	-	-	-	58
Districtwide beams & seating	57	58	60	61	63	65	90	95	101	107	113	120	127	130	133	136	176	143	146	150	153	2,227
Districtwide Carpark seating	54	56	57	59	61	62	63	76	66	107	109	112	115	117	77	78	80	82	84	86	88	1,635
Districtwide court renewals	86	63	115	101	56	198	58	60	101	292	272	194	383	188	117	73	123	122	78	97	82	2,773
Districtwide Park furniture	-	5	-	24	14	-	15	37	37	29	117	152	197	146	8	8	8	8	-	-	-	805
Districtwide Parks	-	15	32	71	44	17	18	66	18	19	19	20	20	21	21	22	22	23	23	24	25	540
Districtwide Parks fencing contribution	26	27	28	28	29	30	30	31	32	33	34	34	35	36	37	38	39	40	41	42	43	687
Districtwide signage	-	-	25	-	14	-	-	-	-	42	43	44	45	46	-	-	16	16	17	17	17	342
Edwail Reserve	-	-	-	-	-	-	-	-	-	17	-	-	-	-	-	-	-	-	-	-	-	17
External building painting	-	-	-	8	-	-	-	-	17	33	38	-	-	-	-	29	-	-	31	-	-	183
Haruata Park	20	15	-	-	-	-	-	-	57	59	-	29	-	-	-	-	-	-	-	-	-	160
Irrigation/drainage	54	207	152	12	60	12	63	13	66	14	70	14	73	15	77	16	80	16	84	17	88	1,149
Maclean Park renewals	-	-	1,378	-	-	-	-	-	-	-	-	-	2,802	-	-	-	-	-	-	-	-	4,300
Marine Gardens	81	-	309	446	-	-	-	-	39	134	63	114	-	-	-	-	67	-	-	862	-	2,034
Matthews Park renewals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12	-	-	-	-	12
Mazengarb Reserve	10	-	-	-	-	-	70	-	-	4	-	-	-	-	-	-	115	-	-	259	-	448
Oshanga Domain	-	-	-	-	-	185	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	185
Otaki beach facilities	-	-	-	-	-	-	-	292	-	-	-	-	-	30	-	-	-	-	-	-	-	30
Otaki cemetery	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	292
Otaki Domain grandstand	-	-	-	-	-	109	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	109
Otaki playground equip	-	-	86	117	36	-	76	-	133	272	390	86	-	419	429	-	-	-	168	-	-	2,212
Otaki Street skatepark	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	74	-	-	-	74
Otarua Park districtwide	-	11	318	-	-	-	-	-	-	-	104	-	-	-	-	-	-	-	-	-	-	433
Panikiroki tennis club	6	6	6	6	6	7	7	7	7	7	8	8	8	8	8	8	9	9	9	9	10	153
Paraparaumu / Raumati playgrounds	238	346	219	587	481	123	151	362	371	-	139	428	292	150	-	314	386	329	606	690	-	5,974
Paraparaumu Domain	80	-	-	-	-	-	-	13	-	-	-	-	-	-	-	-	-	-	-	-	-	13
Parks hard assets	9	32	33	40	47	49	50	51	55	33	63	33	67	48	191	196	201	207	41	43	44	1,524
Ta Atatu a Park renewals	-	-	-	-	612	28	-	-	-	-	-	-	-	22	311	-	-	132	-	-	-	1,105
Toilets/changing facilities	-	125	-	-	20	25	35	29	27	-	-	29	-	-	31	-	63	33	-	-	35	452
Waiheke Park renewals	43	-	-	-	-	725	-	-	-	-	-	49	73	-	-	-	64	-	-	-	-	911
Waiheke playground equip	163	380	263	70	-	123	15	194	-	-	-	-	365	-	-	596	289	461	-	103	565	3,424
Waimanu lagoons	-	-	-	33	-	-	-	-	-	22	-	-	-	-	15	-	-	-	-	62	-	132
Weka Park	-	-	9	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13	-	-	34
Total asset renewal	1,161	1,372	3,116	1,761	1,571	1,850	1,213	1,081	1,233	1,244	1,610	1,670	4,893	1,365	1,766	1,560	1,767	1,758	1,380	2,501	1,191	35,942
New assets and upgrades																						
Artificial sports surfaces	-	-	-	-	-	-	-	-	-	68	1,323	-	-	-	-	-	-	-	-	-	-	1,391
Awā Tapu cemetery	-	-	-	-	-	92	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	92
Cemeteries trees and planting	9	9	9	9	53	10	14	15	15	16	17	18	19	20	20	21	21	22	22	23	23	376
Districtwide land development	-	93	96	446	812	525	1,203	401	1,142	517	942	608	1,827	333	653	30,575	610	137	2,418	655	671	44,754
Districtwide land purchase	-	-	-	2,607	1,838	1,737	5,905	1,795	8,394	4,024	5,031	3,170	8,522	-	3,494	9,151	3,570	-	9,826	3,833	2,453	74,960
Districtwide trees and planting	38	45	40	42	42	44	51	52	54	55	56	58	59	60	62	63	65	66	68	70	71	1,123
Jim Cooke Park	-	-	-	-	-	-	-	-	5	-	-	-	-	-	-	-	-	-	-	-	-	5
Kera Kera Park	-	-	-	-	-	57	-	-	-	-	-	-	-	-	-	-	-	-	-	-	81	138
Maclean Park upgrades	-	619	-	-	357	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	976
Marine Gardens Raumati pool building	-	-	-	-	20	31	-	-	60	-	-	-	-	-	-	-	-	1,956	-	-	-	2,067
Mazengarb Reserve artificial turf replacement	350	350	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	948	-	1,298
Otaki beach development	-	-	-	-	56	570	-	-	246	-	-	-	-	-	-	-	-	-	-	-	-	872
Otaki main Street - Memorial Park	-	-	-	-	-	-	-	-	-	-	-	-	365	-	-	-	-	-	-	-	-	365
Otarua Park (stage 2)	701	1,454	-	352	2,255	309	378	387	398	408	418	428	438	448	459	470	482	493	505	517	529	11,188
Paraparaumu & Raumati - development	-	-	-	-	95	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	95
Paraparaumu & Raumati - SH1 escarpment	-	258	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	258
Paraparaumu Domain	-	-	-	-	104	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	104
Pharazyn Reserve development	30	30	31	31	17	37	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	146
Tasman lakes	30	17	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	34
Ta Atatu a Park upgrades	-	-	-	-	56	-	-	-	-	-	-	-	-	-	-	-	-	81	-	52	-	189
Tilley Road Reserve	-	-	-	-	9	-	-	-	-	-	-	11	-	-	-	-	-	-	-	-	-	20
Waiheke cemetery land purchase	-	-	-	3,180	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,180
Waiheke North Reserve	-	-	-	-	-	-	-	61	-	-	-	-	-	75	-	-	-	-	-	-	-	136
Waiheke Park destination development	-	-	-	444	578	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,022
Waiheke Park upgrades	-	-	-	-	108	-	-	-	-	-	-	-	-	-	-	-	-	164	-	-	-	272
Wesley knight Park	-	-	-	-	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16
Total new assets and upgrades	1,158	2,875	193	7,111	8,416	3,472	7,251	2,801	10,314	5,088	7,787	4,293	11,230	906	4,598	40,280	4,748	2,919	12,839	6,098	3,828	145,077
TOTAL CAPITAL WORKS	2,319	4,247	3,309	8,872	7,987	5,322	8,464	3,882	11,547	6,332	9,397	5,963	16,123	2,301	6,364	41,860	6,535	4,677	14,219	8,590	5,019	181,019

Recreation And Leisure																						
	2021 \$000	Year 1 21/22 \$000	Year 2 22/23 \$000	Year 3 23/24 \$000	Year 4 24/25 \$000	Year 5 25/26 \$000	Year 6 26/27 \$000	Year 7 27/28 \$000	Year 8 28/29 \$000	Year 9 29/30 \$000	Year 10 30/31 \$000	Year 11 31/32 \$000	Year 12 32/33 \$000	Year 13 33/34 \$000	Year 14 34/35 \$000	Year 15 35/36 \$000	Year 16 36/37 \$000	Year 17 37/38 \$000	Year 18 38/39 \$000	Year 19 39/40 \$000	Year 20 40/41 \$000	Total 20 Years \$000
Asset renewal																						
Arts events materials	15	21	11	5	6	6	6	6	6	6	6	7	7	7	7	7	7	8	8	8	8	153
Coastlands aquatic centre building renewals	105	35	105	13	486	113	14	58	84	150	160	45	135	138	17	634	148	18	76	110	195	2,734
Coastlands aquatic centre furniture and fittings	6	19	7	19	11	7	16	12	8	8	25	13	25	13	9	25	15	10	22	15	11	290
Coastlands aquatic centre plant renewals	32	61	67	70	82	80	55	90	54	101	87	31	80	60	61	94	109	107	73	120	72	1,554
Coastlands aquatic centre pool equipment	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Furniture & fittings	28	93	64	54	33	34	35	36	34	35	35	36	37	38	39	40	41	42	43	44	45	858
Library technology project	14	26	16	16	22	17	23	18	18	19	19	20	20	21	21	22	22	23	23	24	24	414
Materials additions	419	366	366	375	384	393	403	413	470	482	493	505	517	530	542	555	569	582	596	611	625	9,767
Otaki building renewal also roof	13	12	149	7	99	6	165	24	13	10	15	186	61	9	126	7	210	30	16	13	19	1,177
Otaki changing room	-	-	-	2,694	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,694
Otaki filtration renewal	-	31	714	-	22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	767
Otaki pod equipment	23	5	-	5	-	6	-	62	6	-	-	10	3	7	-	7	-	79	8	-	-	198
Otaki pod plant replacement	74	20	12	21	16	38	8	11	11	14	64	25	15	26	21	48	10	14	14	18	81	487
Otaki pod tanks replacement	-	-	126	-	-	-	139	-	-	-	154	-	-	-	169	-	-	-	186	-	-	774
Wakanae building renewals	39	18	140	3	70	49	52	3	3	52	18	23	34	35	4	92	63	19	4	4	67	753
Wakanae plant renewals	29	11	4	9	8	28	5	10	5	20	15	16	54	12	10	36	6	13	6	26	19	313
Wakanae pool equipment	22	58	29	5	7	-	-	22	-	-	8	75	37	7	9	-	-	28	-	-	11	296
Wakanae pool tanks	-	-	147	-	-	132	-	-	170	-	-	183	-	-	164	-	-	211	-	-	226	1,233
Total asset renewal	824	766	1,957	3,296	1,246	909	921	765	882	897	1,099	1,175	1,025	903	1,199	1,567	1,200	1,184	1,075	993	1,403	24,462
New assets and upgrades																						
Aquatic centre hydroslide	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	226	-	-	-	-	226
Coastlands aquatic centre pool equipment	7	38	58	32	9	25	9	11	10	65	10	13	27	35	40	43	12	33	12	15	13	510
Coastlands aquatic centre poolside lighting	-	-	-	-	-	74	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	74
Coastlands aquatic centre stage 2	-	-	-	-	-	34	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	34
New building projects	-	-	-	-	-	-	-	-	-	-	-	-	14	-	-	-	-	-	-	-	-	14
Otaki recreation equipment	7	-	7	24	-	8	-	8	-	9	-	29	-	10	-	10	-	11	-	35	-	151
Public art acquisitions districtwide	73	52	79	54	56	86	58	60	59	60	62	63	65	66	66	69	71	73	74	76	78	1,329
Radio Frequency Identification (RFID)	-	-	-	-	22	114	-	-	-	-	155	-	-	-	-	199	-	-	-	-	229	709
Wakanae recreation equipment	7	-	-	8	-	9	-	9	-	9	-	10	-	10	-	11	-	11	-	-	12	89
Total new assets and upgrades	94	90	144	118	87	350	67	88	69	143	227	115	106	121	108	322	309	128	86	126	332	3,136
TOTAL CAPITAL WORKS	918	856	2,101	3,414	1,333	1,259	988	853	951	1,040	1,326	1,290	1,131	1,024	1,307	1,889	1,509	1,312	1,161	1,119	1,735	27,598

Regulatory Services																						
	2021 \$000	Year 1 21/22 \$000	Year 2 22/23 \$000	Year 3 23/24 \$000	Year 4 24/25 \$000	Year 5 25/26 \$000	Year 6 26/27 \$000	Year 7 27/28 \$000	Year 8 28/29 \$000	Year 9 29/30 \$000	Year 10 30/31 \$000	Year 11 31/32 \$000	Year 12 32/33 \$000	Year 13 33/34 \$000	Year 14 34/35 \$000	Year 15 35/36 \$000	Year 16 36/37 \$000	Year 17 37/38 \$000	Year 18 38/39 \$000	Year 19 39/40 \$000	Year 20 40/41 \$000	Total 20 Years \$000
Asset renewal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total asset renewal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
New assets and upgrades	-	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11
Equipment	-	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11
Total new assets and upgrades	-	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11
TOTAL CAPITAL WORKS	-	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11

Stormwater Management																						
	2021 \$000	Year 1 21/22 \$000	Year 2 22/23 \$000	Year 3 23/24 \$000	Year 4 24/25 \$000	Year 5 25/26 \$000	Year 6 26/27 \$000	Year 7 27/28 \$000	Year 8 28/29 \$000	Year 9 29/30 \$000	Year 10 30/31 \$000	Year 11 31/32 \$000	Year 12 32/33 \$000	Year 13 33/34 \$000	Year 14 34/35 \$000	Year 15 35/36 \$000	Year 16 36/37 \$000	Year 17 37/38 \$000	Year 18 38/39 \$000	Year 19 39/40 \$000	Year 20 40/41 \$000	Total 20 Year \$000
Asset renewal																						
Minor Projects	51	82	174	224	-	357	306	740	431	674	450	788	296	571	864	801	334	976	887	915	1,056	11,016
Major Projects	-	781	420	831	2,480	1,656	1,468	406	1,693	1,685	1,529	2,292	1,920	2,071	2,763	1,969	3,672	2,580	2,661	2,469	1,885	37,221
Total asset renewal	51	863	594	1,055	2,480	2,013	1,774	1,146	2,124	2,359	1,979	3,080	2,216	2,642	3,627	2,850	4,006	3,556	3,548	3,384	2,941	48,237
New assets and upgrades																						
Minor Projects	-	340	192	271	123	35	1,211	2,093	332	521	293	572	148	1,006	158	567	100	1,453	1,609	362	2,563	13,949
Major Projects	4,029	5,019	5,655	5,282	5,560	4,301	5,309	4,058	6,368	4,388	6,376	4,636	8,762	6,709	5,483	4,870	6,541	6,699	4,468	6,151	9,120	115,755
Total new assets and upgrades	4,029	5,359	5,847	5,553	5,683	4,336	6,520	6,151	6,700	4,909	6,669	5,208	8,910	7,715	5,641	5,437	6,641	8,152	6,077	6,513	11,683	129,704
TOTAL CAPITAL WORKS	4,080	6,222	6,441	6,608	8,163	6,349	8,294	7,297	8,824	7,268	8,648	8,288	11,126	10,357	9,268	8,287	10,647	11,708	9,625	9,897	14,624	177,941

Sustainability & Resilience																						
	2021 \$000	Year 1 21/22 \$000	Year 2 22/23 \$000	Year 3 23/24 \$000	Year 4 24/25 \$000	Year 5 25/26 \$000	Year 6 26/27 \$000	Year 7 27/28 \$000	Year 8 28/29 \$000	Year 9 29/30 \$000	Year 10 30/31 \$000	Year 11 31/32 \$000	Year 12 32/33 \$000	Year 13 33/34 \$000	Year 14 34/35 \$000	Year 15 35/36 \$000	Year 16 36/37 \$000	Year 17 37/38 \$000	Year 18 38/39 \$000	Year 19 39/40 \$000	Year 20 40/41 \$000	Total 20 Years \$000
Asset renewal																						
Civil defence & welfare centres	6	7	7	7	7	7	7	8	8	8	8	8	8	9	9	9	9	9	10	10	10	165
Civil defence communications & EOC equipment	6	7	7	7	7	7	7	8	8	8	8	8	8	9	9	9	9	9	10	10	10	165
Landfill closure	189	16	59	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75
Leachate	-	-	-	-	31	405	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	438
Otahanga resource recovery facility	4	24	15	23	23	7	7	24	52	51	8	9	318	306	9	10	10	10	408	11	11	1,398
Otaki resource recovery centre	23	21	15	13	38	13	79	42	7	47	32	23	8	8	8	40	17	17	10	10	10	458
Resource recovery Otahanga	-	57	533	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	590
Total asset renewal	228	132	636	50	106	439	100	82	75	114	56	48	342	392	35	68	45	45	438	41	41	3,285
New assets and upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total new assets and upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL WORKS	228	132	636	50	106	439	100	82	75	114	56	48	342	392	35	68	45	45	438	41	41	3,285

Tāngata Whenua																						
	2021 \$000	Year 1 21/22 \$000	Year 2 22/23 \$000	Year 3 23/24 \$000	Year 4 24/25 \$000	Year 5 25/26 \$000	Year 6 26/27 \$000	Year 7 27/28 \$000	Year 8 28/29 \$000	Year 9 29/30 \$000	Year 10 30/31 \$000	Year 11 31/32 \$000	Year 12 32/33 \$000	Year 13 33/34 \$000	Year 14 34/35 \$000	Year 15 35/36 \$000	Year 16 36/37 \$000	Year 17 37/38 \$000	Year 18 38/39 \$000	Year 19 39/40 \$000	Year 20 40/41 \$000	Total 20 Years \$000
Asset renewal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total asset renewal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
New assets and upgrades																						
Ōtaki educational signs	2	3	3	166	170	3	3	3	3	3	3	3	3	3	3	4	4	4	4	4	4	398
Total new assets and upgrades	2	3	3	166	170	3	3	3	3	3	3	3	3	3	3	4	4	4	4	4	4	398
TOTAL CAPITAL WORKS	2	3	3	166	170	3	3	3	3	3	3	3	3	3	3	4	4	4	4	4	4	398

Wastewater Management																						
	2021 \$000	Year 1 21/22 \$000	Year 2 22/23 \$000	Year 3 23/24 \$000	Year 4 24/25 \$000	Year 5 25/26 \$000	Year 6 26/27 \$000	Year 7 27/28 \$000	Year 8 28/29 \$000	Year 9 29/30 \$000	Year 10 30/31 \$000	Year 11 31/32 \$000	Year 12 32/33 \$000	Year 13 33/34 \$000	Year 14 34/35 \$000	Year 15 35/36 \$000	Year 16 36/37 \$000	Year 17 37/38 \$000	Year 18 38/39 \$000	Year 19 39/40 \$000	Year 20 40/41 \$000	Total 20 Years \$000
Asset renewal																						
Operational tools	6	6	7	7	7	7	7	8	8	8	8	9	9	9	10	10	10	11	11	11	11	172
Ōtaki Wastewater Treatment Plant	32	803	1,109	429	363	408	347	43	46	262	1,665	82	56	59	63	98	971	346	2,138	81	86	9,455
Ōtaki Wastewater Treatment Plant consent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	113	33	-	-	-	-	146
Paraparaumu Wastewater Treatment Plant	280	1,671	2,119	606	361	560	368	388	410	433	456	481	507	534	977	4,051	725	1,415	693	994	2,761	20,510
Paraparaumu Wastewater Treatment Plant consent	952	224	239	250	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	713
Paraparaumu Wastewater Treatment Plant dissolved air flotation	-	53	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	53
Retreatment planned	108	53	329	1,126	347	357	1,223	379	391	1,348	417	1,863	1,920	1,980	2,041	2,105	2,170	4,302	4,435	4,573	4,715	36,074
Retreatment unplanned	88	93	97	99	102	105	108	111	115	119	122	126	130	134	138	143	147	152	156	161	166	2,524
Wastewater after Pump Station planned	50	129	533	546	140	1,155	1,039	153	1,107	981	169	613	632	652	672	693	714	737	759	783	807	13,014
Wastewater after Pump Station unplanned	140	148	154	158	162	167	171	177	183	189	195	201	207	213	220	227	234	241	248	256	264	4,015
Total asset renewal	1,666	3,180	4,587	3,221	1,482	2,759	3,263	1,259	2,260	3,340	3,032	3,375	3,461	3,581	4,120	7,440	5,004	7,203	8,440	6,859	8,810	66,676
New assets and upgrades																						
Arthur Street storage	-	-	-	-	-	224	1,345	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,569
Coleman Wastewater Pump Station	-	-	-	93	541	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	634
Hinema Wastewater Pump Station	-	-	-	55	319	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	374
Mataene street Wastewater pump station	-	-	-	-	-	-	-	85	495	-	-	-	-	-	-	-	-	-	-	-	-	580
Network upgrades	146	-	-	-	69	404	225	1,316	-	-	-	860	886	914	942	971	1,001	1,033	1,065	1,098	1,132	11,916
New rising main Ōtaki	-	-	138	801	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	939
Ōtaki gravity main	-	-	-	-	129	755	-	178	1,038	-	-	-	-	-	-	-	-	-	-	-	-	2,100
Ōtaki Wastewater Treatment Plant	-	36	270	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	308
Ōtaki WWTP Electrical upgrade	-	69	-	101	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	170
Paraparaumu aeration system	32	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	55	415	470
Paraparaumu bioreactor reconfiguration	-	-	-	81	610	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	691
Paraparaumu network gravity main	-	-	-	69	403	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	472
Paraparaumu poly makeup system	-	85	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38	123
Paraparaumu raw pump station 1 upgrade	-	-	-	34	254	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	288
Paraparaumu secondary hydraulic upgrade	-	-	-	108	814	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	922
Paraparaumu Wastewater Treatment Plant	151	39	327	-	-	27	156	-	-	-	-	-	-	-	-	-	-	-	-	26	242	817
Paraparaumu Wastewater Treatment Plant inlet works	1,797	331	1,000	-	1,225	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,556
Paraparaumu Wastewater Treatment Plant UV Upgrade	-	-	-	81	610	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	691
Paraparaumu WWTP recycle Pump upgrade	-	-	-	47	356	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	403
Rahu Road storage	-	-	-	-	91	531	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	622
Riverbank Road storage	-	-	-	-	-	-	-	-	103	601	-	-	-	-	-	-	-	-	-	-	-	704
Te Whenua Wastewater Pump Station	-	-	-	-	-	-	-	-	-	98	580	-	-	-	-	-	-	-	-	-	-	678
Waikanae duplicate rising main	921	-	-	450	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	450
Waikanae pond pump station	-	-	-	9	49	-	-	-	-	-	-	-	-	-	-	-	-	-	14	77	-	149
Waikanae rising main	-	239	1,399	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,638
Wastewater Pump Station	-	-	-	-	-	-	-	-	-	-	-	716	739	762	785	809	835	860	887	915	943	8,251
Total new assets and upgrades	3,047	799	3,134	1,929	5,470	1,941	1,726	1,579	1,636	699	580	1,576	1,625	1,676	1,727	1,780	1,836	1,893	1,966	2,171	2,770	38,513
TOTAL CAPITAL WORKS	4,713	3,979	7,721	5,150	6,952	4,700	4,989	2,838	3,896	4,039	3,612	4,951	5,086	5,257	5,847	9,220	6,840	9,096	10,406	9,030	11,580	125,189

Water Management																						
	2021	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	Total
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	20 Years
Asset renewal	-	-	-	-	-	-	-	-	-	-	112	-	-	-	-	-	-	-	-	-	152	284
Hautere consent	5	-	-	11	12	12	12	13	65	14	14	15	144	148	153	157	162	167	115	118	122	1,454
Hautere Water Treatment Plant	4	57	59	60	62	64	65	68	70	72	74	77	79	81	84	87	89	92	95	98	101	1,534
Laboratory equipment	-	-	-	121	-	-	-	-	-	-	-	-	-	-	-	-	-	-	191	-	152	464
Network meter	50	174	1,282	370	480	3,456	1,015	524	3,788	1,119	1,390	10,031	2,955	3,305	23,854	649	10,000	28,142	7,701	3,970	28,649	130,834
Network planned	215	318	329	338	1,480	2,456	367	379	391	404	417	430	443	457	471	486	501	516	532	549	566	11,830
Network unplanned	11	-	-	11	12	12	12	13	13	14	14	15	165	148	153	157	162	167	115	118	122	1,623
Ōtaki Water Treatment Plant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	89	-	-	89
Peekākūri consent	5	53	165	563	116	-	12	13	13	14	14	15	144	148	153	157	162	167	115	118	122	2,264
Peekākūri Water Treatment Plant	-	385	55	158	58	59	110	88	65	67	69	100	177	822	396	1,302	167	667	3,367	91	94	8,387
Reservoir renewals	-	-	-	17	17	18	18	126	65	-	-	-	-	164	-	-	-	-	-	-	-	425
Waikanae consent	54	58	60	56	58	59	61	63	65	67	69	72	74	76	79	81	83	86	89	91	94	1,441
Waikanae Water Treatment Plant	22	42	44	101	104	48	171	50	2,885	54	160	3,601	30	30	31	32	33	34	124	128	38	7,740
Water meters	43	-	-	45	92	1,082	49	-	-	54	-	-	59	-	-	65	134	-	71	-	-	1,651
Water pump stations	63	67	69	71	73	75	77	79	82	85	87	90	93	96	99	102	105	108	112	115	119	1,804
Water reactive dataloggers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total asset renewal	472	1,154	2,043	1,922	2,564	7,341	1,969	1,416	7,502	1,964	2,420	14,446	4,563	5,475	25,473	3,365	11,598	28,146	12,716	5,396	30,331	171,804
New assets and upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,590
Hautere Water Treatment Plant	1,291	1,590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,590
Network Ōtaki	-	742	250	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	992
Network upgrades	-	331	896	2,275	1,822	5,769	139	-	4,835	1,533	3,681	2,866	591	381	314	1,538	4,817	-	-	1,006	660	33,454
Networks Paraparaumu	-	-	-	-	-	714	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	714
Networks Waikanae	-	-	-	-	694	-	3,033	795	-	-	-	-	-	-	-	-	-	-	-	-	-	4,522
Ōtaki Water Treatment Plant	3,591	541	4,554	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,095
Reservoir Ōtaki	-	-	55	79	432	2,351	-	-	-	-	-	-	-	-	245	2,273	-	-	-	-	-	5,435
Reservoir upgrades	-	106	219	225	173	856	6,114	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,693
Waikanae river recharge bore consent	-	-	-	-	-	-	-	-	-	-	-	-	739	2,589	-	-	-	-	-	-	-	1,886
Waikanae treatment plant	1,657	12,243	54	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,297
Waikanae Water Treatment Plant	-	-	-	759	1,373	3,093	734	-	-	1,373	3,093	734	-	-	-	-	-	-	-	-	-	1,274
Total new assets and upgrades	6,539	15,553	6,028	3,338	4,494	12,783	10,020	795	4,835	2,906	6,774	3,600	1,330	2,970	559	3,811	4,817	-	-	1,006	3,820	89,439
TOTAL CAPITAL WORKS	7,011	16,707	8,071	5,260	7,058	20,124	11,989	2,211	12,337	4,870	9,194	18,046	5,893	8,445	26,032	7,176	16,415	28,146	12,716	6,402	34,151	281,243

Long-term Plan 2021-41

Part two

User fees and charges



Schedule of User Fees and Charges 2021/22

All fees and charges include GST.

Please note that the Schedule of Fees and Charges are included in the Long-Term Plan (LTP) document for information purposes only. Changes to the schedule and any fees in it can be made by Council resolution or following any applicable process required under relevant legislation, without the need for an amendment to the LTP.

Building consent fees

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

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

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

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

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

Minor work (This includes one or two inspections as indicated. Additional inspections will be charged at \$163 per hour.)	2021/22 Fee
Solid fuel heater (includes one inspection)	\$270
Solid fuel heater with wetback (includes two inspections)	\$395
Solar water heating (includes one inspection)	\$265
Minor building work <\$5,000 (includes one inspection) e.g. sheds	\$324
Minor building work < \$10,000: retaining walls/carports decks/swimming/spa pools/ conservatories/ pergolas/ plumbing and drainage (includes two inspections)	\$811

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

Building consent fees (continued)

Processing of residential building consents	2021/22 Fee	
Residential new building/alterations: \$10,001-\$20,000	\$784	
Residential new building/alterations: \$20,001-\$50,000	\$1,107	
Residential new building/alterations: \$50,001-\$100,000	\$1,427	
Residential new building/alterations: \$100,001-\$250,000	\$1,751	
Residential new building/alterations: \$250,001-\$500,000	\$2,075	
Residential new building/alterations: \$500,001 upwards	\$2,075	plus \$163 for each \$100,000 (or part thereof) above \$500,000

Processing of commercial/industrial consents	2021/22 Fee	
Commercial/offices/retail buildings: <\$20,000	\$1,272	
Commercial/offices/retail buildings: \$20,001-\$50,000	\$2,075	
Commercial/offices/retail buildings: \$50,001-\$100,000	\$2,886	
Commercial/offices/retail buildings: \$100,001-\$250,000	\$3,372	
Commercial/offices/retail buildings: \$250,001-\$500,000	\$3,854	
Commercial/offices/retail buildings: \$500,001-\$1,000,000	\$4,502	
Commercial/offices/retail buildings: >\$1,000,001	\$4,502	plus \$208 per additional \$100,000 value
Inspection fees ¹	2021/22 Fee	
Standard inspection fee	\$163	per inspection
Final inspection fee (includes officer time completing the records for CCC)	\$163	(includes first hour) plus additional hours charged at \$163 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 at the additional hours charge rate. The inspection fee also applies to meetings prior to Code Compliance Certificate (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	2021/22 Fee
PIM – Simple Residential (fee simple title)	\$465
PIM – Multi-residential and commercial (cross lease and unit titled)	\$812

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 \$49.

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

Multi-proof consents	2021/22 Fee	
Multi-proof consent (includes three hours' processing)	\$778	(including three hours' processing), plus additional hours charged at \$163 per hour

Building consent fees – other charges

BRANZ and MBIE levies are not set by the Council.

Levies	2021/22Fee	
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 per \$1,000 of project value over \$20,000	\$1	
For staged projects, the levies are to be assessed on the total project value		
Other charges	2021/22 Fee	
Plan vetting per hour (half hour charge included in building consent fees)	\$163	
Registration of Section 72 certificate (includes registration at Land Information New Zealand).	\$151	plus disbursements. at \$285 per registration
Administration staff	\$108	per hour
Administration fee on refunds (applicable if building consent application cancelled by applicant)	\$91	
Administration time in coordinating and attending pre-request meetings	First 2 hours no fee	\$108 per hour thereafter
Building officer / engineer time in preparing for and attending pre-request meetings	First 2 hours no fee	\$163 per hour thereafter

Other charges	2021/22 Fee	
Registration of Section 77(1) certificate (includes registration at Land Information New Zealand).	\$237	plus disbursements. at \$292 per registration
Digital storage charge (included in consent fees)	\$49	per application
Amendment to building consent application	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour
Application for discretionary exemption (Schedule 1, Part 1, Section 2, Building Act 2004)	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour
Warrant of fitness audit inspections	\$163	per hour
Inspection fees associated with a notice to fix	\$163	per hour
Engineering technical assessment/peer review	Cost plus 10%	
New/amended compliance schedule (part of a building consent or initiated by an Independently qualified person IQP)	\$151	

Building consent fees – other charges (continued)

Other charges	2021/22 Fee	
Application for code compliance certificate	\$82	
Certificate of public use	\$340	
Application for certificate of acceptance	\$340	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 (UM)	\$335	payable on application
Land information memorandum (UM)	\$163	per hour
Land information memorandum (UM) with building plans	\$353	payable on application
Record of title	\$37	payable on application
Reassessment fee (amended plans/further information received)	\$163	per hour
Alternative design/details applications	\$163	per hour
Environmental health/plan vetting	\$163	per hour
GoCouncil building consent online application fee	\$51.75	per application
GoGet building consent online application fee	\$23	per application

Other charges	2021/22 Fee	
An infrastructure deposit will be taken for each significant new build including pile driving, building relocation, drainage works, earthworks for building platforms, concrete pours and new vehicle crossing to ensure that Council's assets in the road reserve are protected, and that if damaged, can be repaired. If no damage is found during inspection and/or the damage has been repaired satisfactorily, the deposit will be refunded.		
An infrastructure inspection fee 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.		
Infrastructure inspection fee	\$163	
Hourly inspection rate	\$163	
Where both a new build and a new vehicle crossing are in the same application, only one infrastructure inspection fee will be charged.		
a) The deposit where no new vehicle crossing is included	\$636	
b) The deposit where a new vehicle crossing is required to provide access from a residential building to the legal road	\$1,696	
c) The deposit where a new commercial vehicle crossing is required to provide access from a commercial building to the legal road	\$1,846	
d) infrastructure inspection fee per hour	\$163	
Provision of building files, copy of building consents, copy of compliance schedules or aerial maps via email, or on USB. Disbursements additional.	\$19	plus disbursements
Access to building files/all copying/printing charges additional to the above services:		
Printing charges - Black and white A4 per page (first 20 pages free)	\$0.30	
Printing charges - Black and white A3 per page	\$0.40	
Printing charges - Colour A4 per page	\$2.40	

Other charges	2021/22 Fee	
Printing charges - Colour A3 per page	\$3.80	
Building certificate for supply and sale of alcohol	\$142	

Building consent fees – other charges (continued)

Other charges	2021/22 Fee	
Building warrant of fitness renewal (one-two systems)	\$81.30	Includes first half hour (\$163 per hour thereafter)
Building warrant of fitness renewal (three + systems)	\$122	Includes first 45 minutes (\$163 per hour thereafter)
Removal of Section 72 certificate	\$163	plus disbursements
Removal of Section 77(1) certificate	\$163	plus disbursements
Time extension fee (for consents about to lapse or 24 months after issue)	\$104	
List of building consents issued each week (emailed)	\$91	per year
List of building consents issued each month (emailed)	\$46	per year
List of building consents issued each month (posted)	\$71	per year
Receiving third party reports or other information to place on a property file at the owner's request	\$108	plus digital storage charge
Application for exemption from the requirement to carry out seismic work on the building or part	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour

Other charges	2021/22 Fee	
Application for extension of time to complete seismic work for heritage building	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour
Application for extension of time to provide seismic assessment	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour

District plan check fee all applications (except minor)	2021/22 Fee	
Building consents with a project value < \$20,000	\$81.30	first half hour, \$163 per hour thereafter
Building consents with a project value > \$20,001	\$163	(first hour) \$163 per hour thereafter

Resource management fees

Resource management fees are payable when:

- you apply to the Kāpiti Coast District Council to undertake an activity which is not otherwise permitted by the Resource Management Act 1991 or the district plan
- you lodge a request to change the district plan (commonly known as a “private plan change”).

Resource management fees are also payable for a range of other activities as set out at the end of this section.

Resource management fees are 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 or request. Further charges will be incurred if additional time is spent processing the application or request, or if disbursement costs are incurred, which are over and above the allocated time provisions (see “Hourly Charge Out Rates and Disbursements”).

If any charge for an application or request is not paid by the due date, Kāpiti Coast District Council reserves the right under Section 36AAB(2) of the Resource Management Act 1991 to stop processing the application or request. 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 or requestor will be charged for any costs that may arise from that cancellation or postponement.

Please also note specifically in relation to applications for resource consent:

- under Sections 88G and 88H of the Resource Management Act 1991, the applicable statutory timeframe will not commence until the initial deposit fee is paid
- in accordance with the Resource Management (Discount on Administrative Charges) Regulations 2010, discounts shall be paid on administrative charges for applications that are not processed within statutory timeframes.

Notified applications	2021/22 Fee	
Publicly notified applications	\$4,890	Deposit (covers first 30 hours of processing time; balance to be charged on time and material basis including advertising)
Limited notified applications	\$4,230	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)	2021/22 Fee	
Permitted activities (including temporary events)	nil	
Trim protected tree (urban area)	nil	
Home occupation (Controlled activities)	\$223	fixed fee
Non-notified land use activities – general	\$1,467	Deposit (covers first 8 hours of processing time and 1 hour of compliance monitoring) \$163 per hour thereafter
Fast track resource consent (Controlled activities)	\$1,223	Deposit (covers first 7.5 hours of processing time) \$163 per hour thereafter
Fixed fee activities* 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.	\$113	fixed fee

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

Resource management fees (continued)

Designations	2021/22 Fee	
Notice of requirement to designate land – non-notified	\$1,630	Deposit (covers first 10 hours of processing time) \$163 per hour thereafter
Notice of requirement to designate land - notified	\$4,238	Deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)
Alteration to designation (non-notified)	\$1,304	Deposit (covers first 8 hours of processing time) \$163 per hour thereafter
Outline plan approval	\$1,141	Deposit (covers first 7 hours of processing time) \$163 per hour thereafter
Outline Plan Waiver	\$652	Deposit (covers first 4 hours of processing time) \$163 per hour thereafter

Non - Notified subdivision Applications	2021/22 Fee	
Subdivisions – 2-lot	\$2,608	Deposit (covers first 16 hours of processing time) \$163 per hour thereafter
Subdivisions (between 3 to 19 lots)	\$2,934	Deposit (covers first 18 hours of processing time) \$163 per hour thereafter
Subdivisions (20 or more lots)	\$4,890	Deposit (covers first 30 hours of processing time) \$163 per hour thereafter
Boundary adjustment (as defined by district plan) and subdivisions where no additional lots are created	\$1,304	Deposit (covers first 8 hours of processing time) \$163 per hour thereafter
Update existing cross-lease	\$326	fixed fee
Update cross-lease to fee simple title	\$652	fixed fee

Subdivision Certificates	2021/22 Fee	
Section 223 certificate	\$326	Deposit (covers first 2 hours of processing time) \$163 per hour thereafter
Section 224(c) certificate including other certificates	\$1,304	Deposit (covers first 8 hours of processing time) \$163 per hour thereafter
Section 224(f)	\$326	Deposit (covers first 2 hours of processing time) \$163 per hour thereafter
Section 25(5), s32(2)(a) of Unit Titles Act 2010 (staged unit developments)	\$326	Deposit (covers first 2 hours of processing time) \$163 per hour thereafter

Subdivision Certificates	2021/22 Fee	
Section 221 consent notice (when issued as a separate notice)	\$326	fixed charge
Section 226 certificate (certify subdivision complies with district plan provisions).	\$815	Deposit (covers first 5 hours of processing time) \$163 per hour thereafter
Reserves valuation calculation	At cost	

Miscellaneous applications/certificates	2021/22 Fee	
Administration time in coordinating and attending pre-application and business start-up meetings	First 2 hours no fee	\$108 per hour thereafter
Planner/ engineer time in preparing for and attending pre-application and business start-up meetings	First 2 hours no fee	\$163 per hour thereafter
Boundary activity	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)
Marginal and temporary exemptions	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)
Marginal and temporary exemptions in relation to temporary events (as defined by the District Plan)	nil	

Miscellaneous applications/certificates	2021/22 Fee	
Certificate of compliance (certifies land use complies with district plan provisions)	\$978	Deposit (covers first 6 hours of processing time, \$163 per hour thereafter)
Existing use rights certificate	\$978	Deposit (covers first 6 hours of processing time, \$163 per hour thereafter)
Transfer/surrender of consent in whole or in part	\$326	fixed charge
Section 125 extensions of time	\$815	Deposit (covers first 5 hours of processing time, \$163 per hour thereafter)
Change or cancellation of conditions/consent notice	\$815	Deposit (covers first 5 hours of processing time, \$163 per hour thereafter)

Resource management fees (continued)

Non-notified subdivision applications	2021/22 Fee	
Revocation of easements	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)
Right of way (ROW) approval*	\$978	Deposit (covers first 6 hours of processing time, \$163 per hour thereafter)
Section 348 (Local Government Act 2002) certificate (ROW certification)	\$815	Deposit (covers first 5 hours of processing time, \$163 per hour thereafter)
Re-issue certificate (all types)	\$326	fixed charge
Transfer instruments and other miscellaneous legal documents	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)

District Plan Change	2021/22 Fee	
Administration time in coordinating and attending pre-request meetings	First 2 hours no fee	\$108 per hour thereafter

District Plan Change	2021/22 Fee	
Planner/ engineer time in preparing for and attending pre-request meetings	First 2 hours no fee	\$163 per hour thereafter
Request to change the district plan	\$6,520	Deposit (covers first 40 hours of processing time following receipt of a written request to change the plan ² , balance to be charged on time and material basis including advertising)

Other	2021/22 Fee	
Objection to development contributions – note, fee to be refunded in part or in full depending on level of objection upheld by independent hearing commissioners	\$815	Deposit (covers first 5 hours of processing time, \$163 per hour thereafter)
Planning certificate – alcohol licensing	\$163	fixed charge
Cost recovery charge for inspection of confirmed breach of district plan provisions	\$163	per hour
Cancellation of building line restriction	\$652	fixed charge

²The requirement for requests to be in writing is set out in clause 22, Part 2 of Schedule 1 to the Resource Management Act 1991.

Resource management fees (continued)

Hourly charge out rates and disbursements	2021/22 Fee	
Staff: Planner/engineer (all levels)	\$163	per hour
Staff: Planning manager, asset manager	\$195	per hour
Staff: Environmental protection staff (all levels)	\$163	per hour
Administration staff	\$108	per hour
Elected member commissioner costs per hour for any hearing:	\$217	per hour (or part thereof)
Sitting collectively without an independent commissioner: (chairperson, hearing commissioners)	\$108	per hour per elected member as chair and
Sitting with an independent commissioner	\$87	per hour per elected member on a committee up to a collective total of \$217 per hour (or part thereof)
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	\$19	fixed fee
Copying and printing. Black and white: A4 – first 20 copies free then per page	\$0.30	
Copying and printing. Black and white: A3 per page	\$0.40	
Copying and printing. Colour: A4 per page	\$2.40	
Copying and printing. Colour: A3 per page	\$3.80	

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 \$163 per hour.

Engineering Fees: Non-notified land use consents	2021/22 Fee	
Commercial/industrial development or infrastructure development - Application deposit fee	\$978	per application (includes the first 6 hours, \$163 per hour thereafter)
Commercial/industrial development or infrastructure development - Compliance monitoring administration fee	\$326	(includes the first 2 hours, \$163 per hour thereafter)
Commercial/industrial development or infrastructure development - Engineering drawing approval	\$1,467	(includes three submissions of engineering drawings, beyond this will be charged at \$163 per hour thereafter)
Commercial/industrial development or infrastructure development - Engineering construction supervision	2%	Determined as 2% of the total estimated value of services (water, sanitary, drainage and road), including engineering and contingency fees (minimum of \$10,050)

Engineering Fees: Monitoring	2021/22 Fee	
All compliance monitoring including additional land use monitoring is to be charged at an hourly basis for staff time	\$163	per hour
Subdivision engineering drawing approval and engineering construction supervision	\$652	fixed fee plus per lot deposit (\$163 per hour thereafter)
	\$326	per lot deposit

Engineering Fees: Other	2021/22 Fee	
Objection to decision	\$163	per hour
Variation to consent conditions	\$163	per hour
Plan change applications	\$163	per hour
Easement – new/cancellation	\$326	Application deposit per application (includes first 2 hours, \$163 per hour thereafter)
Specialist consultants	At cost	

Animal management fees

Registration Entire Dog Fee	2021/22 Fee	
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 2 August 2021
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$70	\$106
Working dogs (second and subsequent (B)	\$42	\$63
Standard dog (C)	\$193	\$289
Approved owner (D)	\$166	\$249
Registration fee for dog owner over 65	\$180	\$270
Dogs classified as dangerous dogs (H)	\$288	\$432
Owner current member of Dogs New Zealand (G), provide proof of membership annually	\$180	\$270

Registration Neutered/Spayed Dog Fee	2021/22 Fee	
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 2 August 2021
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$70	\$106
Working dogs - second and subsequent (B)	\$42	\$63
Standard dog (E)	\$100	\$150
Approved owner (F)	\$70	\$106
Registration fee for dog owner over 65	\$80	\$119
Dogs classified as dangerous dogs (I)	\$150	\$225
Owner current member of Dogs New Zealand (G) – provide proof of membership annually	\$80	\$119

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.

Animal management impoundment charges		2021/22 Fee	
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)	\$54	\$176	\$314
Impounded - unregistered	\$97	-	-
Sustenance – dog (per day)	\$12.70	\$12.70	\$12.70
Microchipping – dog	\$42	N/A	N/A
Seizure and take custody fee	\$75	\$75	\$75
Prearranged after-hours release (two officers) – all (per hour charge per officer)	\$163	\$163	\$163
Impounding – sheep and goats (per head charge plus any costs incurred in transporting stock)	\$37	\$64	\$133
Impounding – cattle and horses (per head charge plus any costs incurred in transporting stock)	\$64	\$133	\$265
Animal control officer hourly charge-out rate – this includes driving and securing stock costs	\$163	per hour	
Sustenance – sheep and goats (per day, per unit)	\$6.30	\$6.30	\$6.30
Sustenance – cattle and horses (per day, per unit)	\$12.70	\$12.70	\$12.70

Adopting animals from Shelter	2021/22 Fee
Dogs (includes registration, microchip, and if applicable a de-sex certificate)*	\$280
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.

Other animal management charges

Permits charges	2021/22 Fee		
Item	Working	Standard	Entire
Permit for three or more dogs (special license)	N/A	\$64	\$64
Approved owner application	N/A	\$51	\$51
Approved owner re-inspection fee***	N/A	\$28	\$28
Other animal management charges	2021/22 Fee		
Replacement tag (first replacement)	\$6.30	Minimum charge	
Replacement tag (subsequent tags)	\$12.70		
Euthanasia - Actual cost plus 10%, but minimum charge applies	\$49		
Relinquishment fee****	\$83		

*** For site visit if:

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

**** 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 \$163.

Environmental Health Food Act 2014: Registration fees	2021/22 Fee	
New Food Control Plans (FCP) or National Programme (NP)	\$318	
Renewal of FCP and NP	\$159	
New registration multisite business (FCP or NP)	\$318	plus \$159 for each additional site
Renewal of registration multisite business	\$159	plus \$80 for each additional site
New FCP or NP (market operator less than 52 time per year)-	\$159	
Amendment to registration	\$163	per hour
Significant Amendment to registration	\$318	

Environmental Health Food Act 2014: Verification fees	2021/22 Fee	
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 \$163 per hour.		
Food Control Plan (FCP)	\$636	Deposit (covers first four hours including administration and processing time)
FCP (low risk cakes and biscuits only that do not require refrigeration)	\$163	per hour
National Programme 1 (NP1)	\$163	per hour
National Programme 2 (NP2)	\$163	per hour
National Programme 3 (NP3)	\$163	per hour
Verification multisite business	\$163	See FCP or NP charges for first site plus \$163 per hour for any other site requiring verification
Unscheduled verification	\$163	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	2021/22 Fee	
Corrective Action Request (CAR) follow up, charge per hour	\$163	per hour
Investigation resulting in improvement notice or direction	\$163	per hour
Follow-up in relation to compliance with an improvement notice or direction	\$163	per hour
Processing an application for review of improvement notice	\$163	per hour
Monitoring of food safety and suitability	\$163	per hour
Investigation and enforcement activity related to registration or complaint	\$163	per hour
Technical expert review (advice or verification) associated with an investigation	At cost	
Cancelling or rescheduling a verification (less than 48 hours' notice)	\$80	
Failure to attend or facilitate a scheduled verification	\$163	
Mentoring and additional expert support and advice for implementation of FCP or NP	\$163	per hour
Replacement FCP or NP guidance	\$40	
Replacement Licence	\$40	
Events – food stall approvals	\$163	per hour
Copying and printing. Black and white: A4 – first 20 copies free then per page	\$0.30	per page
Copying and printing. Black and white: A3 per page	\$0.40	per page
Copying and printing. Colour: A4 per page	\$2.40	per page
Copying and printing. Colour: A3 per page	\$3.80	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	2021/22 Fee
Hairdressers	\$222
Funeral directors	\$345
Camping grounds	\$345

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		2021/22 Fee
Category	Application Fee	Annual Fee
Very low	\$368	\$161
Low	\$609.50	\$391
Medium	\$816.50	\$632.50
High	\$1,023.50	\$1,035.00
Very high	\$1,207.50	\$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	2021/22 Fee
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	2021/22 Fee
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	2021/22 Fee	
A1: Compliance monitoring	\$163	per hour plus consumables (see laboratory charges)
A2: Trade waste application fee (permitted)	\$243	includes the first 1.5 hours, \$163 per hour thereafter
A2: Trade waste application fee (controlled/ conditional)	\$405	includes the first 2.5 hours, \$163 per hour thereafter
A3: Inspection for non-compliance	\$243	
A5: Temporary discharge application and discharge fee	\$163	includes the first hour, \$163 per hour thereafter (based on risk)
A6: Annual tradewaste management fee (permitted)	\$243	
A6: Annual tradewaste management fee (controlled/ conditional)	\$405	

Residential Pool Fencing

– Building (Pools) Amendment Act 2016

Residential Pool Fencing	2021/22 Fee	
Compliance Inspection fee	\$163	Per hour
Administration fee	\$108	Per hour

General compliance fees – Environmental Standards

General Compliance Fees	2021/22 Fee	
General activities including processing licence and permit applications, and annual renewal of any licence or permit including trading in public places.	\$163	per hour deposit (\$163 per hour thereafter)
Removal of litter/overhanging trees/shrubs or obstructions encroaching, or on road reserve or Council land	Cost incurred for removal plus 20%	
Noise control – seizure fee (noise making equipment)	\$249	plus \$36 each additional callout plus any additional towage fee related to seizure of a vehicle
Noise control - additional callout	\$36	
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	\$163	per hour
Administration Officer hourly rate	\$108	per hour
Return of non-compliant signs	\$54	

Abandoned vehicles	2021/22 Fee	
Towage and recovery cost	Cost plus 20%	
Daily storage fee	\$5.40	daily charge

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

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.

Districtwide cemetery charges	2021/22 Fee	
	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Purchase of right for burial		
Services burial plot	No charge	No charge
Services cremation plot	No charge	No charge
Monumental and lawn area plots	\$1,811	\$3,825
Cremation garden and beam plots	\$1,008	\$2,917
Infant plots (under 1 year)	\$807	\$807
Natural burial plot	\$2,198	\$4,160

Districtwide cemetery charges	2021/22 Fee	
	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Interment fees		
Burial fee	\$1,159	\$1,159
Burial fee child (under 15 years)	\$580	\$580
Burial fee (Saturday)	\$2,012	\$2,012
Burial fee child (under 15 years) (Saturday)	\$1,006	\$1,006
Burial fee infants (under 1 year)	No charge	No charge
Ashes interment	\$154	\$154
Ashes interment child (under 15 years)	\$77	\$77
Natural burial fee	\$1,159	\$1,159
Natural burial fee child (under 15 years)	\$580	\$580
Oversized casket fee (additional to burial fee)	\$290	\$290
Extra charges	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Monumental permit	\$160	\$160
Hire of lowering device	\$111	\$111
Hire of grass mats	\$111	\$111
Burial disinterment fee	\$2,000	\$2,000
Cremation disinterment fee	\$170	\$170

Housing for Older Persons - weekly rental charges

Housing for Older Persons - weekly rental charges	2021/22 Fee
Accommodation category	New weekly rent effective 1 July 2021
Individuals	\$170
Couples	\$246.50

Notes

Existing tenants, will be notified of any rent increase, as per above schedule, by way of a 60 day-notice. Increased rent is **effective from** the date advised in the notification

Existing tenants who have joined the programme since 12 August 2020, as per RTA legislation these tenants **will not have an increase** within 12 months of the commencement of the tenancy

New tenants joining the programme from 1 July 2021 – rent is charged as per the above schedule, and is **effective immediately**

Swimming Pool Charges

Swimming Pool charges	2021/22 Fee
Adult per swim ³	\$5.40
Child per swim ⁴	\$3.30
Under 5 years old swim	\$1.80
Adult swimming with child under five years of age	\$1.80
Community services cardholder per swim	\$3.30
Senior citizen (65 years of age and over)	\$3.30
Student ⁵	\$3.30
AquaFit Adult per class	\$6.50
AquaFit Senior per class	\$6.00
Hydroslide (Waikanae and Coastlands Aquatic Centre – unlimited use per visit) ⁶	\$2.50
Family pass (family of four, minimum of one adult or maximum of two adults)	\$13.00
- Cost for each extra family member	\$2.80
Family pass plus hydroslide (family of four, minimum of one adult or maximum of two adults)	\$21.10
- Cost for each extra family member	\$2.80
- Cost for extra slide pass	\$2.50
Group discount adult (10 or more)	\$4.90

³ Adult 16 years plus⁴ Child 5-15 years⁵ On supply of a student ID

Swimming Pool charges	2021/22 Fee
Group discount child (10 or more)	\$3.00
Spa and/or sauna (Coastlands Aquatic Centre) in addition to pool entry ⁷	\$2.00
Spa (Waikanae Pool) in addition to pool entry ¹⁰	\$1.00
Spa and/or sauna (Ōtaki Pool) in addition to pool entry ¹⁰	\$2.00
Adult 10 swim	\$48.50
Child 10 swim	\$29.80
Community Services Cardholder 10 swim	\$33.20
65 years of age and over 10 swim	\$33.20
AquaFit adult 10 swim	\$58.70
AquaFit senior 10 swim	\$54.10
Adult 20 swim	\$91.60
Child 20 swim	\$56.40
Adult 30 swim	\$129.30
Child 30 swim	\$79.60
Adult 50 swim	\$202.00
Child 50 swim	\$124.30

⁶ Adults accompanying an under 8 slide user do not pay the hydroslide fee⁷ Spa and/or sauna only (ie no swim) at applicable pool entry rate

Swimming pools charges (continued)

Swimming Pool charges	2021/22 Fee	
Swimming pool complex hire - Coastlands Aquatic Centre* (peak)	\$425	per hour
Swimming pool complex hire - Coastlands Aquatic Centre* (off-peak**)	\$220	per hour
Swimming pool complex hire - Ōtaki*	\$110	per hour
Swimming pool complex hire - Waikanae*	\$320	per hour
Competitive events	plus per head entry at applicable rate	
Lane hire	\$8.50	
School lane hire (Lessons only - not using Kāpiti Coast aquatics instructors)	\$8.50	per hour per lane
School Groups Learn to Swim – Using Kāpiti Coast aquatics instructors (no lane hire charge and minimum numbers apply)	\$4.00	per child
Commercial lane hire	\$12.70	per hour plus per head entry at applicable rate

Meeting Room Hire (Coastlands Aquatic Centre only)	2021/22 Fee	
Community Groups	\$79.80	full day use
Commercial Use	\$21.50	per hour
Commercial Use	\$85.00	half day use
Commercial Use	\$148.10	full day use

*Subject to discretion of pool management depending on availability

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

Meeting Room Hire (Coastlands Aquatic Centre only)	2021/22 Fee	
Community Groups	\$13.00	per hour
Community Groups	\$47.70	half day use

Swimming pools charges (continued)

Aquatic Programmes, Events and Activities		2021/22 Fee	
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		\$13.30	per lesson (depends on the number of weeks in the term)
Learn to Swim: Private lessons		\$24.50	20 minute lesson
Learn to Swim: Private lessons		\$35.00	30 minute lesson
Learn to Swim: Private lessons		\$15.00	Special needs
Learn to Swim: Private Lesson (2 students)		\$28.00	20 minute lesson
Learn to Swim: Private Lesson (2 students)		\$45.00	30 minute lesson
Aquatic (Small Group) programmes		\$65.00	10 week term
Aquatic (Small Group) programmes		\$7.50	casual visit
Waikanae Pool - BBQ hire		\$10.00	per hour
Waikanae Pool - BBQ bond		\$20.00	

Sportsgrounds charges

Fees include access to changing facilities where applicable.

These fees exclude junior sport.

Sports activity (seasonal)	2021/22 Fee	
Cricket (grass)	\$1,461	per block
Cricket (artificial)	\$646	per block
Croquet	\$1,135	per grass court
Netball	\$220	per court
Rugby	\$733	per field
Rugby league	\$733	per field
Football	\$733	per field
Softball	\$733	per field
Tennis	\$146	per court
Touch	\$364	per field
League tag	\$364	per field
Twilight football	\$181	per field

Sports activity (one-off bookings)	2021/22 Fee	
Cricket (grass)	\$204	per block
Cricket (artificial)	\$87	per block
Netball	\$17	per court
Rugby	\$116	per field
Rugby league	\$116	per field
Football	\$116	per field
Softball	\$95	per field
Tennis	\$11.70	per court
Touch	\$80	per field
League tag	\$80	per field
Off season field marking*	\$311	per field

* Conditions apply

Reserve land rentals

Reserve land rentals	2021/22 Fee
Clubs with alcohol licences	\$913
Clubs without alcohol licences	\$457
Craft, hobbies and other activities	\$367
Educational (standard)	\$222
Youth and service	\$222

Hall hire charges

Hall hire charges	2021/22 Fee	
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 		
Hall	Per Hour Charge Rate	Per Hour Charge Rate – for 4 hours or more bookings
Paekākāriki Memorial Hall	\$15.90	\$12.70
Paekākāriki tennis club hall	\$12.70	\$6.70
Raumati South Memorial Hall - Main Hall	\$15.90	\$12.70
Raumati South Memorial Hall - Supper room	\$12.70	\$12.30
Raumati South Memorial Hall - Whole complex	\$25.50	-
Paraparaumu Memorial Hall - Main Hall	\$15.90	-
Paraparaumu Memorial Hall - Supper room	\$12.70	-

Hall hire charges	2021/22 Fee	
Hall	Per Hour Charge Rate	Per Hour Charge Rate – for 4 hours or more bookings
Paraparaumu Memorial Hall - Whole complex	\$25.50	-
Waikanae Memorial Hall - Main Hall	\$8.50	\$7.90
Waikanae Memorial Hall - Small Hall / Mezzanine	\$7.90	\$6.70
Waikanae Memorial Hall - Whole complex	\$25.50	-
Waikanae Community Centre	\$48.20	-
Waikanae Beach Community Hall	\$12.70	-
Reikorangi Community Hall	\$12.70	-
Ōtaki Memorial Hall - Main Hall	\$15.90	-
Ōtaki Memorial Hall - Supper room	\$12.70	-
Ōtaki Memorial Hall - Whole complex	\$25.50	-
Mazengarb Sports complex	\$14.80	-
Paraparaumu College gymnasium hall - Weekends	\$17.00	-
Paraparaumu College gymnasium hall - Weekdays	\$33.90	-

Library fees and charges

Library fees and charges: Lending	2021/22 Fee	
Best seller books	\$2.50	each
DVDs - single*	\$2.00	
DVDs - multi disc set*	\$3.00	
Talking books	No charge	
Library fees and charges: Loans and reserves	2021/22 Fee	
Interloans (each)	\$15.00	each
International interloans (each)	\$38.00	each
Library fees and charges: Membership	2021/22 Fee	
Membership cards (replacement)	\$4.50	
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.	Free	
Horoehua 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	
Anyone who is not in either of these categories can either join Kāpiti Coast District Libraries as a subscription member or pay prescribed fees	\$2.50	per item
	\$70	for six months
	\$140	Per annum

* No charge for the profoundly deaf borrowers for DVDs.

Library fees and charges: Other services	2021/22 Fee	
Faxes and scanning – local/national	\$1.00	First page
Faxes and scanning – local/national	\$0.50	Subsequent page
Faxes and scanning – international	\$1.60	First page
Faxes and scanning – international	\$0.50	Subsequent page
Historic photo service (personal use)	\$5.00	per high-resolution digital image emailed or copied to a CD to customer for personal use
Historic photo service (commercial use)	\$55	per high resolution digital image emailed or copied to a CD for commercial purposes
Laminating- A4	\$2.20	per page
Laminating- A3	\$4.20	per page
Photocopying and printing – black and white. A4	\$0.20	per side
Photocopying and printing – black and white. A3	\$0.30	per side
Photocopying and printing – colour per A4	\$1.00	per side
Photocopying and printing – colour per A3	\$2.00	per side
Library bags	\$3.50	each

Library fees and charges: Other services	2021/22 Fee	
Replacement of lost or damaged library items	Price varies depending on publication	plus administration fee per item
Administration Fee	\$5.20	per item
eBook publishing	Price varies depending on publication	
Purchase of library publications	Price varies depending on publication	
Digital and e-book workshops	\$30.00	minimum per session
	\$50.00	maximum per session
Children's CDs and talking books	No charge	
Internet	No charge	
Overdue loan charges		
Books, magazines, adult CDs (per day)	\$0.60	per day
Children's books (per day)	\$0.20	per day
Bestsellers and DVDs (per day)	\$1.30	per day

Library fees and charges (continued)

Hire of the Coastlands meeting room at the Paraparaumu Library	2021/22 Fee
Community Groups - Evening	\$53
Community Groups - Half day	\$48
Community Groups - Full day	\$80
Community Groups - Half day plus evening	\$85
Community Groups - Full day plus evening	\$117
Commercial Groups - Evening	\$101
Commercial Groups - Half day	\$85
Commercial Groups - Full day	\$148
Commercial Groups - Half day plus evening	\$170
Commercial Groups - Full day plus evening	\$223

Arts and Museums fees and charges

Kāpiti Arts Guide and Trail	2021/22 Fee
Arts Trail participation fee and entry in Arts Guide	\$185
Entry in Kāpiti Arts Guide only	\$125

Solid waste charges

Otaihanga Landfill (cleanfill only)	2021/22 Fee	
Cleanfill - must meet the cleanfill acceptance criteria published on the Council's website. Note there's a minimum charge of \$14.50	\$14.50	per tonne
License annual fee	\$196	

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	2021/22 Fee	
Staff time (in excess of two hours)	\$38	per half hour or part thereof
Black and white copying - A4 size (the first 20 copies free)	\$0.20	per sheet
Black and white copying - A3 size	\$0.40	per sheet
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 charged 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:

- Time spent by staff searching for relevant material, abstracting and collating, copying, transcribing, redacting and supervising access (where the information at issue is made available for inspection) and where the total time involved is in excess of two hours;
- 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;
- 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	2021/22 Fee	
Corridor access request (CAR) fee ¹⁰ project works	\$295	
Corridor access request (CAR) fee ¹⁰ major works	\$149	
Corridor access request (CAR) fee ¹⁰ minor works	\$75	
Roading engineer	\$163	per hour
Clerk of works	\$108	per hour
Paper road closure	2021/22 Fee	
Road stopping application fee	\$803	
Hourly rate for additional work	\$163	per hour

Overweight Load Permit Fee	2021/22 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** Minimum Charge based on 30 minutes. 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.	\$163	per hour (minimum charge \$81.35)
Removal of overhanging trees/vegetation – on road reserve (Section 355 Local Government Act 1974)	2021/22 Fee	
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	2021/22 Fee	
Connection to network	Quoted as per site	
Septage disposal and treatment	\$27	per cubic meter

Water charges

Water charges	2021/22 Fee	
Connection to network	Quoted as per site	
Water metering configuration modifications	Quoted as per site	
Special reading – water meters	\$38	
Water dedicated filling point access card	\$70	
Water charge for potable water from water supply system	1.25 times the water rate per m ³	
Water meter accuracy testing	\$406	For water meters up to DN25mm. Quoted per site for water meters greater than DN25mm

Districtwide water supply fixed rate (per separately used or inhabited part of a rating unit):
Refer to the Funding Impact statement – rating policies.

Districtwide volumetric water supply rate (per cubic metre of water consumed): Refer to
the Funding Impact statement – rating policies.

Laboratory charges

Testing of water - laboratory charges	2021/22 Fee
Alkalinity	\$16.07
Ammonia-N g/m ³	\$24.31
BOD g/m ³	\$28.98
Bore depth	\$6.93
cBOD g/m ³	\$34.97
Chloride g/m ³	\$22.58
COD g/m ³	\$31.02
Conductivity mS/cm	\$12.92
DO g/m ³	\$10.71
DRP-P g/m ³	\$22.58
E.coli no/100ml (m Tec River monitoring only)	\$23.63
F/Coli + E.coli (NaMug →mbr-filt)	\$37.59
Enterococci no/100ml (mbr Filt)	\$25.83
F/Coli no/100ml (mbr Filt)	\$23.63
Fluoride g/m ³	\$28.98
Iron g/m ³	\$24.31
Nitrite testing	\$24.31
Nitra+Nitri-N g/m ³ (Nitrate)	\$24.31
pH	\$12.92
Presence/absence coliform	\$23.63
Salinity	\$12.92
Staff collection (2 people) per hour	\$117.08
Suspended solids g/m ³	\$22.58

Testing of water - laboratory charges	2021/22 Fee
TEMP °C	\$10.71
Total coliforms no/100ml (mbr filt)	\$23.63
Total Coliforms and E.coli (Colilert)	\$37.59
Total Nitrogen	\$34.82
Total P g/m ³	\$30.36
Total solids %	\$16.07
Travel (per KM)	\$0.76
Total solids g/m ³	\$22.05
Turbidity NTU	\$12.92
UV transmission	\$12.92

Other charges

	2021/22 Fee	
Easement – new/changes/cancellations (Landowner approval/Non Regulatory)	\$326	Application Fee (includes first 2 hours, \$163 per hour thereafter)
Additional External costs associated with Easement process	At Cost	

Fees and charges can be found on the Council website: kapiticoast.govt.nz





TREASURY MANAGEMENT POLICY

August 2020

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Introduction

1. The Kāpiti Coast District Council's Treasury Management Policy comprises a liability management policy and an investment policy, as required by the Local Government Act 2002 (the Act).
2. Part 6, section 104 of the Act states that the liability policy must state the local authority's policies in respect of the management of both borrowing and other liabilities, including interest rate exposure, liquidity, credit exposure and debt repayment.
3. Part 6, section 105 of the Act states that the investment policy must state the local authority's policies in respect of investments, including the mix of investments, the acquisition of new investments, procedures for managing and reporting investments and assessment and management of risks.

Purpose

4. The Treasury Management Policy provides the framework for all of the Council's treasury management activities and defines key responsibilities and the operating parameters within which treasury activity is to be carried out.

General Policy Objectives

5. This document identifies the policy of Council in respect of investment and liability management activities. The Policy has not been prepared to cover other aspects of Council's operations, particularly transactional banking management, systems of internal control and financial management. Other policies and procedures cover these matters.
6. The objective of the Policy is to control and manage borrowing costs, investment returns, liquidity requirements and risks associated with treasury management activity.
7. Council is governed by the following relevant legislation:
 - Local Government Act 2002, in particular Part 6 including sections 101, 102, 104 and 105;
 - Local Government (Financial Reporting and Prudence) Regulations 2014, in particular Schedule 4; and
 - Trustee Act 1956.
8. The Council is a risk averse entity, and wishes to minimise risk from its treasury management activities. Interest rate risk, liquidity risk, funding risk and credit risk are risks the Council seeks to manage, not capitalise on. Accordingly, any activity that may be construed as speculative in nature is expressly forbidden.

Governance

9. The Council has ultimate responsibility for ensuring that there is an effective policy for the management of its treasury risks. In this respect the Council decides the level and nature of risks that are acceptable. The Council is responsible for approving this Treasury Management Policy and any changes to it required from time to time.
10. The authority to make or change the Policy has been delegated to the Strategy and Operations Committee. The Policy can be reviewed by other persons, and changes recommended but the authority to make or change the policy rests with the Strategy and Operations Committee.
11. The Council may delegate its responsibilities under this Policy to its committees, subcommittees and officers in accordance with its Governance Structure and Delegations.
12. The full list of delegated authorities as they relate to the Treasury Management Policy is attached as Appendix 2.
13. Treasury risk is minimised for the treasury activities by ensuring that there is adequate segregation of duties among the core functions of deal execution, confirmation, settling and accounting / reporting.

Liability Management Policy

Objectives

14. The Council's liability management objectives in relation to borrowings are to:
- minimise borrowing costs within approved risk parameters;
 - prudently manage the Council's exposure to interest rate changes;
 - ensure sufficient levels of liquidity to meet planned and unforeseen cash requirements;
 - prudently manage the Council's credit exposure;
 - monitor and report on the risk and the performance of debt portfolios against predetermined limits and benchmarks;
 - maintain a credit rating of at least A- from Standard & Poor's.

General Policy

15. The Council's liabilities comprise borrowings (internal / external) and various other liabilities. The Council raises borrowings for the following primary purposes:
- General debt to fund the Council's balance sheet, including working capital requirements;
 - Specific debt associated with 'one-off' projects and capital expenditure;
 - To fund assets where their useful lives extend over several generations of ratepayers;
 - To invest in the Kāpiti Resilience Fund and the Kāpiti Growth Fund.
16. Any new borrowings or roll-over of existing borrowing needs to be budgeted for as part of Council's approved Long Term Plan or Annual Plan, or be subject to Council approval. Debt will be repaid as it falls due in accordance with the applicable loan agreement.
17. Any debt with a maturity beyond 12 years must be reported to the Strategy and Operations Committee at its next meeting.

Specific Borrowing Limits

18. In managing debt, the Council will adhere to the following targets and limits:

Item ¹	Borrowing Target	Borrowing Limit
Net interest expense over total operating income	< 10%	< 20%
Net external debt over total operating income	< 280%	see para 26
Liquidity	> 110%	> 110%

¹ Definitions of these and other terms are given in the glossary of terms attached as Appendix 1.

Security

19. Council's external borrowings and interest rate risk management instruments will generally be secured by way of a charge over rates and rates revenue offered through a Debenture Trust Deed. Under a Debenture Trust Deed, Council's borrowing is secured by a floating charge over all Council rates levied under the Local Government Rating Act. The security offered by Council ranks equally with other lenders.
20. From time to time, and with Council approval, security may be offered by providing a charge over one or more of Council's assets.

Borrowing Mechanisms

21. The Council is able to borrow through a variety of market mechanisms including issuing stock / debentures and commercial paper, direct bank borrowing, the Local Government Funding Agency (LGFA) or accessing the short and long-term debt capital markets directly or indirectly. In evaluating strategies for new borrowing, consideration should be given to the following:
 - available rates and terms from lenders;
 - the Council's overall debt maturity profile;
 - the outlook on future interest rate movements;
 - consideration of counterparty credit risk by spreading borrowings across a number of counterparties to avoid concentrations of credit exposure.
22. The Council's ability to readily attract cost-effective borrowing is largely driven by its ability to rate, maintain a strong financial standing and manage its relationships with its investors, the LGFA and financial institutions / brokers.

Debt Repayment

23. The Council repays borrowings from refinancing or surplus general funds. Borrowings may be refinanced by further borrowings with a 30-year maximum term.
24. Debt will be repaid as it falls due in accordance with the applicable borrowing arrangement. Subject to the appropriate approval and debt limits, a loan may be rolled over or re-negotiated as and when appropriate.

The LGFA

25. The Council may borrow from the New Zealand Local Government Funding Agency Limited (LGFA) in accordance with its shareholding agreement with them. In connection with that borrowing, the Council may enter into the following related transactions to the extent that it considers necessary or desirable:
 - contribute a portion of its borrowing back to the LGFA as an equity contribution to the LGFA, for example Borrower Notes²;
 - provide guarantees of the indebtedness of other local authorities to the LGFA and of the indebtedness of the LGFA itself;
 - commit to contributing additional equity (or subordinated debt) to the LGFA if required;

² Note that the rate for Borrowers Notes increased from 1.6% to 2.5% with effect from June 2020

- secure its borrowing from the LGFA and the performance of other obligations to the LGFA or its creditors with a charge over the Council's rates and rates revenue; and
 - subscribe for shares and uncalled capital in the LGFA.
26. In 2020, the LGFA made a number of changes to its borrowing documents, and these are now reflected in the updated Treasury Management Policy as follows:
- a) As a local authority, the Council may now apply to the LGFA to be tested at the group level rather than at the parent level for compliance with LGFA covenants.
 - b) Council-controlled organisations (CCOs) can borrow directly through the LGFA borrowing programme (on the basis of a guarantee from and / or sufficient uncalled share capital issued to the parent local authority).
 - c) In response to the uncertainty arising from the Covid-19 pandemic, the LGFA shareholders approved changes to increase the foundation policy financial covenant net debt / total revenue from the current 250% to 280% for local authorities with a long-term credit rating of 'A' equivalent or higher.
 - d) Until 2025/26, local authorities with a long-term credit rating of 'A' equivalent or higher must comply with the "Alternative Net Debt / total Revenue covenant" as below

Alternative Net Debt / Total Revenue Covenant	
Financial Year (Test Date)	Net Debt / Total Revenue
30 June 2020	<250%
30 June 2021	<300%
30 June 2022	<300%
30 June 2023	<295%
30 June 2024	<290%
30 June 2025	<285%

27. The amended foundation policy financial covenant of 280% will apply in the 2025/26 financial year and annually thereafter.

Internal Borrowing

28. The internal borrowing relates to Council borrowing from its reserves, special funds and equity that the Council would otherwise have in cash. Council has borrowed these funds to fund capital works which would otherwise be funded from external borrowers.
29. Any internal borrowing of reserve and special funds used must be reimbursed for interest revenue lost. Except where a specific rate has been approved for particular circumstances, interest is charged annually in arrears on all internal loans using the Council's current cost of borrowings.

Guarantees / contingent liabilities and other financial arrangements

30. The Council, from time to time, provides financial guarantees to local organisations, groups or bodies for recreational and community purposes. Council is not allowed to guarantee loans to Council Controlled Trading Organisations under Section 62 of the Local Government Act.
31. The total value of guarantees at any one time, excluding LGFA guarantees, will not exceed 3% of the total annual rates levied during that year. Total loan guarantees held at any time shall be taken into account when calculating the Council's maximum borrowing limit.
32. Council will ensure that sufficient funds or lines of credit exist to meet amounts guaranteed.

Investment Policy

General Policy

33. Council may hold financial, property and equity investments if there are strategic, economic or other valid reasons for doing so, for example, where it is the most appropriate way to administer a Council function.
34. With the exception of financial investments, the acquisition of a new investment or disposal of an existing investment needs to be budgeted for as part of Council's approved Long Term Plan or Annual Plan, or be approved through a Council resolution.
35. The authority to acquire and dispose of financial investments is delegated to the Group Manager, Corporate Services.

Investment Mix

Equity Investments

36. The Council currently maintains equity investments in Civic Financial Services Limited (formerly the New Zealand Local Government Insurance Corporation Limited). These shares were acquired by virtue of the Council insuring its past activities through these companies. They are held as they are not readily transferable, and the amount involved is immaterial, relative to the Council's total investment holdings.
37. New equity investments may be acquired if an opportunity arises and approval is given by Council, based on advice and recommendations from Council officers. Before approving any new investment, Council gives due consideration to the contribution the investment will make in fulfilling Council's strategic objectives, and the financial risks of owning the investment.

Property Investments

38. Strategic Land Purchase - the Council has adopted a strategy of purchasing land when the opportunity arises, where this has been identified as progressing the community's and Council's vision for the future.
39. Each individual property purchase is subject to consideration and / or approval by the Strategy and Operations Committee.

Loan Advances

40. The Council will only advance loans to external organisations in exceptional circumstances. Where loan advances are secured against the assets of the borrower, those assets would revert to the Council in the event of loan default. New loan advances are by Council resolution only.
41. All loan advances are monitored to ensure that interest and principal repayments comply with the terms of the loan agreement. All loans in excess of \$25,000 are reported on a quarterly basis to the Strategy and Operations Committee.

Development and Financial Contributions

42. In order to make it easier for developers to finance large-scale developments, the Council may allow payment of development and financial contributions on some residential developments to be deferred for a period. Payment arrangements, for example, bank bonds can be used as security against the assets of the developer so that those assets would revert to the Council in the event of default of the payment of development / financial contributions.

Financial Investments

43. Council's primary objective when investing is the protection of its investment capital. Accordingly, Council may only invest in approved creditworthy counterparties. Counterparties and limits can only be approved on the basis of long-term Standard & Poor's, credit ratings (or equivalent Fitch or Moody's rating) being A+ and above and / or short term rating of A-1 or above.
44. With the exception of cash investments that are sourced from pre-funding, all other cash investments must be restricted to a term of no more than 181 days to ensure that future cash flow requirements and capital expenditure projections are met. Cash investments from pre-funding can be invested for up to a maximum of 18 months.
45. Special Funds and Funding Reserves - liquid assets will not be required to be held against special funds. Instead the Council will internally utilise these funds.

Managed funds

46. The Council may invest in shares and other financial instruments, and may borrow to fund that investment.

Kāpiti Resilience Fund

47. The main objective in establishing the Kāpiti Resilience Fund is to achieve a minimum return over the medium to long-term, net of all fees and charges attributable to the fund that is at least the equivalent to the Council's net borrowing costs plus the rate of inflation, over the same period.
48. The surpluses will be used to fund a contribution towards resilience-focussed projects, for example increased insurance costs and Civil Defence costs.
49. The following additional requirements for the Kāpiti Resilience Fund portfolio are specified:
- a) An appropriate level of investment risk for the fund is determined and accepted by the Council.
 - b) The fund will be managed in a way that balances optimal returns with safeguarding Council's capital.
 - c) The fund performance will be regularly monitored.
 - d) The fund risks will be managed in a prudent manner.
 - e) All aspects of the investment process and functions will be reviewed regularly.

Kāpiti Growth Fund

50. The main objective in establishing the Kāpiti Growth Fund is to achieve a minimum return over the medium to long-term, net of all fees and charges attributable to the fund that is at least the equivalent to the Council's net borrowing costs plus the rate of inflation, over the same period.
51. A key requirement of the Kāpiti Growth Fund will be the ability to withdraw capital from it in order to fund strategic purchases.
52. The surpluses will be used to contribute towards specific growth-focussed projects that encourage / incentivise businesses and recreational / visitor attractions to establish an operating presence in the Kāpiti District.
53. The following additional requirements for the Kāpiti Growth Fund are specified:
 - a) An appropriate level of investment risk for the fund is determined and accepted by the Council.
 - b) The fund will be managed in a way that balances optimal returns with safeguarding Council's capital.
 - c) The fund performance will be regularly monitored.
 - d) The fund risks will be managed in a prudent manner.
 - e) All aspects of the investment process and functions will be reviewed regularly.

The LGFA

54. The Council may invest in shares and other financial instruments of the LGFA, and may borrow to fund that investment. The Council's objective in making any such investment will be to:
 - Obtain a return on the investment; and
 - Ensure that the LGFA has sufficient capital to remain viable, meaning that it continues as a source of debt funding for the Council.
55. Because of these dual objectives, the Council may invest in LGFA shares in circumstances in which the return on that investment is potentially lower than the return it could achieve with alternative investments.
56. If required in connection with the investment, the Council may also subscribe for uncalled capital in the LGFA.

Treasury Risk Management

57. Borrowing exposes the Council to three principal risks:

Liquidity / Funding Risk

58. Liquidity risk is the risk that the Council does not have the ability to access committed funding at a future time as required. Funding risk centres on the ability to re-finance or raise new debt at acceptable pricing and maturity terms.

Interest Rate Risk

59. Interest rate risk is the risk that the Council will be exposed to changes in market conditions, particularly wholesale interest rates, prevailing at any time. It is important to consider this on a forward looking basis when issuing new debt and refinancing existing debt on an on-going basis. It may impact on the maturity profile of issued debt and the process of re-financing.

Credit Risk

60. Credit risk is the risk that a party to a transaction, such as a counterparty or a financial intermediary / institution, may not settle or provide committed funding as and when required. This risk is applicable where the Council is both a borrower and an investor, with the more significant risk arising when the Council is an investor.
61. Other risks include legal risk, operational risk, foreign exchange risk, concentration risk, volatility risk and carbon credit risk.

Liquidity / Funding Risk

62. A key factor in the management of liquidity risk is to spread and control the risk to reduce the concentration of risk at any point so that the overall borrowing cost is not increased unnecessarily and / or the desired maturity profile compromised due to market conditions.
63. The following control limits apply to Council's management of liquidity risk:
- The Council will ensure that it has sufficient funds available to:
 - fund all roll-over debt, and
 - pay all financing costs.
 - External debt plus committed loan facilities together with available liquid investments³ must be maintained at an amount of 110% over existing external debt.
 - Council has the ability to pre-fund up to 18 months forecast debt requirements including re-financings.
 - The Chief Executive has delegated to the Group Manager Corporate Services the discretionary authority to re-package existing debt on more favourable

³ liquid investments specifically exclude the Kāpiti Resilience Fund and the Kāpiti Growth Fund.

terms. Such action is to be ratified and approved by the Strategy and Operations Committee at its next scheduled meeting.

- e. The Council can borrow for a maximum term of 30 years. Any debt issued for longer than 10 years will be reported to the Strategy and Operations Committee at the next quarterly reporting period.
- f. The maturity profile of the total committed funding with respect to all external loans / debt and committed facilities, calculated monthly on a rolling basis is to be within the following limits:

Liquidity control limits

Period	Minimum	Maximum
0 to 3 years	10%	70%
3 to 5 years	10%	60%
5 to 10 years	10%	50%
10 years plus	0%	20%

A maturity schedule that is outside the above limits, but self-corrects within 90 days is not in breach of this Policy. However, maintaining a maturity profile outside the above limits for a period beyond 90 days requires specific approval by the Strategy and Operations Committee at its next meeting.

Interest Rate Risk

64. Interest rate risk is the risk that funding costs (due to movements in market interest rates) will materially exceed adopted Annual Plan and Long Term Plan interest cost projections, so as to adversely impact cost control, capital investment decisions, returns and feasibility.
65. The primary objective of interest rate risk management is to reduce uncertainty of interest rate movements through fixing of wholesale market interest costs. Certainty around interest costs is to be achieved through the active management of underlying interest rate exposures.
66. Dealing in interest rate products must be limited to financial instruments approved by the Council as per an internally updated schedule. Credit exposure on these financial instruments is restricted by specified counterparty credit limits.
67. A list of the current approved interest rate instruments is attached as Appendix 3.
68. All bank deposits, registered certificates of deposits, treasury bills and commercial paper investments are limited to a term no greater than 181 days unless linked to a pre-funding strategy.
69. All unsecured investment securities must be senior in ranking. The following types of investment instruments are expressly excluded:
 - structured debt where issuing entities are not a primary borrower / issuer;
 - subordinated debt, junior debt, perpetual notes and debt / equity hybrid notes such as convertibles.

70. Any other financial instrument not on the approved list must be specifically approved by the Council on a case-by-case basis and only be applied to the one singular transaction being approved.

Interest Rate Risk Control Limits

71. Major control limit – at any point in time the amount of all current interest rate risk management instruments must not exceed the total amount of gross debt.
72. Hedging of Council's external debt / borrowings must be within the following fixed / floating interest rate risk control limit:

Risk control limits

Master Fixed / Floating Risk Control Limit

Minimum Fixed Rate = 55% Maximum Fixed Rate = 100%

The percentages are calculated on the projected external debt levels in the Council's approved financial statements (Long Term Plan or Annual Plan). The forecast debt level is subject to approval by the Group Manager, Corporate Services as being a fair and reasonable forecast.

- a. External debt is the total amount of gross debt. This allows for pre-hedging in advance of projected physical drawdowns of new debt. When approved forecasts are changed, the amount of fixed rate cover in place may have to be adjusted to comply with the Treasury Management Policy minimums and maximums.
 - b. Floating rate debt may be spread over any maturity up to 12 months. Bank advances may be for a maximum term of 12 months.
 - c. The Council can hedge up to 15 years; any hedge longer than 10 years will be reported to the Strategy and Operations Committee at the next quarterly reporting period.
73. The fixed rate amount at any point in time must be within the following maturity bands:

Swaps Maturity Profile

Fixed Rate Maturity Profile Limit (% of External debt)		
Period	Minimum Cover	Maximum Cover
1 to 3 years	15%	60%
3 to 5 years	15%	60%
5 to 10 years	15%	60%*
10 years plus	0%	20%**

**Maximum cover in the five to ten year period may be extended up to 70% during periods of historical low long term interest rates subject to approval by the Chief Executive and reported to the Strategy and Operations Committee at its next meeting.*

***Maximum cover in the over ten year period may be extended up to 30% during periods of historical low long term interest rates subject to approval by the Chief*

Executive and reported to the Strategy and Operations Committee at its next meeting. The definition of 'historical low long term interest rate' is where the 10-year swap rate is more than 15% below its rolling ten year average.

- a. A fixed rate maturity profile that is outside the above limits, but self-corrects within 90 days is not in breach of this Policy. However, maintaining a maturity profile outside the above limits beyond 90 days requires specific approval by the Strategy and Operations Committee at the next available meeting.
 - b. Any interest rate swaps with a maturity beyond 12 years must be approved by the Strategy and Operations Committee at its next meeting.
74. For individual types of interest rate risk management instruments Council must adhere to the following control limits at all times:
- a. Forward rate agreements outstanding at any one time must not exceed 75% of the total floating rate debt.
 - b. With the exception of 1:1 collar option structures, interest rate options must not be sold outright because of the speculative nature of doing this.
 - c. Borrower swaptions held by Council must mature within 12 months.
 - d. Interest rate options with a maturity date beyond 12 months that have a strike rate higher than 2.00% above the appropriate swap rate, cannot be counted as part of the fixed rate cover percentage calculation.
 - e. The forward start period on swap / collar strategies to be no more than 24 months.

Counterparty Credit Risk

- 75. Counterparty credit risk is the risk of losses (realised or unrealised) arising from a counterparty defaulting on a financial instrument where the Council is a party. The credit risk to the Council in a default event will be weighted differently depending on the type of instrument entered into.
- 76. Counterparties and limits can only be approved on the basis of a minimum long term credit rating (Standard & Poor's or Moody's Investor Services) being A+ and a minimum short term rating of A-1.
- 77. Limits should be spread amongst a number of counterparties to avoid concentrations of credit exposure. The approval process to allow the use of individual financial instruments must take into account the liquidity of the market the instrument is traded in and repriced from.

78. The following table shows the gross counterparty limits:

Counterparty/ Issuer	Minimum Standard and Poor's long term / short term credit rating	Investments maximum per counterparty	Risk management instruments maximum per counterparty	Borrowing maximum per counterparty
NZ Government	N/A	Unlimited	None	Unlimited
LGFA	AA- / A-1	\$20m	None	Unlimited
NZ Registered Bank	A+ / A-1	60% of total investments or \$25m; whichever is greater.	50% of total instruments or \$80m; whichever is greater.	\$50m

79. A counterparty profile that is outside the above limits, but self-corrects within 90-days is not in breach of this Policy. Any departures from the above limits will be reported to the Strategy and Operations Committee at its next meeting.

Legal Risk

80. Legal and regulatory risks relate to the unenforceability of a transaction due to an organisation not having the legal capacity or power to enter into the transaction, usually because of prohibitions contained in legislation.
81. This risk is minimised by standing dealing and settlement instructions being sent to counterparties, matching of third party confirmations and the immediate follow-up of anomalies.
82. Financial instruments can only be entered into with banks that have in place an executed International Swaps and Derivatives Association (ISDA) Master Agreement with the Council.

Operational Risk

83. This is the risk of loss as a result of human error (or fraud), system failures and inadequate procedures and controls. Operational risk, particularly relevant to dealing with financial instruments, is minimised through appropriate segregation of duties, recording and reporting procedures and system controls.

Foreign Exchange Risk

84. Council has limited Foreign exchange risk through the occasional purchase of foreign exchange denominated plant and equipment. Larger amounts may be hedged using foreign exchange contracts and smaller payments are converted at the spot exchange rate on the date of payment. The Council does not borrow or enter into incidental arrangements within or outside New Zealand in any foreign currency other than New Zealand dollars.

Concentration Risk

85. This is the risk of a loss arising as a result of a heavily lopsided exposure to one or more counterparties. The risk is managed through adherence to the gross counterparty limits.

Volatility Risk

86. This is the risk of a change of price of a portfolio as a result of changes in the volatility of a risk factor. The risk is managed through ensuring that the asset allocation is continuously reviewed to ensure that it stays diversified over the long term.

Carbon Credit Risk

87. The Council needs to minimise the financial impact of movements in the carbon credit prices by balancing the need for price stability with the benefit of realising market opportunities to reduce costs as they arise.

Treasury Performance

88. In order to assess the effectiveness of Council's treasury management activities, benchmarks and performance measures have been prescribed to assess operational performance and the management of debt and interest rate risk. The Council undertakes regular reporting which includes the following four major information/reporting objectives:
- a. Cash / Debt Position.
 - b. Risk Exposure Position.
 - c. Risk Management Performance.
 - d. Treasury Management Policy Compliance.

89. The table below summarises the key reporting outputs in relation to treasury management:

Report type	Audience	Frequency	Format
Management	Senior Leadership Team	Quarterly	Report compliance with all limits and thresholds
Governance	Audit and Risk Subcommittee	Quarterly	Overview of quarterly performance
Annual Report	Strategy and Operations Committee	Annually	Review of Annual performance and of the Policy and policy limits to ensure they are fit for purpose

Policy review

90. The Policy is to be formally reviewed on at least a triennial basis by the Strategy and Operations Committee. The Group Manager, Corporate Services will manage the review process and the final report will be presented by to the Strategy and Operations Committee for its consideration.
91. In addition, any Policy changes arising from the annual report to the Strategy and Operations Committee provided by the Group Manager, Corporate Services or other sources may be considered by the Audit and Risk Subcommittee as required, but the delegation rests with the Strategy and Operations Committee.

Appendix 1: Glossary of terms

Annual rates income: the amount equal to the total revenue from any funding mechanism authorised by the Local Government (Rating) Act 2002.

Borrower swaption: gives the holder of the swaption the right to enter into a swap where they pay interest on a notional loan amount at a fixed rate of interest and receive payments at a floating rate;

Call option: a financial instrument that gives the buyer the right, but not an obligation, to buy a set quantity of a security at a set strike price at some time on or before expiration.

Closing out: the cancellation / termination of a financial instrument or contract before its maturity date, resulting in a realised gain / loss if the current market rate differs from the contract rate.

Derivatives: investment vehicles whose price is dependent on an underlying asset. The most common forms of derivatives include stock options, futures & swaps.

Fixed rate: an interest rate repricing date beyond 12 months forward on a continuous rolling basis;

Floating rate: an interest rate repricing within 12 months;

Forward rate agreement: an agreement between two counterparties locking in an interest rate today, for money that one counterparty intends to borrow in the future. The counterparties agree to pay each other the interest difference between the agreed-upon rate (the "forward rate") and the actual interest rate on the future date (the "floating rate").

Forward start interest rate swap: a fixed-for-floating interest rate swap whereby the swap coupon is set at the contract date but the swap doesn't start on that date, that is it is delayed to some future date. This provides certainty as to interest rate cost on an agreed principal amount for an agreed period, commencing at a future point in time.

Futures contract: a financial contract obligating the buyer to purchase an asset (or the seller to sell an asset), such as a physical commodity or a financial instrument, at a predetermined future date and price.

In the money options: options which have intrinsic value of the security built into them. Call options are in the money when the strike price is lower than the price of the underlying stock, allowing one to buy the stock at a price lower than the market price. Put options are in the money when the strike price is higher than the price of the underlying stock, allowing one to sell the stock at a price higher than the market price.

Interest rate cap (ceiling): an interest rate derivative contract which has a maximum value (cap) – on a floating rate of interest on a specified notional principal amount for a specific term.

Interest rate collar: a security which simultaneously combines the purchase of an interest rate cap and the sale of an interest rate floor to specify a range in which an interest rate will fluctuate. The security insulates the buyer against the risk of a significant rise in a floating rate, but limits the benefits of a drop in that floating rate.

Interest rate floor: an interest rate derivative contract which has a minimum value (floor) – on a floating rate of interest on a specified notional principal amount for a specific term.

Interest rate option: a specific financial derivative contract whose value is based on interest rates and its value is tied to an underlying interest rate. Interest rate options give buyers the

right, but not the obligation, to synthetically pay (in the case of a cap) or receive (in the case of a floor) a predetermined interest rate (the strike price) over an agreed period.

Interest rate swap: a financial derivative instrument in which two parties agree to exchange interest rate cash flows, based on a specified notional amount from a fixed rate to a floating rate (or vice versa) or from one floating rate to another.

Liquidity: external debt plus committed loan facilities plus liquid investments divided by external debt

Net external debt: total external debt less cash / cash equivalent investments.

Net interest expense: the amount equal to all interest and financing costs less interest income for the relevant period.

Operating income: earnings from rates, government grants and subsidies, user charges, interest and other revenue and excludes non-government capital contributions (e.g. developer contributions and vested assets).

Options: contracts that give the holder the right but not the obligation to buy or sell a specific security at a pre-determined price on a pre-determined date. The two kinds of options are call and put options.

Options on a swap (Swaption): the option to enter into an interest rate swap. In exchange for an option premium, the buyer gains the right but not the obligation to enter into a specified swap agreement with the issuer on a specified future date.

Out of the money options: have no intrinsic value built into them. Call options are out of the money when the strike price is higher than the price of the underlying stock. Put options are out of the money when the strike price is lower than the price of the underlying stock.

Put option: a financial instrument that conveys the buyer the right, but not the obligation, to sell a specified quantity of a security at a set strike price on or before an agreed upon expiration date.

Spot price: the current market price of a product, usually a commodity, currency or rate, for the immediate delivery of said product.

Strike price: the price at which a derivatives contract can be exercised - the strike price is independent of the spot price and is agreed upon by the parties entering the contract.

Swap: a derivative in which two counterparties exchange cash flows of one party's financial instrument for those of the other party's financial instrument. The benefits in question depend on the type of financial instruments involved.

Appendix 2: Delegated Authorities

	Activity	Delegated Authority	*Limit
1	Approving and changing Treasury Management Policy	Strategy and Operations Committee	Unlimited
2	New annual borrowing as set out in the Annual Plan/Long Term Plan	Strategy and Operations Committee	Within the prescribed limits set out in the Financial Strategy
3	Approval for charging assets as security over borrowing	Strategy and Operations Committee	Subject to the requirements of Debenture Trust Deed
4	Acquisition and disposition of investments other than financial investments	Council	Unlimited
5	Approving transactions outside Treasury Management Policy	Council	Unlimited
6	Re-financing existing debt	Chief Executive	Subject to Policy
7	Negotiate bank facilities	Chief Executive (or) Group Manager, Corporate Services	Subject to Policy
8	Manage cash / liquidity requirements	Chief Executive (or) Group Manager, Corporate Services	Per risk control limits
9	Approving counterparty credit limits	Chief Executive	Within the prescribed limits set out in the Treasury Management Policy
10	Adjust interest rate risk profile	Chief Executive delegated to the Group Manager, Corporate Services; each adjustment individually signed off by the Chief Executive	Fixed rate debt ratio as per risk control limits; Fixed rate maturity profile limit as per risk control limits
11	Managing funding and investment maturities in accordance with the Council's approved facilities	Chief Executive Group Manager, Corporate Services	Per risk control limits
12	Maximum daily transaction amount (borrowing, investing and interest rate risk management) excludes roll-overs on existing debt and interest rate swaps	Council Chief Executive Group Manager, Corporate Services CFO (delegated)	Unlimited \$30 million \$15 million \$5 million

	Activity	Delegated Authority	*Limit
13	Authorising lists of signatories	Chief Executive Group Manager, Corporate Services	Unlimited
14	Opening/closing bank accounts	Chief Executive Group Manager, Corporate Services	Unlimited
15	At least triennial review of Treasury Management Policy	Group Manager, Corporate Services	N/A
16	Ensuring compliance with Treasury Management Policy	Group Manager, Corporate Services	N/A

**All activity limits in the above table are subject to the limits contained in the Council approved Long Term Plan / Annual Plan. The Council can approve changes to the limits.*

Appendix 3: Current approved interest rate instruments

Category	Instrument
Cash management and borrowing	<ol style="list-style-type: none"> 1. Bank overdraft 2. Committed cash advance and bank accepted bill facilities (short term and long term loan facilities) 3. Uncommitted money market facilities 4. Retail and Wholesale Bond and Floating Rate Note (FRN) issuance 5. Commercial paper (CP) / Promissory Notes 6. NZD denominated Private Placements
Investments	<ol style="list-style-type: none"> 1. Call and short term bank deposits 2. Bank bills 3. Bank registered certificates of deposit (RCDs) 4. Treasury bills 5. LGFA borrower notes / CP / bills / bonds/ FRNs 6. LGFA Redeemable Preference Shares (RPS)
Interest rate risk management	<ol style="list-style-type: none"> 1. Forward rate agreements ("FRAs") on: <ul style="list-style-type: none"> • bank bills 2. Interest rate swaps including: <ul style="list-style-type: none"> • forward start swaps • amortising swaps (whereby notional principal amount reduces) • swap extensions and shortenings 3. Interest rate options on: <ul style="list-style-type: none"> • bank bills (purchased caps and one for one collars) • interest rate swaptions (purchased only)
Foreign exchange management	<ol style="list-style-type: none"> 1. Spot foreign exchange 2. Forward exchange contracts

8.2 SETTING OF RATES, DUE DATES AND PENALTIES REGIME**Author:** Vicky Silk, Rates Manager**Authoriser:** Mark de Haast, Group Manager Corporate Services**PURPOSE OF REPORT**

- 1 This report requests that the Council set the rates, due dates and penalties regime for the 2021/22 financial year.

DELEGATION

- 2 Only the Council can set the rates, due dates and penalties regime for the 2021/22 financial year.

BACKGROUND

- 3 The Council must first adopt its 2021/41 Long Term Plan before it can legally set the rates in accordance with the relevant provisions of the Funding Impact Statement Rating Policies for the 2021/22 financial year and its Revenue and Financing policy.

CONSIDERATIONS**Policy considerations**

- 4 This report is governed by the provisions of the Funding Impact Statement – Rating Policies.
- 5 One policy change is proposed, removing the Districtwide Roding Land value rate, so that all districtwide roading rates revenue requirement is funded through the Districtwide Roding Capital value rate from 1 July 2021. This proposal was part of the public consultation process.

Legal considerations

- 6 The Funding Impact Statement - Rating Policies and this report have been subject to a full and detailed legal review from Simpson Grierson.

Financial considerations

- 7 The total rates revenue requirement for the 2021/22 financial year is \$88.91 million (inclusive of GST). This represents an average rates increase of 7.79% when compared to the 2020/21 financial year (excluding the water conservation device loan rate).
- 8 A recommendation was made to the Council on 25 March 2021 that the districtwide water supply fixed rate and districtwide water supply volumetric rates would remain the same in 2021/22 as those rates set for 2020/21.

Tāngata whenua considerations

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

Strategic considerations

- 10 There are no strategic considerations arising from this report.

SIGNIFICANCE AND ENGAGEMENT**Significance policy**

- 11 The setting of rates for the 2021/22 financial year follows the 2021/41 Long Term Plan and is not in itself a matter that triggers the Council's significance and engagement policy.

Publicity

- 12 A media release is planned subsequent to the Council adopting its 2021/41 Long Term Plan.
- 13 A copy of the Setting of Rates, due dates and penalties regime resolution will also be made available on the Council's website within 20 days of adoption.

RECOMMENDATIONS

- 13 That the Council set the following rates under Section 23 of the Local Government (Rating) Act 2002, on rating units in the Kāpiti Coast District (District) for the financial year commencing on 1 July 2021 and ending 30 June 2022.

(1) Districtwide General Rate

A Districtwide general rate set under section 13(2)(b) of the Local Government (Rating) Act 2002, assessed on a differential basis on all rateable rating units in the District as follows:

- a rate of 0.30198 cents in the dollar (inclusive of GST) of land value on every rating unit in the urban rating areas of the District as per the Council's rating area maps;
- a rate of 0.11475 cents in the dollar (inclusive of GST) of land value on every rating unit in the rural rating areas of the District as per the Council's rating area maps with an area less than 50 hectares, excluding those properties in the rural village differential rating areas;
- a rate of 0.06644 cents in the dollar (inclusive of GST) of land value on every rating unit in the rural rating areas of the District as per the Council's rating area maps with an area 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, excluding those properties in the rural village differential rating areas;
- a rate of 0.21139 cents in the dollar (inclusive of GST) of land value on every rating unit in the rural rating areas of the District which is located in the rural village differential rating areas as per the Council's rating area maps.

(2) Districtwide Community Facilities Rate

A Districtwide targeted rate for community facilities, set under section 16(3)(a) and 16(4)(b) of the Local Government (Rating) Act 2002, assessed on a differential basis on all rateable rating units in the District as follows:

- all rateable rating units other than Accommodation/Hospitality and Motels and camping grounds - \$806.00 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Accommodation/Hospitality (other than motels and camping grounds) - \$1,612.00 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Motels and camping grounds - \$241.80 (inclusive of GST) per separately used or inhabited part of a rating unit.

(3) Districtwide Rooding Capital Value Rate

A Districtwide targeted rate for rooding, set under section 16(3)(a) and 16(4)(a) of the Local Government (Rating) Act 2002, assessed on all rateable rating units in the District as follows:

- a rate of 0.05978 cents in the dollar (inclusive of GST) of capital value on all rateable rating units in the District

(4) Districtwide Stormwater Rate

A Districtwide targeted rate for stormwater, set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, on all rateable rating units in the District's stormwater drainage areas as per the Council's stormwater drainage rating area maps as follows:

- a rate of 0.01822 cents in the dollar (inclusive of GST) of capital value on all rating units.

(5) Districtwide Water Supply Fixed Rate

A Districtwide targeted rate set under section 16 of the Local Government (Rating) Act 2002, assessed on all rating units connected or capable of being connected to the District's water supply, assessed on a differential basis as below. The Districtwide water supply fixed rate is invoiced as a daily rate for convenience.

- General - \$222.00 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Medium Scale - \$199.80 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Large Scale - \$177.60 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Accommodation/Hospitality – \$444.00 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Serviceable - \$222.00 (inclusive of GST) per rating unit not connected to the district's water supply, but within 100 metres of a water main and capable of being connected.

(6) Districtwide Water Supply Volumetric Rate

A Districtwide targeted rate set under Section 19(2)(a) of the Local Government (Rating) Act 2002 on each rating unit which is provided with a metered water supply service.

- Volumetric rate of water consumed or supplied - \$1.19 (inclusive of GST) per cubic metre.

(7) Hautere/Te Horo Water Supply Rate

A targeted rate for water supply set under section 19(2)(a) of the Local Government (Rating) Act 2002 per unit of water supplied by the Hautere/Te Horo water supply.

- A fixed charge of \$314.00 (inclusive of GST) per unit of allocation to the Hautere/Te Horo water supply (annual allocation of 1 unit = 1 cubic metre of water per day).

(8) Districtwide Wastewater Disposal Rate

A Districtwide targeted rate for wastewater disposal, set under section 16(3)(b) and 16(4)(b) on rating units in the Waikanae, Paraparaumu, Raumati and Ōtaki rating areas, as per the Council's rating area maps.

- General - \$440.00 (inclusive of GST) per rating unit connected to the sewerage system. A rating unit used primarily as a residence for one household shall not be treated as having more than one water closet or urinal.

- Community - \$220.00 inclusive of GST) per water closet or urinal connected to the sewerage system.
- Educational – \$198.00 (inclusive of GST) per water closet or urinal connected to the sewerage system.
- Recreational - \$110.00 (inclusive of GST) per water closet or urinal connected to the sewerage system.
- Large Scale Commercial/Residential - \$220.00 (inclusive of GST) per water closet or urinal connected to the sewerage system, where there is more than one water closet or urinal.
- Serviceable - \$220.00 (inclusive of GST) per rating unit not connected to the sewerage system but within 30 metres of a sewer main and capable of being connected.

(9) Paraparaumu/Raumati Community Rate

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.00092 cents in the dollar (inclusive of GST) of capital value on all rating units in the Paraparaumu and Raumati urban and rural rating areas as per the Council's rating area maps.

(10) Waikanae Community Rate

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.00179 cents in the dollar (inclusive of GST) of capital value on all rating units in the Waikanae urban and rural rating areas as per the Council's rating area maps.

(11) Ōtaki Community Rate

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.00240 cents in the dollar (inclusive of GST) of capital value on all rating units in the Ōtaki urban and rural rating areas as per the Council's rating area maps.

(12) Paekākāriki Community Rate

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.00781 cents in the dollar (inclusive of GST) of capital value on all rating units in the Paekākāriki urban and rural rating areas as per the Council's rating area maps.

(13) Commercial Rate

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.03699 cents in the dollar (inclusive of GST) of capital value assessed on all Commercial rating units (as defined in the Funding Impact Statement Rating Policies).

(14) Water Conservation Device Loan Rate

A targeted rate on those rating units that have received an interest free loan (up to \$5,000 plus GST) for approved water conservation devices from the Council that has not yet been fully repaid, set at 10% of the amount of the original loan plus GST.

- 14 That all property rates (including Hautere/Te Horo Water Supply Rate, but excluding Districtwide Water supply fixed and volumetric rates) be payable in four equal instalments due on:

Instalment	Due Dates	Penalty Dates
Instalment One	9 September 2021	10 September 2021
Instalment Two	9 December 2021	10 December 2021
Instalment Three	9 March 2022	10 March 2022
Instalment Four	9 June 2022	10 June 2022

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

- 15 That water rates (excluding Hautere/Te Horo Water Supply Rate) be invoiced separately on a quarterly basis dependent on when the relevant meter is read. Due dates for each area are specified below:

Area	Water Meters Read During	Due Date	Penalty Date
Paraparaumu/Raumati/Raumati Beach/Raumati South/Paekākāriki	Jul-21	27-Aug-21	30-Aug-21
	Oct-21	26-Nov-21	29-Nov-21
	Jan-22	2-Mar-22	3-Mar-22
	Apr-22	30-May-22	31-May-22
Otaki/Peka Peka/Waikanae Beach	Aug-21	28-Sep-21	29-Sep-21
	Nov-21	6-Jan-22	7-Jan-22
	Feb-22	30-Mar-22	31-Mar-22
	May-22	27-Jun-22	28-Jun-22
Waikanae/Nikau Valley/Otaihanga/Paraparaumu Beach	Sep-21	28-Oct-21	29-Oct-21
	Dec-21	4-Feb-22	8-Feb-22
	Mar-22	26-Apr-22	27-Apr-22
	Jun-22	29-Jul-22	1-Aug-22

- 16 That the Council 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 2021 and which remains unpaid after the due dates as per paragraph 14, to be added on the penalty dates above.
 - a charge of ten per cent (10%) on so much of any property rates (including previously applied penalties) assessed before 1 July 2021 which remain unpaid on 1 July 2021. The penalty will be added on 7 July 2021.
 - 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 as per paragraph 15.

- 17 That property and water rates be payable by cash, and eftpos at any of the following places:
- Paraparaumu, Civic Building, 175 Rimu Road, Paraparaumu
 - Waikanae Service Centre, Mahara Place, Waikanae
 - Ōtaki Service Centre, Ōtaki Library, Main Street, Ōtaki
 - New Zealand Post, countrywide
 - Westpac Bank, countrywide (*excluding water supply rates*)
 - Greater Wellington Regional Council, 100 Cuba Street, Te Aro, Wellington
 - Greater Wellington Regional Council, 35-37 Chapel Street, Masterton
- 18 Alternatively, payment of rates can be made to the Council by direct debit, internet banking, direct credit, telephone banking and credit card (subject to a convenience fee) through the Council's website.

APPENDICES

Nil

8.3 FEES & CHARGES FOR 2021/22 IN ACCORDANCE WITH THE 2021-41 LONG TERM PLAN

Author: Alison Law, Long-Term Plan Lead

Authoriser: Mark de Haast, Group Manager Corporate Services

PURPOSE OF REPORT

- 1 In accordance with the draft 2021-41 Long Term Plan, Council approved the 2021/22 Regulatory Services fees and charges on 27 May 2021, mainly to provide customers with advance notice of the dog registration fees for 2021/22 which are payable on or before 2 August 2021.
- 2 Following Council adopting the final 2021-41 Long Term Plan (LTP) on 24 June 2021, the purpose of this report is to recommend that the Council approves all remaining fees and charges in accordance with the LTP.

DELEGATION

- 3 Only the Council has the authority to approve fees and charges in accordance with the LTP and/or the Annual Plan in years two and three of the LTP.

BACKGROUND

- 4 The Revenue and Financing Policy guides our decisions on how to fund Council services. The policy takes into consideration who benefits from a service (individuals, parts of the community or the community as a whole) to help determine how the service should be funded. It then sets targets for each Council activity specifying which portion should be funded from user charges, general rates, targeted rates, and other sources of income.
- 5 The Council's Revenue and Financing Policy and funding targets were reviewed by Officers and consulted on through the special consultative procedure as part of the LTP. The policy will be presented to the Council as part of the final LTP document to be adopted on 24 June 2021.
- 6 Approximately 10 percent of the Council's total operating income comes from user fees and charges. Many of the services provided by the Council, such as swimming pool admissions, are subsidised by ratepayers so that users only pay a portion of the full cost.
- 7 The cost of providing services increase every year and is reviewed as part of developing our plans. This includes looking at the real cost of delivering services as well as any changes to how the services are provided, such as extended hours.
- 8 Given we are continually working to make the delivery of our services more efficient without reducing levels of services, the only options for funding the additional cost of providing Council services are to:
 - 8.1 Increase user fees and charges, or
 - 8.2 Increase the portion of costs to be funded from rates, or
 - 8.3 A combination of the above.
- 9 Note that in the 2020/21 year, we made no increases to user fees and charges, in recognition of the impacts of COVID-19.
- 10 The impact of increasing fees and charges reduces the rates increase and vice versa. The proposed fees and charges for 2021/22 contribute to an average rates increase of 7.79% compared to 2021/21, in year 1 of the LTP.
- 11 The Council undertook public consultation on the proposed 2021/22 fees and charges as part of the draft Long-Term Plan 2021-41 consultation from 7 April to 10 May 2021.

- 12 The Council received 230 submissions relating to the user fees and charges (out of a total 741 submissions). These submissions were in response to all fees and charges, not just the new or adjusted ones included in this report. The details of the submissions relating to all fees and charges are discussed in paragraph 22-24 of this report.
- 13 The proposed changes to fees and charges that were consulted on with the community include:
- 13.1 An increase to majority of fees based on the Local Government Cost Index (LGCI) of 3.6%;
 - 13.2 Some changes to fees outside of LGCI; and
 - 13.3 Introduction of nine new fees in the Swimming Pools, Building Consents, Resource Consents and Council wide areas. The costs associated with these services are currently rate funded.
- 14 The proposed changes to Regulatory Services fees were presented to the Council and adopted at the meeting held on the 27 May 2021. The table below sets out further changes that are recommended with respect to building consent fees. These changes were discussed with the Council at the 27 May meeting, but not included in the approved Regulatory Services fees and charges schedule:

Service Area	Type	Description	Current Fee (incl GST)	Proposed Fee (incl GST)
Building Consents	New Fee	Administration time in coordinating and attending pre-application and business start-up meetings (first 2 hours free)	-	\$108/hr
	New Fee	Building officer / engineer time in preparing for and attending pre-application and business start-up meetings (first 2 hours free)	-	\$163/hr

- 15 The table below summarises the other non-Regulatory related fees and charges that are proposed to be changing outside of inflation (LGCI) or introduced as a new fee, with Officer recommendations after considering community feedback:

Service Area	Type	Description	Current Fee (incl GST)	Proposed Fee (incl GST)	Officer recommendation
Swimming Pools	Change outside inflation (LGCI)	Learn to Swim private lessons 20 minutes	\$20	\$24.50	Proceed
	Change outside inflation (LGCI)	Learn to Swim private lessons 30 minutes	\$30	\$35	Proceed
	New Fee	Per person admission fee for clubs / groups hiring lanes (in addition to lane hire)	-	\$1	Not proceed
	New Fee	Spectator charge	-	\$1	Not proceed
Libraries, Arts & Museums	Change outside inflation (LGCI)	Historic photo service (commercial use)	\$50	\$55	Proceed
	Change outside inflation (LGCI)	Item charge for non-residents outside the Kapiti / Horowhenua area	\$2	\$2.50	Proceed

Service Area	Type	Description	Current Fee (incl GST)	Proposed Fee (incl GST)	Officer recommendation
Parks and open spaces	Change outside inflation (LGCI)	Burial disinterment fee	\$1,360	\$2,000	Proceed
Community Facilities	Change outside inflation (LGCI)	Housing for older person rents – new flat fee structure for individuals and couples	various	\$170 individuals/ \$246.50 couples	Proceed, subject to further review
Infrastructure	Change outside inflation (LGCI)	Laboratory fees	various	various	Proceed
	Change outside inflation (LGCI)	Mileage Travel per km	\$0.77	\$0.76	Proceed
	New Fee	Additional costs associated with easement process	-	At cost	Proceed
Council wide	New Fee	Easement (Landowner approval/non regulatory) - New, changes, cancellations	-	\$326 (includes first 2 hours, \$163 per hour thereafter)	Proceed

16 Swimming Pools

- 16.1 Learn to swim private lessons - Our private lessons fees need to be increased more than inflation to better reflect the coaching time and ongoing administration / booking requirements, as these are more intensive than group lessons. Therefore, the 20 minutes private lesson is increasing to \$24.50, and the 30 minutes private lesson increasing to \$35.
- 16.2 New \$1 per person admission fee proposed for clubs / groups hiring lanes (in addition to lane hire), as swim club lane hire results in limited availability for the wider community at peak times and reduces the revenue generated by community use.
- 16.3 New spectator charge of \$1 per person proposed, with the exception of:
- 16.3.1 Learn to Swim parents as this would in effect increase the price of learning to swim;
- 16.3.2 Swim club parents as \$1 per head fee is already proposed for swim club swimmers in paragraph 17.1 above; and
- 16.3.3 Non-swimming parents and caregivers who are required to supervise children under 8 years.
- 16.4 Please refer to paragraph 24 below for further discussion on the proposed new fees.

17 Libraries, Arts & Museums

- 17.1 The historic photo service (commercial use) is increasing from \$50 to \$55.
- 17.2 Item charge for non-residents outside the Kapiti / Horowhenua area is increasing from \$2 to \$2.50.

18 Parks and Open Spaces

- 18.1 An increase in burial disinterment fees from \$1,360 to \$2,000. This is increasing more than LGCI to reflect recovery of costs.

19 Community Facilities - Housing for Older Persons

- 19.1 Our existing rents for older persons' housing currently meet approximately 60% of the cost of delivering the service. During the last LTP, council direction was to recover 80% of costs from private beneficiaries. As a result, it is proposed that rents are increased to cover 80 percent of our costs and to introduce a new flat fee structure where individuals pay \$170 per week and couples pay \$246.50 per week. This is based on a commonly used affordability model where rents are no more than 30% of after-tax income. These increases also enable access to accommodation supplements.
- 19.2 The financial impact of this change on the LTP budget, is an additional \$259,000 of revenue forecasted from fees and charges (via rentals). This is equivalent to 0.36% of rates, which means if the proposed fee changes are not accepted, the average rates increase for the Council will go up by the same amount.
- 19.3 This proposed increase may be subject to further review by the Council. Should the Council wish to charge less, this can be revisited during the year and a revised fees and charges schedule would need to be approved by the Council.

20 Infrastructure

- 20.1 An increase in laboratory fees of between 5% to 10% to reflect the higher costs associated with chemicals and overseas shipping. For example, for private drinking water testing.
- 20.2 An amendment to the travel per km mileage rate to align with IRD recommended rates (77 cents decreasing to 76 cents per kilometre).

21 Across Council

- 21.1 Easements – a new fee is proposed for applications related to landowner approval / non-regulatory related easements (new / changes / cancellations). The \$326 application fee includes first 2 hours, with \$163 per hour thereafter.
- 21.2 Additional external costs associated with the above easement process to be charged at cost.

ISSUES AND OPTIONS

- 22 Public Voice has undertaken independent analysis of the submissions on behalf of Council. Analysis has been undertaken for Q50 of the consultation document; *“As part of managing increased costs, we are proposing some changes to fees and charges....”*.
- 23 Within the submissions, fees and charges were mentioned 228 times in direct response to the increase to all fees and charges. Of these, 130 opposed and 98 supported the proposed fees and charges. For the purpose of this report, the analysis below is only related to the fees that don't include Regulatory Services user fees and charges:

23.1 Swimming Pools

There were 46 submissions relating to the proposed new swimming pool fees.	
40 Opposing	All 40 opposing submissions specifically suggested the new fees are too high and will result in less people using the facilities.
6 Supporting	These submitters considered the new fees were a good idea and weren't a huge charge so shouldn't be a hardship and the pools are heavily subsidised so some extra revenue is a good idea.

23.2 Libraries, Arts & Museums

There were no submissions relating to Libraries, Arts & Museums fees and charges.

23.3 Parks and Open Spaces

There were no submissions relating to Parks and Open Spaces fees and charges.

23.4 Community Facilities – Housing for Older Persons

There were eight submissions relating to Housing for Older Persons.	
8 Opposing	<p>All eight submissions suggested that raising fees for older people wasn't the right approach to take.</p> <p>One submitter said don't burden older persons with increased housing costs.</p>
1 Supporting	One submitter said that overall the fees looked reasonable as long as lower income and older people still have access to health facilities such as the pool.

23.5 Infrastructure

There were no submissions relating to Infrastructure fees and charges.
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23.6 Across Council

There were no submissions relating to the new easement fees and charges.
--

24 Having considered the submissions received, Council officers recommend the following:

24.1 **Swimming Pools:** It is not recommended to proceed with the proposed new spectator and per person admission fee for clubs and groups hiring lanes (as outlined in paragraph 17.1 and 17.2). This results in the removal of \$19,000 revenue from the LTP budget and the impact on rates is included in the 7.79% average rates increase in year one of the LTP;

24.2 **Other Fees:** Council officers recommend that the other proposed fees and charges proceed. A user-pays approach is fair in that only the customer requiring the service pays for what they require.

CONSIDERATIONS**Policy considerations**

25 This report is linked to the Revenue and Financing Policy, which is a key policy document of the 2021-41 Long Term Plan that is to be adopted by Council on 24 June 2021.

Legal considerations

26 The Local Government Act 2002 (LGA) Section 150 allows fees and charges to be imposed by a local authority. The fees and charges meet the requirements under the LGA and all other relevant legislation.

Financial considerations

27 The financial considerations for the 2021-41 Long Term Plan have been discussed through public consultation and engagement and all public workshops.

28 There are no financial considerations in addition to what is outlined in this report regarding fees and user charges pertaining to the 2021-41 Long Term Plan.

Tāngata whenua considerations

- 29 There are no Tāngata whenua considerations arising directly from this report.

SIGNIFICANCE AND ENGAGEMENT**Significance policy**

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

Consultation already undertaken

- 31 With regards to consulting on proposed changes to fees and charges, the Council has complied with the special consultative procedure requirements for Long Term Plans as prescribed by the Local Government Act 2002.

Engagement planning

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

Publicity

- 33 A media statement regarding the results of the Council meeting on 24 June 2021 will be released following the meeting.

RECOMMENDATIONS

- 34 That the Council receives and notes this report, including Appendix 1 to this report.
- 35 That the Council adopts the User Fees and Charges 2021/22, attached as Appendix 1 to this report.
- 36 That the Council notes that the increase to housing for older persons rentals may be subject to further review by the Council. Should the Council wish to charge less, this can be revisited during the year and a revised fees and charges schedule would need to be approved by the Council.
- 37 That the Council Delegates to the Mayor, the Chair of the Strategy and Operations Committee, the Deputy Mayor, Cr McCann, Cr Compton and the Chief Executive the authority to approve minor editorial changes to the material contained in Appendix 1 to this report.

APPENDICES

1. Schedule of User Fees and Charges for 2021/22 [↓](#)

Schedule of User Fees and Charges 2021/22

All fees and charges include GST.

Please note that the Schedule of Fees and Charges are included in the Long-Term Plan (LTP) document for information purposes only. Changes to the schedule and any fees in it can be made by Council resolution or following any applicable process required under relevant legislation, without the need for an amendment to the LTP.

Building consent fees

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

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

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

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

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

Minor work (This includes one or two inspections as indicated. Additional inspections will be charged at \$163 per hour.)	2021/22 Fee
Solid fuel heater (includes one inspection)	\$270
Solid fuel heater with wetback (includes two inspections)	\$395
Solar water heating (includes one inspection)	\$265
Minor building work <\$5,000 (includes one inspection) e.g. sheds	\$324
Minor building work < \$10,000: retaining walls/carports decks/swimming/spa pools/ conservatories/ pergolas/ plumbing and drainage (includes two inspections)	\$811

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

Building consent fees (continued)

Processing of residential building consents	2021/22 Fee	
Residential new building/alterations: \$10,001-\$20,000	\$784	
Residential new building/alterations: \$20,001-\$50,000	\$1,107	
Residential new building/alterations: \$50,001-\$100,000	\$1,427	
Residential new building/alterations: \$100,001-\$250,000	\$1,751	
Residential new building/alterations: \$250,001-\$500,000	\$2,075	
Residential new building/alterations: \$500,001 upwards	\$2,075	plus \$163 for each \$100,000 (or part thereof) above \$500,000

Processing of commercial/industrial consents	2021/22 Fee	
Commercial/offices/retail buildings: <\$20,000	\$1,272	
Commercial/offices/retail buildings: \$20,001-\$50,000	\$2,075	
Commercial/offices/retail buildings: \$50,001-\$100,000	\$2,886	
Commercial/offices/retail buildings: \$100,001-\$250,000	\$3,372	
Commercial/offices/retail buildings: \$250,001-\$500,000	\$3,854	
Commercial/offices/retail buildings: \$500,001-\$1,000,000	\$4,502	
Commercial/offices/retail buildings: >\$1,000,001	\$4,502	plus \$208 per additional \$100,000 value
Inspection fees ¹	2021/22 Fee	
Standard inspection fee	\$163	per inspection
Final inspection fee (includes officer time completing the records for CCC)	\$163	(includes first hour) plus additional hours charged at \$163 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 at the additional hours charge rate. The inspection fee also applies to meetings prior to Code Compliance Certificate (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	2021/22 Fee
PIM – Simple Residential (fee simple title)	\$465
PIM – Multi-residential and commercial (cross lease and unit titled)	\$812

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 \$49.

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

Multi-proof consents	2021/22 Fee	
Multi-proof consent (includes three hours' processing)	\$778	(including three hours' processing), plus additional hours charged at \$163 per hour

Building consent fees – other charges

BRANZ and MBIE levies are not set by the Council.

Levies	2021/22Fee	
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 per \$1,000 of project value over \$20,000	\$1	
For staged projects, the levies are to be assessed on the total project value		
Other charges	2021/22 Fee	
Plan vetting per hour (half hour charge included in building consent fees)	\$163	
Registration of Section 72 certificate (includes registration at Land Information New Zealand).	\$151	plus disbursements. at \$285 per registration
Administration staff	\$108	per hour
Administration fee on refunds (applicable if building consent application cancelled by applicant)	\$91	
Administration time in coordinating and attending pre-request meetings	First 2 hours no fee	\$108 per hour thereafter
Building officer / engineer time in preparing for and attending pre-request meetings	First 2 hours no fee	\$163 per hour thereafter

Other charges	2021/22 Fee	
Registration of Section 77(1) certificate (includes registration at Land Information New Zealand).	\$237	plus disbursements. at \$292 per registration
Digital storage charge (included in consent fees)	\$49	per application
Amendment to building consent application	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour
Application for discretionary exemption (Schedule 1, Part 1, Section 2, Building Act 2004)	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour
Warrant of fitness audit inspections	\$163	per hour
Inspection fees associated with a notice to fix	\$163	per hour
Engineering technical assessment/peer review	Cost plus 10%	
New/amended compliance schedule (part of a building consent or initiated by an Independently qualified person IQP)	\$151	

Building consent fees – other charges (continued)

Other charges	2021/22 Fee	
Application for code compliance certificate	\$82	
Certificate of public use	\$340	
Application for certificate of acceptance	\$340	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 (LIM)	\$335	payable on application
Land information memorandum (LIM)	\$163	per hour
Land information memorandum (LIM) with building plans	\$353	payable on application
Record of title	\$37	payable on application
Reassessment fee (amended plans/further information received)	\$163	per hour
Alternative design/details applications	\$163	per hour
Environmental health/plan vetting	\$163	per hour
GoCouncil building consent online application fee	\$51.75	per application
GoGet building consent online application fee	\$23	per application

Other charges	2021/22 Fee	
An infrastructure deposit will be taken for each significant new build including pile driving, building relocation, drainage works, earthworks for building platforms, concrete pours and new vehicle crossing to ensure that Council's assets in the road reserve are protected, and that if damaged, can be repaired. If no damage is found during inspection and/or the damage has been repaired satisfactorily, the deposit will be refunded.		
An infrastructure inspection fee 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.		
Infrastructure inspection fee	\$163	
Hourly inspection rate	\$163	
Where both a new build and a new vehicle crossing are in the same application, only one infrastructure inspection fee will be charged.		
a) The deposit where no new vehicle crossing is included	\$636	
b) The deposit where a new vehicle crossing is required to provide access from a residential building to the legal road	\$1,696	
c) The deposit where a new commercial vehicle crossing is required to provide access from a commercial building to the legal road	\$1,846	
d) infrastructure inspection fee per hour	\$163	
Provision of building files, copy of building consents, copy of compliance schedules or aerial maps via email, or on USB. Disbursements additional.	\$19	plus disbursements
Access to building files/all copying/printing charges additional to the above services:		
Printing charges - Black and white A4 per page (first 20 pages free)	\$0.30	
Printing charges - Black and white A3 per page	\$0.40	
Printing charges - Colour A4 per page	\$2.40	

Other charges	2021/22 Fee	
Printing charges - Colour A3 per page	\$3.80	
Building certificate for supply and sale of alcohol	\$142	

Building consent fees – other charges (continued)

Other charges	2021/22 Fee	
Building warrant of fitness renewal (one-two systems)	\$81.30	Includes first half hour (\$163 per hour thereafter)
Building warrant of fitness renewal (three + systems)	\$122	Includes first 45 minutes (\$163 per hour thereafter)
Removal of Section 72 certificate	\$163	plus disbursements
Removal of Section 77(1) certificate	\$163	plus disbursements
Time extension fee (for consents about to lapse or 24 months after issue)	\$104	
List of building consents issued each week (emailed)	\$91	per year
List of building consents issued each month (emailed)	\$46	per year
List of building consents issued each month (posted)	\$71	per year
Receiving third party reports or other information to place on a property file at the owner's request	\$108	plus digital storage charge
Application for exemption from the requirement to carry out seismic work on the building or part	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour

Other charges	2021/22 Fee	
Application for extension of time to complete seismic work for heritage building	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour
Application for extension of time to provide seismic assessment	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour

District plan check fee all applications (except minor)	2021/22 Fee	
Building consents with a project value < \$20,000	\$81.30	first half hour, \$163 per hour thereafter
Building consents with a project value > \$20,001	\$163	(first hour) \$163 per hour thereafter

Resource management fees

Resource management fees are payable when:

- you apply to the Kāpiti Coast District Council to undertake an activity which is not otherwise permitted by the Resource Management Act 1991 or the district plan
- you lodge a request to change the district plan (commonly known as a “private plan change”).

Resource management fees are also payable for a range of other activities as set out at the end of this section.

Resource management fees are 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 or request. Further charges will be incurred if additional time is spent processing the application or request, or if disbursement costs are incurred, which are over and above the allocated time provisions (see “Hourly Charge Out Rates and Disbursements”).

If any charge for an application or request is not paid by the due date, Kāpiti Coast District Council reserves the right under Section 36AAB(2) of the Resource Management Act 1991 to stop processing the application or request. 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 or requestor will be charged for any costs that may arise from that cancellation or postponement.

Please also note specifically in relation to applications for resource consent:

- under Sections 88G and 88H of the Resource Management Act 1991, the applicable statutory timeframe will not commence until the initial deposit fee is paid
- in accordance with the Resource Management (Discount on Administrative Charges) Regulations 2010, discounts shall be paid on administrative charges for applications that are not processed within statutory timeframes.

Notified applications	2021/22 Fee	
Publicly notified applications	\$4,890	Deposit (covers first 30 hours of processing time; balance to be charged on time and material basis including advertising)
Limited notified applications	\$4,230	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)	2021/22 Fee	
Permitted activities (including temporary events)	nil	
Trim protected tree (urban area)	nil	
Home occupation (Controlled activities)	\$223	fixed fee
Non-notified land use activities – general	\$1,467	Deposit (covers first 8 hours of processing time and 1 hour of compliance monitoring) \$163 per hour thereafter
Fast track resource consent (Controlled activities)	\$1,223	Deposit (covers first 7.5 hours of processing time) \$163 per hour thereafter
Fixed fee activities* 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.	\$113	fixed fee

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

Resource management fees (continued)

Designations	2021/22 Fee	
Notice of requirement to designate land – non-notified	\$1,630	Deposit (covers first 10 hours of processing time) \$163 per hour thereafter
Notice of requirement to designate land - notified	\$4,238	Deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)
Alteration to designation (non-notified)	\$1,304	Deposit (covers first 8 hours of processing time) \$163 per hour thereafter
Outline plan approval	\$1,141	Deposit (covers first 7 hours of processing time) \$163 per hour thereafter
Outline Plan Waiver	\$652	Deposit (covers first 4 hours of processing time) \$163 per hour thereafter

Non - Notified subdivision Applications	2021/22 Fee	
Subdivisions – 2-lot	\$2,608	Deposit (covers first 16 hours of processing time) \$163 per hour thereafter
Subdivisions (between 3 to 19 lots)	\$2,934	Deposit (covers first 18 hours of processing time) \$163 per hour thereafter
Subdivisions (20 or more lots)	\$4,890	Deposit (covers first 30 hours of processing time) \$163 per hour thereafter
Boundary adjustment (as defined by district plan) and subdivisions where no additional lots are created	\$1,304	Deposit (covers first 8 hours of processing time) \$163 per hour thereafter
Update existing cross-lease	\$326	fixed fee
Update cross-lease to fee simple title	\$652	fixed fee

Subdivision Certificates	2021/22 Fee	
Section 223 certificate	\$326	Deposit (covers first 2 hours of processing time) \$163 per hour thereafter
Section 224(c) certificate including other certificates	\$1,304	Deposit (covers first 8 hours of processing time) \$163 per hour thereafter
Section 224(f)	\$326	Deposit (covers first 2 hours of processing time) \$163 per hour thereafter
Section 25(5), s32(2)(a) of Unit Titles Act 2010 (staged unit developments)	\$326	Deposit (covers first 2 hours of processing time) \$163 per hour thereafter

Subdivision Certificates	2021/22 Fee	
Section 221 consent notice (when issued as a separate notice)	\$326	fixed charge
Section 226 certificate (certify subdivision complies with district plan provisions).	\$815	Deposit (covers first 5 hours of processing time) \$163 per hour thereafter
Reserves valuation calculation	At cost	

Miscellaneous applications/certificates	2021/22 Fee	
Administration time in coordinating and attending pre-application and business start-up meetings	First 2 hours no fee	\$108 per hour thereafter
Planner/ engineer time in preparing for and attending pre-application and business start-up meetings	First 2 hours no fee	\$163 per hour thereafter
Boundary activity	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)
Marginal and temporary exemptions	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)
Marginal and temporary exemptions in relation to temporary events (as defined by the District Plan)	nil	

Miscellaneous applications/certificates	2021/22 Fee	
Certificate of compliance (certifies land use complies with district plan provisions)	\$978	Deposit (covers first 6 hours of processing time, \$163 per hour thereafter)
Existing use rights certificate	\$978	Deposit (covers first 6 hours of processing time, \$163 per hour thereafter)
Transfer/surrender of consent in whole or in part	\$326	fixed charge
Section 125 extensions of time	\$815	Deposit (covers first 5 hours of processing time, \$163 per hour thereafter)
Change or cancellation of conditions/consent notice	\$815	Deposit (covers first 5 hours of processing time, \$163 per hour thereafter)

Resource management fees (continued)

Non-notified subdivision applications	2021/22 Fee	
Revocation of easements	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)
Right of way (ROW) approval*	\$978	Deposit (covers first 6 hours of processing time, \$163 per hour thereafter)
Section 348 (Local Government Act 2002) certificate (ROW certification)	\$815	Deposit (covers first 5 hours of processing time, \$163 per hour thereafter)
Re-issue certificate (all types)	\$326	fixed charge
Transfer instruments and other miscellaneous legal documents	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)

District Plan Change	2021/22 Fee	
Administration time in coordinating and attending pre-request meetings	First 2 hours no fee	\$108 per hour thereafter

District Plan Change	2021/22 Fee	
Planner/ engineer time in preparing for and attending pre-request meetings	First 2 hours no fee	\$163 per hour thereafter
Request to change the district plan	\$6,520	Deposit (covers first 40 hours of processing time following receipt of a written request to change the plan ² , balance to be charged on time and material basis including advertising)

Other	2021/22 Fee	
Objection to development contributions – note, fee to be refunded in part or in full depending on level of objection upheld by independent hearing commissioners	\$815	Deposit (covers first 5 hours of processing time, \$163 per hour thereafter)
Planning certificate – alcohol licensing	\$163	fixed charge
Cost recovery charge for inspection of confirmed breach of district plan provisions	\$163	per hour
Cancellation of building line restriction	\$652	fixed charge

²The requirement for requests to be in writing is set out in clause 22, Part 2 of Schedule 1 to the Resource Management Act 1991.

Resource management fees (continued)

Hourly charge out rates and disbursements	2021/22 Fee	
Staff: Planner/engineer (all levels)	\$163	per hour
Staff: Planning manager, asset manager	\$195	per hour
Staff: Environmental protection staff (all levels)	\$163	per hour
Administration staff	\$108	per hour
Elected member commissioner costs per hour for any hearing:	\$217	per hour (or part thereof)
Sitting collectively without an independent commissioner: (chairperson, hearing commissioners)	\$108	per hour per elected member as chair and
Sitting with an independent commissioner	\$87	per hour per elected member on a committee up to a collective total of \$217 per hour (or part thereof)
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	\$19	fixed fee
Copying and printing. Black and white: A4 – first 20 copies free then per page	\$0.30	
Copying and printing. Black and white: A3 per page	\$0.40	
Copying and printing. Colour: A4 per page	\$2.40	
Copying and printing. Colour: A3 per page	\$3.80	

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 \$163 per hour.

Engineering Fees: Non-notified land use consents	2021/22 Fee	
Commercial/industrial development or infrastructure development - Application deposit fee	\$978	per application (includes the first 6 hours, \$163 per hour thereafter)
Commercial/industrial development or infrastructure development - Compliance monitoring administration fee	\$326	(includes the first 2 hours, \$163 per hour thereafter)
Commercial/industrial development or infrastructure development - Engineering drawing approval	\$1,467	(includes three submissions of engineering drawings, beyond this will be charged at \$163 per hour thereafter)
Commercial/industrial development or infrastructure development - Engineering construction supervision	2%	Determined as 2% of the total estimated value of services (water, sanitary, drainage and road), including engineering and contingency fees (minimum of \$10,050)

Engineering Fees: Monitoring	2021/22 Fee	
All compliance monitoring including additional land use monitoring is to be charged at an hourly basis for staff time	\$163	per hour
Subdivision engineering drawing approval and engineering construction supervision	\$652	fixed fee plus per lot deposit (\$163 per hour thereafter)
	\$326	per lot deposit

Engineering Fees: Other	2021/22 Fee	
Objection to decision	\$163	per hour
Variation to consent conditions	\$163	per hour
Plan change applications	\$163	per hour
Easement – new/cancellation	\$326	Application deposit per application (includes first 2 hours, \$163 per hour thereafter)
Specialist consultants	At cost	

Animal management fees

Registration Entire Dog Fee	2021/22 Fee	
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 2 August 2021
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$70	\$106
Working dogs (second and subsequent (B)	\$42	\$63
Standard dog (C)	\$193	\$289
Approved owner (D)	\$166	\$249
Registration fee for dog owner over 65	\$180	\$270
Dogs classified as dangerous dogs (H)	\$288	\$432
Owner current member of Dogs New Zealand (G), provide proof of membership annually	\$180	\$270

Registration Neutered/Spayed Dog Fee	2021/22 Fee	
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 2 August 2021
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$70	\$106
Working dogs - second and subsequent (B)	\$42	\$63
Standard dog (E)	\$100	\$150
Approved owner (F)	\$70	\$106
Registration fee for dog owner over 65	\$80	\$119
Dogs classified as dangerous dogs (I)	\$150	\$225
Owner current member of Dogs New Zealand (G) – provide proof of membership annually	\$80	\$119

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.

Animal management impoundment charges		2021/22 Fee	
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)	\$54	\$176	\$314
Impounded - unregistered	\$97	-	-
Sustenance – dog (per day)	\$12.70	\$12.70	\$12.70
Microchipping – dog	\$42	N/A	N/A
Seizure and take custody fee	\$75	\$75	\$75
Prearranged after-hours release (two officers) – all (per hour charge per officer)	\$163	\$163	\$163
Impounding – sheep and goats (per head charge plus any costs incurred in transporting stock)	\$37	\$64	\$133
Impounding – cattle and horses (per head charge plus any costs incurred in transporting stock)	\$64	\$133	\$265
Animal control officer hourly charge-out rate – this includes driving and securing stock costs	\$163	per hour	
Sustenance – sheep and goats (per day, per unit)	\$6.30	\$6.30	\$6.30
Sustenance – cattle and horses (per day, per unit)	\$12.70	\$12.70	\$12.70

Adopting animals from Shelter	2021/22 Fee
Dogs (includes registration, microchip, and if applicable a de-sex certificate)*	\$280
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.

Other animal management charges

Permits charges	2021/22 Fee		
Item	Working	Standard	Entire
Permit for three or more dogs (special license)	N/A	\$64	\$64
Approved owner application	N/A	\$51	\$51
Approved owner re-inspection fee***	N/A	\$28	\$28
Other animal management charges	2021/22 Fee		
Replacement tag (first replacement)	\$6.30	Minimum charge	
Replacement tag (subsequent tags)	\$12.70		
Euthanasia - Actual cost plus 10%, but minimum charge applies	\$49		
Relinquishment fee****	\$83		

*** For site visit if:

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

**** 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 \$163.

Environmental Health Food Act 2014: Registration fees	2021/22 Fee	
New Food Control Plans (FCP) or National Programme (NP)	\$318	
Renewal of FCP and NP	\$159	
New registration multisite business (FCP or NP)	\$318	plus \$159 for each additional site
Renewal of registration multisite business	\$159	plus \$80 for each additional site
New FCP or NP (market operator less than 52 time per year)-	\$159	
Amendment to registration	\$163	per hour
Significant Amendment to registration	\$318	

Environmental Health Food Act 2014: Verification fees	2021/22 Fee	
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 \$163 per hour.		
Food Control Plan (FCP)	\$636	Deposit (covers first four hours including administration and processing time)
FCP (low risk cakes and biscuits only that do not require refrigeration)	\$163	per hour
National Programme 1 (NP1)	\$163	per hour
National Programme 2 (NP2)	\$163	per hour
National Programme 3 (NP3)	\$163	per hour
Verification multisite business	\$163	See FCP or NP charges for first site plus \$163 per hour for any other site requiring verification
Unscheduled verification	\$163	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	2021/22 Fee	
Corrective Action Request (CAR) follow up, charge per hour	\$163	per hour
Investigation resulting in improvement notice or direction	\$163	per hour
Follow-up in relation to compliance with an improvement notice or direction	\$163	per hour
Processing an application for review of improvement notice	\$163	per hour
Monitoring of food safety and suitability	\$163	per hour
Investigation and enforcement activity related to registration or complaint	\$163	per hour
Technical expert review (advice or verification) associated with an investigation	At cost	
Cancelling or rescheduling a verification (less than 48 hours' notice)	\$80	
Failure to attend or facilitate a scheduled verification	\$163	
Mentoring and additional expert support and advice for implementation of FCP or NP	\$163	per hour
Replacement FCP or NP guidance	\$40	
Replacement Licence	\$40	
Events – food stall approvals	\$163	per hour
Copying and printing. Black and white: A4 – first 20 copies free then per page	\$0.30	per page
Copying and printing. Black and white: A3 per page	\$0.40	per page
Copying and printing. Colour: A4 per page	\$2.40	per page
Copying and printing. Colour: A3 per page	\$3.80	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	2021/22 Fee
Hairdressers	\$222
Funeral directors	\$345
Camping grounds	\$345

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		2021/22 Fee
Category	Application Fee	Annual Fee
Very low	\$368	\$161
Low	\$609.50	\$391
Medium	\$816.50	\$632.50
High	\$1,023.50	\$1,035.00
Very high	\$1,207.50	\$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	2021/22 Fee
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	2021/22 Fee
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	2021/22 Fee	
A1: Compliance monitoring	\$163	per hour plus consumables (see laboratory charges)
A2: Trade waste application fee (permitted)	\$243	includes the first 1.5 hours, \$163 per hour thereafter
A2: Trade waste application fee (controlled/ conditional)	\$405	includes the first 2.5 hours, \$163 per hour thereafter
A3: Inspection for non-compliance	\$243	
A5: Temporary discharge application and discharge fee	\$163	includes the first hour, \$163 per hour thereafter (based on risk)
A6: Annual tradewaste management fee (permitted)	\$243	
A6: Annual tradewaste management fee (controlled/ conditional)	\$405	

Residential Pool Fencing

– Building (Pools) Amendment Act 2016

Residential Pool Fencing	2021/22 Fee	
Compliance Inspection fee	\$163	Per hour
Administration fee	\$108	Per hour

General compliance fees – Environmental Standards

General Compliance Fees	2021/22 Fee	
General activities including processing licence and permit applications, and annual renewal of any licence or permit including trading in public places.	\$163	per hour deposit (\$163 per hour thereafter)
Removal of litter/overhanging trees/shrubs or obstructions encroaching, or on road reserve or Council land	Cost incurred for removal plus 20%	
Noise control – seizure fee (noise making equipment)	\$249	plus \$36 each additional callout plus any additional towage fee related to seizure of a vehicle
Noise control - additional callout	\$36	
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	\$163	per hour
Administration Officer hourly rate	\$108	per hour
Return of non-compliant signs	\$54	

Abandoned vehicles	2021/22 Fee	
Towage and recovery cost	Cost plus 20%	
Daily storage fee	\$5.40	daily charge

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

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.

Districtwide cemetery charges	2021/22 Fee	
	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Purchase of right for burial		
Services burial plot	No charge	No charge
Services cremation plot	No charge	No charge
Monumental and lawn area plots	\$1,811	\$3,825
Cremation garden and beam plots	\$1,008	\$2,917
Infant plots (under 1 year)	\$807	\$807
Natural burial plot	\$2,198	\$4,160

Districtwide cemetery charges	2021/22 Fee	
	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Interment fees		
Burial fee	\$1,159	\$1,159
Burial fee child (under 15 years)	\$580	\$580
Burial fee (Saturday)	\$2,012	\$2,012
Burial fee child (under 15 years) (Saturday)	\$1,006	\$1,006
Burial fee infants (under 1 year)	No charge	No charge
Ashes interment	\$154	\$154
Ashes interment child (under 15 years)	\$77	\$77
Natural burial fee	\$1,159	\$1,159
Natural burial fee child (under 15 years)	\$580	\$580
Oversized casket fee (additional to burial fee)	\$290	\$290
Extra charges	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Monumental permit	\$160	\$160
Hire of lowering device	\$111	\$111
Hire of grass mats	\$111	\$111
Burial disinterment fee	\$2,000	\$2,000
Cremation disinterment fee	\$170	\$170

Housing for Older Persons - weekly rental charges

Housing for Older Persons - weekly rental charges	2021/22 Fee
Accommodation category	New weekly rent effective 1 July 2021
Individuals	\$170
Couples	\$246.50

Notes

Existing tenants, will be notified of any rent increase, as per above schedule, by way of a 60 day-notice. Increased rent is **effective from** the date advised in the notification

Existing tenants who have joined the programme since 12 August 2020, as per RTA legislation these tenants **will not have an increase** within 12 months of the commencement of the tenancy

New tenants joining the programme from 1 July 2021 – rent is charged as per the above schedule, and is **effective immediately**

Swimming Pool Charges

Swimming Pool charges	2021/22 Fee
Adult per swim ³	\$5.40
Child per swim ⁴	\$3.30
Under 5 years old swim	\$1.80
Adult swimming with child under five years of age	\$1.80
Community services cardholder per swim	\$3.30
Senior citizen (65 years of age and over)	\$3.30
Student ⁵	\$3.30
AquaFit Adult per class	\$6.50
AquaFit Senior per class	\$6.00
Hydroslide (Waikanae and Coastlands Aquatic Centre – unlimited use per visit) ⁶	\$2.50
Family pass (family of four, minimum of one adult or maximum of two adults)	\$13.00
- Cost for each extra family member	\$2.80
Family pass plus hydroslide (family of four, minimum of one adult or maximum of two adults)	\$21.10
- Cost for each extra family member	\$2.80
- Cost for extra slide pass	\$2.50
Group discount adult (10 or more)	\$4.90

³ Adult 16 years plus⁴ Child 5-15 years⁵ On supply of a student ID

Swimming Pool charges	2021/22 Fee
Group discount child (10 or more)	\$3.00
Spa and/or sauna (Coastlands Aquatic Centre) in addition to pool entry ⁷	\$2.00
Spa (Waikanae Pool) in addition to pool entry ¹⁰	\$1.00
Spa and/or sauna (Ōtaki Pool) in addition to pool entry ¹⁰	\$2.00
Adult 10 swim	\$48.50
Child 10 swim	\$29.80
Community Services Cardholder 10 swim	\$33.20
65 years of age and over 10 swim	\$33.20
AquaFit adult 10 swim	\$58.70
AquaFit senior 10 swim	\$54.10
Adult 20 swim	\$91.60
Child 20 swim	\$56.40
Adult 30 swim	\$129.30
Child 30 swim	\$79.60
Adult 50 swim	\$202.00
Child 50 swim	\$124.30

⁶ Adults accompanying an under 8 slide user do not pay the hydroslide fee⁷ Spa and/or sauna only (ie no swim) at applicable pool entry rate

Swimming pools charges (continued)

Swimming Pool charges	2021/22 Fee	
Swimming pool complex hire - Coastlands Aquatic Centre* (peak)	\$425	per hour
Swimming pool complex hire - Coastlands Aquatic Centre* (off-peak**)	\$220	per hour
Swimming pool complex hire - Ōtaki*	\$110	per hour
Swimming pool complex hire - Waikanae*	\$320	per hour
Competitive events	plus per head entry at applicable rate	
Lane hire	\$8.50	
School lane hire (Lessons only - not using Kāpiti Coast aquatics instructors)	\$8.50	per hour per lane
School Groups Learn to Swim – Using Kāpiti Coast aquatics instructors (no lane hire charge and minimum numbers apply)	\$4.00	per child
Commercial lane hire	\$12.70	per hour plus per head entry at applicable rate

Meeting Room Hire (Coastlands Aquatic Centre only)	2021/22 Fee	
Community Groups	\$79.80	full day use
Commercial Use	\$21.50	per hour
Commercial Use	\$85.00	half day use
Commercial Use	\$148.10	full day use

*Subject to discretion of pool management depending on availability

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

Meeting Room Hire (Coastlands Aquatic Centre only)	2021/22 Fee	
Community Groups	\$13.00	per hour
Community Groups	\$47.70	half day use

Swimming pools charges (continued)

Aquatic Programmes, Events and Activities		2021/22 Fee	
Targeted aquatic events/activity programmes	<p>Throughout the year the Council may organise targeted aquatic events/activity programmes.</p> <p>Each programme may involve an actual and reasonable participation fee that will be determined in accordance with the nature of the event or activity.</p> <p>The participation fee will be authorised by the relevant group manager acting under general delegated authority.</p>		
Learn to swim	\$13.30	per lesson (depends on the number of weeks in the term)	
Learn to Swim: Private lessons	\$24.50	20 minute lesson	
Learn to Swim: Private lessons	\$35.00	30 minute lesson	
Learn to Swim: Private lessons	\$15.00	Special needs	
Learn to Swim: Private Lesson (2 students)	\$28.00	20 minute lesson	
Learn to Swim: Private Lesson (2 students)	\$45.00	30 minute lesson	
Aquatic (Small Group) programmes	\$65.00	10 week term	
Aquatic (Small Group) programmes	\$7.50	casual visit	
Waikanae Pool - BBQ hire	\$10.00	per hour	
Waikanae Pool - BBQ bond	\$20.00		

Sportsgrounds charges

Fees include access to changing facilities where applicable.

These fees exclude junior sport.

Sports activity (seasonal)	2021/22 Fee	
Cricket (grass)	\$1,461	per block
Cricket (artificial)	\$646	per block
Croquet	\$1,135	per grass court
Netball	\$220	per court
Rugby	\$733	per field
Rugby league	\$733	per field
Football	\$733	per field
Softball	\$733	per field
Tennis	\$146	per court
Touch	\$364	per field
League tag	\$364	per field
Twilight football	\$181	per field

Sports activity (one-off bookings)	2021/22 Fee	
Cricket (grass)	\$204	per block
Cricket (artificial)	\$87	per block
Netball	\$17	per court
Rugby	\$116	per field
Rugby league	\$116	per field
Football	\$116	per field
Softball	\$95	per field
Tennis	\$11.70	per court
Touch	\$80	per field
League tag	\$80	per field
Off season field marking*	\$311	per field

* Conditions apply

Reserve land rentals

Reserve land rentals	2021/22 Fee
Clubs with alcohol licences	\$913
Clubs without alcohol licences	\$457
Craft, hobbies and other activities	\$367
Educational (standard)	\$222
Youth and service	\$222

Hall hire charges

Hall hire charges	2021/22 Fee	
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 requiredBookings for sports activities there will be a bond of \$375Fees are payable at the time of bookingNo booking fees applied if cancelled more than 28 days before the hire date30% 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 HallAll hall bookings are at Council's discretion in all respects		
Hall	Per Hour Charge Rate	Per Hour Charge Rate – for 4 hours or more bookings
Paekākāriki Memorial Hall	\$15.90	\$12.70
Paekākāriki tennis club hall	\$12.70	\$6.70
Raumati South Memorial Hall - Main Hall	\$15.90	\$12.70
Raumati South Memorial Hall - Supper room	\$12.70	\$12.30
Raumati South Memorial Hall - Whole complex	\$25.50	-
Paraparaumu Memorial Hall - Main Hall	\$15.90	-
Paraparaumu Memorial Hall - Supper room	\$12.70	-

Hall hire charges	2021/22 Fee	
Hall	Per Hour Charge Rate	Per Hour Charge Rate – for 4 hours or more bookings
Paraparaumu Memorial Hall - Whole complex	\$25.50	-
Waikanae Memorial Hall - Main Hall	\$8.50	\$7.90
Waikanae Memorial Hall - Small Hall / Mezzanine	\$7.90	\$6.70
Waikanae Memorial Hall - Whole complex	\$25.50	-
Waikanae Community Centre	\$48.20	-
Waikanae Beach Community Hall	\$12.70	-
Reikorangi Community Hall	\$12.70	-
Ōtaki Memorial Hall - Main Hall	\$15.90	-
Ōtaki Memorial Hall - Supper room	\$12.70	-
Ōtaki Memorial Hall - Whole complex	\$25.50	-
Mazengarb Sports complex	\$14.80	-
Paraparaumu College gymnasium hall - Weekends	\$17.00	-
Paraparaumu College gymnasium hall - Weekdays	\$33.90	-

Library fees and charges

Library fees and charges: Lending	2021/22 Fee	
Best seller books	\$2.50	each
DVDs - single*	\$2.00	
DVDs - multi disc set*	\$3.00	
Talking books	No charge	
Library fees and charges: Loans and reserves	2021/22 Fee	
Interloans (each)	\$15.00	each
International interloans (each)	\$38.00	each
Library fees and charges: Membership	2021/22 Fee	
Membership cards (replacement)	\$4.50	
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.	Free	
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	
Anyone who is not in either of these categories can either join Kāpiti Coast District Libraries as a subscription member or pay prescribed fees	\$2.50	per item
	\$70	for six months
	\$140	Per annum

* No charge for the profoundly deaf borrowers for DVDs.

Library fees and charges: Other services	2021/22 Fee	
Faxes and scanning – local/national	\$1.00	First page
Faxes and scanning – local/national	\$0.50	Subsequent page
Faxes and scanning – international	\$1.60	First page
Faxes and scanning – international	\$0.50	Subsequent page
Historic photo service (personal use)	\$5.00	per high-resolution digital image emailed or copied to a CD to customer for personal use
Historic photo service (commercial use)	\$55	per high resolution digital image emailed or copied to a CD for commercial purposes
Laminating- A4	\$2.20	per page
Laminating- A3	\$4.20	per page
Photocopying and printing – black and white. A4	\$0.20	per side
Photocopying and printing – black and white. A3	\$0.30	per side
Photocopying and printing – colour per A4	\$1.00	per side
Photocopying and printing – colour per A3	\$2.00	per side
Library bags	\$3.50	each

Library fees and charges: Other services	2021/22 Fee	
Replacement of lost or damaged library items	Price varies depending on publication	plus administration fee per item
Administration Fee	\$5.20	per item
eBook publishing	Price varies depending on publication	
Purchase of library publications	Price varies depending on publication	
Digital and e-book workshops	\$30.00	minimum per session
	\$50.00	maximum per session
Children's CDs and talking books	No charge	
Internet	No charge	
Overdue loan charges		
Books, magazines, adult CDs (per day)	\$0.60	per day
Children's books (per day)	\$0.20	per day
Bestsellers and DVDs (per day)	\$1.30	per day

Library fees and charges (continued)

Hire of the Coastlands meeting room at the Paraparaumu Library	2021/22 Fee
Community Groups - Evening	\$53
Community Groups - Half day	\$48
Community Groups - Full day	\$80
Community Groups - Half day plus evening	\$85
Community Groups - Full day plus evening	\$117
Commercial Groups - Evening	\$101
Commercial Groups - Half day	\$85
Commercial Groups - Full day	\$148
Commercial Groups - Half day plus evening	\$170
Commercial Groups - Full day plus evening	\$223

Arts and Museums fees and charges

Kāpiti Arts Guide and Trail	2021/22 Fee
Arts Trail participation fee and entry in Arts Guide	\$185
Entry in Kāpiti Arts Guide only	\$125

Solid waste charges

Otaihanga Landfill (cleanfill only)	2021/22 Fee	
Cleanfill - must meet the cleanfill acceptance criteria published on the Council's website. Note there's a minimum charge of \$14.50	\$14.50	per tonne
License annual fee	\$196	

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	2021/22 Fee	
Staff time (in excess of two hours)	\$38	per half hour or part thereof
Black and white copying - A4 size (the first 20 copies free)	\$0.20	per sheet
Black and white copying - A3 size	\$0.40	per sheet
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 charged 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:

- Time spent by staff searching for relevant material, abstracting and collating, copying, transcribing, redacting and supervising access (where the information at issue is made available for inspection) and where the total time involved is in excess of two hours;
- 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;
- 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	2021/22 Fee	
Corridor access request (CAR) fee ¹⁰ project works	\$295	
Corridor access request (CAR) fee ¹⁰ major works	\$149	
Corridor access request (CAR) fee ¹⁰ minor works	\$75	
Roading engineer	\$163	per hour
Clerk of works	\$108	per hour
Paper road closure	2021/22 Fee	
Road stopping application fee	\$803	
Hourly rate for additional work	\$163	per hour

Overweight Load Permit Fee	2021/22 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** Minimum Charge based on 30 minutes. 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.	\$163	per hour (minimum charge \$81.35)
Removal of overhanging trees/vegetation – on road reserve (Section 355 Local Government Act 1974)	2021/22 Fee	
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	2021/22 Fee	
Connection to network	Quoted as per site	
Septage disposal and treatment	\$27	per cubic meter

Water charges

Water charges	2021/22 Fee	
Connection to network	Quoted as per site	
Water metering configuration modifications	Quoted as per site	
Special reading – water meters	\$38	
Water dedicated filling point access card	\$70	
Water charge for potable water from water supply system	1.25 times the water rate per m ³	
Water meter accuracy testing	\$406	For water meters up to DN25mm. Quoted per site for water meters greater than DN25mm

Districtwide water supply fixed rate (per separately used or inhabited part of a rating unit):
Refer to the Funding Impact statement – rating policies.

Districtwide volumetric water supply rate (per cubic metre of water consumed): Refer to
the Funding Impact statement – rating policies.

Laboratory charges

Testing of water - laboratory charges	2021/22 Fee
Alkalinity	16.07
Ammonia-N g/m ³	24.31
BOD g/m ³	\$28.98
Bore depth	\$6.93
cBOD g/m ³	\$34.97
Chloride g/m ³	\$22.58
COD g/m ³	\$31.02
Conductivity mS/cm	\$12.92
DO g/m ³	\$10.71
DRP-P g/m ³	\$22.58
E.coli no/100ml (m Tec River monitoring only)	\$23.63
F/Coli + E.coli (NaMug →mbr-filt)	\$37.59
Enterococci no/100ml (mbr Filt)	\$25.83
F/Coli no/100ml (mbr Filt)	\$23.63
Fluoride g/m ³	\$28.98
Iron g/m ³	\$24.31
Nitrite testing	\$24.31
Nitra+Nitri-N g/m ³ (Nitrate)	\$24.31
pH	\$12.92
Presence/absence coliform	\$23.63
Salinity	\$12.92
Staff collection (2 people) per hour	\$117.08
Suspended solids g/m ³	\$22.58

Testing of water - laboratory charges	2021/22 Fee
TEMP °C	\$10.71
Total coliforms no/100ml (mbr filt)	\$23.63
Total Coliforms and E.coli (Colilert)	\$37.59
Total Nitrogen	\$34.82
Total P g/m ³	\$30.36
Total solids %	\$16.07
Travel (per KM)	\$0.76
Total solids g/m ³	\$22.05
Turbidity NTU	\$12.92
UV transmission	\$12.92

Other charges

	2021/22 Fee	
Easement – new/changes/cancellations (Landowner approval/Non Regulatory)	\$326	Application Fee (includes first 2 hours, \$163 per hour thereafter)
Additional External costs associated with Easement process	At Cost	

Fees and charges can be found on the Council website: kapiticoast.govt.nz

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

Author: Grayson Rowse, Democracy Services Advisor

Authoriser: Janice McDougall, Group Manager People and Partnerships

CONFIRMATION OF MINUTES**RECOMMENDATIONS**

- 1 The minutes of the Council meeting of 27 May 2021 be accepted as a true and correct record.

APPENDICES

1. Minutes of Council meeting 27 May 2021 [↓](#)

**MINUTES OF KAPITI COAST DISTRICT COUNCIL
COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON THURSDAY, 27 MAY 2021 AT 9.30AM**

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

IN ATTENDANCE: Ms Kathy Spiers – Paraparaumu Raumati Community Board Chair
Mr James Westbury – Waikanae Community Board Chair
Ms Chris Papps – Ōtaki Community Board Chair

Mr Wayne Maxwell, Mr Sean Mallon, Mrs Janice McDougall, Mr Mark de Haast, Mr James Jefferson, Ms Sacha Haskell, Mr John Tesoriero, Mr Grayson Rowse

APOLOGIES: There were none

LEAVE OF ABSENCE: There were none

1 WELCOME

2 COUNCIL BLESSING

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

3 APOLOGIES

There were none.

4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

There were none.

5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

There were no public speakers

6 MEMBERS' BUSINESS

(a) Public Speaking Time Responses

There were none.

(b) Leave of Absence

There were none.

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

There were none.

7 MAYOR'S REPORT

There was none.

8 REPORTS

8.1 LONG TERM PLAN 2021-41 ADOPTION OF REGULATORY FEES & CHARGES

James Jefferson presented the report and responded to questions from members.

RESOLUTION CO2021/51

Moved: Cr Bernie Randall

Seconder: Cr Gwynn Compton

That the Council receives and notes this report, including Appendix 1 to this report.

That Council approves the exceptions to the 2021/22 Fees and Charges as detailed in paragraphs 7 and 8 of this report.

That Council approves the 2021/22 Regulatory Fees and Charges, attached as Appendix 1 to this report.

That Council notes that any changes occurring as a result of the decisions made at this Council meeting of 27 May 2021, will be incorporated into the final Long Term Plan 2021-41 to be adopted on 24 June 2021.

CARRIED

8.2 RATES REMISSION FOR CONSERVATION PURPOSES

Sacha Haskell introduced John Tesoriero who presented the report. Officers responded to councillors questions.

RESOLUTION CO2021/52

Moved: Cr Jackie Elliott

Seconder: Deputy Mayor Janet Holborow

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

CARRIED

9 CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

RESOLUTION CO2021/53

Moved: Cr Robert McCann

Seconder: Cr Sophie Handford

That the Council accepts the minutes of the Council meeting of 6 May 2021 as a true and correct record.

CARRIED

10 PUBLIC SPEAKING TIME

There were no public speakers

11 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

12 PUBLIC EXCLUDED REPORTS

1 RESOLUTION TO EXCLUDE THE PUBLIC

PUBLIC EXCLUDED RESOLUTION CO2021/54

Moved: Mayor K Gurunathan

Seconder: Cr Angela Buswell

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
11.1 - Confirmation of minutes	<p>Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

MOVE OUT OF PUBLIC EXCLUDE BUSINESS

RESOLUTION CO2021/56

Moved: Mayor K Gurunathan

Seconder: Cr James Cootes

That the meeting moves out of public exclude business

CARRIED

The Council meeting went into public excluded session at 9:52am.

The Council came out of public excluded session at 9:56am.

The Council meeting closed at 9:57am.

.....
CHAIRPERSON

10 PUBLIC SPEAKING TIME

- Covering other items if required
- Public Speaking Time responses