



AGENDA

Council Meeting

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

Date: Thursday, 26 May 2022

Time: 9.30am

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

**Sean Mallon
Acting 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 26 May 2022, 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 hāpori 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 PRESENTATION OF PETITION

Nil

6 HEARINGS

Nil

7 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

8 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)

9 MAYOR'S REPORT

Nil

10 REPORTS

10.1 2022/23 ANNUAL PLAN ADOPTION OF FEES & CHARGES

Kaituhi | Author: **Su Mon, Principal Advisor - Finance**

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

TE PŪTAKE | PURPOSE

- 1 The purpose of this report is to recommend that the Council adopt the user fees and charges for the 2022/23 Annual Plan.

HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 Kapiti Coast District Council undertook a public information campaign on the 2022/23 Annual Plan during April 2022, which includes proposed changes to fees and charges.
- 3 The proposed changes to fees and charges include:
 - 3.1 An increase to majority of fees based on the Local Government Cost Index (LGCI) of 2.4%;
 - 3.2 Some changes to fees outside of LGCI;
 - 3.3 Removal of some fees in the Libraries area; and
 - 3.4 Changes to the way some fees are charged in the Animal Management, Resource Consents, and Swimming Pools areas.
- 4 As part of the Council's ongoing commitment to improve customer service, the following year's fees and charges are usually adopted in late May or early June to allow for invoicing in June prior to the start of the new financial year.

TE TUKU HAEPAPA | DELEGATION

- 5 Only the Council has the authority to adopt fees and charges in accordance with the Long Term Plan (LTP) and/or the Annual Plan in years two and three of the LTP.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Council receives and notes this report, including Appendix 1 to this report.
- B. That the Council notes the exceptions to the 2022/23 User Fees and Charges as outlined in paragraphs 15 to 23 of this report.
- C. That the Council adopts the 2022/23 Schedule of User Fees and Charges, attached as Appendix 1 to this report.
- D. That the Council Delegates to the Mayor, the Deputy Mayor, the Chair of the Strategy and Operations Committee and the Chief Executive, the authority to approve minor editorial changes to the material contained in Appendix 1 to this report.

TŪĀPAPA | BACKGROUND

- 6 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.
- 7 The Council's Revenue and Financing Policy and funding targets were consulted on through the special consultative procedure and adopted by the Council as part of the 2021-41 Long Term Plan (LTP).

- 8 Approximately 14 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.
- 9 The cost of providing our services and facilities increase every year and is reviewed as part of developing our plans. This includes looking at the real cost of delivering those services, and any changes to how the services are provided, such as extended hours, or how they are being used by the community. We also want to make sure that any subsidies, such as those for Gold Card holders and Community Services Card holders, remain reasonable.
- 10 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:
- 10.1 Increase user fees and charges, or
 - 10.2 Increase the portion of costs to be funded from rates, or
 - 10.3 A combination of the above.
- 11 The impact of increasing fees and charges reduces the rates increase and vice versa. The changes to fees and charges outlined in this report, contribute to the average rates increase of 7.5% proposed in the 2022/23 Annual Plan information campaign.
- 12 Workshops with Councillors were held on 10th and 24th February 2022, discussing the preparation of the Annual Plan, and the Council undertook a public information campaign during April 2022 on the proposed 2022/23 Annual Plan, which included fees and charges.
- 13 The changes proposed to fees and charges include:
- 13.1 An increase to majority of fees based on the Local Government Cost Index (LGCI) of 2.4%;
 - 13.2 Some changes to fees outside of LGCI;
 - 13.3 Removal of some fees in the Libraries area; and
 - 13.4 Changes to the way some fees are charged in the Animal Management, Resource Consents, and Swimming Pools areas.
- 14 The following years' fees and charges are usually approved by Council in late May or early June, to allow for invoicing in June prior to the start of the new financial year. Early communication of fees also provides flexibility for customers and the ability to make early payment arrangements before the invoice due date.

HE KŌRERORERO | DISCUSSION

- 15 The table below summarises the fees and charges that are proposed to be changing outside of inflation (LGCI):

Service Area	Description	Current Fee (incl GST)	Proposed Fee (incl GST)	% increase
Arts and Museums	Arts Trail participation fee and entry in Arts Guide	\$185	\$190	2.7%
	Entry in Kāpiti Arts Guide only	\$125	\$130	4.0%
Building Consents	Solid fuel heater (includes one inspection)	\$270	\$280	3.7%
	Application for certificate of acceptance	\$340 plus building consent fees applicable to project	\$348 (includes first 2 hours. \$167 per hour thereafter), plus building consent	2.4%

Service Area	Description	Current Fee (incl GST)	Proposed Fee (incl GST)	% increase
			fees applicable to project	
Environmental Health – Animal Management	Euthanasia fee	Actual cost plus 10%, but minimum charge of \$49 applies	Removed – combined with relinquishment fee below	-
	Relinquishment fee	\$83	\$120	44.6%
Laboratory	Laboratory fee increases reflect cost of consumables	various	various	3 - 9%
Libraries	Overdue loan charges	various	removed	-
	Some library fees such as cost of library bags	various	No change – remain at 2021/22 level	-
	Fees for joining Kāpiti Coast District Libraries as a subscription member or by paying prescribed fees	\$2.50 per item	\$2.60 per item	4.0%
		\$70 for six months	\$75 for six months	7.1%
		\$140 per annum	\$145 per annum	3.6%
Resource Consents	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	\$1,837 Deposit (covers first 10 hours of processing time and 1 hour of compliance monitoring) \$167 per hour thereafter	25.2%
	Subdivisions – 2-lot	\$2,608 Deposit (covers first 16 hours of processing time) \$163 per hour thereafter	\$3,006 Deposit (covers first 18 hours of processing time) \$167 per hour thereafter	15.3%
	Subdivisions (between 3 to 19 lots)	\$2,934 Deposit (covers first 18 hours of processing time) \$163 per hour thereafter	\$3,340 Deposit (covers first 20 hours of processing time) \$167 per hour thereafter	13.8%
Swimming Pools	Selected fees such as learn to swim, child swim, community services holder, senior citizen, aquafit, and hydroslide	various	No change – remain at 2021/22 level	-
	Aquatic (Small Group) programmes	\$65 for a 10-week term	10-week fee removed and replaced with enrolment for	-

Service Area	Description	Current Fee (incl GST)	Proposed Fee (incl GST)	% increase
			term, which is variable	
	Some pool fees slightly over LGCI due to rounding of fees to nearest dollar	various	various	various

16 Arts & Museums

16.1 The Kapiti Arts Trail fees are increasing slightly over LGCI due to rounding of fees to the nearest five dollars.

17 Building Consents

17.1 The solid fuel heater minor work inspection fee is increasing by 3.7%, as these applications are taking much longer to process. The small increase will help recover some of the cost of processing, while balanced by the need to support and promote warm dry homes.

17.2 The application fee for Building Consents certificate of acceptance is changing to cover the first 2 hours only. This reflects the time it takes Council to process these applications. If required, additional hours will be charged at the Building Consents Officer's hourly rate.

18 Environmental Health – Animal Management

18.1 The euthanasia fee is proposed to be removed and combined with the fee for relinquishment of a dog. The relinquishment fee covers sustenance, administration, rehoming or if necessary, euthanasiation.

18.2 The relinquishment fee is proposed to be increased from \$83 to \$120, to recover administrative costs associated with rehoming and to factor in euthanasia costs if required.

19 Laboratory

19.1 Majority of laboratory fees will be increasing between 3 - 9% to reflect the increase in cost of consumables.

20 Libraries

20.1 Library overdue loan charges are proposed to be removed. This will remove the barrier that fines can present for some residents and make library services more accessible to the whole district.

20.2 No changes are proposed for some fees such as library bags. These will remain at 2021/22 levels.

20.3 The six month and annual membership subscriptions fees for some library users situated outside the Kapiti Coast district, are increasing between 3.6% – 7.1% due to rounding of fees to the nearest five dollars.

21 Resource Consents

21.1 The resource consent deposit fees for non-notified land use consents and some subdivision applications are proposed to be increased to cover 2 additional hours of processing time, then it currently does.

21.2 After an analysis of the additional time that is being charged on resource consent applications, it has become apparent that the current deposit fees are not sufficient to cover the average processing time for non-notified land use consents and some subdivision applications. Although Council can charge additional time if the overall

processing time exceeds the deposit, to provide more certainty to applicants around processing costs, it is considered fairer and more transparent to increase the deposit fees rather than relying on charging additional time at the end of the process.

22 Swimming Pools

- 22.1 No changes are being proposed for some pool fees such as learn to swim, child swim, community services holder, senior citizen, aquafit, and hydroslide. These fees will remain at the 2021/22 levels.
- 22.2 The current fee for the 10-week aquatic (small group) programme is proposed to be removed and replaced with an enrolment per term fee which recognises that the length of term is variable.
- 22.3 Some fees will be increasing slightly over LGCI due to rounding of fees to the nearest dollar.

- 23 Having considered the above reasons, Council officers recommend that the proposed increase to fees and charges proceed. A user-pays approach is fair in that only the customer requiring the service pays for what they require. If this approach is not adopted, then the costs associated with providing these levels of service will be funded by rates.

He take | Issues

- 24 By approving the 2022/23 fees and charges early, the Council is able to notify dog owners of next year's dog registration fees in advance of invoices being issued and falling due for payment either on or before 31 July 2022. This provides more certainty for customers and contributes to Council's ongoing commitment to improve customer service.
- 25 This matter has a low level of significance under the Council's Significance and Engagement Policy.

Ngā kōwhiringa | Options

- 26 There are no options in addition to those already noted in this report.

Tangata whenua

- 27 There are no Tāngata whenua considerations arising directly from this report.

Panonitanga āhuarangi | Climate change

- 28 There are no climate change considerations arising directly from this report.

Ahumoni me ngā rawa | Financial and resourcing

- 29 This report discusses one of the key funding considerations for the 2022/23 Annual Plan. These underpin the financial forecasts in the AP and therefore decisions made on these documents will impact on our operational and capital expenditure forecasts.

Ture me ngā Tūraru | Legal and risk

- 30 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.

Ngā pānga ki ngā kaupapa here | Policy impact

- 31 This report is consistent with Council's Revenue and Financing Policy, which was adopted as part of the 2021-41 Long Term Plan.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 32 The Council undertook a public information campaign on the 2022/23 Annual Plan during April 2022, which included information on proposed changes to fees and charges.

Te mahere tūhono | Engagement planning

- 33 An engagement plan is not required to implement this decision.

Whakatairanga | Publicity

- 34 A media release will be prepared regarding the Council's approval of the 2022/23 fees and charges. Council customers will receive, as appropriate, an explanation of the new fees and charges as they relate to them.
- 35 A public notice, as required by Section 37(6) of the Dog Control Act 1996, will be published in a local newspaper at least once during the month preceding the start of the 2022/23 registration year.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. 2022/23 Schedule of User Fees and Charges [↓](#)

Schedule of User Fees and Charges 2022/23

All fees and charges
include GST



Schedule of User Fees and Charges 2022/23

All fees and charges include GST.

Please note that 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.

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.

Minor work (This includes one or two inspections as indicated. Additional inspections will be charged at \$167 per hour.)	2022/23 Fee
Solid fuel heater (includes one inspection)	\$280
Solid fuel heater with wetback (includes two inspections)	\$404
Solar water heating (includes one inspection)	\$271
Minor building work <\$5,000 (includes one inspection) e.g. sheds	\$332
Minor building work < \$10,000: retaining walls/carports decks/swimming/spa pools/ conservatories/ pergolas/ plumbing and drainage (includes two inspections)	\$830

Processing of residential building consents	2022/23 Fee	
Residential new building/alterations: \$10,001-\$20,000	\$803	
Residential new building/alterations: \$20,001-\$50,000	\$1,134	
Residential new building/alterations: \$50,001-\$100,000	\$1,461	
Residential new building/alterations: \$100,001-\$250,000	\$1,793	
Residential new building/alterations: \$250,001-\$500,000	\$2,125	
Residential new building/alterations: \$500,001 upwards	\$2,125	plus \$167 for each \$100,000 (or part thereof) above \$500,000

Processing of commercial/industrial consents	2022/23 Fee	
Commercial/offices/retail buildings: <\$20,000	\$1,303	
Commercial/offices/retail buildings: \$20,001-\$50,000	\$2,125	
Commercial/offices/retail buildings: \$50,001-\$100,000	\$2,955	
Commercial/offices/retail buildings: \$100,001-\$250,000	\$3,453	
Commercial/offices/retail buildings: \$250,001-\$500,000	\$3,946	
Commercial/offices/retail buildings: \$500,001-\$1,000,000	\$4,610	
Commercial/offices/retail buildings: >\$1,000,001	\$4,610	plus \$213 per additional \$100,000 value

Inspection fees ¹	2022/23 Fee	
Standard inspection fee	\$167	per inspection
Final inspection fee (includes officer time completing the records for CCC)	\$167	(includes first hour) plus additional hours charged at \$167 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	2022/23 Fee
PIM – Simple Residential (fee simple title)	\$476
PIM – Multi-residential and commercial (cross lease and unit titled)	\$831

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 \$50.

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

Multi-proof consents	2022/23 Fee	
Multi-proof consent (includes three hours' processing)	\$797	(including three hours' processing), plus additional hours charged at \$167 per hour

Building consent fees – other charges

BRANZ and MBIE levies are not set by the Council.

Levies	2022/23 Fee	
BRANZ levy per \$1,000 or part (of project value over \$20,000)	\$1.00	
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	\$1.00	
For staged projects, the levies are to be assessed on the total project value		

Other charges	2022/23 Fee	
Plan vetting per hour (half hour charge included in building consent fees)	\$167	
Registration of Section 72 certificate (includes registration at Land Information New Zealand).	\$155	plus disbursements at \$295 per registration
Administration staff	\$111	per hour
Administration fee on refunds (applicable if building consent application cancelled by applicant)	\$93	
Administration time in coordinating and attending pre-request meetings	First 2 hours, no fee	\$111 per hour thereafter
Building officer / engineer time in preparing for and attending pre-request meetings	First 2 hours, no fee	\$167 per hour thereafter

Other charges	2022/23 Fee	
Registration of Section 77(1) certificate (includes registration at Land Information New Zealand).	\$243	plus disbursements at \$295 per registration
Digital storage charge (included in consent fees)	\$50	per application
Amendment to building consent application	\$255	lodgement fee (includes half-hour assessment) plus \$167 per hour over and above first half-hour
Application for discretionary exemption (Schedule 1, Part 1, Section 2, Building Act 2004)	\$255	lodgement fee (includes half-hour assessment) plus \$167 per hour over and above first half-hour
Warrant of fitness audit inspections	\$167	per hour
Inspection fees associated with a notice to fix	\$167	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)	\$155	
Application for code compliance certificate	\$84	
Certificate of public use	\$348	
Application for certificate of acceptance	\$348	Includes first 2 hours. \$167 per hour thereafter, 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)	\$343	payable on application
Land information memorandum (LIM)	\$167	per hour
Land information memorandum (LIM) with building plans	\$361	payable on application

Other charges	2022/23 Fee	
Record of title	\$38	payable on application
Reassessment fee (amended plans/further information received)	\$167	per hour
Alternative design/details applications	\$167	per hour
Environmental health/plan vetting	\$167	per hour
GoCouncil building consent online application fee (SIMPLI)	\$51.75	per application
GoGet building consent processing fee	\$24.38	per application

Other charges	2022/23 Fee	
<p>An infrastructure deposit will be taken for each significant new build including pile driving, building relocation, drainage works, earthworks for building platforms, concrete pours and new vehicle crossing to ensure that Council's assets in the road reserve are protected, and that if damaged, can be repaired. If no damage is found during inspection and/or the damage has been repaired satisfactorily, the deposit will be refunded.</p> <p>An infrastructure inspection fee 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.</p> <p>If the works require further inspections, additional time will be charged as per the hourly inspection fee.</p>		
Infrastructure inspection fee	\$167	inspection fee
Hourly inspection rate	\$167	per hour
Where both a new build and a new vehicle crossing are in the same application, only one infrastructure inspection fee will be charged.		
a) The deposit where no new vehicle crossing is included	\$651	
b) The deposit where a new vehicle crossing is required to provide access from a residential building to the legal road	\$1,737	
c) The deposit where a new commercial vehicle crossing is required to provide access from a commercial building to the legal road	\$1,890	
d) infrastructure inspection fee per hour	\$167	
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	

Other charges	2022/23 Fee
Printing charges - Colour A4 per page	\$2.50
Printing charges - Colour A3 per page	\$3.90
Building certificate for supply and sale of alcohol	\$145

Other charges	2022/23 Fee	
Building warrant of fitness renewal (one-two systems)	\$83.50	Includes first half hour (\$167 per hour thereafter)
Building warrant of fitness renewal (three + systems)	\$125	Includes first 45 minutes (\$167 per hour thereafter)
Removal of Section 72 certificate	\$167	plus disbursements
Removal of Section 77(1) certificate	\$167	plus disbursements
Time extension fee (for consents about to lapse or 24 months after issue)	\$106	
List of building consents issued each week (emailed)	\$93	per year
List of building consents issued each month (emailed)	\$47	per year
List of building consents issued each month (posted)	\$72.70	per year
Receiving third party reports or other information to place on a property file at the owner's request	\$111	plus digital storage charge
Application for exemption from the requirement to carry out seismic work on the building or part	\$255	lodgement fee (includes half-hour assessment) plus \$167 per hour over and above first half-hour

Other charges	2022/23 Fee	
Application for extension of time to complete seismic work for heritage building	\$255	lodgement fee (includes half-hour assessment) plus \$167 per hour over and above first half-hour
Application for extension of time to provide seismic assessment	\$255	lodgement fee (includes half-hour assessment) plus \$167 per hour over and above first half-hour

District plan check fee all applications (except minor)	2022/23 Fee	
Building consents with a project value < \$20,000	\$83.50	first half hour, \$167 per hour thereafter
Building consents with a project value > \$20,001	\$167	(first hour) \$167 per hour thereafter

Residential Pool Fencing – Building (Pools) Amendment Act 2016

Residential Pool Fencing	2022/23 Fee	
Compliance Inspection fee	\$167	per hour
Administration fee	\$111	per hour

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	2022/23 Fee	
Publicly notified applications	\$5,010	Deposit. (covers first 30 hours of processing time; balance to be charged on time and material basis including advertising)
Limited notified applications	\$4,342	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)	2022/23 Fee	
Permitted activities (including temporary events)	nil	
Trim protected tree (urban area)	nil	
Home occupation (Controlled activities)	\$228	fixed fee
Non-notified land use activities – general	\$1,837	Deposit (covers first 10 hours of processing time and 1 hour of compliance monitoring) \$167 per hour thereafter
Fast track resource consent (Controlled activities)	\$1,252	Deposit (covers first 7.5 hours of processing time) \$167 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.	\$115	fixed fee

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

Designations	2022/23 Fee	
Notice of requirement to designate land – non-notified	\$1,670	Deposit (covers first 10 hours of processing time) \$167 per hour thereafter
Notice of requirement to designate land - notified	\$4,342	Deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)
Alteration to designation (non-notified)	\$1,336	Deposit (covers first 8 hours of processing time) \$167 per hour thereafter
Outline plan approval	\$1,169	Deposit (covers first 7 hours of processing time) \$167 per hour thereafter
Outline Plan Waiver	\$668	Deposit (covers first 4 hours of processing time) \$167 per hour thereafter

Non - Notified subdivision Applications	2022/23 Fee	
Subdivisions – 2-lot	\$3,006	Deposit (covers first 18 hours of processing time) \$167 per hour thereafter
Subdivisions (between 3 to 19 lots)	\$3,340	Deposit (covers first 20 hours of processing time) \$167 per hour thereafter
Subdivisions (20 or more lots)	\$5,010	Deposit (covers first 30 hours of processing time) \$167 per hour thereafter
Boundary adjustment (as defined by district plan) and subdivisions where no additional lots are created	\$1,336	Deposit (covers first 8 hours of processing time) \$167 per hour thereafter
Update existing cross-lease	\$334	fixed fee
Update cross-lease to fee simple title	\$668	fixed fee

Subdivision Certificates	2022/23 Fee	
Section 223 certificate	\$334	Deposit (covers first 2 hours of processing time) \$167 per hour thereafter
Section 224(c) certificate including other certificates	\$1,336	Deposit (covers first 8 hours of processing time) \$167 per hour thereafter
Section 224(f)	\$334	Deposit (covers first 2 hours of processing time) \$167 per hour thereafter
Section 25(5), s32(2)(a) of Unit Titles Act 2010 (staged unit developments)	\$334	Deposit (covers first 2 hours of processing time) \$167 per hour thereafter
Section 221 consent notice (when issued as a separate notice)	\$334	fixed charge
Section 226 certificate (certify subdivision complies with district plan provisions).	\$835	Deposit (covers first 5 hours of processing time) \$167 per hour thereafter
Reserves valuation calculation	At cost	

Miscellaneous applications/certificates	2022/23 Fee	
Administration time in coordinating and attending pre- application and business start-up meetings	First 2 hours, no fee	\$111 per hour thereafter
Planner/ engineer time in preparing for and attending pre- application and business start-up meetings	First 2 hours, no fee	\$167 per hour thereafter
Boundary activity	\$334	Deposit (covers first 2 hours of processing time, \$167 per hour thereafter)
Marginal and temporary exemptions	\$334	Deposit (covers first 2 hours of processing time, \$167 per hour thereafter)
Marginal and temporary exemptions in relation to temporary events (as defined by the District Plan)	Nil	
Certificate of compliance (certifies land use complies with district plan provisions)	\$1,002	Deposit (covers first 6 hours of processing time, \$167 per hour thereafter)
Existing use rights certificate	\$1,002	Deposit (covers first 6 hours of processing time, \$167 per hour thereafter)
Transfer/surrender of consent in whole or in part	\$334	fixed charge
Section 125 extensions of time	\$835	Deposit (covers first 5 hours of processing time, \$167 per hour thereafter)
Change or cancellation of conditions/consent notice	\$835	Deposit (covers first 5 hours of processing time, \$167 per hour thereafter)

Non-notified subdivision applications	2022/23 Fee	
Revocation of easements	\$334	Deposit (covers first 2 hours of processing time, \$167 per hour thereafter)
Right of way (ROW) approval	\$1,002	Deposit (covers first 6 hours of processing time, \$167 per hour thereafter)
Section 348 (Local Government Act 2002) certificate (ROW certification)	\$835	Deposit (covers first 5 hours of processing time, \$167 per hour thereafter)
Re-Issue certificate (all types)	\$334	fixed charge
Transfer instruments and other miscellaneous legal documents	\$334	Deposit (covers first 2 hours of processing time, \$167 per hour thereafter)

District Plan Change	2022/23 Fee	
Administration time in coordinating and attending pre-request meetings	First 2 hours, no fee	\$111 per hour thereafter
Planner/ engineer time in preparing for and attending pre-request meetings	First 2 hours, no fee	\$167 per hour thereafter
Request to change the district plan	\$6,680	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	2022/23 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	\$835	Deposit (covers first 5 hours of processing time, \$167 per hour thereafter)
Planning certificate – alcohol licensing	\$167	fixed charge
Cost recovery charge for inspection of confirmed breach of district plan provisions	\$167	per hour
Cancellation of building line restriction	\$668	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.

Hourly charge out rates and disbursements	2022/23 Fee	
Staff: Planner/engineer (all levels)	\$167	per hour
Staff: Planning manager, asset manager	\$200	per hour
Staff: Environmental protection staff (all levels)	\$167	per hour
Administration staff	\$111	per hour
Elected member commissioner costs per hour for any hearing:	\$222	per hour (or part thereof)
Sitting collectively without an independent commissioner: (chairperson, hearing commissioners)	\$111	per hour per elected member as chair and
Sitting with an independent commissioner	\$89	per hour per elected member on a committee up to a collective total of \$222 per hour (or part thereof)
Independent commissioners	At cost	
Postage and stationery	At cost	

Hourly charge out rates and disbursements	2022/23 Fee	
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	\$2.50	
Copying and printing. Colour: A3 per page	\$3.90	

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 \$167 per hour.

Engineering Fees: Non-notified land use consents	2022/23 Fee	
Commercial/industrial development or infrastructure development - Application deposit fee	\$1,002	per application (includes the first 6 hours, \$167 per hour thereafter)
Commercial/industrial development or infrastructure development - Compliance monitoring administration fee	\$334	(includes the first 2 hours, \$167 per hour thereafter)
Commercial/industrial development or infrastructure development - Engineering drawing approval	\$1,502	(includes three submissions of engineering drawings, beyond this will be charged at \$167 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	2022/23 Fee	
All compliance monitoring including additional land use monitoring is to be charged at an hourly basis for staff time	\$167	per hour
Subdivision engineering drawing approval and engineering construction supervision	\$668	fixed fee plus per lot deposit (\$167 per hour thereafter)
	\$334	per lot deposit

Engineering Fees: Other	2022/23 Fee	
Objection to decision	\$167	per hour
Variation to consent conditions	\$167	per hour
Plan change applications	\$167	per hour
Easement – new/cancellation	\$334	Application deposit per application (includes first 2 hours, \$167 per hour thereafter)
Specialist consultants	At cost	

Animal management fees

Registration Entire Dog Fee	2022/23 Fee	
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 1 August 2022
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$72	\$109
Working dogs (second and subsequent (B)	\$43	\$65
Standard dog (C)	\$198	\$296
Approved owner (D)	\$170	\$255
Registration fee for dog owner over 65	\$184	\$276
Dogs classified as dangerous dogs (H)	\$295	\$442
Owner current member of Dogs New Zealand (G) - provide proof of membership annually	\$184	\$276

Registration Neutered/Speyed Dog Fee		2022/23 Fee	
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 1 August 2022	
Disability assist dog (A)	Nil	Nil	
Working dog (B)	\$72	\$109	
Working dogs - second and subsequent (B)	\$43	\$65	
Standard dog (E)	\$102	\$154	
Approved owner (F)	\$72	\$109	
Registration fee for dog owner over 65	\$82	\$122	
Dogs classified as dangerous dogs (I)	\$154	\$230	
Owner current member of Dogs New Zealand (G) – provide proof of membership annually	\$82	\$122	

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	2022/23 Fee		
	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)	\$55	\$180	\$322
Impounded - unregistered	\$99	-	-
Sustenance – dog (per day)	\$13.00	\$13.00	\$13.00
Microchipping – dog	\$43	N/A	N/A
Seizure and take custody fee	\$77	\$77	\$77
Prearranged after-hours release (two officers) – all (per hour charge per officer)	\$167	\$167	\$167
Impounding – sheep and goats (per head charge plus any costs incurred in transporting stock)	\$38	\$66	\$136

Animal management impoundment charges		2022/23 Fee	
Item	First impound or seizure	Second impound in any two year period	Third and subsequent impound in any two year period
Impounding – cattle and horses (per head charge plus any costs incurred in transporting stock)	\$66	\$136	\$271
Animal control officer hourly charge-out rate – this includes driving and securing stock costs	\$167	per hour	
Sustenance – sheep and goats (per day, per unit)	\$6.50	\$6.50	\$6.50
Sustenance – cattle and horses (per day, per unit)	\$13.00	\$13.00	\$13.00

Adopting animals from Shelter	2022/23 Fee
Dogs (includes registration, microchip, and if applicable a de-sex certificate)*	\$287
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	2022/23 Fee		
Item	Working	Standard	Entire
Permit for three or more dogs (special license)	N/A	\$66	\$66
Approved owner application	N/A	\$52	\$52
Approved owner re-inspection fee***	N/A	\$29	\$29
Other animal management charges	2022/23 Proposed Fee		
Replacement tag (first replacement)	\$6.50		
Replacement tag (subsequent tags)	\$13.00		
Relinquishment fee****	\$120		

*** 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 \$167

Environmental Health Food Act 2014: Registration fees	2022/23 Fee	
New Food Control Plans (FCP) or National Programme (NP)	\$326	
Renewal of FCP and NP	\$163	
New registration multisite business (FCP or NP)	\$326	plus \$163 for each additional site
Renewal of registration multisite business	\$163	plus \$80 for each additional site
New FCP or NP (market operator less than 52 time per year)	\$163	
Amendment to registration	\$167	per hour
Significant Amendment to registration	\$326	

Environmental Health Food Act 2014: Verification fees	2022/23 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 \$167per hour.		
Food Control Plan (FCP)	\$668	Deposit (covers first four hours including administration and processing time)
FCP (low risk cakes and biscuits only that do not require refrigeration)	\$167	per hour
National Programme 1 (NP1)	\$167	per hour
National Programme 2 (NP2)	\$167	per hour
National Programme 3 (NP3)	\$167	per hour
Verification multisite business	\$167	See FCP or NP charges for first site plus \$167

Environmental Health Food Act 2014: Verification fees	2022/23 Fee	
		per hour for any other site requiring verification
Unscheduled verification	\$167	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	2022/23 Fee	
Corrective Action Request (CAR) follow up, charge per hour	\$167	per hour
Investigation resulting in improvement notice or direction	\$167	per hour
Follow-up in relation to compliance with an improvement notice or direction	\$167	per hour
Processing an application for review of improvement notice	\$167	per hour
Monitoring of food safety and suitability	\$167	per hour
Investigation and enforcement activity related to registration or complaint	\$167	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	\$167	

Other associated fees under Food Act 2014	2022/23 Fee	
Mentoring and additional expert support and advice for implementation of FCP or NP	\$167	per hour
Replacement FCP or NP guidance	\$40	
Replacement Licence	\$40	
Events – food stall approvals	\$167	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	\$2.50	per page
Copying and printing. Colour: A3 per page	\$3.90	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	2022/23 Fee
Hairdressers	\$227
Funeral directors	\$353
Camping grounds	\$353

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		2022/23 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	2022/23 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	2022/23 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	2022/23 Fee	
A1: Compliance monitoring	\$167	per hour plus consumables (see laboratory charges)
A2: Trade waste application fee (permitted)	\$251	Includes the first 1.5 hours, \$167 per hour thereafter
A2: Trade waste application fee (controlled/conditional)	\$418	Includes the first 2.5 hours, \$167 per hour thereafter
A3: Inspection for non-compliance	\$251	
A5: Temporary discharge application and discharge fee	\$167	Includes the first hour, \$167 per hour thereafter (based on risk)
A6: Annual tradewaste management fee (permitted)	\$251	
A6: Annual tradewaste management fee (controlled/ conditional)	\$418	

General compliance fees – Environmental Standards

General Compliance Fees	2022/23 Fee	
General activities including processing licence and permit applications, and renewal of any licence or permit including trading in public places.	\$167	per hour deposit (\$167 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)	\$255	plus \$37 each additional callout plus any additional towage fee related to seizure of a vehicle
Noise control - additional callout	\$37	
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	\$167	per hour
Administration Officer hourly rate	\$111	per hour
Return of non-compliant signs	\$55	

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

Abandoned vehicles	2022/23 Fee	
Towage and recovery cost	Cost plus 20%	
Daily storage fee	\$5.50	daily charge

Districtwide cemetery charges

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

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

Districtwide cemetery charges	2022/23 Fee	
Purchase of right for burial	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Services burial plot	No charge	No charge
Services cremation plot	No charge	No charge
Monumental and lawn area plots	\$1,854	\$3,917
Cremation garden and beam plots	\$1,032	\$2,987
Infant plots (under 1 year)	\$826	\$826
Natural burial plot	\$2,251	\$4,260

Districtwide cemetery charges		2022/23 Fee	
Interment fees		Deceased was living in the district	Deceased was living out of the district
Burial fee		\$1,187	\$1,187
Burial fee child (under 15 years)		\$594	\$594
Burial fee (Saturday)		\$2,060	\$2,060
Burial fee child (under 15 years) (Saturday)		\$1,030	\$1,030
Burial fee infants (under 1 year)		No charge	No charge
Ashes interment		\$158	\$158
Ashes interment child (under 15 years)		\$79	\$79
Natural burial fee		\$1,187	\$1,187
Natural burial fee child (under 15 years)		\$594	\$594
Oversized casket fee (additional to burial fee)		\$297	\$297
Extra charges		Deceased was living in the district	Deceased was living out of the district
Monumental permit		\$164	\$164
Hire of lowering device		\$114	\$114
Hire of grass mats		\$114	\$114
Burial disinterment fee		\$2,048	\$2,048
Cremation disinterment fee		\$174	\$174

Housing for Older Persons - weekly rental charges

Housing for Older Persons - weekly rental charges	2022/23 Fee
Accommodation category	Weekly rent effective 1 July 2022
Individuals	\$174
Couples	\$252

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. Note that as per the Residential Tenancies Act 1986 (RTA) legislation, these tenants will not have an increase within 12 months of the commencement of their tenancy

New tenants joining the programme from 1 July 2022 – rent is charged as per the above schedule, and is **effective immediately**

Swimming Pool Charges

Swimming Pool charges	2022/23 Fee
Adult per swim ²	\$5.50
Child per swim ³	\$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 ⁴	\$3.30
Aquafit Adult per class	\$6.50
Aquafit Senior per class	\$6.00
Hydroslide (Waikanae and Coastlands Aquatic Centre – unlimited use per visit) ⁵	\$2.50
Family pass (family of four, minimum of one adult or maximum of two adults)	\$13.30
- Cost for each extra family member	\$2.90
Family pass plus hydroslide (family of four, minimum of one adult or maximum of two adults)	\$21.60
- Cost for each extra family member	\$2.80
- Cost for extra slide pass	\$2.50
Group discount adult (10 or more)	\$5.00
Group discount child (10 or more)	\$3.10
Spa and/or sauna (Coastlands Aquatic Centre) in addition to pool entry ⁶	\$2.00
Spa (Waikanae Pool) in addition to pool entry ⁶	\$1.00

² Adult 16 years plus

³ Child 5-15 years

⁴ On supply of a student ID

⁵ Adults accompanying an under 8 years old slide user do not pay the hydroslide fee

⁶ Spa and/or sauna only (ie no swim) at applicable pool entry rate

Swimming Pool charges	2022/23 Fee
Spa and/or sauna (Ōtaki Pool) in addition to pool entry ⁶	\$2.00
Adult 10 swim	\$50.00
Child 10 swim	\$30.50
Community Services Cardholder 10 swim	\$34.00
65 years of age and over 10 swim	\$34.00
Aquafit adult 10 swim	\$60.00
Aquafit senior 10 swim	\$55.40
Adult 20 swim	\$95.00
Child 20 swim	\$57.80
Adult 30 swim	\$135.00
Child 30 swim	\$85.00
Adult 50 swim	\$206.80
Child 50 swim	\$127.30

Swimming Pool charges	2022/23 Fee	
Swimming pool complex hire - Coastlands Aquatic Centre* (peak)	\$435	per hour
Swimming pool complex hire - Coastlands Aquatic Centre* (off-peak**)	\$225	per hour
Swimming pool complex hire - Ōtaki*	\$113	per hour
Swimming pool complex hire - Waikanae*	\$328	per hour
Competitive events	plus per head entry at applicable rate	
Lane hire	\$8.70	Per hour per lane
School lane hire (Lessons only - not using Kāpiti Coast aquatics instructors)	\$8.70	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	\$13.00	per hour plus per head entry at applicable rate

Meeting Room Hire (Coastlands Aquatic Centre only)	2022/23 Fee	
Community Groups	\$13.30	per hour
Community Groups	\$48.80	half day use
Community Groups	\$81.70	full day use
Commercial Use	\$21.70	per hour
Commercial Use	\$87.00	half day use
Commercial Use	\$151.70	full day use

*Subject to discretion of pool management depending on availability

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

Aquatic Programmes, Events and Activities	2022/23 Fee	
Targeted aquatic events/activity programmes		<p>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.</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)	\$35.00	20 minute lesson
Learn to Swim: Private Lesson (2 students)	\$49.00	30 minute lesson
Aquatic (Small Group) programmes* per session rate, enrolment for term required.	\$8.50	Per session
Waikanae Pool - BBQ hire	12.50	per hour
Waikanae Pool - BBQ bond	\$20.50	

Sportsgrounds charges

Fees include access to changing facilities where applicable.

These fees exclude junior sport.

Sports activity (seasonal)	2022/23 Fee	
Cricket (grass)	\$1,496	per block
Cricket (artificial)	\$662	per block
Croquet	\$1,162	per grass court
Netball	\$225	per court
Rugby	\$751	per field
Rugby league	\$751	per field
Football	\$751	per field
Softball	\$751	per field
Tennis	\$150	per court
Touch	\$373	per field
League tag	\$373	per field
Twilight football	\$185	per field

Sports activity (one-off bookings)	2022/23 Fee	
Cricket (grass)	\$209	per block
Cricket (artificial)	\$89	per block
Netball	\$17	per court
Rugby	\$119	per field
Rugby league	\$119	per field
Football	\$119	per field
Softball	\$97	per field
Tennis	\$12	per court
Touch	\$82	per field
League tag	\$82	per field
Off season field marking*	\$318	per field

* Conditions apply

Reserve land rentals

Reserve land rentals	2022/23 Fee
Clubs with alcohol licences	\$935
Clubs without alcohol licences	\$468
Craft, hobbies and other activities	\$376
Educational (standard)	\$227
Youth and service	\$227

Hall hire charges

Hall hire charges	2022/23 Fee
<p>Hall Hire Conditions:</p> <ul style="list-style-type: none">Any booking that alcohol is present and the event is after 5pm a bond of \$785 is requiredBookings for sports activities there will be a bond of \$384Fees 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 Hall <p>All hall bookings are at Council's discretion in all respects</p>	

Hall hire charges		2022/23 Fee	
Hall	Per Hour Charge Rate	Per Hour Charge Rate - for 4 hours or more bookings	
Paekākāriki Memorial Hall	\$16.30	\$13.00	
Paekākāriki tennis club hall	\$13.00	\$6.90	
Raumati South Memorial Hall - Main Hall	\$16.30	\$13.00	
Raumati South Memorial Hall - Supper room	\$13.00	\$12.60	
Raumati South Memorial Hall - Whole complex	\$26.10	-	
Paraparaumu Memorial Hall - Main Hall	\$16.30	-	
Paraparaumu Memorial Hall - Supper room	\$13.00	-	
Paraparaumu Memorial Hall - Whole complex	\$26.10	-	
Waikanae Memorial Hall - Main Hall	\$8.70	\$8.10	
Waikanae Memorial Hall - Small Hall / Mezzanine	\$8.10	\$6.90	
Waikanae Memorial Hall - Whole complex	\$26.10	-	
Waikanae Community Centre	\$49.40	-	
Waikanae Beach Community Hall	\$13.00	-	
Reikorangi Community Hall	\$13.00	-	
Ōtaki Memorial Hall - Main Hall	\$16.30	-	

Hall hire charges	2022/23 Fee	
Hall	Hall	Per Hour Charge Rate
Ōtaki Memorial Hall - Supper room	\$13.00	-
Ōtaki Memorial Hall - Whole complex	\$26.10	-
Mazengarb Sports complex	\$15.20	-
Paraparaumu College gymnasium hall - Weekends	\$17.40	-
Paraparaumu College gymnasium hall - Weekdays	\$34.70	-

Library fees and charges

Library fees and charges: Lending	2022/23 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	2022/23 Fee	
Interloans (each)	\$15.00	each
International interloans (each)	\$40.00	each
Library fees and charges: Membership	2022/23 Fee	
Membership cards (replacement)	\$4.60	
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	\$2.60	per item
	\$75	for six months
	\$145	Per annum

* No charge for the profoundly deaf borrowers for DVDs.

Library fees and charges: Other services	2022/23 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	\$2.30	per page
Laminating- A3	\$4.30	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	2022/23 Fee	
Replacement of lost or damaged library items	Price varies depending on publication	plus administration fee per item
Administration Fee	\$5.50	per item
eBook publishing	Price varies depending on publication	
Purchase of library publications	Price varies depending on publication	

Library fees and charges: Other services	2022/23 Fee	
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)	No Charge	
Children's books (per day)	No charge	
Bestsellers and DVDs (per day)	No Charge	

Hire of the Coastlands meeting room at the Paraparaumu Library	2022/23 Fee
Community Groups - Evening	\$54
Community Groups - Half day	\$49
Community Groups - Full day	\$82
Community Groups - Half day plus evening	\$87
Community Groups - Full day plus evening	\$120
Commercial Groups - Evening	\$103
Commercial Groups - Half day	\$87
Commercial Groups - Full day	\$152
Commercial Groups - Half day plus evening	\$174
Commercial Groups - Full day plus evening	\$228

Arts and Museums fees and charges

Kāpiti Arts Guide and Trail	2022/23 Fee
Arts Trail participation fee and entry in Arts Guide	\$190
Entry in Kāpiti Arts Guide only	\$130

Solid waste charges

Otaihanga Landfill (cleanfill only)	2022/23 Fee	
Cleanfill - must meet the cleanfill acceptance criteria published on the Council's website. Note there's a minimum charge of \$14.80	\$14.80	per tonne

Waste collector / Operator licence	2022/23 Fee
License annual fee	\$201

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	2022/23 Fee	
Staff time (in excess of two hours)	\$39	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 \$78. 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	2022/23 Fee	
Corridor access request (CAR) fee ¹⁰ project works	\$302	
Corridor access request (CAR) fee ¹⁰ major works	\$153	
Corridor access request (CAR) fee ¹⁰ minor works	\$77	
Road engineering	\$167	per hour
Clerk of works	\$111	per hour
Paper road closure	2022/23 Fee	
Road stopping application fee	\$822	
Hourly rate for additional work	\$167	per hour

Overweight Load Permit Fee	2022/23 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.	\$167	per hour (minimum charge \$83.50)
Removal of overhanging trees/vegetation – on road reserve (Section 355 Local Government Act 1974)	2022/23 Fee	
Removal of trees, vegetation or obstructions to prevent injury, obstruction to traffic, pedestrians and general infrastructure.	Cost incurred for removal obstruction	

** For SH1 and SH59 permits, apply to Waka Kotahi NZ Transport Agencydirect.

Wastewater charges

Wastewater treatment	2022/23 Fee	
Connection to network	Quoted as per site	
Septage disposal and treatment	\$27	per cubic meter

Water charges

Water charges	2022/23 Fee	
Connection to network	Quoted as per site	
Water metering configuration modifications	Quoted as per site	
Special reading – water meters	\$39	
Water dedicated filling point access card	\$72	
Water charge for potable water from water supply system	1.25 times the water rate per m ³	
Water meter accuracy testing	\$416	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	2022/23 Fee
Alkalinity	\$16.87
Ammonia-N g/m ³	\$26.25
BOD g/m ³	\$30.43
Bore depth	\$7.71
cBOD g/m ³	\$36.71
Chloride g/m ³	\$23.70
COD g/m ³	\$33.50
Conductivity mS/cm	\$13.30
DO g/m ³	\$11.03
DRP-P g/m ³	\$26.25
E.coli no/100ml (m Tec River monitoring only)	\$24.81
F/Coli + E.coli (NaMug -mbr-filt)	\$39.47
Enterococci no/100ml (mbr Filt)	\$27.12
F/Coli no/100ml (mbr Filt)	\$24.81
Fluoride g/m ³	\$30.43
Iron g/m ³	\$26.25
Nitrite testing	\$26.25
Nitra+Nitri-N g/m ³ (Nitrate)	\$26.25
pH	\$13.30
Staff collection (2 people) per hour	\$149.50
Suspended solids g/m ³	\$23.70
TEMP °C	\$11.03

Testing of water - laboratory charges	2022/23 Fee
Total coliforms no/100ml (mbr filt)	\$24.81
Total Coliforms and E.coli (Colilert)	\$40.60
Total Nitrogen	\$37.60
Total P g/m ³	\$26.25
Total solids %	\$16.55
Travel (per KM)	\$0.76
Total solids g/m ³	\$23.15
Turbidity NTU	\$13.30
UV transmission	\$13.30

Other charges

Other charges	2022/23 Fee	
Easement – new/changes/cancellations (Landowner approval/Non Regulatory)	\$334	Application Fee (includes first 2 hours, \$167 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

10.2 CONSULTATION ON AFFORDABLE HOUSING ENTITY

Kaituhi | Author: **Laura Bertelsen, Advisor Strategic Projects**

Kaiwhakamana | Authoriser: **Angela Bell, Strategy Manager**

TE PŪTAKE | PURPOSE

- 1 This report seeks Council's approval to undertake consultation on the preferred option for the establishment of an Affordable Housing Entity for the Kāpiti Coast District with the attached draft Statement of Proposal.

HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 Housing Affordability has been identified as one of the seven focus areas in Council's recently approved Kāpiti Coast District Housing Strategy 2022. This includes the following action: *'Explore how alternative tenure and ownership models could be incentivised or delivered in partnership with others.'*
- 3 The Kāpiti Coast Housing Needs Assessment 2022 shows a high demand for improved access to social and affordable housing in the district, with housing stress impacting a range of wellbeing outcomes. This is often a key issue which impacts other outcomes such as cultural and community connection and job security.
- 4 There is a range of options available to assist with the delivery of affordable housing, it is important that Council is clear about its key objectives and how this will impact the approach taken.
- 5 To ensure a range of affordable and social housing scenarios can be supported, it is proposed that an Independent Community Land Trust is created. This will be structured so that it is able to:
 - deliver outcomes directly
 - partner with Iwi and other organisations to deliver housing solutions
 - support existing providers to improve housing outcomes.

TE TUKU HAEPA | DELEGATION

- 6 Council has authority to make this decision.

TAUNAKITANGA | RECOMMENDATIONS

That Council:

- a) Confirm that the preferred option for an affordable housing entity in Kāpiti is the establishment of an Independent Community Land Trust.
- b) Confirm that the preferred affordable housing entity option is to be structured so that it can partner with Iwi and other organisations to deliver social and affordable housing solutions and support existing providers to improve housing outcomes in Kāpiti.
- c) Approve the draft Statement of Proposal as attached in appendix 1, with minor editing to be delegated to the Chief Executive.
- d) Approve consultation on the preferred option, occurring for a four-week period commencing in early June 2022.

- 7 The proposal to consult on the establishment of the Affordable Housing Entity for the Kapiti Coast follows on from the following:
 - 7.1 Kāpiti Housing Programme Assessment report completed by The Property Group (TPG), which was endorsed by Council in April 2020. This endorsement included agreeing some initial actions while further work was done establishing a Housing Programme. Council also considered Kāpiti Coast Communities Housing Taskforce report at the same Council meeting in April 2020.
 - 7.2 Community consultation undertaken as part of the Long-Term Plan 2021-41 development, where Council asked the community whether the identified community outcomes are the right priorities for Council at this time. The priority with the most support was *'our people have access to suitable quality housing in Kāpiti so that they can live and thrive'*.
 - 7.3 Completion of a comprehensive Kāpiti Coast Housing Needs Assessment 2022, which was received by the Strategy and Operations Committee on 12 May 2022.
 - 7.4 Approval by the Strategy and Operations Committee of the Kapiti Coast District Housing Strategy 2022 on 12 May 2022.

Kāpiti Coast Housing Needs Assessment 2022

- 8 The Kāpiti Coast Housing Needs Assessment 2022 (the Needs Assessment) comprises two reports, a quantitative analysis, and a qualitative analysis:
 - 'Research Report: Housing Demand and Need in Kapiti District' by Ian Mitchell (Livingston and Associates Ltd) and Chris Glaudel (Community Housing Solutions Ltd)
 - 'Not just a house, a life' by The Urban Advisory
- 9 The Needs Assessment estimates that there will be 32,000 more people living in Kāpiti by 2051 and more than 15,000 new dwellings required to house them. All brackets across the housing continuum are being affected by a housing system that is not meeting the current need and the underlying issues are compounding.
- 10 The Housing Needs Assessment outlines that there is a strong desire within the community to have home ownership, but 88% of renters are unable to affordably purchase a dwelling at the lower quartile house price of \$696,000. Only 5% of renters can affordably service a mortgage associated with buying a dwelling at the median market sale price in 2021.
- 11 The Needs Assessment shows a high demand for improved access to social and affordable housing in the district, with housing stress impacting a range of wellbeing outcomes. This is often the key issue which impacts other outcomes such as cultural and community connection and job security.
- 12 The Housing Needs Assessment outlines that Council could have a range of roles in helping to address housing needs in the district when developing Council's next steps:
 - Facilitator / Enabler
 - Partner role
 - Advocate role

Kāpiti Coast District Council Housing Strategy 2022

- 13 The Kāpiti Coast District Council Housing Strategy 2022 (the Housing Strategy) outlines the Council's direction for responding to the housing challenges in the Kapiti Coast District. The strategy sets out the guiding principles and high-level objectives, as well as providing a better

understanding of the various roles that Council can undertake, in partnership with others, to help respond to the challenge.

- 14 A number of focus areas have been identified in the strategy which include corresponding actions to be incorporated into a detailed work programme over the short, medium, and long term. This will enable Council to prioritise investment and capitalise on partnership opportunities, manage risk, and coordinate our housing response across the different areas of our work.
- 15 A number of these actions are already underway or about to commence, with significant collaboration already occurring within Council and with external partners and stakeholders.
- 16 Council briefings on this matter were held on 1 March, 22 March and 10 May 2022.

HE KŌRERORERO | DISCUSSION

- 17 Housing Affordability has been identified as one of the seven focus areas in Council's Housing Strategy, which includes the following action: *'Explore how alternative tenure and ownership models could be incentivised or delivered in partnership with others (e.g., build to rent, community land trust or leaseholder arrangements)'* (Housing Strategy, page 28).
- 18 Housing affordability is an issue that is affecting communities across New Zealand, with Iwi and Council and Community Organisations either exploring or implementing different housing models to help improve affordability and to provide opportunities for members of their community to move up the housing continuum.
- 19 Figure 1 below illustrates the housing continuum, which spans from homelessness through to market home ownership. It shows the different stages of housing need and where support is required.
- 20 Traditionally, the part of the continuum from homeless to social housing has been the role of central government, however we are seeing increased community intervention through Community Housing Providers and other models. Council has also been a provider of social housing via our older persons housing. Council currently has 118 units in its housing portfolio.

Figure 1: The Housing Continuum (Kāpiti Coast District Council Housing Programme Assessment Final Report, October 2019)

21



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

To better understand alternative tenure options and how these could be implemented. Council officers commenced a process of desktop research and interviews with organisations from across New Zealand. The purpose of these conversations was to understand what was happening in other communities, what had been successful and any issues that they might have had. The following are a sample of the organisations were interviewed:

- Wellington City Council – Council delivered social housing
- Hutt City Council (Urban Plus) – Council Controlled Organisation
- Dwell Housing Trust – Community Housing Provider
- Queenstown Lakes Community Housing Trust – Community Housing Provider
- Ōtautahi Community Housing Trust – Community Housing Provider
- Hamilton City Council – setting up the Waikato Community Land Trust
- Te Āhuru Mōwai Limited Partnership – Community Housing Provider
- Community Housing Regulatory Authority – Ministry of Housing and Urban Development

- 22 These organisations were very willing to share their experiences and provide insights as to what Council should be considering as part of its process. It was clear from the research and these discussions that there are a number of approaches that Council could take, with each having its advantages and disadvantages.
- 23 A key initial decision was determining the type of entity that would best support the delivery of affordable housing options and tenures. The following table provides examples of some of the possible affordable housing delivery entities:

Table 1: Affordable Housing delivery entities

Entity	Definition
Council Delivery	Housing is delivered as part of a Council service delivery. Current example is the provision of Older Persons housing.
Council Controlled Organisation (CCO)	An entity in which one or more local authorities directly or indirectly control more than 50% of the voting rights or have the right to appoint 50% or more of the members of the governing body.
Community Housing Provider (CHP)	A CHP is an independent organisation that delivers affordable housing options and wraparound support services. They are typically not-for-profit that reinvests surpluses into more community housing. Formal registration with the Community Housing Regulatory Authority is required. A Council cannot be registered as a CHP.
Community Land Trust (CLT)	A not-for-profit, community based, organisation to ensure perpetual, genuine affordable housing and community stewardship of the land. A CLT aims to establish multi-stakeholder governance mechanisms to steward their activities.

- 24 Council staff have proactively engaged with Ngā Hapū o Ōtaki, Ngāti Toa Rangatira, and Te Ātiawa ki Whakarongotai to understand their aspirations and current activity to support provision of housing in their communities. These discussions confirmed that there was a strong willingness to partner and that Iwi were already well advanced in their thinking about the delivery of social and affordable housing.
- 25 Because of the range of possible entities to assist with the delivery of affordable housing, it was important that Council was clear about its key objectives and how this would impact the approach taken. The following objectives were developed for the entity and confirmed by Council as part of the briefing process:

- The entity can be established and/or operated in partnership with iwi and other partners.
- The entity is able to qualify for government funding and support.
- The entity is able to operate with a degree of independence and has access to necessary specialist skills and experience.
- The entity can provide affordable rentals and affordable housing ownership options (e.g., a range of alternative tenure options) to the local community.
- The entity is able to operate with financial sustainability over the long term.
- Any returns are to be reinvested into affordable housing.

Preferred option

- 26 Based on the confirmed objectives, the following entity options were reviewed by Council to support the delivery of affordable housing:
- Option 1: Council Controlled Organisation, via a Holding Company
 - Option 2: Community Housing / Land Trust
 - Option 3: Support existing providers
 - Option 4: A hybrid approach, comprising a combination of options 2 and 3.
- 27 This included an assessment of each option against the objectives and then the advantages and disadvantages of each approach. Option 4 was identified as the preferred option
- 28 Option 4 proposes the establishment of an Independent Community Land Trust that is focused on delivery in the Kapiti District. In order to ensure a range of affordable and social housing scenarios can supported, it is proposed that the Trust will be structured so that it delivery outcomes directly but also partner with Iwi and other organisations to deliver housing solutions and support existing providers to improve housing outcomes.
- 29 A key advantage of the independent CLT, over options such as the CCO or Council led delivery, is the ability to obtain government funding support such as Income Rent Related Subsidy (IRRS). Councils and CCOs are not able to access this funding which is important to help offset the difference between market and affordable rentals.
- 30 A registered CHP is required to unlock access to the IRRS, which has been critical for other trusts across the country to achieve financial sustainability. At this stage it is not proposed that the CLT attempts to qualify as a CHP given the significant requirements to meet the threshold, it is instead considered a better option for the proposed CLT to partner with existing CHPs.
- 31 A CLT can partner with Iwi partners and/or existing CHPs where appropriate. Partnering with Iwi partners and existing CHPs reduces duplication of activities and demand on resources to support these services.
- 32 The CLT can become a registered CHP in the future to further support the delivery of affordable housing in the Kāpiti Coast District.
- 33 A potential disadvantage of the CLT over the CCO option is the inability for Council to have direct control over the entity. Other Councils have overcome this by ensuring that the Trust Deed is very clear about the purpose of the CLT and by putting in place a Memorandum of Understanding (MoU) between Council and the CLT.
- 34 An MoU can put in place controls over any Council assets or funding transferred to the CLT and also establishes clear channels for engagement between Council and the CLT. This does not however restrict the CLT from forming other partnerships in order to achieve its objectives.

He take | Issues

Council Controlled-Organisation Option

- 35 As part of the 2021-41 Long Term Plan, Council consulted on four key decisions, which included the establishment of a CCO. Based on the feedback received the establishment of a CCO was supported, with further consultation to occur as any CCOs were proposed.
- 36 While the establishment of a CCO is not fit-for-purpose to meet the objectives set for delivering affordable housing, Council will continue to consider the establishment of CCO's for other activities. As noted above, a major limitation of the CCO option was the inability to access central government funding such as the Income Related Rent Subsidy (IRRS).

Council older person housing land

- 37 Social housing availability and homelessness is a key focus area identified in the Housing Strategy with the following action included in the strategy: *“Review existing Council older person housing land and other Council land to see if additional social housing can be built”*.
- 38 A separate review of Council's older person housing land will therefore be undertaken with separate stakeholder engagement and public consultation to occur. Council's existing Older Person Housing is therefore out of scope for the proposed consultation on the preferred affordable housing entity.

Public consultation and next steps

- 39 Public consultation on the preferred option will occur over a four-week period from early June to early July 2022. Community, key partners and stakeholders will be invited to submit their views on the preferred option.
- 40 Intended consultation will include:
- Online consultation document
 - Hard-copies available at service centres and libraries
 - Discussions with iwi partners
 - Promotion of the consultation through Council's media and social media channels
 - Print media promotion through local newspapers.
- 41 Due to the upcoming local body elections, it will be necessary to undertake the consultation process in two stages, with the public submission process occurring in the current triennium. The hearings and provision of analysis from the public consultation will be presented to Council in the new triennium.

Ngā kōwhiringa | Options

- 42 Options for the establishment of an affordable housing entity have been considered in the discussion section of this report.
- 43 Council is requested to approve the draft Statement of Proposal attached in appendix 1 to enable consultation on the preferred option to occur.
- 44 The draft Statement of Proposal outlines the strategic alignment of the proposed affordable housing entity to the Housing Strategy and information available through the Needs Assessment.
- 45 A clear overview of the objectives are provided within the draft Statement of Proposal to outline their role in guiding the decision-making for the preferred option being presented for consultation.

- 46 The draft Statement of Proposal outlines that an Independent Community Land Trust that can partner with Iwi, and other organisations for the delivery of affordable housing solutions in Kāpiti.
- 47 The draft Statement of Proposal outlines how the preferred option would still hold a relationship with Council to ensure that housing outcomes are delivered and met. These measures have been proposed following the desktop research and interviews carried out with other organisations across the country to ensure housing outcomes are delivered. These will be achieved through:
- a Trust Deed
 - a Memorandum of Understanding to guide how Council and the Trust can work together.
- 48 Following completion of the consultation, Council officers will review the feedback received, with hearings to then be heard by Council. Hearings will occur in the new council triennium because of the proximity to the local body elections in October 2022.
- 49 Decision making following consultation will occur in the new council triennium.

Tangata whenua

- 50 A key guiding principle and objective of the Housing Strategy is “*We will prioritise improving outcomes for Tangata Whenua*”. This acknowledges the Needs Assessment evidence that shows that Māori in the Kāpiti Coast are more severely impacted by housing issues than the wider Kāpiti population. Examples include:
- 43% of applicants on the housing register are Māori.
 - 45% of emergency housing – special needs grants were made to Māori.
 - Home ownership is at 58% for Māori, compared to 78% for those of European descent.
- 51 The inclusion of specific principles, an objective and actions related to Māori housing within the Housing Strategy illustrate that Council recognises it needs to take a supportive role in helping to deliver Māori housing solutions.
- 52 One of the key objectives for the affordable housing entity is to be able to partner with Iwi for delivery. This is aligned with the above key guiding principle from the Housing Strategy and enables on-going partnership.
- 53 Initial feedback on the preferred option was sought from our Iwi partners, and the option has been supported at a high level by Ngā Hapū o Ōtaki, Te Ātiawa ki Whakarongotai, and Ngāti Toa Rangitira.
- 54 Further engagement with Iwi will occur throughout the consultation period. Including discussions to better understand options such as a Whenua Tōpū Trust, which is established over land that is to be held for community purposes, hapū or iwi.

Panonitanga āhuarangi | Climate change

- 55 Minimising climate impact can be achieved through having compact, well-designed, and planned urban areas.
- 56 Climate impact will be considered through greater housing options, a variety of transport connections, and ensuring that development considers natural hazard constraints.
- 57 The resilience and sustainability objective within the Housing Strategy considers that new homes meet or exceed Climate/Carbon measurements and Healthy Homes benchmarks. This will be built into the affordable housing entity approach when delivery of housing is considered.

Ahumoni me ngā rawa | Financial and resourcing

- 58 In the Long-Term Plan 2021-41 there is budget allocated across the first three years to enable Council to have a bigger role in housing. Part of the budget allocated in 2022-23 and 2023-24 can be used to support the investigation and set-up of an affordable housing entity, subject to receiving Council approval to proceed with the preferred option, following consultation with the community.
- 59 As further work progresses on the establishment of an affordable housing entity, consideration for additional funding for initial operational costs will need to be considered through the 2023/24 Annual Plan and the next Long-Term Plan.

Ture me ngā Tūraru | Legal and risk

- 60 There are no legal considerations at this stage. Consultation on the establishment of an independent CLT is not required to follow the special consultative procedures set out in the Local Government Act. It is however proposed that consultation is undertaken, with the potential for Council assets to be transferred to the CLT as part of its future operating model.
- 61 Separate legal advice has been received from Buddle Findlay as part of this process. Buddle Findlay have also participated in the Council briefing process and reviewed the proposed consultation document.
- 62 High level tax and accounting advice was provided by PWC for consideration of the preferred option and the delivery of affordable housing through a CCO. PWC have also participated in the Council briefing process.

Ngā pānga ki ngā kaupapa here | Policy impact

- 63 The community outcome *‘our people have access to suitable quality housing in Kāpiti so that they can live and thrive’* was included in the Long-Term Plan 2021-41 due to the strong concern about the growing local housing issues and to guide Council’s response to the district’s challenges and opportunities.
- 64 The Housing Strategy was approved by the Strategy and Operations Committee on 12 May 2022.
- 65 Housing Affordability is identified as a key focus area in the Housing Strategy with a response to *‘explore how alternative tenure and ownership models could be incentivised or delivered in partnership with others (e.g., build to rent, community land trust or leaseholder arrangements)’* (the Housing Strategy, page 28).

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

- 66 An engagement plan has been developed to support consultation on the preferred approach for delivery of an affordable housing entity.
- 67 The engagement plan is aligned with the Needs Assessment and Housing Strategy engagement plan due to the strong alignment of delivering housing outcomes within Kāpiti.
- 68 Delivery of the consultation will occur through the “have your say” platform. There will also be hard copies provided at Council service sites and libraries to provide the opportunity to engage with hard copies.
- 69 The design of the Statement of Proposal and “have your say” content will have a similar look and feel to the housing survey and growth strategy to show alignment with these pieces of work.
- 70 Those that engaged in the housing survey and have opted for further engagement on housing related work will be contacted directly and invited to provide feedback on the preferred option for an affordable housing entity.

- 71 Meetings with Community Board Chairs will be scheduled to discuss the preferred option for an affordable housing entity.
- 72 Along with the Statement of Proposal, the following supplementary information will be provided during the consultation process for the community to access:
- Case study examples of operational affordable housing entities
 - Frequently Asked Questions

Whakatairanga | Publicity

- 73 We are using a range of channels to inform the public about the upcoming consultation on the preferred option for the establishment of an affordable housing entity. These include:
- Media advisories
 - News spreads across local newspapers
 - Everything Kāpiti (weekly email) – linked to web page and “Have Your Say” when consultation starts
 - Regular Facebook posts before and throughout consultation
 - Hard copies of summary and full consultation documents in libraries and service centres (suggest full document for reference only, summary documents can be taken away).

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Draft Statement of Proposal - Affordable Housing Entity [↓](#)

Statement of Proposal for an

Affordable Housing Entity

in the Kāpiti Coast District

Community consultation
June to July 2022



[draft]

Introduction

Housing affordability has been identified as one of the seven focus areas in Council's recently approved Kāpiti Coast District Housing Strategy 2022. This includes the following action: 'explore how alternative tenure and ownership models could be incentivised or delivered in partnership with others'.

This Statement of Proposal outlines Council's preferred option for the delivery of an affordable housing entity in Kāpiti. It also provides an overview of other options considered following research and discussions with organisations across New Zealand.

Contents

Introduction	2
Background	3
Reasons for the proposal	6
Objectives	7
Our preferred option	8
Other options considered	11
Consultation process	13
Submission form	14



Community consultation is open from Thursday 2 June through to 5pm Thursday 7 July 2022.

Have your say online at <https://haveyoursay.kapiticoast.govt.nz/affordable-housing> or by completing the form at the end of this document.

Background

Our commitment to housing

The community outcome *'our people have access to suitable quality housing in Kāpiti so that they can live and thrive'* was included in the Long-Term Plan 2021–41 (LTP) due to strong concern about the growing local housing issues and to guide Council's response to the district's challenges and opportunities. During the Community consultation on the LTP, Council asked the community whether the identified community outcomes are the right priorities for Council at this time. The priority with the most support was *'our people have access to suitable housing'*.

What we've been doing

There has been clear direction in the LTP that the community would like Council to take a stronger role in responding to the housing crisis. There is no one solution to our housing issues and Council can carry out this role in multiple ways:

- Regulator/service provider through consenting and provision of infrastructure.
- Facilitation through advocacy to central government and connecting potential providers together.
- Funding/enabling through current asset ownership and ancillary housing provision consideration in other projects where appropriate, such as town centres.
- As a housing provider (for example, Council owns a small number of older persons' housing units).

Kāpiti Coast Housing Needs Assessment 2022

The comprehensive Kāpiti Coast Housing Needs Assessment 2022 (the Housing Needs Assessment) provides insights into the challenges across the housing continuum, and the different types of housing required to ensure delivery of future housing solutions works for our community. It also provides insights about the impacts of housing on the community and how these can impact a range of wellbeing outcomes such as social, cultural, environmental and economic wellbeing. Stress on these wellbeing outcomes as a result of lack of suitable housing is often the key issue that impacts other outcomes such as community connection, education and job security.



Image credit: The Urban Advisory

3

Background

[draft]

STATEMENT OF PROPOSAL FOR AN AFFORDABLE HOUSING ENTITY IN THE KĀPITI COAST DISTRICT

Kāpiti Coast Housing Needs Assessment 2022 (continued)

The Housing Needs Assessment outlines that the current market conditions are forcing existing residents to move from their homes and are then becoming displaced from their communities. A small snapshot of data from the Housing Needs Assessment indicates the scale of the challenge:

Between 2001 and 2021¹:

House prices increased nearly four times faster than household incomes.	Lower quartile house price increased from \$130,000 to \$696,000
Rents increased approximately 40% faster than household incomes.	Lower quartile market rent is now \$432 per week

Over **88% of renters are unable to affordably purchase a dwelling at the lower quartile house price of \$696,000**, and only **5% could affordably service a mortgage associated with buying a dwelling at the median market sale prices in 2021** – down from 21% in 2001.²

The Housing Needs Assessment provides an overview of solutions identified through the engagement process³. The solutions can be grouped into three key areas:

1.

WE NEED THE RIGHT HOUSING
IN THE RIGHT PLACES.

2.

WE NEED COORDINATION
ACROSS AGENCIES.

3.

THE PHYSICAL HOUSE AND THE
WRAP-AROUND SERVICES REQUIRED
TO MAKE SOLUTIONS LAST ARE
BOTH ESSENTIAL.⁴

There is much more demand for social housing than there is social housing available currently.

In Kāpiti, the average time to house people in a Kainga Ora home in 2021 is 231 days⁵. The Kāpiti Coast Housing Needs Assessment 2022 outlines:

There are **190 people on the public housing waitlist**, but the needs appear to be dramatically higher.

50 Adults and 40 children are living in **emergency housing**.

200 people are living in **boarding houses**.⁶

More information about the Housing Needs Assessment can be found at kapiticoast.govt.nz/housing.

¹ The Urban Advisory. 2022. *Not just a house, a life*. (page 12) kapiticoast.govt.nz/your-council/projects/housing/housing-needs-assessment

² *Not just a house, a life*. (page 40)

³ *Not just a house, a life*. (page 101)

⁴ *Not just a house, a life*. (page 101)

⁵ Ministry of Social Development

⁶ *Not just a house, a life*. (page 91)

Background

Kāpiti Coast Housing Strategy 2022

Our recently approved Kāpiti Coast District Council Housing Strategy 2022 (the Housing Strategy) sets out high-level objectives and focus areas from which we can develop a detailed work programme of targeted actions to respond to the key issues over the short, medium and long term. This will enable us to prioritise investment and capitalise on partnership opportunities, manage risk and coordinate our housing response across other areas of our work.

One of the five key objectives set in the Housing Strategy is 'there are a range of healthy and affordable homes for all Kāpiti residents'. It sets out to ensure there is a sufficient supply of social and affordable housing (rental and owner-occupied) to meet demand.

[draft]

STATEMENT OF PROPOSAL FOR AN AFFORDABLE HOUSING ENTITY IN THE KĀPITI COAST DISTRICT

Objective **HEALTHY & AFFORDABLE**



There is a range of healthy and affordable homes for all Kāpiti residents¹

Housing Affordability is identified as a key focus area in the Housing Strategy with an action to 'explore how alternative tenure and ownership models could be incentivised or delivered in partnership with others (e.g., build to rent, community land trust or leaseholder arrangements)'. This aligns with recommendations made in the Housing Needs Assessment and is the subject of this Statement of Proposal for public feedback.

The Housing Strategy 2022 determines 'affordable housing' to be based on a household spending no more than 30% of their gross household income on housing costs (rent or mortgage). This is aligned with the measure used by the Ministry of Social Development.

Learn more at kapiticoast.govt.nz/housing.

Te Tupu Pai – Growing Well

Our growth strategy, *Te Tupu Pai – Growing Well*, sets out a vision and road map for how the district will grow sustainably over the next 30 years. This is to be done through encouraging well-planned development in the district and is a medium to long-term response to the additional 32,000 people we expect to be living in the district by 2051.

Learn more at kapiticoast.govt.nz/growth-strategy

Draft plan change 2: Intensification

We have recently consulted on the draft District Plan change to meet new Government requirements to enable more medium density housing and higher development in local and town centres to help address the district's housing shortage.

Learn more at kapiticoast.govt.nz/district-plan

¹ The Kāpiti Coast District Council Housing Strategy 2022
kapiticoast.govt.nz/your-council/projects/housing/our-role-in-housing/#Housing

Reasons for the proposal

What's our role?

We understand that housing is a complex issue and not solely the responsibility of any one organisation or sector. Council doesn't hold all the solutions to the housing crisis, but we can play a part and help others do the same. Council can partner with other agencies and sectors, and work with developers and community agencies, to support the delivery of a greater range of housing options for Kāpiti.

The proposal is brought about following the action identified in the Housing Strategy: *'Explore how alternative tenure and ownership models could be incentivised or delivered in partnership with others, for example, build to rent, community land trust or leaseholder arrangements.'*

Alongside this action in the Housing Strategy, the Council has an ongoing programme of strategic property purchases to support the growth and development of our district – part of our enabling role. This means we can be an active contributor to housing development partnerships by contributing capital, via land.

We also understand that alternative tenure options and ownership models such as rent-to-own and shared equity offer a step into secure affordable housing outside conventional public or private housing options.¹ An affordable housing entity has been considered to support the delivery of these options in a way that Council cannot.

One way of ensuring the necessary skills and knowledge can be engaged to support the delivery of our housing objectives is to set up an affordable housing entity, such as an independent community land trust. An affordable housing entity can be established with a specific focus, purpose and mandate to recruit expertise through its governance and management structures to enable it to deliver on this purpose.

Council owns and manages a portfolio of 118 older persons' housing units. This is a key focus area identified in the Housing Strategy with an action to *"review existing Council older person housing land and other Council land to see if additional social housing can be built"*.

Council's older persons' housing is **out of scope** for this consultation. A separate review will be undertaken which will include stakeholder engagement and public consultation.

¹ Kāinga Ora. (2020). *Diversifying the housing ecosystem: A case for change*.

Objectives

Due to the range of possible entities to assist with the delivery of affordable housing, it was important that Council was clear about its key objectives and how this would impact the approach taken. The following objectives were developed for the entity and confirmed by Council:

- Be set up and/or run in partnership with iwi and other partners.
- Qualify for government funding and support.
- Operate with a degree of independence from Council, with the necessary specialist skills and experience.
- Provide affordable rentals and affordable housing ownership options to the local community.
- Be financially sustainable over the long term.
- Reinvest any returns it makes into social and affordable housing.



Our preferred option

Our preferred option for an affordable housing entity in Kāpiti is the establishment of an **independent community land trust** that, along with Council, can partner with other organisations to deliver housing solutions and **support existing providers** to improve housing outcomes.

An independent community land trust (CLT) can partner with iwi and other organisations to deliver housing solutions and support existing providers, to improve housing outcomes in Kāpiti.

A CLT can hold land, transferred to it from Council or acquired on its own, for the purpose of delivering affordable and social housing. The CLT can use this land to create affordable housing solutions in partnership with community housing providers (CHPs) that can develop housing on the land. A CLT can also provide support to iwi and existing CHPs to deliver affordable housing options in the Kāpiti Coast District.

Over time, the CLT could become a registered CHP, if it is able to meet the government's eligibility criteria and performance standards.

A **community housing provider (CHP)** is a not-for-profit organisation that meets housing need through a range of affordable rental and home ownership options and provides relevant wraparound services. An organisation must undergo a registration process to become a CHP which can take up to 24 months to complete.

A **community land trust (CLT)** is an independent, not-for-profit organisation governed by a board of trustees made up of iwi, community residents and public representatives with the purpose of providing permanently affordable housing opportunities for families and communities.

The **Income Related Rent Subsidy (IRRS)** is a payment made by the Ministry of Housing and Urban Development (HUD) to Kāinga Ora – Homes and Communities and registered Community Housing Providers (CHPs) to cover the difference between rent paid by the tenants and the market rent for the property.

The amount of rent public housing tenants pay is generally set at 25% of their income.¹

¹ Source: hud.govt.nz/community-and-public-housing/increasing-public-housing/funding-for-new-public-housing-places/income-related-rent-subsidy

Our preferred option

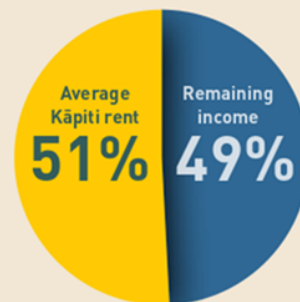
A significant advantage of being a registered CHP is unlocking access to the Government's Income Rent Related Subsidy (IRRS) which has been critical for other trusts across the country to achieve financial sustainability. It helps to bridge the gap between the cost of providing affordable housing rentals, and the rent that its tenants can pay. This subsidy is not available to council or council owned and controlled entities.

An independent CLT is the preferred option as it enables Council to provide support for immediate housing outcomes with existing partners and providers while, at the same time, establishing a trust to ensure a long-term focus on helping deliver a range of affordable housing options for the Kāpiti Coast.

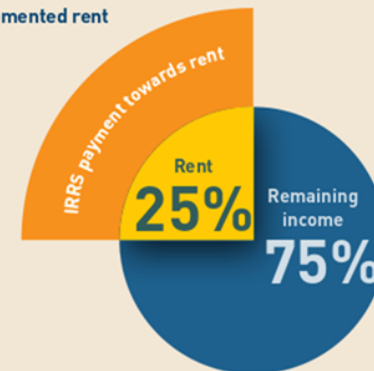
Social housing rental example¹

All scenarios: couple with 2 children; \$40,000 annual income; maximum accommodation supplement.

Market rent



IRRS supplemented rent



¹ Source: Mitchell I. et al. (2022), Research Report: Housing demand and need in Kapiti Coast District. Page 142 [kapiticoast.govt.nz/your-council/projects/housing/housing-needs-assessment](https://www.kapiticoast.govt.nz/your-council/projects/housing/housing-needs-assessment)

**Advantages of the preferred option**

This preferred option combines the benefits a CLT can provide, with a focus on the Kāpiti Coast, and importantly allows us to continue to work with and support other providers in the district.

- A trust would be able to partner with iwi and other organisations to deliver housing solutions in Kāpiti.
- A trust can be structured to enable it to have the potential to offer a wider range of housing services and tenure models.

- This option has the potential to deliver results sooner, by supporting already established CHPs and incentivising them to operate in the district.
- Once established, the trust could work with existing CHPs and be able to offer partnering and supporting options, as well as continuing to coordinate across the district to avoid duplication of effort.
- A trust would be able to access a wider range of funding sources, including the IRRS, if it registered or partnered with a CHP.

Relationship with council

- To establish a CLT, a Trust Deed would be developed, which sets out the purpose and objectives of the trust to ensure it is focused on the intended purpose. The Council would have no direct control over an independent CLT compared with a Council business unit or council-controlled organisation (CCO) model.
- Other Councils across the country have established a formal agreement, such as a Memorandum of Understanding, to guide how the two parties will work together to deliver affordable housing. This enables shared understanding of important issues and focus areas and the respective roles of each organisation.

Other options considered

We considered various options for delivery of an affordable housing entity, following research and discussion with iwi Community Housing Providers, Trusts, central government agencies and other councils from around the country.

From this research, four key options were identified for further review:

1. Establish a council-controlled organisation (CCO) focused on the delivery of affordable housing.
2. Establish an independent community land trust (CLT) to help deliver affordable housing.
3. Take a supporting role only with existing organisations to improve housing outcomes.
4. Establish an independent community land trust (CLT) to help deliver affordable housing options and take a supporting role with existing organisations to improve housing outcomes.

A CCO entity (option 1)

This option would involve the establishment of a council-controlled organisation (CCO) to provide affordable housing, like Hutt City, which has Urban Plus, a CCO that develops property.

A CCO focused on the delivery of affordable housing could develop houses on land transferred to it, or contract with developers to deliver housing.

Under a CCO entity, the assets and liabilities of the CCO would be on the balance sheet of Council.

A major limitation of the CCO option is that a CCO is unlikely to be able to access central government funding such as the IRRS. This payment helps cover the difference between rent paid by public housing tenants and the market rent for the property. The IRRS is not currently available to councils or CCOs (which are not seen as independent from Council).

A **council-controlled organisation (CCO)** is an entity owned or controlled by a council (or councils). The council would own more than 50 per cent of the shares or has more than 50 per cent of the voting rights. CCOs operate at arms-length from parent councils and have an independent board, appointed by the parent council.

Through the consultation on the Long-term Plan 2021-41, the community supported the establishment of a CCO, with further consultation to occur when Council identifies an activity that could potentially be managed by our CCO. While staff identified that the establishment of a CCO does not meet all the identified objectives of an affordable housing entity for Kāpiti, Council will continue to consider the establishment of a CCO for other purposes.



Separate options of either a community land trust or support existing organisations to improve housing outcomes (option 2 and option 3, respectively)

The establishment of a trust by Council to provide a mixture of affordable housing options itself and supporting existing organisations to improve housing outcomes were both considered individually as options.

A combined approach for these two options was a more strategic and flexible approach that enabled housing outcome delivery to be fit for purpose for our community.

Summary

Each of the other entities considered have advantages and disadvantages, but none of them on their own would meet all the objectives sought for an affordable housing entity, given the known immediate need from the Housing Needs Assessment and Housing Strategy.

A combination of establishing a community land trust and supporting iwi partners and existing community housing providers to deliver housing outcomes in Kāpiti was seen as making the greatest contribution to our stated objectives.

Consultation process & share your views

The lack of affordable housing is a major issue affecting many people in the district. The views of our community are important to us and we want to know what you think.

As local government elections will be held in late 2022, the consultation process will be in two stages so that the newly elected Council will hear from submitters before making a decision.

The consultation timeline is outlined below:

Consultation opens	early June
Consultation closes	early July
Staff analysis and review of submissions	August – September
Hearings by new Council (post local body elections)	New Council Triennium
Submission analysis presented to new Council for decision	New Council Triennium

How to find out more and share your views

Want more information?

This document is designed to give you an overview of potential affordable housing delivery entities for the Kāpiti Coast District, and provide detail on our preferred option of a combination of establishing a community land trust and supporting iwi partners and existing community housing providers to deliver housing outcome. There's more supporting information available to help your decision making. If you would like to read more, see haveyoursay.kapiticoast.govt.nz/affordable-housing.

Have a question?

There are a lot of complex matters involved in deciding on the best affordable housing delivery entity. If you have a specific question, please email haveyoursay@kapiticoast.govt.nz and we will do our best to answer it.

Want to chat?

You can talk with councillors about the proposed approach:

- online through our Facebook page
- via email – contact details can be found at kapiticoast.govt.nz/elected-members

How to share your views

- Online – go to haveyoursay.kapiticoast.govt.nz/affordable-housing and use the online form.
- On paper – fill out the form in this section and either:
 - drop it to one of our libraries or service centres
 - post your completed submission (to arrive by 5pm Thursday 7 July 2022) to:
Freepost Authority Number 166326
Kāpiti Coast District Council,
Private Bag 60601, Paraparaumu 5254
Attention: Affordable housing consultation
- scan and email it to haveyoursay@kapiticoast.govt.nz.
- In person – there will be an opportunity to share your views directly with Councillors in the new Council triennium (date to be confirmed). Complete the section at the end of the submission form if you would like to speak.

Submission form

[draft]

STATEMENT OF PROPOSAL FOR AN AFFORDABLE HOUSING ENTITY IN THE KĀPITI COAST DISTRICT

Please give your feedback online at haveyoursay.kapiticoast.govt.nz/affordable-housing or fill out this form below and get it to us – see page 13 for options.

We need to receive your feedback by 5pm Thursday 7 July 2022

Council is proposing to establish an independent community land trust that could partner with iwi partners and other providers to deliver affordable housing outcomes.

Do you support this proposal? ☐ Yes ☐ No

If **yes**, why?

If **no**, why?

If you have any other feedback on this topic, please comment here:

Do you wish to present your submission to Council? ☐ Yes ☐ No

14

Your Details

First name

Last name

Address

Email

Iwi affiliation

(optional)

If you identify as Māori, do you wish to state the iwi with which you identify?

If so, please tick all that apply.

- ☐ Ngāti Raukawa ki te Tonga
- ☐ Te Āti Awa Ki Whakarongotai
- ☐ Ngāti Toa Rangatira

Other iwi or hapu *(please state)*:

Individual or organisation feedback

(please tick one)

Are you providing feedback:

- ☐ as an individual
- ☐ on behalf of an organisation

Please state organisation name:

- ☐ Please tick if you would like to be kept informed on the final outcome of this consultation and future work related to housing.

Publishing feedback

Your submission may be published on the Council website and provided in hard copy at our libraries and service centres. If you are providing feedback as an individual and you do not wish to have your name included when feedback is published, please tick below.

- ☐ I do not want my name published with my feedback.

If feedback is from an organisation, the organisation name will be included.

What happens to your feedback and personal details?

Councillors will consider your feedback as they make decisions on a final affordable housing delivery entity.

Personal information will only be used for the purpose it was collected for, in accordance with the Privacy Act 2020.

Share your views in person

(optional)

If you wish to speak to Council about your submission, please provide your contact details so we can arrange you to speak at a Council meeting (date to be confirmed, note timeline on page 13). You can come to a meeting or present via Zoom.

Phone

Email

The meetings will also be livestreamed.

[draft]

STATEMENT OF PROPOSAL FOR AN AFFORDABLE HOUSING ENTITY IN THE KĀPITI COAST DISTRICT




Kāpiti Coast
DISTRICT COUNCIL
Me Huri Whakamuri, Ka Titiro Whakamua

Produced by Kāpiti Coast
District Council

May 2022

10.3 ORDER OF CANDIDATE NAMES ON VOTING DOCUMENTS 2022 LOCAL BODY ELECTIONS.

Kaituhi | Author: **Tanicka Mason, Senior Advisor Democracy Services**
Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

TE PŪTAKE | PURPOSE

- 1 This report seeks a decision from Council on the order in which candidate names are to be shown on the voting documents for the local body elections to be held in October 2022.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not required.

TE TUKU HAE PAPA | DELEGATION

- 3 Council has the authority to consider this matter.

TAUNAKITANGA | RECOMMENDATIONS

- A. That Council agrees the names of the candidates for the Kapiti Coast District Council elections on 8 October 2022 are to be arranged on the voting documents in:
 - i. Alphabetical order of surname; or
 - ii. Pseudo-random order; or
 - iii. True random order.

TŪĀPAPA | BACKGROUND

- 4 The Local Electoral Act 2001 (the Act) and the Local Electoral Regulations 2001 (the Regulations) allow Council to make certain decisions regarding the election processes.
- 5 The names of candidates seeking election may be arranged on the voting document in alphabetical order of surname, pseudo-random order, or random order (clause 31, the Regulations).
- 6 Council may determine by resolution which order the names are to be arranged on the voting document.
- 7 If a resolution is not made by Council, the candidates' names must be arranged in alphabetical order of surname.
- 8 If members resolve that pseudo-random order is to be used, the Electoral Officer must state in a public notice the date, time, and place at which the order of the candidates' names will be arranged, and any person is entitled to attend (section 65 of the Act).
- 9 Council resolved to adopt the random order for the 2019 triennial elections.
- 10 Following a recent analysis undertaken by Auckland Council, research showed no observable effect of candidate order on actual election outcomes.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 11 Council is being asked to decide the order in which candidates' names appear on the voting documents for the 2022 Local Body Elections.
- 12 Clause 31(1) of the Regulations gives Council the ability to determine whether candidates' names are listed in random order, alphabetical order by surname, or in pseudo-random order.
- 13 The differences between each option are detailed below.
- 14 **Alphabetical order by surname:**
 - 14.1 Alphabetical order is simply listing candidate surnames alphabetically and is the order traditionally used in local and Parliamentary elections.
 - 14.2 Apart from last triennia where Council resolved that the names on the voting document would be arranged by true random order, this has been chosen by Council for the past five local elections.
 - 14.3 If Council does not make a decision under clause 31(3) of the Regulations candidate names will be, by default, listed in alphabetical order by surname.
 - 14.4 If this option is chosen, the candidate names for each issue will be listed alphabetically. Each combination of voting document will look the same for each voter.
- 15 **Pseudo-random order:**
 - 15.1 For this option candidates' names are drawn at random and placed on each combination of voting document in the order in which they were drawn. The draw must be witnessed by a Justice of the Peace.
 - 15.2 If Council chooses this option, the candidate names for each issue (for example, the Mayoralty, each ward and community board) will be drawn at random and placed on each combination of voting document in the order in which they are drawn.
- 16 **True random order:**
 - 16.1 For this option candidates' names will be listed in a different order (not alphabetical) on every voting document. This is achieved by using software which has been specifically designed for this purpose.

Ngā kōwhiringa | Options

- 17 An analysis of the benefits and risks of each options is presented below:

Table 1: Table Name

Kōwhiringa Options	Hua Benefits	Tūraru Risks
Option A <ul style="list-style-type: none">Alphabetical order by surname.	<ul style="list-style-type: none">Most voters will be familiar with candidate names being listed alphabetically.Voters may find it easier to locate the names of the candidates for whom they wish to vote.The order of candidate names on the voting document matches the order listed in the	

	<p>candidate profile directory (that accompany' s the voting document).</p> <ul style="list-style-type: none"> • Other than the 2019 local body elections, this has been Council's preferred option. 	
<p>Option B</p> <ul style="list-style-type: none"> • Pseudo-Random Order 	<ul style="list-style-type: none"> • This option provides for candidates to have equal opportunity to be at the top of the voting paper. 	<ul style="list-style-type: none"> • Due to the way that the names are drawn some candidates will be listed at the bottom of every voting document. • Some voters may have difficulty finding the candidates they wish to vote for leading to possible criticism or confusion. • The order of candidate names appearing in the candidate profile directory, which accompanies the voting documents, must be alphabetical and therefore the lists would not match.
<p>Option C</p> <ul style="list-style-type: none"> • True Random Order 	<ul style="list-style-type: none"> • Candidates have an equal opportunity to be at the top, middle or bottom of each voting document. • Random order could be seen as being the fairest option for candidates. 	<ul style="list-style-type: none"> • Due to the way that the names are drawn some candidates will be listed at the bottom of every voting document. • Some voters may have difficulty finding the candidates they wish to vote for leading to possible criticism or confusion. • The order of candidate names appearing in the candidate profile directory, which accompanies the voting documents, must be alphabetical and therefore the lists would not match.

Tangata whenua

18 There are no tāngata whenua specific considerations relevant to this report.

Panonitanga āhuarangi | Climate change

19 There are no climate change considerations relevant to this report.

Ahumoni me ngā rawa | Financial and resourcing

20 The cost of printing the voting documents is the same for all three options.

21 The Council would have to meet some minor additional compliance costs if the pseudo – random option was chosen. For example, the electoral officer would be required to place a public notice stating the date, time and place at which the order of candidate’s names will be drawn.

22 Any person is entitled to attend and witness the draw take place.

Ture me ngā Tūraru | Legal and risk

23 Key risks and benefits are set out above. If Council does not make a decision regarding the order of candidate names, then under clause 31(3) of the Regulations, names will be listed in alphabetical order by surname.

Ngā pānga ki ngā kaupapa here | Policy impact

24 This report has no current or future impact on Council policies.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

25 An engagement plan is not required for this report.

Whakatairanga | Publicity

26 If the pseudo-random order option were chosen a public notice would need to be placed in the local newspaper and on the Council webpage. Council’s Electoral Officer will manage publicity related to this and other electoral-related activities.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

10.4 SUBMISSION TO THE MINISTRY FOR THE ENVIRONMENT ON THE DRAFT NATIONAL ADAPTATION PLAN AND MANAGED RETREAT

Kaituhi | Author: **Brandy Griffin, Principal Policy Advisor - Climate Change**

Kaiwhakamana | Authoriser: **Glen O'Connor, Access and Transport Manager**

TE PŪTAKE | PURPOSE

- 1 This report requests approval of the draft submission to the Ministry for the Environment's consultation on the draft National Adaptation Plan and Managed Retreat, attached as Appendix 1 to this report.

HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required for this report.

TE TUKU HAEPAPA | DELEGATION

- 3 In accordance with the Governance Structure and Delegations, Council has the delegation to approve this draft submission.

TAUNAKITANGA | RECOMMENDATIONS

- A. That Council approve the submission to the Ministry for the Environment's consultation on the draft National Adaptation Plan and Managed Retreat, attached as Appendix 1 to this report.
- B. In the instance that any further changes are requested, that Council nominate Councillor Sophie Handford, Mayor Gurunathan, and Acting Chief Executive Sean Mallon to approve the document for submission.

TŪĀPAPA | BACKGROUND

- 4 The Climate Change Response (Zero Carbon) Amendment Act 2019 requires New Zealand to prepare for, and adapt to, the effects of climate change through:
 - 4.1 six-yearly national climate change risk assessments, and
 - 4.2 national adaptation plans, to be produced and implemented by the Government and monitored by the Climate Change Commission.
- 5 The first National Climate Change Risk Assessment (NCCRA) was developed by Government and released in August 2020. The outcomes of the NCCRA:
 - 5.1 identified 43 priority risks across five value domains (natural environment, human, economy, built environment and governance)
 - 5.2 highlighted the 10 risks considered to be the most significant
 - 5.3 laid the foundations for this first National Adaptation Plan.
- 6 In a separate but related piece of work, the Government plans to repeal the Resource Management Act 1991 (RMA) and replace it with three new pieces of legislation. One of these new pieces of legislation will be the Climate Adaptation Act (CAA), which is intended to address complex issues associated with managed retreat. The Government has included some proposals related to Managed Retreat to be considered alongside the draft National Adaptation Plan.

HE KŌRERORERO | DISCUSSION

- 7 The overall intent of the national adaptation plan is to help Aotearoa New Zealand minimise damage from the impacts of climate change, now and in the future.
- 8 The first National Adaptation Plan proposes a series of outcomes and actions for how New Zealand will address the 10 most significant risks identified in the NCCRA (as shown in Table 1 below) and starts to build a foundation to help all sectors and communities prepare for the irreversible impacts of climate change so they can learn to live and thrive in the changing climate.¹

Table 1: The 10 most significant risks New Zealand will face from climate change 2020–26

Natural	Human	Economy	Built	Governance
Risks to coastal ecosystems, including the intertidal zone, estuaries, dunes, coastal lakes and wetlands, due to ongoing sea-level rise and extreme weather events.	Risks to social cohesion and community wellbeing from displacement of individuals, families and communities due to climate change impacts. *	Risks to governments from economic costs associated with lost productivity, disaster relief expenditure and unfunded contingent liabilities due to extreme events and ongoing, gradual changes.	Risks to potable water supplies (availability and quality) due to changes in rainfall, temperature, drought, extreme weather events and ongoing sea-level rise. *	Risks of maladaptation across all domains due to the application of practices, processes and tools that do not account for uncertainty and change over long timeframes.
Risks to indigenous ecosystems and species from the enhanced spread, survival and establishment of invasive species due to climate change.	Risks of exacerbating existing inequities and creating new and additional inequities due to differential distribution of climate change impacts. *	Risks to the financial system from instability due to extreme weather events and ongoing, gradual changes.	Risks to buildings due to extreme weather events, drought, increased fire weather and ongoing sea-level rise. *	Risks that climate change impacts across all domains will be exacerbated because current institutional arrangements are not fit for climate change adaptation.

* The risk has disproportionate impacts on Māori.

Source: National Climate Change Risk Assessment for Aotearoa New Zealand

- 9 Ultimately, the National Adaptation Plan will lead to guidance on a range of climate change adaptation options. Managed retreat is one option that might be required in certain instances to reduce or eliminate exposure to intolerable risk.
- 10 MfE explicitly states that managed retreat should only be considered when there are no other suitable options remaining and, while it will not be the preferred option in most instances, there will be times when it is required. Drawing on lessons learnt from managed retreat processes in places like Canterbury following the earthquakes or Matatā following the significant debris flow event, Government has concluded that a Climate Adaptation Act (CAA) is required to ensure there are tools and processes in place if/when such a response is required again (p11).

¹ The draft National Adaptation Plan can be found online at:
<https://environment.govt.nz/assets/publications/Draft-national-adaptation-plan.pdf>.

- 11 While the Government has not yet decided on a preferred policy option for this 'managed retreat system', it is inviting feedback on proposed objectives and principles to guide the legislation's development.²

He take | Issues

- 12 While the draft National Adaptation Plan encapsulates a wide range of actions that will undoubtedly accelerate Aotearoa New Zealand's efforts at climate change adaptation, the draft submission highlights a few areas of concern:
- 12.1 Both consultation documents repeatedly signal that central government alone cannot bear the costs of climate change adaptation. There is a concern, however, that Central Government overestimates the ability of stakeholders to pay. Because the costs associated with adaptation are significantly greater than the resources available to local authorities and their communities, adaptation is unlikely to happen at the speed required. While a share in risks and costs can create positive incentives to adapt, the grim reality is that some actors simply will not have the funds to do so.
- 12.2 While the draft Plan focuses on the 10 most significant risks of the NCCRA, some of the most significant risks for local government are not included. Two risks that are particularly important from a local government perspective are:
- G3 – Risks to governments and business from climate change related litigation, due to inadequate or mistimed climate change adaptation.
 - G5 – Risks of delayed adaptation and maladaptation due to knowledge gaps resulting from underinvestment in climate adaptation research and capacity building.
- 12.3 While the draft Plan proposes new and updated guidance for a range of stakeholders, guidance for local government cannot / should not be developed by a team that does not fully understand the local government experience. Local government involvement is required for the development of any local government guidance because practitioners who have been at the coal face of local adaptation discussions are needed to develop practical advice.

Ngā kōwhiringa | Options

- 13 Submissions on the draft National Adaptation Plan and Managed Retreat are due on 3 June 2022. While a submission is not required, it is recommended as climate change adaptation is particularly important for the Kāpiti Coast District.
- 14 This report requests Council's approval to submit the draft response, attached as Appendix 1 to this report.
- 15 Due to the tight timeframe, this report also requests Council to nominate Councillor Sophie Handford, Mayor Gurunathan, and Acting Chief Executive Sean Mallon to approve the document for submission if any further changes are requested.

Tangata whenua

- 16 We have not engaged directly with iwi on this submission.

Panonitanga āhuarangi | Climate change

- 17 Council declared a climate emergency in May 2019, and climate change adaptation was identified as a key issue in Council's *Long-term Plan 2021–41* (p29).

² The considerations for Managed Retreat, and a summary of all the questions for both parts of this consultation, can be found online at: <https://environment.govt.nz/assets/publications/abaf5f101e/Adapt-and-Thrive-consultation-document.pdf>.

- 18 The vision at the heart of Council's Climate Emergency Action Framework is a thriving, vibrant and strong Kāpiti that has reduced its carbon footprint significantly, transitioned to a low-carbon future, and *prepared for the challenges and opportunities that come from responding to the climate crisis* (emphasis added).
- 19 A key outcome for both the draft National Adaptation Plan and Climate Adaptation Act (CAA) is to provide greater clarity, guidance, and tools for local councils to climate change adaptation actions.

Ahumoni me ngā rawa | Financial and resourcing

- 20 There are no financial considerations for this submission.

Ture me ngā Tūraru | Legal and risk

- 21 There are no legal considerations for this submission.

Ngā pānga ki ngā kaupapa here | Policy impact

- 22 There are no policy considerations for this submission.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 23 While the issues related to climate change are significant for the district, this specific submission is considered to have a low level of significant.

Te mahere tūhono | Engagement planning

- 24 An engagement plan is not required for this submission.
- 25 No public consultation has been undertaken for the development of this submission.

Whakatairanga | Publicity

- 26 This submission will be uploaded to the 'Submissions we have made' section of the Council website.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Draft submission on the draft NAP and Managed Retreat [↓](#)

26 May 2022

Ministry for the Environment
Email: adaptation@mfe.govt.nz

SUBMISSION ON DRAFT NATIONAL ADAPTATION PLAN AND MANAGED RETREAT

Kāpiti Coast District Council (Council) appreciates the opportunity to submit on both sets of consultation questions for the *Draft National Adaptation Plan (NAP)* and *Managed Retreat*.

Our Council is well-known for its long history of climate change action. While the Kāpiti Coast District made national and international headlines in 2012 for our efforts to establish District Plan rules in line with the New Zealand Coastal Policy Statement, Council has actually been working with the community to develop evidence-based coastal adaptation plans since the 1970s.

Our submission draws on the lessons we have learnt to (i) provide examples of the challenges local governments might encounter while developing and implementing plans for climate change adaptation and (ii) suggest a number of actions central government can take to provide greater support to local government. While our response aims to speak to the full list of questions, we have not answered every question posed.

The most significant points of our submission are:

- *Focus area one: reforming institutions to be fit for a changing climate* is the most important focus area because, of the three focus areas proposed, it will have the widest impact across local government. Both central and local government require the necessary powers and tools to enable a necessary, sufficient, and timely response to climate change.
- In addition, actions that could result in transformational change to the economic and financial systems are critically important. Our economic and financial systems can create powerful incentives for adaptation, and opportunities for new funding models.
- Council agrees that to improve resilience to the future impacts of climate change, the risks and costs of adaptation must be shared. On the other hand, however, Council is concerned that the draft NAP overestimates the ability of some stakeholders to pay while downplaying the role for central government. For most local authorities and their communities, the costs associated with adaptation exceed their means, which means that adaptation will not ever happen at the speed required unless new funding solutions are developed. In addition, these funding challenges and concerns over impacts on property values cause significant fear for residents, inhibiting their ability to meaningfully engage on these matters as the conversation becomes dominated by these financial considerations.
- Council would like to see further action on risks G3 and G5 of the National Climate Change Risk Assessment (NCCRA) as these are crucial for local governments:
 - G3 – Risks to governments and business from climate change related litigation, due to inadequate or mistimed climate change adaptation.
 - G5 – Risks of delayed adaptation and maladaptation due to knowledge gaps resulting from underinvestment in climate adaptation research and capacity building.

- Note, however, that our Council does not entirely agree with the causal factors identified in risk G5 of the NCCRA. While risks of delayed adaptation and maladaptation are a significant issue, in our Council's experience, delayed adaptation and maladaptation are not due to underinvestment in climate adaptation research and capacity building. Instances of delayed adaptation and maladaptation are primarily due to difficulties in reaching agreement across disparate community stakeholders about preferred long-term adaptation plans, land use rules, and who pays. This has, unfortunately, often resulted in decisions being made in Courts of Law rather than in partnership with community, tāngata whenua, academics and technical experts. This also inhibits consistency of practice.
- Council contends that central government's primary role in climate change adaptation on a local scale is facilitating and supporting (through tools, information, resourcing, and funding) local government, mana whenua, and communities to make the right decisions for reducing climate change risk and building resilience. As such, Council would like to see greater resourcing to enable mana whenua to co-govern and/or realise iwi and hapū adaptation priorities.
- It is also important to note that there is a significant amount of information held by local government, mana whenua, and specialist experts that does not appear to be acknowledged in the draft NAP. In many instances, central government appears to be behind the 'rest of us' and will slow our progress down while it gets up to speed. It is critical that central government utilises the extensive knowledge base that already exists. This is discussed further in our responses, primarily to the questions posed in the infrastructure section and the questions about managed retreat.
- Guidance for local government should not be developed by a team that does not fully understand the local government experience. Local government involvement is critical because practitioners who have been at the coal face of local adaptation discussions are needed to develop practical guidance and advice. As a key delivery arm for infrastructure, land use planning, and regulatory services, local government experts can make significant contributions to the suite of working groups that will be developed to implement the NAP. While pleas for local government involvement have been made time and time again, this is absolutely crucial for climate change adaptation.
- In addition, central government must give more consideration to local government processes and, when establishing timeframes for involvement, be sensitive to local government constraints. A case in point is the timeframe on this call for submissions. It is too short for local government governance processes (particularly if a draft submission is to be presented to Elected Members for their feedback) and comes at an incredibly difficult time of year as local governments are also working to meet their financial year-end reporting requirements.

Council supports the submissions made by the Aotearoa Climate Adaptation Network and the other Wellington region councils. Council understands that hearings are not planned for this consultation process but would be pleased to speak to our submission if there is any opportunity to do so.

Yours sincerely

K (Guru) Gurunathan
MAYOR

Kāpiti Coast District Council submission on the *Draft National Adaptation Plan* and *Managed Retreat*

DRAFT NATIONAL ADAPTATION PLAN

General questions

1. *Climate change is already impacting New Zealanders. Some examples include extreme weather events such as storms, heatwaves and heavy rainfall which affects lives, livelihoods, health and wellbeing, ecosystems and species, economic, social and cultural assets, services (including ecosystem services) and infrastructure. How is climate change impacting you? This could be within your community and/or hapū and iwi, and/or your business/organisation, and/or your region.*

The Kāpiti Coast is increasingly experiencing the impacts of climate change, particularly in terms of more frequent and severe storm events. Along the coast and across the district, these storm events can cause flooding, land slips, and erosion, thereby harming infrastructure, public and private properties, and the natural environment. The impact of climate change on already naturally high groundwater tables, through rising sea levels and increasing rainfall, adds to the challenges.

Kāpiti Coast District Council (Council) has long been aware that climate change is a growing concern for our communities. Council has repeatedly heard from a broad cross section of the district – including our iwi partners; young children, teenagers, and older residents; the local business community; and a range of interest groups, to name but a few – that our communities care deeply about our social, cultural, economic, and environmental wellbeing. With remarkable consistency across the district, our communities identify climate change as a key threat to our sustainability and resilience.

Our Council is well-known for its long history of climate change action. While the Kāpiti Coast District made national and international headlines in 2012 for our efforts to establish District Plan rules in line with the New Zealand Coastal Policy Statement, Council has actually been working with the community to develop evidence-based coastal adaptation plans since the 1970s.

Most recently, Council declared a climate change emergency on 23 May 2019. While this declaration was, in large part, due to local community advocates who organised through the 2019 School Strike 4 Climate campaign, it also served as a message to central and regional government that local councils need more support.

2. *The national adaptation plan focuses on three key areas. Please indicate which area is most important for you (tick box).*

- ☒ *focus area one: reform institutions to be fit for a changing climate. This means updating the legislative settings so that those who are responsible for preparing for and reducing exposure to changing climate risk will be better equipped.*
- ☐ *focus area two: provide data, information and guidance to enable everyone to assess and reduce their own climate risks. This means that all New Zealanders will have access to information about the climate risks that are relevant to them*
- ☐ *focus area three: embed climate resilience across government strategies and policies. This means that Government agencies will be considering climate risks in their strategies and proposals.*
- ☐ *other? Please explain.*

Council contends that focus area one is the most important for local government because it will have the widest impact across local government. Local councils are on the front line when it comes to local communities and climate change adaptation. Without legislative reform to ensure that councils have the right tools and supports available, it will remain incredibly difficult to take the type of bold action required to help our communities adapt to our changing climate. Legislative reform will also enable more consistent approaches nationwide, giving confidence to our communities that we are acting within appropriately defined parameters.

As long-term climate change adaptation will, in many instances, require difficult decisions, it is imperative that our legislative settings are reformed so that local government is properly equipped – along with the many others who share the responsibility for preparing for, and reducing exposure to, changing climate risks. In our local experience, multiple conversations with our community over decades about land-use, defences, and funding have usually resulted in short-term defensive solutions that seek to protect existing development rather than long-term plans designed to adapt our communities to our changing environment. These short-term responses have often been preferred because it is difficult to reach agreement across the various stakeholders on long-term solutions, and it is politically very difficult to make decisions that could significantly impact on the property rights (and property values) of our coastal ratepayers. In short, this becomes a political football.

Council would also like to acknowledge the benefits to local government of focus area two (i.e. more data, information and guidance), although this focus area is considered less important than focus area one because the benefits realised will not be consistent across all councils. Some councils – particularly those that have been directly experiencing climate change impacts for some time – have already invested heavily in data and expert guidance. Similarly, while focus area three is important to ensure that climate change is well embedded across central government agencies, these benefits will not be consistent across all councils either because many central government agencies have limited involvement with local government.

3. *We all have a role to play in building resilience to climate change, but some New Zealanders may be more affected and less able to respond. There is a risk that climate change could exacerbate existing inequities for different groups in society. Appendix 3 sets out the full list of actions in this national adaptation plan.*
 - a. *What are the key actions that are essential to help you adapt? Please list them.*

For **land use planning and/or the management of public infrastructure**, the actions from the draft NAP that are essential for local government are:

- Reform the resource management system*
- Pass legislation to support managed retreat**
- Set national direction on natural hazard risk management and climate adaptation through the National Planning Framework
- Regularly update adaptation guidance for local government (as a considerable amount of good quality guidance already exists)
- Regularly update the guide to local climate change risk assessments
- Produce guidance and tools for monitoring and evaluating the impact of adaptation initiatives, ideally including a glossary of terms and explanations for national consistency and as a means to address the triggers of language (e.g., managed retreat).

* Note: resource management reform is needed for a range of reasons, but one aspect of reform that is particularly important at the local level is in relation to District Plan changes. While it is important that changing land-use rules are well considered and consulted, the current process of notifications, submissions, hearings and appeals can be slow, cumbersome and expensive. In some instances, this process is too slow for responding to quickly escalating risks brought on by climate change. Another aspect of this reform that is important is in relation to local government's abilities to truly give effect to our tāngata whenua partnerships and Treaty House models, particularly as we are carrying out the design and implementation of adaptive planning pathways.

** It is imperative that any legislation or guidance developed for managed retreat consider risks of litigation. Currently, councils have very little risk appetite and existing guidance does little to enable risk-based decision making. Any new guidance developed must support councils to carry out evidence-based risk and impact assessments and then zone land according to risk (i.e. red, yellow, or green). Decisions made through such a process should then be supported by legislation to minimise risk from legal challenges.

For most local authorities, the costs associated with adaptation exceed their abilities to pay. While the consultation document repeatedly signals that central government cannot carry this burden alone, the reality is that local governments, residents, and businesses have limited resources to fund adaptation initiatives. As a result, adaptation will not ever happen at the speed required under the current funding settings. This means that all of the proposed **funding actions** from the draft NAP are essential. This includes, but is not limited to, actions like:

- Complete a case study to explore co-investment for flood protection
- Explore additional interventions to mobilise investment
- Public investment in climate change initiatives

It is important to add that financially incentivising change has two benefits: not only can it help develop funding solutions, but it also signals to communities that they are not alone in

tackling these complex adaptation problems. Programmes like those developed in relation to the Earthquake Commission and/or the EQC levies should be considered.

b. *Which actions do you consider to be most urgent? Please list them.*

The actions that are most urgent for **local government** are:

- Reform the resource management system
- Pass legislation to support managed retreat (which should incorporate risk-based land use planning)
- Set national direction on natural hazard risk management and climate adaptation through the National Planning Framework
- Improve natural hazard information on LIMs
- Explore a variety of funding mechanisms, as discussed in 3a above.

c. *Are there any actions that would help ensure that existing inequities are not exacerbated? Please list them.*

Rising house prices and rents across the district have left some within our district under acute housing stress. Climate change is likely to exacerbate these stresses, through the cascading effects that have been well documented by Dr Judy Lawrence and her colleagues. Some residents will have more ability than others to improve and adapt their homes in response to the changing climate and/or relocate to other locations. Those that cannot adapt, will be at greater risk from natural hazards (e.g. flooding) or health risks (due to damp and cold homes, for example). Unaffordable insurance costs (or uninsurable homes) may also mean low-income households are increasingly exposed to the full economic risk of climate-related natural hazard events, which could have devastating effects on their household. In addition, these inequities are exacerbated by lack of legislative and policy direction as those more affluent residents can take legal action which those with other interests or drivers cannot take due to their social economic situations. As such, the actions that fall under housing are important. This includes, but is not limited to:

- Building property resilience
- Establishing initiatives for resilient public housing
- Embedding adaptation in funding models for housing and urban development, and Māori housing
- Support kaitiaki communities to adapt and conserve taonga / cultural assets
- Ensure minimum regulatory requirements for buildings take into account climate data.

d. *Are there any actions not included in this draft National Adaptation Plan that would enable you to assess your risk and help you adapt?*

The list of actions identified in Appendix 3 is very thorough. Without knowing the specific projects plans for each action, Council cannot identify any other actions at this time. It must be noted, however, that Council is concerned about the timeframes proposed for many of the actions. Many local governments are already undertaking work without waiting for updated

or additional MfE guidance because, in many instances, local councils and their communities cannot afford to wait. As an example, the councils of the Wellington Region are now collaborating on delivering a Wellington Region Climate Change Impact Assessment that already expands on MfE's *Guide to local climate change risk assessments* (without waiting for updated guidance from MfE).

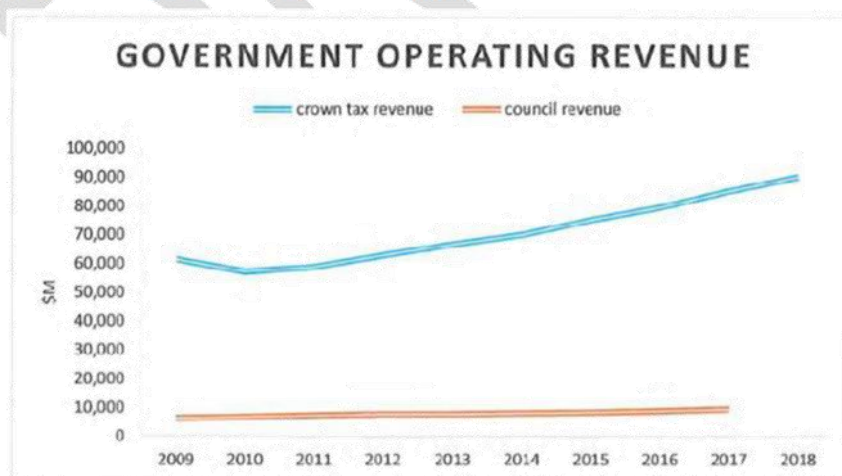
4. Central government cannot bear all the risks and costs of adaptation. What role do you think asset owners, banks and insurers, the private sector, local government and central government should play in:

- a. *improving resilience to the future impacts of climate change?*
- b. *sharing the costs of adaptation?*

To improve resilience to the future impacts of climate change, Council agrees that the risks and costs of adaptation must be shared across affected actors and sectors. When risks and costs are transparent and each actor understands his or her obligations, then they will be more likely to participate in the development and implementation of adaptation plans to reduce risks. On the other hand, however, Council is concerned that the draft NAP overestimates the ability (and potential willingness) of some stakeholders to take on their share of the risks (and costs) associated with climate change.

First, it must be acknowledged that the financial reality of local government is worlds apart from that of central government. Central government tax revenue is an order of magnitude greater than local government revenue, as shown in the figure below.

For the 2017 fiscal year, for example, central government revenue was \$85.2 billion, while council revenue was \$9.4 billion nationally. During that same year, central government tax revenue increased by \$5.7 billion while the entire rates take for all of local government was only \$5.5 billion.¹ The increase in government tax revenue in 2017 was more than local government's entire rates take for that same year.



¹ This was 59% of total council operating revenue and is somewhat skewed by water charges in Auckland not being rates. Source: Kāpiti Coast District Council's Submission to the New Zealand Productivity Commission's Issues Paper on Local Government Funding and Financing Review (March 2019).

Over 50% of local government funding is from rates. Councils must be very careful in determining how rates are used to fund council services and activities because (i) they must consider the financial wellbeing of ratepayers in any proposals to increase rates and (ii) they can be criticised for misuse of rate payer money. Rates are set in relation to property values, which have no direct relationship to personal income and therefore ability to pay. For many ratepayers – particularly older ratepayers who are on fixed incomes but have built up significant values in their properties – rate increases translate to a direct reduction in disposable incomes and financial wellbeing. This is a very different scenario to government's tax revenues, which are largely income-based, and therefore have a direct relationship to one's ability to pay.

The challenge of keeping rates affordable for our communities has a significant impact on local government's ability to take on significant costs related to climate adaptation. Even if local governments and communities agree that they should share the costs, they will find it difficult to do so. Decision making on climate change may, as a result, often be dictated by affordability rather than by the risks and impacts of the changing climate.

Because local governments and their communities do not have sufficient funds to cover their costs, adaptation measures are often deferred. As an example, in May 2015 the Kāpiti Coast District experienced over 143mm of rain in 24 hours. This event, which impacted over 800 locations in the district, was followed by similar events in November 2016 and February 2018.

Because of the low-lying nature of the Kāpiti Coast District, it is estimated that over a quarter of properties in the urban areas of the district are designated as being flood-prone (for a 1 in 50-year and 1 in 100-year flooding event). To improve our community's safety and resilience to flooding hazards, these rainfall events prompted a review of Council's stormwater programme. Investigations identified a number of issues contributing to flooding across the district, including infrastructure issues, waterways maintenance, individual property drainage issues, private stormwater scheme deficiencies, and planning issues. Approximately 240 new capital works projects were identified, along with a reordering of existing projects based on the severity and significance of flooding. Highest priority was given to areas where homes are at risk of flooding above the floor level. The next priority was commercial buildings, followed by garages and sleepouts and finally flood-prone sections. The total cost of the works was estimated to be approximately \$489 million (in 2018 dollars). Council concluded that the only way to deliver such a programme would be to spread it out over a minimum of 37 years. Council and the community are now diligently working to deliver these adaptation measures, although the delivery will take some time and more of these flooding events have occurred since and will again before this work programme is completed.

Without alternative funding options, such adaptation measures will simply not be completed in time and central government may instead incur substantial emergency-related costs in the event of a significant crisis. This money would be much better spent on up-front adaptation for our communities.

It is important that this example is not quickly dismissed with the assumption that the 3 waters reform will resolve this problem. While 3 waters reform might transfer ownership of infrastructure and local communities can be hopeful that it might unlock additional funding to progress adaptation initiatives more quickly, it is not clear that the reform will be able to do this which means that local communities will continue to be at risk.

The bottom line is that central government must be realistic about the limitations of local communities to fund their own adaptation measures. The national adaptation plan must prioritise a range of actions related to alternative funding options. It is important that:

- central government spending is directed to where it is most needed and can be most effective – please see, for example, our response to the questions in the infrastructure section about utilising the wide range of knowledge that already exists in local governments and professional bodies. This is preferable to investing in new research initiatives to develop guidance when quite a bit of both already exists
- central government progresses proposals to develop economic and financial requirements for private entities (including banks, insurance providers, developers, and others) to share some of the adaptation costs (as discussed further in question 5 below).

5. *The National Climate Change Risk Assessment recognised that there may be economic opportunities in adapting to a changing climate.*

- a. What opportunities do you think could exist for your community or sector?*
- b. What role could central government play in harnessing those opportunities?*

Council agrees that there may be some economic opportunities to be found in climate change adaptation. Many businesses in our district are keen to transition to lower carbon operating models and/or develop services that will be more resilient in the face of climate change – as an example, the Kāpiti Coast is currently experiencing a rise in sustainable food production and sustainable tourism. Council notes that some of the national programmes supporting businesses on this journey (e.g. the Sustainable Business Network) are too expensive for small to medium sized businesses. This is discussed further in our response to question 42.

Council agrees that banks, insurers, and the private sector should share in the costs and might actually find benefit in doing so, but it is not clear how definite or widespread those benefits might be. As the draft NAP states:

By investing in resilience measures or supporting customers to do the same, banks and insurers can reduce their exposure. They also have the potential to support others to fund adaptation actions, through loans or 'build back better' post-event payments (p17).

Council is concerned that this assertion in the draft NAP might be woefully underdeveloped and only partially true. Without any special requirements or mandates, it is easy to assume that these actors will only do these things if there is an opportunity for profit. As sea level rise is entirely certain (even with protection measures in place), many in the insurance industry have already signalled that retreat is the preferred option because insurance is not designed for events that are certain.

In response to question 5b about what central government could do to help harness these opportunities, more research could be undertaken in relation to the roles of banks, insurers, and the private sector (including developers) to identify specific instances or schemes where opportunities could arise. It is important to note, however, that while Council contends that some further research is warranted, this should only be to a certain extent.

Some actors might not ever realise any opportunities from investing in resilience measures or sharing the costs. In these instances, it is more important that central government develop economic and financial requirements for private entities (including banks, insurance providers, developers, and others) to share some of the adaptation costs. Requiring these actors to share the burden of costs is important, not because they could potentially realise opportunities through adaptation investments, but because such costs could provide much-needed disincentives for developments in high-risk areas.

System-wide actions questions

6. *Do you agree with the objectives in this chapter?*

☐ Yes

☐ No

☒ Partially

Please explain your answer.

Council notes the system-wide actions chapter of the draft NAP is driven by the first two risks in the governance domain of the National Climate Change Risk Assessment (NCCRA). Council supports the actions aimed at risk G2 in particular, as this is the risk that climate change impacts across all domains will be exacerbated because current institutional arrangements are not fit for climate change adaptation. The actions to reform the resource management system and develop legislation to support managed retreat should help to address this.

Council is concerned, however, that the first national adaptation plan overlooks other risks in the NCCRA that are of great importance to local government. These are:

- G3 – Risks to governments and business from climate change related litigation, due to inadequate or mistimed climate change adaptation.
- G5 – Risks of delayed adaptation and maladaptation due to knowledge gaps resulting from underinvestment in climate adaptation research and capacity building.

7. *What else should guide the whole-of-government approach to help New Zealand adapt and build resilience to a changing climate?*

Council would like to see action on G3 and G5 within this first national adaptation plan.

Litigation is expensive, time consuming, and detracts from the delivery of local government core services – of this, Kāpiti Coast District Council is painfully aware. Fear of litigation is one of the main reasons why many councils are reluctant to carry out adaptation discussions with their communities, and why they may be reluctant to share natural hazard information with the community (e.g., on LIMs). Ideally, the reform of the resource management system and the development of legislation to support managed retreat will help address this risk, but it must be identified as an outcome for those specific projects. Additional guidance on LIMs that is clear, consistent, and non-ambiguous coupled with supporting legislative change will also be helpful in this regard. Councils and communities need a clear framework that will allow for most adaptation plans to be developed, agreed, and implemented and for fit-for-purpose hazard information to be shared without ending up in the courts.

8. Do you agree that the new tools, guidance and methodologies set out in this chapter will be useful for you, your community and/or iwi and hapū, business or organisation to assess climate risks and plan for adaptation?

- ☐ Yes
☐ No
☒ Partially

Please explain your answer.

The critical actions identified in this section will benefit some councils more than others. National consistency for climate projections data and other adaptation information is important because (i) there is absolutely no reason for every local authority in the country to separately procure data, (ii) this will help in districts where the local government and community have been slow to act because they lack sufficient data, and (iii) nationally agreed standards for data and modelling will remove the risk of litigation for individual councils on the basis of disagreement about appropriate methodologies.

In terms of how the proposed tools and guidance might be useful to our Council and community specifically, we have been operating in this space for such a long time that we have already developed a great base of climate change data but we remain concerned about litigation risks over data – this applies to how data is made publicly available and how it is used in planning processes.

Our Council is currently facilitating a community-led coastal adaptation planning process (Takutai Kāpiti) based on MfE's *Coastal Hazards and Climate Change: Guidance for Local Government*. We anticipate that the most likely challenges we will face as we carry out this process will be reaching agreement across disparate community stakeholders about preferred long-term adaptation plans, land use rules, and who pays. We discuss this further in question 9c below.

9. Are there other actions central government should consider to:

- a. enable you to access and understand the information you need to adapt to climate change?

- ☒ Yes
☐ No
☐ Unsure

Please explain your answer.

It is important to communicate the limitations of any data that is made available, particularly in instances when national data might be insufficient for local decision making - e.g. can the data be used to justify decisions at the property level, or can it only be used at the SA1, SA2, district, or regional level? For instances when more detailed, site-specific research is required, guidance on how to procure such data might be useful for some councils.

- b. provide further tools, guidance and methodologies to assist you to adapt to climate change?

- ☒ Yes
☐ No
☐ Unsure

Please explain your answer.

Targeted guidance is important and useful, but the guidance for local government must be practical and usable at the local government level. For example, while the current *Coastal Hazards and Climate Change: Guidance for Local Government* guidance is well researched and offers some very good advice, it stops short of providing guidance on how to address common implementation challenges.

Many councils are reluctant to carry out the types of engagement processes recommended in the guidance – similar to the process used in the development of the *Clifton to Tangoio Coastal Hazards Strategy 2120*, for example – because it is a very expensive and time consuming way to develop a strategy that is difficult to implement because (i) funding is not available, (ii) agreements cannot be reached on who should pay, and/or (iii) considerations of important long-term adaptation options (e.g. managed retreat in some instances) are often avoided.

These challenges are so common that the guide would benefit from more specific advice on how to address them. The draft NAP seems to allude to these issues in the text box on p38 where it states, “Further work is needed to answer fundamental questions about how to share costs ... and where to allocate the roles and responsibilities for implementation”. It is not clear, however, how (or if) this work will occur.

Council argues that local government involvement is required and essential for the development of this advice, because the practitioners who have been at the coal face of these discussions might offer the best insights. Guidance for local government cannot be developed by a team that does not fully understand the local government experience. In addition, even the best guidance will never fully suffice as the guidance needs to have legal status and/or be accompanied by legislative change if it is to be effective.

c. *remove barriers to greater investment in climate resilience?*

- ☒ Yes
☐ No
☐ Unsure

Please explain your answer.

Council is pleased to see the recognition that “central government has an important role in encouraging other actors to manage their risks, and ensuring the right incentives are in place” (p31). But, as stated in response to question 5, Council is concerned that the draft NAP’s assertion that banks, insurers, and the private sector could realise benefits by supporting, or even funding, resilience measures might be woefully underdeveloped and only partially true because in many instances the benefits might not ever exceed the costs. In those cases, it will be more important to ensure that they are required to share the burden of costs as this could provide a much-needed disincentive for developing in high-risk areas. This is discussed further in the section on the Economy and the Financial System.

d. *support local planning and risk reduction measures while the resource management and emergency management system reforms progress?*

☐ Yes

☐ No

☒ Unsure

Please explain your answer.

As discussed in question 6, there are two risks that are particularly important to local government:

- G3 – Risks to governments and business from climate change related litigation, due to inadequate or mistimed climate change adaptation.
- G5 – Risks of delayed adaptation and maladaptation due to knowledge gaps resulting from underinvestment in climate adaptation research and capacity building.

Fear of litigation is one of the main reasons why many councils are reluctant to carry out adaptation discussions with their communities. Ideally, the reform of the resource management system, the development of legislation to support managed retreat, and the action related to natural hazards information on LIMs will help address this risk, but it is understood that these actions will take some time.

Risks of delayed adaptation and maladaptation are a significant issue; however, in our experience, delayed adaptation and maladaptation are not due to underinvestment in climate adaptation research and capacity building. Instances of delayed adaptation and maladaptation are primarily due to difficulties in reaching agreement across disparate community stakeholders about preferred long-term adaptation plans, land use rules, and who pays. The proposed actions related to system-wide reforms, economic and other financial incentives, and possible funding programmes should assist with these issues.

10. *What actions do you think will have the most widespread and long-term benefit for New Zealand?*

When it comes to climate change adaptation, New Zealand has two significant challenges. The first is addressing development that has already occurred in at-risk areas (how and when to defend, protect, or retreat), while the second is preventing future development in at-risk areas.

As there are higher rates of uncertainty in the long-term climate change projections, it can be difficult to determine how much risk is acceptable, and Council acknowledges that this is where community conversations are required. However, even in instances where we have tried to have these conversations, it has been difficult to reach agreement, particularly in relation to private property. Without updated rules, it is then difficult when we see development occurring in at-risk areas that we cannot prevent because our land use rules are outdated or the evidence base for qualifying matters is insufficient. This is why the resource management reforms and the proposed managed retreat legislation are so important, but also why councils would benefit from earlier actions to address risks G3 and G5 from the NCCRA. Councils need to be able to make land-use rules based on risk and impact assessments.

11. *Are there additional actions that would strengthen climate resilience?*



Yes



No



Unsure

Please explain your answer.

Strategic land purchasing could be an action the Crown might take (along with councils) to ensure future urban growth can be in areas that are not at risk (e.g. flood prone). This is becoming a growing concern in our District.

12. *There are several Government reform programmes underway that can address some barriers to adaptation, including the Resource Management (RM) reform. Are there any additional actions that we could include in the national adaptation plan that would help to address barriers in the short-term before we transition to a new resource management system?*

Again, councils would benefit from earlier actions to address risks G3 and G5 from the NCCRA. Clearer national direction could help in the interim, while the reform programmes are underway.

It is also important to ensure that the interests of future property owners and prospective buyers are looked after as much as those of existing owners and sellers. If an area is at risk, the buyer must have access to that information. It is inherently unfair if sellers can suppress this information. This is why the proposed actions related to LIMs are urgent. Any additional guidance on LIMs must be clear, consistent, non-ambiguous, and coupled with supporting legislative change.

13. *In addition to clarifying roles and providing data, information, tools and guidance, how can central government unlock greater investment in resilience?*

Many councils already have sufficient data, information, and guidance. Risks are generally well known and understood. Councils and communities have been slow to act because it is difficult to reach agreement on preferred responses and ultimately who should pay. When agreements cannot be reached, a short-term option is selected. Usually, this option is to protect the status quo for approximately 25 years. These responses are common, and just pass on the problem to future generations.

While this is a broad generalisation, often we find that:

- owners of the properties that are most at risk generally vote for protective measures and vote against anything that might reduce levels of service, restrict land-use/property rights, or are perceived to have a negative impact on property values
- for renewals of existing protective measures (e.g. seawalls), ratepayers from across the district vote for like-for-like replacements because they are reluctant to have general rates funding more intensive protections for the benefit of a small number of property owners.

A case in point for our District is the replacement of the 900m long timber seawall in Paekākāriki. As the design life of the existing seawall is long past due, Council has been working on a replacement project for nearly 10 years. Council's original proposal was for a basic replacement wall, but a group of Paekākāriki residents worked with Council's specialist contractors to design something new that provided for a longer-life wall as well as enhanced public spaces and amenity. Due to rising construction costs, the design continued to change. In our most recent LTP, the district was asked to vote on the design of the wall and who would pay. The district agreed that the construction could be funded through general rates, but only a like-for-like replacement rather than the more detailed design from the residents group. It is now anticipated that construction of the replacement wall – which is closer to the original design that was a simple replacement – will start during this next financial year.

A range of responses is required to unlock this intransigence that is experienced at the coal face. Greater investment incentives would help in the example of the Paekākāriki Seawall because, ultimately, a significant reason for the ongoing debate in this instance has been the costs. The proposed actions related to incentives, requirements, and new funding options will help; but during the time that it takes to carry out these actions, we will continue to see instances of delayed adaptation or maladaptation.

- a. *Would a taxonomy of 'green activities' for New Zealand help to unlock investment for climate resilience?*

☐ Yes

☐ No

☒ Unsure

Please explain your answer.

Natural environment questions

14. *Do you agree with the actions set out in this chapter?*

☒ Yes

☐ No

☐ Unsure

Please explain your answer.

Yes, but Council would also like to see actions to support local behaviour change.

Behaviour change is critical to building our natural environment's resilience to climate change and it does not appear to be considered in any of the currently proposed actions. While the currently proposed actions are important, it is not clear how they would deliver any better than many of the currently existing national frameworks without addressing local behaviours at the same time or even beforehand. For more information, see our response to question 16 below.

15. *What else should guide central government's actions to address risks to the natural environment from a changing climate?*

It is important to consider how land use planning, private property rights, and housing requirements (i.e. accommodating for growth, providing for affordable housing, and managing development) can be at odds with Te Mana o te Wai and Te Mana o te Taiao. Even with the directives of the existing NPSs, councils need more support to integrate environmental protection with land use planning and land use rules.

It is also important to include local government in the project teams for many of these proposed actions. As an example, the proposed reform of the Environmental Reporting and Monitoring System (under the supporting actions on page 48 of the consultation document) is a huge piece of work. As local governments already spend an incredible amount of time and resource gathering and reporting environmental quality information as required, we hope that local government practitioners would be directly involved in a project such as this.

16. Are there other actions central government should consider to:

- a. *support you, your community, iwi and hapū, business and/or organisation to build the natural environment's climate resilience?*



Yes



No



Unsure

Please explain your answer.

There are already some good frameworks in place for addressing risks to the natural environment from climate change, and our Council welcomes more guidance and national direction in this regard; however - even in instances where existing requirements have trickled down from national directives, into regional requirements, and into local plans, policies and bylaws – it can be difficult to realise actual behaviour change, as noted in our response to question 14 above.

Local practices that harm the natural environment can easily persist, regardless of the national directives in place. Therefore, just improving the national directives will not be sufficient. At the local level, behaviour change is driven through community education and, at times, enforcement of local plans, policies and bylaws. This work must be resourced and supported.

In our submission to the Waste Levy increases proposal in January 2020, for example, Council also stressed that more resources and funding are needed for enforcement of illegally dumped waste that pollutes our local environment. Increases in illegal dumping are a direct result of central government driven waste disposal increases. While Council agrees with and supports the central government directives, it now must manage the negative local results through its small enforcement capacity.

- b. *strengthen biosecurity in the face of climate change?*



Yes



No



Unsure

Please explain your answer.

Council welcomes the upcoming release of the NPS on Indigenous Biodiversity. Clear national directives will be welcome, but once again local resourcing and support is required because national directives must be given effect through regional and local campaigns. These local campaigns are often promoted and encouraged through local governments, not-for-profits, volunteer groups, and local iwi/hapū initiatives, often without any further funding and support from central government.

- c. *identify and support New Zealand's most vulnerable ecosystems and species in a changing climate?*

☐ Yes

☐ No

☒ Unsure

Please explain your answer.

17. *What do you identify as the most important actions that will come from outside of central government (eg, local government, the private sector or other asset owners, iwi, hapū and/or other Māori groupings such as: business, forestry, fisheries, tourism, urban Māori, the private sector) to build the natural environment's resilience to the impacts of climate change?*

The depth of knowledge that mana whenua hold about climate change and the value of māramatanga (lessons learned through centuries of kaitiakitanga, manaakitanga, and whanaungatanga) is invaluable. Integrating this knowledge into environmental protection and restoration is critical, but mana whenua must be properly resourced to do so. At any one time, our Council can be carrying out many large projects with significant impacts on the natural environment (e.g. stream and river management to reduce flooding, wastewater disposals to land, or solid waste to landfills outside our district). The many requests for input into all of these projects that are occurring at the same time can challenge the capacity of our local iwi partners.

18. *Are there additional actions that would advance the role of Māori as kaitiaki in a changing climate?*

☒ Yes

☐ No

☐ Unsure

Please explain your answer.

First, while the RMA encourages co-governance with our mana whenua partners, it can be very difficult to give effect to mana whenua recommendations aimed at protecting the natural environment, particularly when those recommendations might pose (or appear to pose) a challenge to individual property rights.

As kaitiaki, mana whenua recommendations about environmental protection and restoration should be given a high priority, but the existing legislative frameworks generally prioritise

private property rights more unless there are already associated land use rules in our District Plan that can provide paths to implementing mana whenua recommendations (as in with Significant Natural Areas, for example).

As we stated in our response to question 3, new guidance and legislative reform must support councils to carry out evidence-based risk and impact assessments and then zone land according to risk (i.e. red, yellow, or green). Decisions made through such a process should then be supported by legislation to minimise risk from legal challenges. Here, we would like to take this one step further to argue that guidance and support should be put into place to ensure that mana whenua risk and impact assessments carry equal weight.

Secondly, on page 50, the second item under future work programme proposals relates to the development of mātauranga Māori indicators. We have worked extensively with our local iwi on environmental monitoring, particularly in relation to water quality monitoring. We would hope that any new national requirements can be integrated with what we have already agreed locally.

Homes, buildings and places questions

19. Do you agree with the outcome and objectives in this chapter?



Yes



No



Partially

Please explain your answer.

As noted in the draft NAP, resilient buildings (in particular, housing) are critical to people's wellbeing so any work that helps improve the resilience to climate change risks is seen as a positive step.

20. What else should guide central government's actions to increase the resilience of our homes, buildings and places?

Government needs to factor in the age and limitations of the existing housing stock when considering how it will respond to climate change risks.

21. Do you agree with the actions set out in this chapter?



Yes



No



Partially

Please explain your answer.

Council considers the proposed actions to be broad enough (at this stage) to provide direction on how to improve the resilience of "buildings" to the impacts of climate change.

Council would also recommend that included in these actions is a programme of work that determines how the construction sector, including the regulatory arm of local government, will need to be supported in order to ensure there is a skilled workforce available to undertake the work necessary to ensure our new and existing building stock is brought up to a standard that will be able to withstand the anticipated impacts of climate change. This should include a review of technical training and improved guidance on construction practices, as well as assessing how existing legislation and regulations need to be “updated” to ensure they reflect the expectations of the community on ensuring buildings (new and existing) are resilient to climate change.

22. Are there other actions central government should consider to:

- a. *better promote the use of mātauranga Māori and Māori urban design principles to support adaptation of homes, buildings and places?*

☐ Yes
☐ No
☒ Unsure

Please explain your answer.

We welcome the use of mātauranga Māori and Māori urban design principles to support adaptation, however, further information is needed before we can consider how it could apply to our district and the wider community.

- b. *ensure these actions support adaptation measures targeted to different places and respond to local social, cultural, economic and environmental characteristics?*

☒ Yes
☐ No
☐ Unsure

Please explain your answer.

National guidance will ensure consistency on what needs to be considered at a strategic level on adaption measures; however, there needs to be flexibility in how these actions can be achieved in order to account for local community needs and expectations.

- c. *understand and minimise the impacts to cultural heritage arising from climate change?*

☒ Yes
☐ No
☐ Unsure

Please explain your answer.

Consideration must be given to how minimising impacts of climate change on heritage buildings may be constrained by the desire to maintain heritage characteristics as well as

existing requirements within the Building Act and supporting regulations on upgrading buildings, including providing access and facilities for people with disabilities.

The following questions are about existing buildings. These can include housing, communal residential (hotels, retirement village), communal non-residential (church, public swimming pools), commercial (library, offices, restaurant), industrial (factory, warehouse).

23. *Do you think that there is a role for government in supporting actions to make existing homes and/or buildings more resilient to future climate hazards?*



Yes



No



Unsure

If yes, what type of support would be effective?

There are a range of community facilities that provide a significant public good that will be at particular risk from climate change (e.g., surf lifesaving clubs). The asset owners are unlikely to be able to fund substantial mitigation and/or adaptation measures themselves, which could result in the loss of built assets that provide important services for our communities. Consideration should be given to providing funding for community groups to allow them to upgrade these assets to make them more resilient to climate change.

In addition, improved training and national guidance for the construction sector on making buildings more resilient to climate change will greatly improve the likelihood of seeing enduring improvements in the adaption of existing buildings to climate change risks and impacts.

24. *From the proposed actions for buildings, what groups are likely to be most impacted and what actions or policies could help reduce these impacts?*

As noted in question 3c, those who are under existing housing stress are likely to be disproportionately affected by these actions. Housing is increasingly unaffordable for many in our community. Additional requirements to ensure new builds are climate resilient, low emission, and built with future-proofed designs will add to the cost of building and decrease affordability even further. Requirements for existing rental properties to be upgraded will likewise have a negative impact on rents. These concerns need to be balanced against the need to adapt to our changing climate. Considerations are required for ways of incentivising resilient design without negatively impacting on affordability.

Similarly, owner-occupiers who have limited access to finance, possibly due to work status (e.g. retirees), existing debt levels and/or property ownership models that make accessing lending more difficult (e.g., collective ownership), may experience difficulty in accessing funding for the necessary adaptations required to make their property resilient to climate change. This will further exacerbate economic inequalities in our communities.

25. *What are some of the current barriers you have observed or experienced to increasing buildings' resilience to climate change impacts?*

One of the biggest challenges sits with bringing existing building stock up to a more resilient standard. Unfortunately, because a large percentage of New Zealand's homes were built more than 30 years ago, poor building design, the use of materials that are unlikely to be durable in a hotter or wetter climate, and historical construction practices combine to make it difficult to retrofit these buildings. In addition, at times, there appears to be a lack of understanding in the construction sector on the options available to address these issues.

For new buildings on the other hand, cost is generally the biggest barrier to increasing a building's resilience. It would seem that the Building Act could be a tool to overcome such barriers, and Council would be keen to see this considered in future legislative reviews.

Infrastructure questions

26. *Do you agree with the outcome and objectives in this chapter?*



Yes



No



Partially

Please explain your answer.

This section summarises the top priorities for infrastructure:

- Reduce vulnerability of exposed assets,
- Ensure all new infrastructure is fit for a changing climate, and
- Use renewal programmes to improve adaptive capacity.

This is exactly what local governments and industry experts are already doing.

27. *What else should guide central government's actions to prepare infrastructure for a changing climate?*

There is already a considerable amount of information available on this. Most local governments (who are some of our largest asset holders) already know what needs to happen, how it should happen and when it should happen. What is needed from central government is funding options so that this can happen more quickly. Due to resource constraints, the risks are that (i) the changes will not be made quickly enough or (ii) inadequate renewals and builds will occur because asset owners are looking for the cheapest options.

28. *Do you agree with the actions set out in this chapter?*



Yes



No



Partially

Please explain your answer.

Specialist experts and professional societies (e.g. IPWEA Aotearoa New Zealand, Water New Zealand and the Road Efficiency Group (Waka Kotahi, LGNZ and RCAs)) already have methodologies and resilience standards, and local councils are members of these groups and helping to develop and use the expertise provided. The draft NAP reads as if central government is not fully aware of how infrastructure services are delivered by local government in collaboration with many expert partners, nor is central government aware that expert guidelines and standards are already available and used.

In addition, Waka Kotahi and KiwiRail are particularly important actors to ensure that our national transport network is prepared for the changing climate, particularly as many assets will require protection because they are along the coast, in flood zones, or at risk from landslips falling onto the road or tracks. Considerable work has been undertaken in the Wellington Region to build resilience in the road network and the draft NAP includes an action about the Waka Kotahi Climate Change Adaptation Action Plan (p67), but the same is required for the rail network too.

29. The national adaptation plan has identified several actions to support adaptation in all infrastructure types and all regions of Aotearoa.

- a. Do you see potential for further aligning actions across local government, central government and private sector asset owners?

- ☐ Yes
☐ No
☒ Unsure

Please explain your answer.

Many local councils and private asset owners are already developing and implementing adaptation plans. While it is important to have assurance that all adaptation efforts nationwide are well designed and implemented, central government standards and codes will not be helpful if they take several years to develop as many changes will have already occurred. Once again, central government should draw on existing expertise to deliver any guidelines or standards as quickly as possible.

In addition, while it is necessary to integrate adaptation into Treasury decisions on infrastructure investment, the timeframe of 2022-2027 (as proposed in the draft NAP on p66) is too late.

- b. Do you see any further opportunities to include local mana whenua perspectives and mātauranga Māori in infrastructure adaptation decision-making?

- ☒ Yes
☐ No
☐ Unsure

Please explain your answer.

Mana whenua perspectives and mātauranga Māori must be included in infrastructure adaptation decision-making

On the Kāpiti Coast, Council works directly with mana whenua for all infrastructure design and delivery. Local mana whenua are particularly concerned about the impacts of infrastructure on Te Mana o te Wai and Te Mana o te Taiao.

- c. *Do you see any further opportunities to include local community perspectives in infrastructure adaptation decision-making?*



Yes



No



Unsure

Please explain your answer.

Local government also incorporates local community perspectives into infrastructure design and delivery, but the level of involvement will vary depending on the nature of the project. While mana whenua will provide advice at the project level, local community perspectives are generally heard at the early stages of the process (often via the long-term plan) when Council is determining whether to proceed with a project at all. The only time that local community perspectives might be incorporated at the project design and implementation stage is when the project might have an impact on levels of service or private properties. In those instances, Council might consult with a small group of impacted residents, although this can vary depending on the scale of the project and whether it is funded through targeted or general rates.

- d. *Do you see any further opportunities to ensure that groups who may be disproportionately impacted by climate change, or who are less able to adapt (such as those on low incomes, beneficiaries, disabled people, women, older people, youth, migrant communities) have continued and improved access to infrastructure services as we adapt?*



Yes



No



Unsure

Please explain your answer.

This is critically important, but the question is broad. It is important that service levels are not disrupted to such an extent that no services are available to those that are less able to adapt. This might mean that interim services will need to be offered to ensure that 'bridges' are provided as infrastructure is undergoing adaptation.

As an example, landslips on the Ōtaki Gorge Road following significant storm events have become a frequent occurrence in our district in the past 5+ years. These slips occur towards the end of the road, preventing access to a DOC site and one residential property. The first time the road slip occurred, Council worked with the residents and WREMO to develop an

interim solution so the residents could safely traverse the slip in and out of their home. At the same time, Council worked with DOC and NZTA to repair the road.

Last winter, the landslip occurred again, and the road has again been closed. Geo-technicians advise that the site will always be unstable. It is unlikely that the full road will be repaired again, which is a shame as the DOC site is a national taonga. In the meantime, Council is still obligated to support these residents. In conjunction with WREMO, Council has once again worked with the residents to ensure they have a means to safely traverse the slip. What will happen in the long term, however, is still unclear. The residents do not want to relocate and have accepted that their access to quick and easy transport is seriously reduced as a result of the slip.

- e. *Do you think we have prioritized the right tools and guidance to help infrastructure asset owners understand and manage climate risk?*

- ☐ Yes
☒ No
☐ Unsure

Please explain your answer.

The actions in this section focus more on helping asset owners understand climate risks, rather than helping them to manage climate risks.

While Council acknowledges there will be inconsistencies across the country, Council still contends that most public asset owners already understand the risks of climate change as part of their BAU asset life cycle planning. The problem is less about understanding the risks, and more about having the tools to manage the risks, including cascading risks – more priority must be given to clarifying roles and responsibilities and developing incentives, requirements, and funding options, and a supportive legislative environment sooner rather than later.

30. *Are there additional infrastructure actions that would help to strengthen Māori climate resilience?*

- ☐ Yes
☐ No
☒ Unsure

Please explain your answer.

31. *Are there any other tools or data that would help infrastructure asset owners make better decisions?*

Not that we are aware of at this time.

Communities questions

32. Do you agree with the outcome and objectives in this chapter?



Yes



No



Partially

Please explain your answer.

The broad outcome and objectives expressed in this chapter reflect the aspirations of our community to be resilient to future challenges, including those posed by climate change.

33. Do you agree with the actions set out in this chapter?



Yes



No



Partially

Please explain your answer.

In the box on p76, as the agency closest to impacted communities, Councils are expected to "engage communities in reducing risk and adapting to a changing climate. They will need to lead the discussion about what actions are the best way of supporting the wellbeing of exposed communities."

As noted in our response to question 9b above, councils are in need of specific, practical guidance on how to undertake these difficult community consultation processes, as they are costly and time consuming, and are not guaranteed to come up with optimal or implementable solutions.

While the current *Coastal Hazards and Climate Change: Guidance for Local Government* guidance is well researched and offers some very good advice, it stops short of providing guidance on how to address common implementation challenges. Targeted guidance is important and useful, but the guidance for local government must be practical and usable at the local government level. This is why it is so important to involve local government experts in the development process.

Currently, there is an Aotearoa Climate Adaptation Network that has been established by local government professionals to support and advise each other on community-led coastal adaptation. The Aotearoa Climate Adaptation Network holds a wealth of knowledge and would be an excellent resource for central government, particularly as central government continues to develop further guidance through the NAP.

34. What actions will provide the greatest opportunities for you and your community to build climate resilience?

One of the most significant contributions that local government can make to community resilience will be in relation to land-use planning. On a practical level, the proposed action to

improve the natural hazard information on LIMs would allow for greater information sharing between councils and prospective property owners, allowing greater consideration of risks in property purchase decisions while reducing litigation risks to councils; however, the timing of this proposed action (through to 2026) is far too long.

35. Are there additional actions central government should consider to:

a. support your health and wellbeing in the face of climate change?

- ☒ Yes
☐ No
☐ Unsure

Please explain your answer.

Climate change is a growing public health emergency. The Kāpiti Coast District Youth Council identifies climate change as one of its priority focus areas. Due to fears about climate change contributing to rising rates of anxiety and depression in young people, the Youth Council recognises that positive climate change action can help young people feel more empowered. Programmes and resources to support local and regional initiatives to build community through climate change action would be welcomed.

b. promote an inclusive response to climate change?

- ☒ Yes
☐ No
☐ Unsure

Please explain your answer.

The draft NAP proposals relating to clarifying roles and responsibilities, educating different sectors, and creating incentives to act will help local governments, communities and businesses make decisions for more effective, long-term adaptation measures.

As climate change is a national emergency, a nationwide public-health-type campaign could help incite adaptation and smooth our collective transition to a low carbon, climate resilient future.

c. target support to the most vulnerable and those disproportionately impacted?

- ☐ Yes
☐ No
☒ Partially

Please explain your answer.

Housing is one area where some are likely to be more vulnerable and/or disproportionately impacted. As we wrote in our response to question 3c, some residents will have more ability than others to improve and adapt their homes in response to the changing climate and/or relocate to other locations. Those that cannot adapt, will be at greater risk from natural hazards (e.g. flooding) or health risks (due to damp and cold homes, for example). Unaffordable insurance costs (or uninsurable homes) may also mean low-income households are increasingly exposed to the full economic risk of climate-related natural hazard events, which could have devastating effects on their household. As such, the actions that fall under housing are important. This includes, but is not limited to:

- Building property resilience
- Establishing initiatives for resilient public housing
- Embedding adaptation in funding models for housing and urban development, and Māori housing
- Support kaitiaki communities to adapt and conserve taonga / cultural assets
- Ensure minimum regulatory requirements for buildings take into account climate data.

36. *What do you think are the most important actions that will come from outside of central government (eg, local government, the private sector or other asset owners, iwi, hapū, non-government organisations, community groups) to strengthen community resilience in the face of climate change?*

Māori service providers, local iwi and hapū groups, social service agencies, and other community groups all have an incredibly important role to play in supporting and enabling people to transition to a low-carbon, climate resilient future. As these organisations are at the front line, they are critical for providing education and tools.

To support our local iwi and other community groups, we offer a range of grants to promote and support iwi-led, community-led, and business-led initiatives. Central and regional government should be doing the same.

37. *Are there additional actions could be included in the national adaptation plan to help strengthen climate resilience for iwi, hapū and whānau?*



Yes

☐

No

☐

Partially

Please explain your answer.

It is important that central government provide increased resourcing to enable mana whenua to co-govern and/or realise their own adaptation priorities. Many of the actions within the draft NAP are reliant on mana whenua involvement and/or partnership.

From direct experience, our Council notes that it is unrealistic to expect such intensive mana whenua involvement without additional support and resourcing for mana whenua to:

- Participate in decision-making processes, particularly in a way that ensures a mana enhancing partnership;
- Implement adaptation within their own communities; and
- Challenge legislation that results in poor outcomes for Māori, including their ability to use and access their land in a changing climate.

As stated previously, the depth of knowledge that mana whenua hold about climate change and the value of māramatanga (lessons learned through centuries of kaitiakitanga, manaakitanga, and whanaungatanga) is invaluable. Mana whenua are important actors, not only in how they will mobilise and educate within their iwi and hapū communities to promote climate change adaptation, but also in how they must co-govern with local councils to ensure that local decision making reduces climate change risk, protects the natural environment, and builds resilience.

Economy and financial system questions

38. Do you agree with the outcome and objectives in this chapter?



Yes



No



Partially

Please explain your answer.

Yes, the outcome & objectives seem to cover the risks for the economy and financial system (together with the outcomes & objectives identified elsewhere in the draft NAP).

39. What else should central government do to realise a productive, sustainable and inclusive economy that adapts and builds resilience to a changing climate?

Please see our response to question 40 below about the actions set out in this chapter.

Council would also like to emphasise that communication and education – both to the industry sectors and the general public – are essential to realise a productive, sustainable, and inclusive economy.

In addition, current efforts to support innovation are excellent, such as the Climate Response Accelerator programme. New Zealanders are innovative and creative so these Government programmes to support and generate new ideas are great. Council hopes that such initiatives will continue under the first NAP.

40. Do you agree with the actions set out in this chapter?



Yes



No



Partially

Please explain your answer.

It is not up to government alone to solve the challenges businesses face due to climate change. By educating the various sectors (and communities) about the proposed impacts of climate change and how we can respond, individuals and sectors will be better informed and have the tools to make their own decisions on how to deal with these challenges.

Of the proposed actions, Council is particularly supportive of those that could result in transformational change, creating new ways of operating as we transition our economic and financial systems to new ways of working. Here, for example, we are referring to the national Freight and Supply Chain Strategy*, the implementation and potential expansion of climate-related disclosures, developing options for home (flood) insurance issues, and monitoring residential insurance premiums.

* For local government, supply chains are crucially important for delivery of critical assets – whether it be our networks for water supply, wastewater, stormwater, local transport, or other. The cost and availability of supplies impacts our ability to deliver projects as they have been agreed with our communities through our long-term planning processes. Steep increases in costs or delays in the supply chain can mean that we might need to go back to our communities to reconsider decisions that have already been made, which is a waste of time and resource for everyone involved.

Finally, we note that some of the proposed actions in this section will provide benefits to some regional and local economies more than others. Here we are referring to actions directed towards specific economies, e.g. fisheries system reform or the aquaculture strategy. We are pleased to see the proposed supporting actions related to the Tourism Industry Transformation Plan and a climate-resilient tourism sector. Sustainable tourism is a key aspiration of the Kāpiti Coast District Council Destination Management Plan.

41. Are there other actions central government should consider to:

- a. *support sectors, businesses and regional economies to identify climate risks and adapt?*

- ☒ *Yes*
☐ *No*
☐ *Unsure*

Please explain your answer.

Time is of the essence. It is important to make tools and knowledge available sooner rather than later. This is especially true for small to medium businesses, who do not have much time and money to spend (especially after COVID) on improvements so are looking for 'quick and easy' fixes. By making tools readily available and affordable, it will be easier to gain their confidence that change is possible and does not necessarily need to be difficult, expensive, and time-consuming.

Additionally, supporting and encouraging sectors to work together towards a solution (in a particular area, town, or region) will strengthen businesses' confidence that they can face the various challenges and make improvements to their businesses to become more sustainable and resilient.

b. *promote a resilient financial system in the face of climate change?*

- ☐ Yes
- ☐ No
- ☒ Unsure

Please explain your answer.

Some argue that climate change is a failure of the current global economy. Profit motives lead to a short term, rather than long term focus, often resulting in negative externalities for the environment. In addition, much of our economy remains dependent on fossil fuels.

To reiterate, Council is particularly supportive of actions that could result in transformational change, creating new ways of operating as we transition our economic and financial systems to new ways of working. The financial system is critical in that it can create incentives for adaptation, and opportunities for new funding models.

While we acknowledge that increasing unfunded mandates for local government are problematic, excluding local government from the Financial Sector (Climate-related Disclosures and Other Matters) Amendment Act 2021 seemed short-sighted, particularly considering the extent of public infrastructure held by the local government sector. It is, however, heartening to see that banks and insurance providers are included (as discussed in question 44 below).

42. *What do you think are the most important actions that will come from outside of central government (eg, local government, the private sector or other asset owners, iwi, hāpu and/or other Māori groupings such as: business, forestry, fisheries, tourism, urban Māori, the private sector) to reduce the economic and financial risk they face from climate change?*

Government needs to capitalise on the many small and/or local actions that have the potential to grow. These should be piloted for a wider, national implementation. One example that comes to mind is Businesses for Climate Action at the top of the South Island. While the current Sustainable Business Network provides some wonderful programmes, the membership costs are too high for most small to medium businesses. In response to this gap, Businesses for Climate Action organised to support small to medium businesses in the Nelson-Tasman area. While supported by local councils, this initiative was generated by the business community. Kāpiti businesses are using this model to develop something similar in our district.

43. *Are there additional actions within the financial system that would help strengthen Māori climate resilience?*

- ☐ Yes
- ☐ No
- ☒ Unsure

Please explain your answer.

44. *In the context of other risk management options (eg, flood barriers, retreat from high risk areas), what role should insurance have as a response to flood risk? Please explain your answer.*

The availability and cost of insurance is critically important to residents and businesses, and Council finds itself on the back foot when property owners or renters express their frustration to us that they cannot get affordable insurance - or, increasingly, any insurance at all.

A lack of affordable insurance is also likely to exacerbate inequalities, as those who cannot afford to adapt or relocate to avoid climate risks will have higher risk exposure while also being least able to afford the heightened insurance premiums (or have no insurance available at all). This causes the individual to bear the whole of the risk (something they can ill afford and that could have catastrophic consequences).

Council hears that there are some properties in our district that can no longer get insurance (properties in flood zones or coastal hazard zones), but our understanding is primarily based on anecdotal evidence. Due to commercial sensitivities, Council finds it difficult to build an evidence-based understanding of the situation.

This information is important for land use planning, as Council does not want to consent building in uninsurable areas. In addition, buyers and renters are blindsided when they have already built, bought, or rented* in an area and only find out that they are not insurable for some things as they are moving in or are surprised when they see insurance providers starting to retreat. Council finds that many simply assume that affordable insurance will be available to them, and are not fully aware that insurance providers can retreat. (* Note: we appreciate that this is less likely to occur through buying or building when banks will require insurance information prior to confirming any loans.)

While other sections in the draft NAP refer to insurers, banks and builders bearing some of the costs, it can be difficult to understand how that might work and/or how to create incentives for them to do so without understanding the current situation. Therefore, Council is pleased to see the proposed actions for the implementation and potential expansion of climate-related disclosures, developing options for home (flood) insurance issues, and monitoring residential insurance premiums.

45. *Should the Government have a role in supporting flood insurance as climate change risks cause private insurance retreat?*



Yes



No



Unsure

Please explain your answer.

For existing developments, yes, as it is hard to see how homeowners will resolve current situations related to private insurance retreat without central government involvement from the start.

For new developments, however, the answer is not as clear cut. If a new development's risk to flooding is high enough that a private insurer will not cover the development, then this is a

clear signal that the development requires further consideration. It is important that central government insurance programmes do not mask this 'signal' to such an extent that the development continues without any incentive to carry out a proper climate change impact assessment and adaptation plan. To carry out our regulatory responsibilities in this area, Council is hopeful that the RMA reforms will provide councils with the ability to take a more risk based approach to land-use planning.

The draft NAP suggests that banks and insurers should/could invest in resilience measures or support customers to do the same (p17). Efforts to bring developers, banks and insurance providers together early in the process could generate opportunities for them to undertake proper risk assessments and contribute to resilience measures, which might then reduce the need for central government insurance funding. Council has heard frustrations from local insurance providers that they are often not involved in the discussions (particularly for newer developments) until the developments have been built and sold. This suggests that some discussions about hazard risks and insurance availability need to be encouraged earlier in the process.

- a. *Does your answer to the above question depend on the circumstances? (For example, who the owner is (eg, low income), the nature and characteristics of the asset (eg, residential or commercial property, contents and vehicles), what other risk management options are available and their cost/benefit, and where the asset is located?) Please explain your answer.*

As noted in our response to the above question, the response might vary depending on the age of the development (i.e. new or existing). We would also argue that the socio-economic vulnerability of the residents must be taken into account. Low income residents are likely to experience the greatest burden. Residents with greater financial means and/or opportunities will relocate to a more secure location when the climate change risks get too high and/or the costs start to outweigh the benefits. Some residents will not have these options. We already have instances in our district of renters living in sub-standard housing that is cold and damp due to ponding around their home.

Council also agrees that the nature or the characteristics of the asset might provide a useful way to prioritise where support must be provided. For example, our Council's 37-year stormwater upgrade programme prioritises by property type, as this allows Council to spread costs over time. Something similar could be considered for insurance provision. Our stormwater programme prioritises upgrades so that we first work towards preventing flooding in habitable floors, then commercial buildings, then garages and sleepouts, and so on.

46. *If you think the Government should have a role in supporting flood insurance as climate change risks cause private insurance retreat, how do you envision the Government's role, and how is this best achieved (eg, direct support and/or indirect support such as reducing underlying flood risk)?*

Insurance does not manage risk; it simply transfers the risk to another party. If the Crown is to enter the insurance market, it should not simply be to replace private insurers as that just transfers the risk from the private sector to the Crown.

Ideally, if the Crown is to offer an insurance programme, the Crown insurer would require flood risk to be mitigated through interventions such as elevated floor heights or constraints to development. If not, then the public is effectively paying for a known, private risk and this is not fair. The climate is changing, and our society needs to change too. Without change and

mitigation requirements, the Crown entering further into the insurance market (over and above the EQC programme) could mask and perpetuate these risks, which would be an unintended negative consequence of the Crown's involvement.

As stated above, however, there are currently instances of disadvantaged homeowners or renters who cannot afford to pay higher insurance costs, relocate, or undertake mitigation initiatives. Such situations can arise for a variety of reasons, but in the Kāpiti Coast District in particular, there is now a growing number of low- or fixed-income homeowners who are now owners of high value houses due to the housing boom. This means that, while they own a house that has a high value, they may not be able to afford insurance premium increases that have been caused by increasing property values coupled with increasing natural hazards. For some of these individuals, a direct insurance programme might be required in the first instance. In other instances, central government should provide indirect support that creates incentives (particularly to developers, bankers, insurance providers, and homeowners) encouraging them to take direct action to reduce their own underlying flood risks.

47. If the Government were to directly support flood insurance:

- a. *what is the best way to provide this direct support?*
- b. *should the Government's focus be to support availability or affordability of insurance, or both?*
- c. *how should the costs of that support be funded, and by whom?*

Unfortunately, Council is not able to advise on the best way to fund and deliver flood insurance programmes. Council supports the proposed actions in the draft NAP for central government to explore insurance options (and funding programmes for adaptation initiatives) as this is essential, particularly for our homes that are most at risk from flooding and/or coastal hazards.

The Case study provided on Flood Re appears to be a good example of how support could be provided, at least through a short-term programme. It would also seem that another viable option might be something similar to the EQC levies programme that was established by central government to insure against earthquake risk.

- d. *what are the benefits and downsides of this approach?*

The downside of this approach is that any ongoing hidden costs and lack of incentives/mandates for adaptation can perpetuate inaction. The preferred system should involve direct communication with homeowners, developers, bankers, and insurance providers as these actors need to understand and share in the costs to some extent and be incentivised to undertake adaptation measures, even when central government is providing direct support. There will be instances where climate change adaptation costs will outweigh the benefits (for new and existing builds). Although these costs might be difficult to bear, this will ultimately lead to better decision making.

- e. *should this support be temporary or permanent?*
- f. *if temporary, what additional measures, if any, do you think would be needed to eventually withdraw this support (eg, undertaking wider flood protection work)?*

Ideally, we would like to argue that central government should not have to make sure insurance is available because homeowners should incorporate risks and costs into their own planning

and bankers/insurers would be the ones to work with homeowners to develop insurance schemes, but it is not clear that this will happen without central government involvement.

Over time, as education and/or measures have been put in place so that the public is sufficiently informed – particularly when properties are sold – then central government's role might diminish.

- g. *what would the risks or benefits be of also including non-residential property, such as commercial property?*

Council is not sufficiently knowledgeable on this issue but notes that these concerns over insurance apply to non-residential properties too. As mentioned in our response to question 45a, Council's stormwater upgrade programme includes adaptation measures for all types of properties but prioritises residential properties (specifically habitable floors) over commercial properties.

- h. *what design features or complementary policies are needed so any flood insurance intervention retains incentives for sound flood-risk management (eg, discouraging development in high-risk locations)?*

Resource management reform and managed retreat legislation are crucial. While insurance programmes are critical (particularly as we resolve issues related to existing properties that are suddenly experiencing private insurance retreat), a system-wide response is required that promotes long-term adaptation. Council is currently working with the Insurance Council of New Zealand on the Takutai Kāpiti project to incorporate some insurance information, wherever possible, in our coastal adaptation plans.

In addition, it is important to note that councils have legal obligations under Civil Defence legislation to keep communities safe, which supports the need for a more risk-based approach to land-use planning. The councils of the Wellington Region are currently working together to develop a Wellington Region Climate Change Impact Assessment to understand the (cascading) impacts of a changing climate across the region. This assessment will feed into a Regional Adaptation Plan that will be developed as part of the Wellington Region Growth Framework programme.

48. How effective do you think the insurance "price signal" (eg, higher premiums or loss of insurance) is for providing incentives to reduce flood risk?

As noted above, some people are surprised when they find that their insurance premiums have become too high or, even worse, that insurance is no longer available. There may be little that an individual can actually do on their own to reduce the flood risk on their property – for example, there might be structural works required that are outside of their property / control or their financial means. In these circumstances, the risk signals have come too late. And, unfortunately, to make matters even worse, the lack of affordable insurance might decrease the ability of these owners to sell.

Assuming Council understands the nuances of the proposed Flood Re scheme, it seems that the scheme caps flood insurance premiums and cross-subsidises flood insurance between homeowners (so that owners can still sell, and buyers that are willing to take the risk can still buy and afford to insure). The potential downfall of such a scheme, however, is that it perpetuates the issue if owners are not mandated to take actions to lower risk.

49. In your view, should a scheme similar to Flood Re in New Zealand be used to address current and future access and affordability issues for flood insurance? Why or why not?

Yes, Council contends that a scheme like Flood Re should be developed for New Zealand, but only if it is also accompanied by adaptation initiatives so that the scheme would not be required in the long-term. One potential issue is that, because so many homes in New Zealand are in at-risk areas, the costs of such a scheme could exceed central government's ability to offer the scheme.

50. How do you think a scheme similar to Flood Re in New Zealand could support or hinder climate change adaptation initiatives in New Zealand?

A scheme like Flood Re could accidentally hinder climate change adaptation if it were to hide the risks and costs (that would occur if no such scheme were available). Insurance schemes can easily be used to transfer risk from actor to another, thereby lowering incentives to reduce risks in the first instance. Ideally, such a scheme would be used to encourage discussions about the future and require adaptation so that the scheme can have an end date.

Closing general question

51. Do you have any other thoughts about the draft NAP that you would like to share?

In regard to the proposal to support further research and guidance development, Council would like to reiterate two points.

First, guidance for local government should not be developed by a team that does not fully understand the local government experience. One case in point is the current *Coastal Hazards and Climate Change: Guidance for Local Government* guidance. While it is well researched and offers some very good advice, it stops short of providing guidance on how to address common implementation challenges. Local government involvement in the development of resources like this is critical because practitioners who have been at the coal face of local adaptation discussions are needed to develop practical guidance and advice.

Second, specialist experts and professional societies (e.g. IPWEA Aotearoa New Zealand, Water New Zealand and the Road Efficiency Group (Waka Kotahi, LGNZ and RCAs)) already have access to a wide range of current research, guidance for best practice construction, and resilience standards. The draft NAP reads as if central government is not fully aware of how infrastructure services are delivered by local government in collaboration with many expert partners, nor is central government aware that expert guidelines and standards are already available and used. It is important that the NAP draws on research that has already been undertaken.

MANAGED RETREAT

52. *Do you agree with the proposed principles and objectives for managed retreat? Please explain why or why not.*

The Council is unable to answer many of these questions on managed retreat because of the timing of our own coastal adaptation process.

Council has spent several years co-designing a community-led coastal adaptation process for our district with our community and tāngata whenua representatives. This project (Takutai Kāpiti) has established a Community Advisory Panel to explore a range of adaptation options incorporating local cultural, economic, ecological, and social values. The project is undertaking discussions to understand and reflect community and tāngata whenua voices.

While the proposed principles and objectives seem reasonable, Council has not discussed these ideas with our community. The Council wishes to give rightful respect to the Takutai Kāpiti process and the discussions and decisions yet to be made.

53. *Are there other principles and objectives you think would be useful? Please explain Why.*

Not that we are aware of at this time.

54. *Do you agree with the process outlined and what would be required to make it most effective?*

Council has not developed an opinion on what is required to make a managed retreat process most effective; however, Council is pleased to see the acknowledgement in the consultation document that any process must allow for some flexibility as it will not be identical for every retreat (p12).

55. *What do you think could trigger the process? What data and information would be needed?*

As we have discussed in our submission to the draft NAP, there are many councils in the country that will benefit from additional data and information. Other councils, like ours, have already invested a considerable amount in collecting data and information for our local area.

What we have learnt from past experiences, is that any data that is used to trigger any adaptation initiative (managed retreat or other) must be based in the most up to date research practices, be accompanied by a monitoring system with adaptive triggers agreed through community discussions about impacts and risks.

While national guidelines are important to ensure best practice, national consistency, and minimise litigation risks, there must be opportunities for local communities to agree on how data and information is used. It is also important to note that nationally collected data does not always provide sufficient local level information. There will be

times when more specific research is required, despite what has been developed at the national level.

56. *What other processes do you think might be needed, and in what circumstances?*

57. *What roles and responsibilities do you think central government, local government, iwi/Māori, affected communities, individuals, businesses, and the wider public should have in*

- a. *a managed retreat process?*
- b. *sharing the costs of managed retreat?*

With any managed retreat process, there can be a wide range of stakeholder groups with an interest. This includes local iwi, property owners, other community and business groups, technical experts, social service agencies, and government agencies as the most common stakeholders, but there could be others. As the complexities of each retreat process can be so different, the roles and responsibilities of the various parties might change but must be shared. The process will require some flexibility to incorporate local preferences, but also provide for tools to keep the process moving if the actors find that they have reached a gridlock.

In addition, as central government will know from the few instances of managed retreat that have occurred nationwide to date, these processes are expensive and highly emotive. There must be a process by which costs can be shared, and central government will need to play a role in this – both in terms of sharing costs and in helping to facilitate agreements about costs. Most property owners will presume that someone will compensate them for any losses, but will this be true in all instances?

Although it is dependent on the size of the retreat, it must be understood that local governments cannot afford to purchase large numbers of properties at full market rates – particularly if local governments will also have to fund new infrastructure for any relocated townships and suffer their own financial losses for any infrastructure that has been abandoned.

58. *What support may be needed to help iwi/Māori, affected communities, individuals, businesses and the wider public participate in a managed retreat process?*

As tāngata whenua hold a special relationship with the land, managed retreat has the potential to affect Māori communities in a much deeper way as the impacts could cascade from a discussion about individual property rights and values to concerns about the well-beings (cultural, social, economic, and environmental) of a wider group. Council defers to iwi in response to this question, but contends that any managed retreat guidelines must include specific advice (and perhaps legislation) on supporting tāngata whenua. It is also important that any advice and legislation recognise that this process might be different for each local hapū and iwi.

59. *A typical managed retreat will have many costs, including those arising from preparation (including gathering data and information), the need to participate in the process, relocating costs and the costs of looking after the land post-retreat. In light of your feedback on roles and responsibilities (Q57), who do you think should be responsible for or contribute to these costs?*

Discussions about who shares in the costs of managed retreat are very similar to those about who shares in the costs of other climate change adaptation initiatives. Requirements to share costs create powerful incentives to lessen risk. We discuss this in more detail in our response to the draft NAP.

60. *What do you consider the key criteria for central government involvement in managed retreat? Scale? Process followed? Risk assessment and other options considered? Community/public assets affected?*
61. *There may be fewer options for homes and community buildings (eg, schools, churches, community halls) to move than businesses (eg, retail and office buildings, factories, utilities) for financial, social, emotional and cultural reasons. That may suggest a different process for retreat, and different roles and responsibilities for these actors. Should commercial properties/areas and residential properties/areas be treated differently in the managed retreat process? Please explain why.*
62. *Even in areas where communities are safe, local services and infrastructure, such as roads, power lines and pipes may become damaged more frequently and be more expensive to maintain because of erosion or increases in storms and rainfall, for example. Local councils may decide to stop maintaining these services. Are there circumstances in which people shouldn't be able to stay in an area after community services are withdrawn?*
63. *In what situations do you think it would be fair for you to be required to move from where you live?*
64. *Many residential communities are made up of a combination of renters, owner/occupiers and people who own a property and use it as a second/holiday house. Do you think there are reasons for these groups to have different levels of involvement in a managed retreat process?*
65. *It is not always obvious that an area is at high risk from natural hazards or the impacts of climate change. However, council risk assessments and increased data and information should make these risks clearer. Do you think different approaches should be taken for those who purchased properties before a risk was identified (or the extent or severity of the risk was known) and those who bought after the risk became clear?*

Council has not developed an opinion on whether different approaches are required depending on when a property was purchased; however, as Council advocated in our response to the draft NAP, it is important to ensure that the interests of future property owners and prospective buyers are looked after as much as those of existing owners and sellers. If an area is at risk, the buyer must have access to that information. It is inherently unfair if sellers can suppress this information. This is why the proposed actions related to LIMs in the draft NAP are urgent. Any additional guidance on LIMs must be clear, consistent, non-ambiguous, and coupled with supporting legislative change.

66. *Under what circumstances do you think it would be fair or necessary for government to take different approaches with a greater or lesser degree of intervention or support?*
67. *How do you think land with historical, cultural, social or religious significance (eg, cemeteries or churches) should be treated?*
68. *Some Māori communities, both inland and coastal, have needed to relocate as a result of events (including natural disasters) that have impacted their marae and wāhi tapu. These examples show that Māori communities are aware of the ways that climate change is affecting their marae, papa kāinga and wāhi tapu, and how relocation can be approached as a community, with engagement from iwi, hapū, and whānau. The examples also demonstrate that climate change is impacting coastal communities as well as inland communities located closer to rivers and lakes. How do you think managed retreat would affect Māori?*

Council holds the stance that any adaptation – particularly when managed retreat is considered as an option – must be done in conjunction with relevant hapū and iwi. In terms of how managed retreat would affect Māori, it is not possible to give a blanket answer. Any managed retreat process (or, to speak more broadly, any adaptive planning process) must incorporate cultural values work specific to that instance.

69. *Managed retreat has rarely occurred in Aotearoa, especially within Māori communities. However, there are examples of Māori proactively working to protect their marae, papa kāinga and wāhi tapu by either relocating or protecting and developing their current sites. In these instances, the focus was on protecting and preserving their taonga for future generations. What do you see as being most important in developing a managed retreat system for iwi/hapū/Māori?*
70. *Māori land and Treaty settlement land have unique legislative arrangements. Restrictions and protections are placed on Māori land to meet a clear set of principles and objectives that recognise the cultural connection Māori have with the land and a specific focus on land retention and utilisation. Treaty settlement land that has been acquired through Treaty settlement processes is most likely to have cultural significance to a particular iwi or hapū and used to support the Aspirations of their people. How do you think Māori land (including Treaty settlement land) should be treated?*
71. *How do you think post event insurance payments could help support managed retreat?*
72. *Should insurability be a factor in considering whether the Government should initiate managed retreat from an area?*

10.5 REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND COMMUNITY BOARDS

Kaituhi | Author: **Fiona Story, Senior Advisor Democracy Services**

Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

TE PŪTAKE | PURPOSE

- 1 This report presents reports and recommendations considered by Standing Committees and Community Boards from 9 March 2022 to 10 May 2022.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not required.

TE TUKU HAE PAPA | DELEGATION

- 3 The Council has the authority to consider recommendations made from Standing Committees and Community Boards to the Council.

TAUNAKITANGA | RECOMMENDATIONS

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

TŪĀPAPA | BACKGROUND

- 4 During the period of 9 March 2022 to 10 May 2022, Standing Committee and Community Board meetings took place on the following dates:

Waikanae Community Board	15 March 2022
Paekākāriki Community Board	29 March 2022
Grants Allocation Subcommittee (Creative Communities Scheme)	31 March 2022
Paraparaumu-Raumati Community Board	12 April 2022
Waikanae Community Board	3 May 2022
Ōtaki Community Board	10 May 2022

- 5 Items discussed at each of the meetings listed in paragraph 4 are noted below:

5.1 On 15 March 2022 Waikanae Community Board met to discuss:

- Reikorangi Domain Working Draft Reserve Management Plan (matter of an urgent nature)
- Election of Deputy Chair and reallocation of Margaret Stevenson-Wright's vacant roles (matter of an urgent nature)
- Update on Waikanae Beach Hall
- Waimanu Lagoons Focus Group – Confirmation of Terms of Reference
- Confirmation of Minutes
- Matters Under Action

- 5.2 On 29 March 2022 Paekākāriki Community Board met to discuss:
- Update on Transmission Gully
 - Consideration of applications for funding
 - Confirmation of minutes
 - Matters under action.
- 5.3 On 31 March 2022 the Grants Allocation Subcommittee (Creative Communities Scheme) met to discuss:
- Creative Communities Scheme – Considerations of Application for funding.
 - Confirmation of minutes – Waste Levy
 - Confirmation of minutes – Heritage Fund
 - Confirmation of public excluded minutes – Waste Levy
- 5.4 On 12 April 2022 the Paraparaumu-Raumati Community Board met to discuss:
- Consideration of applications for funding
 - Confirmation of minutes
 - Matters under action
- 5.5 On 3 May 2022 Waikanae Community Board met to discuss:
- Considerations of applications for funding
 - Road naming – Manu Park, Waikanae
 - Confirmation of Minutes
 - Matters under action
- 5.6 On 10 May 2022 Ōtaki Community Board met to discuss:
- Considerations of applications for funding
 - Confirmation of minutes
 - Matters under action

6 In addition, the following meetings took place:

Kāpiti Coast Youth Council	11 April 2022
Te Whakaminenga o Kāpiti	3 May 2022

7 Details with regards to the discussion items of the meetings listed in paragraph 6 are noted below:

- 7.1 On 11 April 2022, the Kāpiti Coast Youth Council met to discuss:
- Libraries Collab - QSA
 - Te Tupu Pai feedback
 - Youth Careers Expo – July 27th at Southwards
 - Hoodies
 - MacLean Park refresh
 - CWB role
 - Waikanae Service Centre/Library panel

7.2 On 3 May 2022 Te Whakaminenga o Kāpiti Meeting met to discuss:

- Update on the Policy Work Programme 2021-2024
- Confirmation of minutes

HE KŌRERORERO | DISCUSSION

He take | Issues

- 8 There was an administrative error included in the Reports and Recommendations from Standing Committees and Community Boards report dated 7 April 2022. A proposed resolution from Waikanae Community Board meeting on 15 March 2022 was included relating to the Waimanu Lagoon Focus Group. However that draft resolution was not carried and the resolution passed by the Waikanae Community Board recorded in the 15 March 2022 minutes regarding the Waimanu Lagoon Focus Group did not make any recommendation to Council.
- 9 Within the reports and recommendations considered by Standing Committees and Community Boards from 9 March 2022 to 10 May 2022, there were no recommendations made to Council.

Ngā kōwhiringa | Options

- 10 Options are not required for this report.

Tangata whenua

- 11 There are no tāngata whenua considerations relevant to this report

Panonitanga āhuarangi | Climate change

- 12 There are no climate change considerations relevant to this report

Ahumoni me ngā rawa | Financial and resourcing

- 13 There are no financial and resourcing considerations relevant to this report.

Ture me ngā Tūraru | Legal and risk

- 14 There are no legal considerations relevant to this report.

Ngā pānga ki ngā kaupapa here | Policy impact

- 15 This report has no current or future impact on Council policies.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

- 16 An engagement plan is not required for this report.

Whakatairanga | Publicity

- 17 No publicity is required with regards to this report.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

10.6 VOTING IN ELECTRA TRUST ELECTIONS

Kaituhi | Author: **Steffi Haefeli, Manager Democracy Services**

Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

TE PŪTAKE | PURPOSE

- 1 This report seeks Council's decision on whether to exercise its voting rights in the Electra Trust election 2022 and if the Council decides to exercise this right, a decision on how to exercise that right.

HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 Not required.

TE TUKU HAEPAPA | DELEGATION

- 3 The Council is a shareholder in the Electra Trust and as such can vote in the biennial Trustee Elections.

TAUNAKITANGA | RECOMMENDATIONS

That Council vote for and in the electra trust election 2022.

TŪĀPAPA | BACKGROUND

- 4 Electra Trust (the Trust) owns 100% of the shares in Electra Limited on behalf of 45,800 electricity consumers connected to the electricity network in Kāpiti and Horowhenua. Electra is therefore fully locally owned and controlled. The 'shares' are held on behalf of the consumers by the Trust, elected under a Trust Deed to represent the owners' interests and protect their asset.
- 5 There are six Trustees elected for four years. In accordance with the Trust Deed, every second year, on a rotating basis, three (the longest serving) must either retire or stand for re-election thus providing an opportunity for change in representation.
- 6 The current Trustees are:
 - Sharon Crosbie** CNZM OBE of Manakau, Chair
 - Lindsay Burnell** QSM of Ohau
 - Ray Latham** of Paraparaumu
 - John Yeoman** BBS ACA FCG of Paraparaumu
 - Neil Mackay** BCA of Paraparaumu
 - Janet Holborow** M Mus of Paekākāriki
- 7 Standing for election to the Trust is open to any of its owners, a residential or business owner who has a dedicated ICP number (shown on the power account). The council has 301 ICPs due to its electricity spend which makes it a considerable shareholder.
- 8 As a shareholder, the Council needs to decide whether or not to exercise its voting right and if a decision is made to exercise the right, how to exercise that right
- 9 In 2014, 2015, 2016, 2017, 2018 and 2019 the Council resolved not to vote in the Elections. In 2020, the council resolved to vote in the Elections.

HE KŌRERORERO | DISCUSSION

- 10 The Electra Trust has advised the following **timetable** for this year's elections:

Nominations Open	Friday 25 February 2022
Nominations Close	12 noon Friday 22 April 2022
Voting Opens	Monday 16 May 2022
Voting Closes	12 noon Friday 10 June 2022
Official Declaration of results	As soon as possible on Friday 10 June 2022

- 11 The Trustees elect a Chair after each Annual General Meeting. Sharon Crosbie CNZM OBE of Manakau is the current Chair.
- 12 Nominations for the Electra Trust 2022 Trustee Election closed at noon on Friday 22 April 2022 and seven valid nominations were received for the three vacancies.
- 13 An election is therefore required to determine the three trustees and will be conducted by postal and electronic voting. Voting papers will be sent to all qualifying customers on Monday 16 May 2022 with voting closing on Friday 10 June 2022.

He take | Issues

- 14 Due to its electricity consumption the Council is a considerable shareholder which means that any vote by Council will carry significant weight.

Ngā kōwhiringa | Options

- 15 If the Council decides not to exercise its right to vote no further action will be required.
- 16 If the Council decides to exercise its right to vote the vote will be taken at the Council meeting.
- 17 The following seven valid nominations were received for the three vacancies on the Trust:
 - Tori Collier
 - Brendan Duffy
 - Sharon Crosbie
 - Stephen Gregan
 - Athol Kirk
 - Russel Longuet
 - Tim Sutton
- 18 The candidate profiles are appended.

Tangata whenua

- 19 There are no specific Tangata Whenua considerations.

Panonitanga āhuarangi | Climate change

- 20 There are no climate change considerations.

Ahumoni me ngā rawa | Financial and resourcing

There are no financial impacts or considerations. [Ture me ngā Tūraru](#) | [Legal and risk](#)

- 22 There is no legal risk to be considered.

Ngā pānga ki ngā kaupapa here | Policy impact

- 23 This decision does not have an impact on any Council policies.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 24 There will be public interest in the decision. The decision will be made available on the Council website via the minutes of this meeting and other applicable channels.

Te mahere tūhono | Engagement planning

- 25 An engagement plan is not required in relation to this decision.

Whakatairanga | Publicity

There are no publicity requirements in relation to this decision.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Electra 2022 Trustee election candidate profiles [↓](#)

Disclaimer: The Returning Officer for Electra Trust accepts no responsibility for the content or accuracy contained in the statements as supplied by the candidates.

Tori COLLIER

Kia ora koutou. I am a beneficiary of the Electra Trust, and have been nominated as a candidate for the upcoming trustee elections.

Personal Statement

I enlisted into the Royal New Zealand Airforce in 1967. I was employed in Accounting and Finance to Senior Management level. The bulk of my service was at Whenuapai Airbase Auckland. Spent two years in Singapore 1971 - 1973, and spent my last two years at Air Staff, Defence Headquarters, Wellington, retiring in 1982.

Relocated to Wellsford to go dairy farming for the next 30 years, retiring to Paraparaumu in 2012 to be closer to family.

Education/Public Duties

- 1981 Associate of the New Zealand Institute of Management
- 1983-1988 Chairman of Taporu School Committee
- 1988-1991 Trustee of the Rodney College Board
- 2001-2012 Chairman of the Minniesdale Chapel and Cemetery Trust
- 2016-2018 Trustee of the Hora Te Pai Health Services Trust

Summary

I am aware of the Trust Deed and the duties of Trustees of the Electra Trust, and will endeavour to get the best outcomes for the beneficiaries.

He pooti mo au, He korero mo koe.

A vote for me, is a voice for you.



Brendan DUFFY

ONZM, JP

My position as chair of Mid Central DHB concludes in June, this will leave me with capacity to engage in a governance role on the Electra Trust. I have a record of proven performance on the Trust in a previous term and am seeking your support to re-elect me. The Trust has an important responsibility in holding the Electra Company to account and to ensure maximum dividends are returned to our Kapiti/Horowhenua community. As trustees we must appoint the directors to the company, this is a significant task that I take very seriously. I am a former Mayor of Horowhenua, however I hold a strong regional focus. Currently I am chair of Business Kapiti Horowhenua motivating business across the whole district to grow and employ our people. Our districts are interconnected, and it is important to have this perspective as a trustee on the Electra Trust. I have the time, energy and knowledge of our joint districts and the experience. I seek your support.



Stephen GREGAN

CA

Living in Paraparaumu Beach, I am qualified Chartered Accountant with over 25 years of senior corporate management experience in the electricity sector. I am currently working as the GM Revenue & Assurance for Arthur D Riley & Company Ltd. 8 years of my experience was working for Electra as the COO and the Deputy Chief Executive where I played the lead role in the sale of non-core subsidiaries' including Oxford Finance.

Electra has a significant role in the Kapiti and Horowhenua regions ensuring safe and reliable energy delivery to us as consumers. Investment in the core network business and being prepared for the impact of new and emerging technologies is crucial to protect the long-term value of Electra. I am committed to this direction for Electra.

I fully support the ongoing local ownership of Electra and I am passionate about supporting business in the region.

Outside of work I am on the board of Business Kapiti Horowhenua and enjoy cycling with the local cycling clubs.



Sharon CROSBIE

CNZM, OBE

Our electricity costs are rising and energy technology is changing, making greater demands on Electra, our lines and distribution company. Right now it faces the challenges of decarbonisation, sustainability and increased usage as our region grows. We too, are all faced with having to reduce our use of fossil fuels in the years ahead.

The good news is that we own the company and benefit from an annual discount and one of the best performing lines companies in the country. It is a privilege to have chaired the Trust and I seek re-election to continue to safeguard your interests in the face of so much change. As a former CEO I have a strong background in governance, community activity and business.



PLEASE TURN OVER >>

Athol KIRK

Much of my life has been spent working within the electrical supply industry, NZED (New Zealand Electricity Department), MEPB (Marlborough Electric Power Board), Wellington City, starting with the MED (Municipal Electricity Department) and finishing with Siemens Energy Services.

Roles performed within organisations included construction maintenance of networks (both urban and rural), safety planning, fault remediation, staff relations (union delegate), network operations and network planning

Since then I've studied for and gained a Bachelor of Health Science major Environmental Risk Management, worked for DCC (Dunedin City Council) TCDC (Thames Coromandel City Council) and MPI (Ministry for Primary Industry). These roles included food safety, public hygiene (yes some of the job stinks), noise control, port company liaison and RMA (resource management act) monitoring.

My family, 3 generations, are resident in Levin and loving the west coast vibe. The Levin Lions club is among my strong and positive connections to the community.

The customers, who are ultimately the owners, of Electra expect and have a right to the best possible energy supply service, no matter who they are buying their electricity from. If I am elected as a trustee my role is to ensure that the rights of those customers are protected.



Tim SUTTON

**B Mus Hons (University of Otago);
M A (University of Exeter)**

I am excited by the possibility of representing you as a Trustee.

With more than 30 years of leadership and management experience in New Zealand and overseas, I know I will bring a fresh perspective to ensuring that Electra continues to be a well-run company, that continues to provide an annual discount to us, Electra's users.

I believe that being a well-run company also means more than being able to provide an annual discount. I would like to help Electra do more to ensure that we continue to build and maintain a more resilient and responsive lines network in Kapiti and Horowhenua as the challenge of Climate Change and related extreme weather events increases for us all. The accelerating electrification of our transport fleet will also bring further challenges and opportunities for which Electra must be well prepared.

As a Trustee I would also pay particular attention to supporting the Directors and Management of Electra to build an organisational culture that is respectful, empowering, open and supportive of the diverse workforce, who work so hard to keep the lights on for all of us.



Russell LONGUET

BE (Electrical)

My background is in electrical engineering, investment banking and energy consulting.

I was on the Electra Board for 10 years until 2018 during which time the consumer discount increased year on year.

As a Trustee representing consumers I will work with the other Trustees and Electra's Directors to ensure that a beneficial consumer discount continues to be delivered, that the core business is the best it can be and that any subsidiary investments are successful.

I have been a director of a number of energy related companies as well as on energy and transmission advisory groups to Government. I was also an Authority member of the Energy Efficiency and Conservation Authority (EECA).

I live in the Otaki Gorge and my family have been in the Kapiti area since the 1920's.



10.7 APPOINTMENT OF ELECTORAL OFFICER

Kaituhi | Author: **Steffi Haefeli, Manager Democracy Services**

Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

TE PŪTAKE | PURPOSE

- 1 To seek Council's approval for the appointment of a new Electoral Officer.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not required.

TE TUKU HAEPAPA | DELEGATION

- 3 The Electoral Act 2001 ('the Act') requires Council appoint an Electoral Officer.
- 4 Section 12 of the Act requires that all Councils have an Electoral Officer appointed at 'all times' to exercise the powers and carry out the duties conferred to the officer by the Act. The Electoral Officer, unless they die, resign, are dismissed from office, or become incapable of acting in the role, remain in office until their successor comes into office.
- 5 Under Section 13 of the Act, the appointed Electoral Officer must appoint a Deputy Electoral Officer. The Deputy has all the powers of the Electoral Officer and must carry out the duties while acting as the Electoral Officer.
- 6 Once appointed, under Section 14(1) of the Act the Electoral Officer and other electoral officials are not subject to the direction of Council in exercising of powers and carrying out their duties.

TAUNAKITANGA | RECOMMENDATIONS

- A. That Council appoint Dale Ofoske, Independent Election Services Ltd, as the Electoral Officer in accordance with section 12 of the Local Electoral Act 2001.

TŪĀPAPA | BACKGROUND

- 7 Ms Katrina Shieffelbein has been in office as Kāpiti Coast District Council's Electoral Officer since September 2018 and has presided over one triennial election and three bi-elections.
- 8 Ms Shieffelbein recently resigned from her position as Electoral Officer. As such, Council now needs to appoint a replacement Electoral Officer to manage the local body elections in October 2022.
- 9 Council is one of a small number of councils in the region that have continued to manage their elections in-house, using an STV calculator audited by the Department of Internal Affairs, as well as a computerised election management system supported by Election Services.
- 10 The Electoral Officer is a statutory officer of council but is not legally required to be an employee. An election is a complex and high-profile process and failure to meet the numerous legislative requirements can lead to public criticism, unforeseen costs or an invalid electoral process.
- 11 Many councils are now opting to outsource their electoral officer function to capitalise on the experience, flexibility and expertise of a dedicated service provider to undertake all electoral processes correctly with minimal impact on other Council businesses.

HE KŌRERORERO | DISCUSSION

12

He take | Issues

- 13 Although the current approach of having an in-house Electoral Officer has served Council well to date, it is proposed that Dale Ofoske from Election Services be appointed as Electoral Officer for Kāpiti Coast District Council with a member of the Election Services team being appointed as the Deputy Electoral Officer. Once in office, both must sign a declaration as soon as possible to cover the next triennium period 2022 – 2025.
- 14 Katrina Sheffielbein and other staff would be appointed as Electoral Officials under the Act to undertake certain functions that must be carried out by staff including liaising with the Electoral Officer to obtain Council resolutions as required, assisting with checking key documents (i.e. nominations, public notices and the candidate handbook), assisting with candidate information sessions, receiving locally lodged nominations, issuing and receiving special voting material at selected locations, and to be available on-site on election day.
- 15 Dale Ofoske has significant experience in the sector having conducted local authority elections for more than 35 years – for Auckland City Council since the 1980s and for Election Services since their establishment in 1994. He is also supported by a team of highly trained election management specialists that work full-time on elections across New Zealand. Dale was also a founding member of the SOLGM Electoral Working Party that played a pivotal role in the development of the Local Electoral Act 2001 and as such his expertise are recognised nationally.
- 16 Election Services currently provide an election service to a number of local authorities in New Zealand (including in the lower North Island Porirua City Council, Palmerston North city Council and the Taranaki group of councils). The provider therefore has a good understanding of the local government environment, both past and current, and can offer a broad range of skills and experience relevant to the position.
- 17 The main benefits to Council in contracting out its Electoral Officer role to Election Services are:
 - 17.1 the ability to free up existing Council staff to concentrate on their core work requirements, and
 - 17.2 using the services of an Electoral Officer who is independent, impartial and possesses a wealth of experience to ensure a smooth and successful election that meets legislative requirements.
- 18 In addition, outsourcing the role to Election Services will assist in managing business continuity through the current Covid-19 pandemic with the provider being able to draw on the knowledge and expertise of a team of election staff in the delivery of core election services.

Ngā kōwhiringa | Options

- 19 Dale Ofoske, Election Services, is proposed as the preferred provider having worked with Council on a number of recent projects and thus possessing knowledge and existing relationships with Kāpiti Coast District Council.

Tangata whenua

- 20 There are no tangata whanua considerations.

Panonitanga āhuarangi | Climate change

21 There are no climate change considerations.

Ahumoni me ngā rawa | Financial and resourcing

22 There are no Financial and resourcing considerations

Ture me ngā Tūraru | Legal and risk

23 The Council is required by law to have an Electoral Officer in place at all times. Outsourcing the Electoral Officer function will ensure business continuity in the provision of electoral management activities to a level expected by the community, assisting in managing the reputational and legal risks.

Ngā pānga ki ngā kaupapa here | Policy impact

24 There is no policy impact.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

25 No further engagement is required.

Whakatairanga | Publicity

26 The appointment of a new Electoral Officer will be notified through the Council's usual publicity channels.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

10.8 COUNCIL'S SUBMISSION ON GREATER WELLINGTON REGIONAL COUNCIL'S 2022 REVENUE AND FINANCING POLICY

Kaituhi | Author: **Ian Georgeson, Chief Financial Officer**

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

TE PŪTAKE | PURPOSE

- 1 This paper retrospectively reports on Council's submission to Greater Wellington Regional Council's (GWRC) 2022 Revenue and Financing Policy. We are reporting retrospectively as the timing of the consultation period on the Policy did not allow us to bring the submission to the Council prior to submissions closing.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An Executive Summary is not required for this paper.

TE TUKU HAEPAHA | DELEGATION

- 3 In accordance with the Governance Structure and Delegations, the Council has the delegation to retrospectively receive this submission.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Council note the Submission made to Greater Wellington Regional Council on its 2022 Revenue and Financing Policy attached as Appendix 1 to this report.

TŪĀPAPA | BACKGROUND

- 4 The GWRC is reviewing its Revenue and Financing Policy in advance of its 2022-2023 Annual Plan. The changes to the Policy will amend its Long-term Plan 2021-2041³.
- 5 GWRC states in its consultation material that the changes to the policy are being made to:
... keep it up-to-date and relevant. The changes to the policy keep it current with legislation, reduce inefficiencies and make the policy easier to understand and be utilised in a more transparent manner.
- 6 Submissions to the Policy closed at 5.00pm Wednesday 20 April 2022.
- 7 Councils are required by section 101(3)(a) and (b) of the Local Government Act 2002 (LGA) to have a policy in respect of funding their operating and capital expenditure. Section 101(3) of the LGA states that:

The funding needs of the local authority must be met from those sources that the local authority determines to be appropriate, following consideration of,—

a) in relation to each activity to be funded:

- i. the community outcomes to which the activity primarily contributes; and*
- ii. the distribution of benefits between the community as a whole, any identifiable part of the community, and individuals; and*
- iii. the period in or over which those benefits are expected to occur; and*
- iv. the extent to which the actions or inaction of particular individuals or a group contribute to the need to undertake the activity; and*

³ Refer Local Government Act section 93(4)

- v. *the costs and benefits, including consequences for transparency and accountability, of funding the activity distinctly from other activities; and*
- b) *the overall impact of any allocation of liability for revenue needs on the current and future social, economic, environmental, and cultural well-being of the community.*

- 8 Changes to the Policy being consulted on fall into three categories and cover the following activities:
 - 8.1 Changes to the funding method, including how and where activities will be funded from across revenue sources:
 - 8.1.1 Regional Economic Development
 - 8.1.2 Regional Predator Control Programme
 - 8.1.3 Land Management
 - 8.1.4 Flood Protection – Te Kāuru Floodplain Management Plan
 - 8.2 New, funding lines for activities additional to the GWRC's Long-term Plan 2021-2041:
 - 8.2.1 Flood Protection – Waiōhine River Plan
 - 8.2.2 Wellington Regional Stadium (Sky Stadium)
 - 8.3 Changes to information in the Policy:
 - 8.3.1 Public Transport: moving public transport differentials from prescribed policy to the Funding Impact Statements, to allow greater funding responsiveness to change in public transport access.

HE KŌRERORERO | DISCUSSION

- 9 On the whole the changes suggested are technical in nature. However, they cumulatively present an ongoing issue the Council has with GWRC's assessment of the appropriateness of its revenue and financing sources and tools under the overall wellbeing test of section 101(3)(b), previously raised with GWRC in our submission to its Long-term Plan 2021-2041.
- 10 Our primary concerns with the proposed changes to the Policy are the increasing levels of revenue gathering through the general rate, the subsequent impact this can have on the overall affordability of the rating burden, and its equitable distribution given the levels of access to services (benefits received) by Kāpiti ratepayers in general and in respect to identifiable beneficiaries. This is particularly the case for Ōtaki residents and ratepayers and more generally for the high proportion of Kāpiti residents on fixed incomes.

He take | Issues

- 11 Matters raised in our submission covered the following issues:
 - 11.1 The overarching matter of shifting rating incidence to the general rate. We note the impact that this has on our ratepayers on fixed and/or low incomes with respect to their overall wellbeing, and how equitable this move is, given restrictions in access to some of these services for some of our ratepayer groups, and in particular, those in the Ōtaki ward. Our submission queries whether this move has been adequately tested against LGA section 101(3)(b).
 - 11.2 With respect to three of the activities, Land management, the Stadium rate, and Pest control, we query that given these activities have direct beneficiaries, why is the rating incidence moving more to the general rate, or, where there are differentials (e.g. the Stadium rate), the Ōtaki ward's differential should be reduced further, given the reduced access this community has to the Stadium
 - 11.3 Although not a change in funding source, we request assurances that the moving of the differentials for the public transport activity from the Policy to the 'funding impact

statement' will not impact long-term changes and improvements to public transport provision to the Kāpiti Coast district, and the Ōtaki ward, and that the aggregation principle will be applied equitably across the region.

- 11.4 We also note that the timing of the consultation on the Policy has impacted the Council's internal processes for providing transparent rating information to our ratepayers for the 2022/2023 year.

Ngā kōwhiringa | Options

- 12 Submissions on GWRC's 2022 Revenue and Financing Policy closed 5pm on Wednesday 20 April 2022, with late submissions not being accepted. This timing precluded bringing a draft submission to the Council prior to the cut-off date. Proposed changes were analysed, and a submission developed. The analysis raised similar issues as we had encountered with GWRC's Long-term Plan 2021-2041. Our current submission therefore reiterated these points.
- 13 Mark de Haast, Group Manager Corporate Services, spoke to the Council's submission at the GWRC Hearing on 17 May 2022.

Tangata whenua

- 14 The Council did not engage directly with iwi on this submission.
- 15 The issues of equity in rates collection are particularly acute for the Ōtaki ward. Our concerns over the moving of rating incidence to the general rate, particularly in communities with low and fixed incomes, and where access to some of the services are problematic, reflects this.

Panonitanga āhuarangi | Climate change

- 16 The Council declared a climate emergency in May 2019, and climate change adaptation was identified as a key issue in the Council's Long-term Plan 2021–41 (p29).
- 17 GWRC Revenue and Financing Policy has no direct implications for Council's climate change response. However, indirectly, some of the activities included for funding changes have climate change management implications (Land management, Flood protection, Public Transport).

Ahumoni me ngā rawa | Financial and resourcing

- 18 As noted, our submission raised the timing of these changes. Changes to Revenue and Financing Policy usually occur alongside Long-term Plan processes. Undertaking the review and changes as part of a subsequent annual plan process and providing information to the Council at this late stage will impact our internal processes and ability to transparently reflect all proposed charges in the rating system with respect to ratings impacts for our ratepayers for the 2022/2023 year.

Ture me ngā Tūraru | Legal and risk

- 19 GWRC's review of its Revenue and Financing Policy is within its legal mandate. There are no legal implications arising from the Policy change of the Council's submission on it. There is a risk to perceived transparency and accountability by district ratepayers for Council arising from the imposition and timing of the changes and the Council's ability to publicise them.

Ngā pānga ki ngā kaupapa here | Policy impact

- 20 Policy considerations for the Council arising from GWRC's Policy changes are canvassed in the Discussion above and resolve around rating equity issues and access to services.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

- 21 An engagement plan is not required for this submission.
- 22 While the issues related to funding and rating are significant for the district, the Council is not the decision-making body, and this specific submission is considered to have a low level of significance.

Whakatairanga | Publicity

- 23 The letter sent in submission to GWRC will be made available on the Council's *Submissions we've made* website once noted by the Council.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Submission to Greater Wellington Regional Council's 2022 Revenue and Financing Policy [↓](#)

19 April 2022

Daran Ponter
Chair
Greater Wellington Regional Council
P O Box 11 646
Manners Street
WELLINGTON 6142

Dear Mr Ponter

Kāpiti Coast District Council submission on the Greater Wellington 2022 Revenue and Financing Policy

Thank you for the opportunity to submit on the Greater Wellington 2022 Revenue and Financing Policy (the Policy).

We have a level of concern with the direction over the increasing levels of revenue gathering through the general rate. Our concern derives from a consideration of the overall affordability of the rating burden on our district's ratepayers which we also emphasised in our submission to Greater Wellington Regional Councils' Long-term Plan 2021-2031.

In that submission Kāpiti Coast District Council (Council) highlighted its ongoing concerns of increasing rates impacts on Kāpiti residents; and that residents' ability to pay was not taken into account during the process. While capital values for housing have increased significantly across the district in the last few years, Kāpiti continues to have lower average income levels than both regional and national averages, with areas of significant deprivation, and a high proportion of our ratepayers on low and/or fixed incomes.

These impacts affect our Ōtaki residential ratepayers in particular. Based on the supporting information document, **Ōtaki is the fourth highest in terms of percentage increase impacts across the region** under this proposal. Ōtaki was also identified in the latest *Infometrics* rates affordability study carried out for Council in December 2020 as being in the top four areas of the district with the highest rates as a percentage of median household income. While the level of rating changes may appear small, under Section 101(3)(b) of the Local Government Act, consideration must be given to 'the overall impact of any allocation of liability for revenue needs on the current and future social, economic, environmental, and cultural well-being of the community'. Increasing affordability pressures, and ongoing concerns relating to the levels of service Ōtaki receives comparably as a member of the region requires careful acknowledgement or steps to reflect residents' ability to pay as part of this Policy and Revenue and Financing review.

We therefore note with concern the proposed changes to the Policy that shift rating burdens to the general rate and away from targeted rates for activities and services that clearly have a level of identifiable beneficiaries. Examples of these are the Land Management rate, Stadium rate and Predator Control Programme rate.

While proposed as a general rate, differentials are also proposed as part of the future funding for the **Wellington Regional Stadium**. While not being actioned yet, we note a 0.5 differential rate is proposed for all Kāpiti residents' future contribution towards the stadium. This recognises the district's proximity and access to the stadium compared to other parts of the region. While providing a measured approach, we believe there needs to be specific recognition of Ōtaki, who at the northern edge of the region, has no practical public transport access to the stadium or its services, which we believe warrants a lower differential to the rest of the district.

While no financial changes are proposed to the **public transport** rate, we note that the differentials applied for funding will be moved from the Policy to the 'funding impact statement'. This is identified as helping the differentials being assessed each year during Annual Plan processes based on the provision of service and location. While we support a more responsive approach, as a broad principle, we seek assurance this will not impact long-term changes and improvements to public transport provision to the Kāpiti Coast district, and the Ōtaki Ward. It is important that the aggregation principle is applied across the region towards the improvement of services to appropriately support the current and future community needs of Ōtaki, in particular as the current population forecasts identify an anticipated 82% growth in population of Ōtaki over the next 30 years.

We note that the timing of this consultation on your Policy will impact our internal Council processes (having only received draft numbers from you in the last few days). Usually changes to a revenue and financing policy are made alongside the LTP process. Providing the information at this late stage has impacted our internal processes to reflect all proposed changes in the rating system with respect to rating impacts for our ratepayers for the 2022/2023 year.

We would like to work more closely with you to ensure we can help the Kāpiti Coast ratepayers understand changes and impacts – and emphasise support for residents in times of difficulty in light of Covid and increasing affordability pressures.

Conclusion

Kāpiti Coast District Council appreciates the opportunity to comment on the Greater Wellington 2022 Revenue and Financing Policy and we are happy to speak to our submission at the hearings.

We thank you for considering our feedback and hope you will look to address our concerns relating to the impacts and affordability of rates for Kāpiti Coast district ratepayers.

Yours sincerely



Wayne Maxwell
CHIEF EXECUTIVE
Te Tumuaki Rangatira

10.9 RATES REMISSION FOR LAND PROTECTED FOR NATURAL OR CULTURAL CONSERVATION PURPOSES

Kaituhi | Author: **Andrew McKay, Programme Manager - Biodiversity and Landscapes**

Kaiwhakamana | Authoriser: **Mike Mendonca, Acting Group Manager Place and Space**

TE PŪTAKE | PURPOSE

- 1 This report tables the rates remission applications for Land Protected for Natural or Cultural Conservation Purposes for the 2021/22 year and seeks approval for recommended allocations.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 This report tables the rates remission applications for Land Protected for Natural or Cultural Conservation Purposes for the 2021/22 year and seeks approval for recommended allocations.

TE TUKU HAE PAPA | DELEGATION

- 3 The Council has the delegation to make this decision.

TAUNAKITANGA | RECOMMENDATIONS

- A. 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.

TŪĀPAPA | BACKGROUND

- 4 The Long Term Plan 2021-41 references a policy for Rates Remission for Land Protected for Natural or Cultural Conservation Purposes. The detail of this policy is included in the Long Term Plan as Part 7 of the Rates Remission Policy, and attached as Appendix 1 to this report.
- 5 Part 7 of the Rates Remission Policy supports the provisions of the Kāpiti Coast District Plan regarding incentives for heritage feature management and protection. 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.
- 6 The granting of a rates remission as an incentive for encouraging the protection and management of heritage features is consistent with Council's responsibilities under the Resource Management Act 1991 and the Historic Places Act 1993.
- 7 The 2021/22 budget for Rates Remission for Land Protected for Natural or Cultural Conservation Purposes is \$38,070.
- 8 A total of 105 ratepayers benefited from the policy in 2020/21. Having applied successfully for rates remission, ratepayers may continue receiving it provided they meet the rates remission policy criteria. The owners of the properties listed in Attachment 2 who received remission in 2020/21 are recommended to receive remission in 2021/22 on that basis.

HE KŌRERORERO | DISCUSSION

- 9 The following paragraphs discuss the principles of rates remission, present the proposed amounts of remission in a table format (Table 1), and make a recommendation on which properties receive rates remission in 2021/22.

- 10 The rates remission programme's guiding principle is recognition of the conservation efforts of ratepayers and the positive contribution their actions make to protecting the district's cultural and biodiversity heritage.
- 11 The owners of these properties are often motivated solely by the desire to protect and manage their environment, and their actions are voluntary. Many are keen conservationists while others may fence off a bush remnant as the pasture gain is negligible or to better manage stock movement. Whatever their motivation, addressing significant pressures such as stock grazing or noxious pests has a positive impact on the Kāpiti Coast environment.
- 12 Landowners could use the rates remission for the upkeep of stock-proof fencing or pest animal and weed control. However, in most instances the amount of remission is far less than the true cost of these protective measures.
- 13 Rates remission is an added incentive for landowners to respect the conservation values of parts of their properties that have a legal protection mechanism in place. Further, rates remission is one of the non-regulatory incentives for protecting and maintaining sites of conservation value discussed as part of the Proposed District Plan consultation process. The provision of rates remission also provides a good basis for on-going partnerships between Council and landowners.
- 14 Rates remission amounts are calculated according to the size of the heritage feature as shown in Table 1. This method is coarsely related to the level of contribution towards the environment as larger areas of forest or wetland are generally more significant. This does not take into account, however, the presence of rare and endangered species or the amount of time and effort put into management.
- 15 The rates remission amounts in Table 1 have been increased from the 2020/21 financial year by using a consumer price index (CPI) figure of 3.6%.

16 **Table 1 – Rates Remission Amounts**

Size of protected area/feature (ha)	Rates Remission (\$)
Up to 1.0 ha	\$136
1.001 – 5.0 ha	\$271
5.001 – 10.0 ha	\$409
10.001 – 20.0 ha	\$543
20.001 – 30.0 ha	\$679
30.001 – 40.0 ha	\$815
40.001 – 50.0 ha	\$951
50.001 – 70.0 ha	\$1,088
70.001 – 100.0 ha	\$1,170
More than 100 ha	\$1,363

He take | Issues

- 17 Four new applications for Rates Remission for Land Protected for Natural or Cultural Conservation Purposes were received for the 2021/22 financial year and all are recommended for approval.
- 18 In addition one property is included that successfully applied in the 2019/20 financial year but was not added into the rates remission system and so has subsequently missed out on remission payments.

- 19 The properties that are the subjects of new applications are listed (marked with an asterisk) with other recommendations in Appendix 2. A total of 109 properties are recommended for remission.
- 20 One property has been removed from the Rates Remission for Land Protected for Natural or Cultural Conservation Purposes programme as it was subdivided and no longer meets the Rates Remission Policy criteria.
- 21 **37 Sandown Road, Te Horo**
- 22 This property straddles part of a wetland area. A restoration planting plan is currently being developed along with pest animal and weed control. Fish surveys are taking place in May 2022.
- 23 Only around 3% of wetlands remain in the Wellington region and so protecting these areas is of critical importance.
- 24 **524 State Highway 1, Paraparaumu**
- 25 This property contains a large portion of ecological site K071 which is also a Queen Elizabeth II National Trust covenant. K071 is a representative example of kohekohe forest that is uncommon on lowland within Foxton ecological district, and much reduced in Wellington region.
- 26 The owner carries out pest animal and weed control.
- 27 **69 Aston Road, Paraparaumu**
- 28 This is a neighbouring property to 524 State Highway 1, Paraparaumu and shares the forest which is covered by ecological site K071, which is also a Queen Elizabeth II National Trust covenant. K071 is a representative example of kohekohe forest that is uncommon on lowland within Foxton ecological district, and much reduced in Wellington region.
- 29 The owner carries out pest animal and weed control.
- 30 **188 Ngarara Road, Waikanae**
- 31 The property owner has been restoring a wetland on their property for a number of years, adjacent to the Kaiwaru Creek which drains into the Te Harakeke Wetland (Ecological Site K066).
- 32 The owner carries out pest animal and weed control as well as planting.
- 33 **1313 Otaki Gorge Road, Otaki**
- 34 This property is part of ecological site K017 – Tararua Ranges and foothills. K017 is the largest area of native bush/wilderness in Kapiti.
- 35 This property was originally approved in the 2019/20 financial year but was not added into the rates remission system due to administrative error. It is recommended that this error is corrected by backpaying the relevant financial years. This means \$655 for 2019/20, \$655 for 2020/21 and \$679 for 2021/22.

Ngā kōwhiringa | Options

Tangata whenua

- 36 There are no tangata whenua considerations.

Panonitanga āhuarangi | Climate change

- 37 By encouraging landowners to protect and enhance natural ecosystems, Rates Remission for Land Protected for Natural or Cultural Conservation Purposes contributes to the vision and principles of the Climate Emergency Action Framework by directly sequestering and storing carbon.

Ahumoni me ngā rawa | Financial and resourcing

- 38 The total amount of rates remission allocated in 2021/22 would be \$33,863, within the 2021/22 budget of \$38,070.

Ture me ngā Tūraru | Legal and risk

- 39 There are no legal considerations.

Ngā pānga ki ngā kaupapa here | Policy impact

- 40 The granting of Rates Remission for Land Protected for Natural or Cultural Conservation Purposes is in accordance with Part 7 of the Rates Remission Policy (Attachment 1) contained in the Long Term Plan 2021-48.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

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

Te mahere tūhono | Engagement planning

- 42 Engagement planning is not required for the contents of this report.

Whakatairanga | Publicity

- 43 Advertising and publicity channels that will be not be used to communicate the decisions in this report.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Rates Remission Policy 2021 [↓](#)
2. Properties recommended to receive Rates Remission for Land Protected for Natural or Cultural Conservation Purposes in 2021/22, and recommended amounts [↓](#)

Rates remission policy

Rates remission policy

Development
contributions policy

Significance and
engagement 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 papakāinga 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

<p>residential, commercial, industrial, or other non-farming development; and</p> <ul style="list-style-type: none"> actively and productively farmed by the ratepayer or the farming business. <p>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.</p> <p>A new application must be made for each financial year.</p> <p>Ratepayers making application should include the following documents in support of their application:</p> <ul style="list-style-type: none"> details of ownership of the rating unit; and information on the farming activities. <p>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.</p> <p>The rates postponed for any rating period will be the difference between the rates calculated according to the rateable land</p>	<p>value and the rates calculated according to the rates postponement land value.</p> <p>Any objection to the rate postponement land value, determined by the Council and its valuation service provider, will not be upheld.</p> <p>All rates whose payment has been postponed and which have not been written off become due and payable immediately on:</p> <ul style="list-style-type: none"> 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. <p>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.</p> <p>Postponed farmland rates are written off after five years if a property is not subdivided or sold.</p> <p>The policy shall apply to ratepayers who meet the relevant criteria as jointly approved by the Chair of the Council</p>	<p>Committee with responsibility for managing Council finances and the Group Manager, Corporate Services.</p> <p>Part 3 – Optional Rates postponement</p> <p>Policy objective</p> <p>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.</p> <p>Policy criteria</p> <p>Current and all future rates may be postponed indefinitely:</p> <ul style="list-style-type: none"> if at least one of the applicants is 65 years of age or older; or in demonstrable cases of significant financial difficulty. <p>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.</p> <p>For the year of application, the applicant must have applied for the government rates rebate before any rates will be postponed.</p> <p>The postponed rates (including any GWRC postponed rates) will not exceed 80% of the available equity in the property.</p>
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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:

<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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; 	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> <u>Representativeness</u> - the site contains an ecosystem that is under-represented or unique in the ecological district; <u>Rarity</u> - the site contains threatened ecosystems; threatened species; and species that are endemic to the ecological district; <u>Diversity</u> - the site has a diversity of ecosystems species and vegetation; <u>Distinctiveness</u> - 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; <u>Continuity and linkage within landscape</u> - the site provides, or has potential to provide, corridor/buffer zone to an existing area; <u>Cultural values</u> - the site has traditional importance for Māori; recreational values; significant 	<p>landscape value; protection of soil values; water catchment protection; recreation or tourism importance; and aesthetic coherence;</p> <ul style="list-style-type: none"> <u>Ecological restoration</u> - an ability to be restored; difficulty of restoration; and cost/time; <u>Landscape integrity</u> - 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 <u>Sustainability</u> - size and shape of area; activities occurring on the boundaries which may affect its sustainability; adjoins another protected area; links; and easily managed. <p>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.</p> <p>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.</p> <p>The heritage management plan will:</p>
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- 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 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.

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.

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 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 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

- 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.
- 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 considered.

Appendix 2 - Properties recommended to receive Rates Remission for Land Protected for Natural or Cultural Conservation Purposes in 2021/22, and recommended amounts

Location address	Valuation number	Remission Amount
81 Forest Lakes Road, Ōtaki	1486119900	\$ 136.00
140 Taylors Road, Ōtaki	1486120207	\$ 136.00
150 Taylors Road, Ōtaki	1486120208	\$ 136.00
146 Rahui Road, Ōtaki	1486155800	\$ 136.00
37 Sandown Road, Te Horo*	1487132037	\$ 136.00
70 Ōtaki Gorge Road, Ōtaki	1488108900	\$ 136.00
96 Ōtaki Gorge Road, Ōtaki	1488109601	\$ 136.00
15 Catley Road, Te Horo	1488124001	\$ 136.00
115 Arcus Road, Te Horo	1488127403	\$ 136.00
20-24 Reikorangi Road, Waikanae	1488515600	\$ 136.00
200 Reikorangi Road, Waikanae	1488516102	\$ 136.00
190 Te Hapua Road, Waikanae	1489001101	\$ 136.00
227 Te Hapua Road, Waikanae	1489001113	\$ 136.00
207 Te Hapua Road, Waikanae	1489001114	\$ 136.00
188 Ngarara Road, Waikanae*	1489015600	\$ 136.00
2 Jacks Bush Road, Waikanae	1489016200	\$ 136.00
31 Jacks Bush Road, Waikanae	1489016204	\$ 136.00
27 Jacks Bush Road, Waikanae	1489016205	\$ 136.00
19 Jacks Bush Road, Waikanae	1489016206	\$ 136.00
17 Jacks Bush Road, Waikanae	1489016207	\$ 136.00
111 Ngatiawa Road, Waikanae	1490018701	\$ 136.00
53 Mangaone South Road, Reikorangi	1490018900	\$ 136.00
518 Mangaone South Road, Reikorangi	1490023401	\$ 136.00
54 Kohekohe Road, Waikanae	1494149000	\$ 136.00
15 Manu Grove, Waikanae	1495107600	\$ 136.00
79 Belvedere Avenue, Waikanae	1495128900	\$ 136.00
87 Belvedere Avenue, Waikanae	1495129300	\$ 136.00

95 Belvedere Avenue, Waikanae	1495129700	\$ 136.00
129 Belvedere Avenue, Waikanae	1495171400	\$ 136.00
16 Elizabeth Street, Waikanae	1496002100	\$ 136.00
5 Matata Place, Waikanae	1496055362	\$ 136.00
2 Kereru Street, Waikanae	1496065000	\$ 136.00
47 Oriwa Crescent, Ōtaki	1509124100	\$ 136.00
46 Ruahine Street, Paraparaumu	1525131500	\$ 136.00
116 Ruapehu Street, Paraparaumu	1525141400	\$ 136.00
2 Riwai Street, Paraparaumu	1525141700	\$ 136.00
14 Riwai Street, Paraparaumu	1525142300	\$ 136.00
117 Ruapehu Street, Paraparaumu	1525164400	\$ 136.00
54 Makora Road, Paraparaumu	1526004900	\$ 136.00
12 Greendale Drive, Paraparaumu	1526035026	\$ 136.00
2 Greendale Drive, Paraparaumu	1526035027	\$ 136.00
217 State Highway 1, Paraparaumu	1526205500	\$ 136.00
4 Ocean Vista Lane, Paraparaumu	1530150010	\$ 136.00
2 Ocean Vista Lane, Paraparaumu	1530150011	\$ 136.00
State Highway 1 South, Ōtaki	1486117000	\$ 271.00
158 Taylors Road, Ōtaki	1486120209	\$ 271.00
168 Taylors Road, Ōtaki	1486120212	\$ 271.00
91A Ringawhati Road, Ōtaki	1486154000	\$ 271.00
331 Ōtaki Gorge Road, Ōtaki	1488106600	\$ 271.00
Ōtaki Gorge Road, Ōtaki	1488107000	\$ 271.00
387,405 Ōtaki Gorge Road, Ōtaki	1488107600	\$ 271.00
92 Old Hautere Road, Te Horo	1488118100	\$ 271.00
568 Ōtaki Gorge Road, Ōtaki	1488157510	\$ 271.00
67 Waihoanga Road, Ōtaki	1488158704	\$ 271.00
218 Pukenu Road, Waikanae	1489000213	\$ 271.00
7 Morrison Road, Waikanae	1489000603	\$ 271.00
126 Te Hapua Road, Waikanae	1489000702	\$ 271.00
176 Te Hapua Road, Waikanae	1489000800	\$ 271.00

234 Te Hapua Road, Waikanae	1489001104	\$ 271.00
233 Te Hapua Road, Waikanae	1489001111	\$ 271.00
227 Te Hapua Road, Waikanae	1489001113	\$ 271.00
231 Te Hapua Road, Waikanae	1489001115	\$ 271.00
8 Jacks Bush Road, Waikanae	1489016201	\$ 271.00
16 Jacks Bush Road, Waikanae	1489016203	\$ 271.00
66 Maurice Smith Way, Waikanae	1489017300	\$ 271.00
3 Hadfield Road, Te Horo	1490003207	\$ 271.00
564 State Highway 1, Te Horo	1490003212	\$ 271.00
58 Hadfield Road, Te Horo	1490005304	\$ 271.00
60 Octavius Road, Waikanae	1490005605	\$ 271.00
44 Manu Grove, Waikanae	1495108800	\$ 271.00
94 Huia Street, Waikanae	1496035150	\$ 271.00
11 Kakariki Grove, Waikanae	1496066800	\$ 271.00
524 State Highway 1, Paraparaumu*	1515013802	\$ 271.00
69 Aston Road, Paraparaumu*	1515013803	\$ 271.00
30-34 Greendale Drive, Paraparaumu	1526035024	\$ 271.00
153 State Highway 1, Paraparaumu	1526203500	\$ 271.00
184 State Highway 1, Paraparaumu	1526227100	\$ 271.00
222 Valley Road, Paraparaumu	1530006403	\$ 271.00
366 State Highway 59, Paekakariki	1540002404	\$ 271.00
156 Maungakotukutuku Road, Paraparaumu	1540004400	\$ 271.00
98 Old Coach Road North, Ōtaki	1486103300	\$ 409.00
State Highway 1 South, Ōtaki	1486122400	\$ 409.00
243 State Highway 1 North, Ōtaki	1486124200	\$ 409.00
243 State Highway 1 North, Ōtaki	1486124200	\$ 409.00
362 - 428 Ōtaki Gorge Road, Ōtaki	1488120000	\$ 409.00
69 Mickell Road, Te Horo	1488166504	\$ 409.00
310-312 Te Hapua Road, Waikanae	1489001116	\$ 409.00
99 State Highway 1, Waikanae	1489019600	\$ 409.00

298 Mangaone South Road, Reikorangi	1490024900	\$ 409.00
16 Aston Road, Paraparaumu	1515012422	\$ 409.00
95 Panorama Drive, Paraparaumu	1530150001	\$ 409.00
80 Waterfall Road, Paraparaumu	1540004100	\$ 409.00
331 Valley Road, Paraparaumu	1540004300	\$ 409.00
303 Reikorangi Road, Waikanae	1488516803	\$ 543.00
152 Te Hapua Road, Waikanae	1489000700	\$ 543.00
182 Te Hapua Road, Waikanae	1489000900	\$ 543.00
204 Te Hapua Road, Waikanae	1489001100	\$ 543.00
362 State Highway 1, Paraparaumu	1515011907	\$ 543.00
71 Aston Road, Paraparaumu	1515012400	\$ 543.00
67 Aston Road, Paraparaumu	1515013800	\$ 543.00
566 Rahui Road, Ōtaki	1488151200	\$ 679.00
319 Mangaone North Road, Te Horo	1488167200	\$ 679.00
528 State Highway 59, Paekakariki	1540002500	\$ 679.00
248 Park Avenue, Waikanae	1489015200BB	\$ 679.00
432 Mangaone South Road, Reikorangi	1490023400	\$ 815.00
248 Ngarara Road, Waikanae	1489015200AA	\$ 951.00
908 Ōtaki Gorge Road, Ōtaki	1488164700	\$ 1,171.00
1400 Ōtaki Gorge Road, Ōtaki	1488165809	\$ 1,363.00
1313 Otaki Gorge Road, Otaki*	1488159001	\$ 1,989.00
		\$ 33,863.00

10.10 NOTICE OF MOTION - PEKA PEKA INTERCHANGE

I, Councillor James Cootes, give notice that at the next Meeting of Council to be held on 26 May 2022, I intend to move the following motion:

RATIONALE

- 1 On the 24th of January 2019 Waka Kotahi announced that it would not be progressing an interchange at Peka Peka <https://www.nzta.govt.nz/media-releases/peka-peka-interchange-not-proceeding/>
- 2 This decision was supported by a business case that many in the community viewed as flawed in that it had several errors in its assumptions. For example it stated the area was “void of employment, business or significant tourism activity”* whereas there are several employers in the area, for example Ruth Pretty Catering and Sudbury.
*reference <https://www.nzta.govt.nz/assets/projects/connecting-peka-peka/peka-peka-connectivity-single-stage-business-case-20181015.pdf>
- 3 Following Waka Kotahi’s decision the group “Finish our Road” or FoR formally requested that the Ōtaki and Waikanae Community Boards support Notice of Motions to be put to council. Those motions were passed at the Waikanae and Ōtaki Community Board meetings and then placed on the council agenda 23rd May 2019 under item 12 Reports and Recommendations from Standing Committees and Community Boards (PP-19-784). The motions were put to the council but rather than recommending the motion, council simply noted it in error (Pg10) <https://www.kapiticoast.govt.nz/media/fvmlpit/council-23-may-2019.pdf>
- 4 It is important to note that throughout this time council staff have, where possible, supported the groups actions through several meetings and the supply of technical information.
- 5 However, due to the error that occurred in the original motion being noted and not “recommended”, FoR have requested the following amended motion be put and so I submit the following.

I commend this Notice of Motion to Council.

MOTION

That the Kāpiti Coast District Council

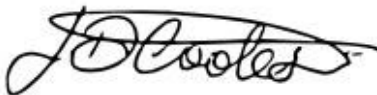
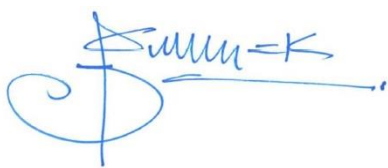
- 6 Notes the Waka Kotahi Single Stage Business Case for Peka Peka connectivity and its decision not to approve the proposed investment; and
- 7 Notes the community believe they have identified inadequacies with the Business Case but notwithstanding it shows that by not proceeding:
 - With the opening of the Peka Peka to Otaki Expressway 2300 vehicle movements a day between Waikanae and Peka Peka Interchanges will be required to use local roads to access the Expressway, this is a significant increase from the current vehicle movements on these roads;
 - Access times to and from south of Waikanae are increased for some of the Peka Peka and Te Horo communities; and
- 8 Notes the community considers the costs for acceptable connectivity at Peka Peka are seriously overstated in the Waka Kotahi Single Stage Business Case and the costs to the ratepayers of using local roads have not been adequately considered by Waka Kotahi;
 - In particular the avoidable adverse impact on safety, the environment and public health arising from increased traffic through Waikanae that could be on the Expressway is simply not addressed;

- 9 Supports in principle investment by Waka Kotahi to provide south facing connectivity at Peka Peka to make best use of the Expressway investment, improve safety and avoid the costs to the community of using local roads; and to that end;
- 10 Agrees to include this issue and the further impacts of ongoing growth in the North Waikanae, Peka Peka and Te Horo areas in the KCDC Growth Strategy,
- 11 Supports ongoing work by the community to identify the errors and inadequacies in the Waka Kotahi business case within councils existing resources. Noting existing information as previously provided.
- In particular to work with the community to include, as appropriate, the outcomes from any future adopted business case in implementation work on the Growth Strategy.
- 12 Registers an interest with Waka Kotahi for a future public works requirement for any surplus land associated with a proposed Peka Peka interchange.

Signed: Mayor K Gurunathan

Signed: Cr James Cootes

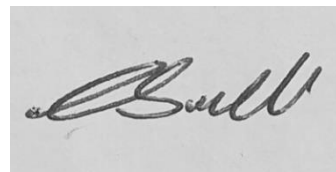
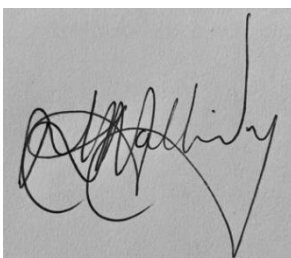
Signed: Cr Gwynn Compton



Signed: Deputy Mayor Janet Holborow

Signed: Cr Martin Halliday

Signed: Cr Angela Buswell



APPENDICES

Nil

11 CONFIRMATION OF MINUTES

11.1 CONFIRMATION OF MINUTES

Author: Fiona Story, Senior Advisor Democracy Services

Authoriser: Morag Taimalietane, Principal Advisor

Taunakitanga | Recommendations

That the minutes of the Council meeting of 7 April 2022 be accepted as a true and correct record.

That the minutes of the Council meeting of 14 April 2022 be accepted as a true and correct record

APPENDICES

1. Confirmation of Minutes - Council meeting 7 April 2022 [↓](#)
2. Confirmation of Minutes - Council meeting 14 April 2022 [↓](#)

**MINUTES OF KAPITI COAST DISTRICT COUNCIL
COUNCIL MEETING
HELD AT THE ONLINE VIA ZOOM
ON THURSDAY, 7 APRIL 2022 AT 9.34AM**

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: Community Board members: Kathy Spiers and Chris Papps.

Wayne Maxwell, Sean Mallon, Janice McDougall, Natasha Tod, James Jefferson, Mark de Haast, Mike Mendonca, Andrea Healy, Claire Rewi, Tanicka Mason, Fiona Story, Steffi Haefeli, Kate Coutts, Kahu Ropata, Morag Taimalietane, Ian Clements, Sarah Wattie.

APOLOGIES: There were none.

LEAVE OF ABSENCE: There were none.

1 WELCOME

2 COUNCIL BLESSING

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

3 APOLOGIES

APOLOGY

RESOLUTION CO2022/29

Moved: Mayor K Gurunathan

Seconder: Deputy Mayor Janet Holborow

That the apology received from Waikanae Community Board Chair James Westbury be accepted.

CARRIED

4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Cr Handford, as a trustee on the Kapiti Youth Support board declared an interest in agenda item 10.3 Social Impact Grants 2022. Cr Handford did not take part in elected member discussion or debate and abstained from voting.

5 PRESENTATION OF PETITION

There were none.

6 HEARINGS

There were none.

7 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

There were none.

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

There were none.

(b) Leave of Absence

There were none.

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

There were none.

9 MAYOR'S REPORT

There were none.

10 REPORTS**10.3 SOCIAL IMPACT GRANTS 2022**

Janice McDougall Group Manager People and Partnerships gave a brief introduction to the paper then handed the remainder of time to Claire Rewi Acting Senior Programme Advisor who spoke to the paper and introduced panel member Eddie Bisdee.

At this point in the meeting Cr Handford was muted and turned off her camera.

Ms Rewi noted a minor mistake in the table of funding recommendations for the Districtwide fund on page 124 of the agenda. The Shed project requested \$22,000, the recommendation to fund is \$21,525.66 and not \$21,525.661 as stated.

Ms Rewi introduced Mr Bisdee who was a Districtwide panel member. Mr Bisdee spoke to his experience as a panel member.

Members questions were responded to by staff and Mr Bisdee.

Cr Handford did not participate in the discussion and abstained from voting.

RESOLUTION CO2022/30

Moved: Cr Robert McCann

Seconder: Cr James Cootes

Social Impact Grants 2022 – Ōtaki

It is recommended that the Council:

Endorses the recommendations of the Ōtaki Social Impact Grants evaluation panel.

Approves funding totalling \$42,340.00 to the following organisations:

\$2,700.00 to Age Concern Kapiti Coast Incorporated

\$9,640.00 to Energise Ōtaki

\$10,000.00 to Māoriland Charitable Trust

\$10,000.00 to Ngā Hapū o Ōtaki

\$10,000.00 to Te Puna Oranga o Ōtaki

Declines the funding requests totalling \$11,495.01 from the following organisations:

\$1,551.01 from Ōtaki Montessori

\$9,944.00 from Waka Kapiti

Approves allocating the balance of \$7,660.00 to Te Puna Oranga o Ōtaki to support their immediate response to the COVID-19 pandemic.

Social Impact Grants 2022 – Districtwide

It is recommended that the Council:

Endorses the recommendations of the districtwide Social Impact Grants evaluation panel.

Approves funding totalling \$320,000.00 to the following organisations:

\$15,000.00 to Age Concern Kapiti Coast Incorporated

\$15,000.00 to Dementia Wellington Charitable Trust

\$14,810.00 to Energise Ōtaki

\$11,000.00 to English Language Partners

\$25,000.00 to Greater Wellington Neighbourhood Support

\$2,310.34 to He Tangata Village

\$15,000.00 to Kapiti Impact Trust

\$20,000.00 to Kapiti Vaulting Club Incorporated

\$10,354.00 to Kidz Need Dadz

\$20,000.00 to KYS One Stop Shop Trust / Kapiti Youth Support

\$20,000.00 to Manaaki Kapiti – Ātiawa ki Whakarongotai

\$15,000.00 to Māoriland Charitable Trust

\$25,000.00 to Ngā Hapū o Ōtaki

\$30,000.00 to Ōtaki Waka Hoe Charitable Trust

\$20,000.00 to Paekākāriki Station Precinct Trust

\$15,000.00 to Te Puna Oranga o Ōtaki

\$21,525.66 to The Shed Project

\$5,000.00 to Volunteer Kāpiti

\$20,000.00 to Work Ready Kāpiti

Declines the funding requests totalling \$124,194.00 from the following organisations:

\$30,000.00 from Kapiti Community Foodbank Incorporated

\$28,300.00 from The Kapiti Seventh Day Adventist Group

\$30,000.00 from Moraka Menstrual Cups

\$27,444.00 from Waka Kapiti

\$8,450.00 from The Wellington Multiple Sclerosis Society

Acknowledges the significant contribution of the independent members on both the Ōtaki and districtwide evaluation panels in assessing the applications.

CARRIED

CR HANDFORD ABSTAINED.

10.2 UPDATE ON THE FINAL DRAFT CHAPTER OF KAPITI COAST DISTRICT'S HOUSING ASSESSMENT UNDER THE NATIONAL POLICY STATEMENT ON URBAN DEVELOPMENT

Hamish McGillivray, Manager Research and Policy gave some background to this piece of work so far and took the report as read.

Mr McGillivray responded to members questions.

RESOLUTION CO2022/31

Moved: Cr Gwynn Compton

Seconder: Cr Sophie Handford

That Council notes findings of the final draft of Kāpiti Coast District's Housing Development Capacity Assessment update (HBA) and its supporting Assessment of Councils Infrastructure Capacity.

That council notes that the Kāpiti Coast District's HBA chapter and supporting infrastructure assessment of capacity will be finalised and published as part of the Wellington Regional HBA alongside other districts chapters once completed.

CARRIED

The meeting adjourned at 11.00am and resumed at 11.12am

10.1 SHOULD THE COUNCIL JOIN C4LD - COMMUNITIES 4 LOCAL DEMOCRACY

Wayne Maxwell, Chief Executive spoke to a presentation and with the support of Sean Mallon Group Manager Infrastructure Services responded to members questions.

RESOLUTION CO2022/32

Moved: Deputy Mayor Janet Holborow

Seconder: Mayor K Gurunathan

That the item of business 10.1 should the Council Join C4LD – Communities 4 local Democracy, being discussed should lie on the table and not be discussed further at this meeting.

For: Mayor K Gurunathan, Crs Janet Holborow, Angela Buswell, Gwynn Compton, Jocelyn Prvanov and Bernie Randall

Against: Crs James Cootes, Jackie Elliott, Martin Halliday, Sophie Handford and Robert McCann

CARRIED 6/5

CARRIED

Appendices

1 Three Waters presentation

The Mayor requested that a statement be put out to the public regarding our Three Waters engagement.

Item - 10.2 Update on the final draft chapter of Kāpiti Coast District's Housing Assessment under the National Policy Statement on Urban Development - was moved to another part of the minutes.

Item - 10.3 Social Impact Grants 2022 - was moved to another part of the minutes.

10.4 REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND COMMUNITY BOARDS

Sarah Wattie Governance and Legal Services Manager spoke to the paper noting a minor error in the report set out in paragraphs 6 and 7.

Ms Wattie proposed an amendment to the recommendations to read:

That Council receives this report (Reports and Recommendations from Standing Committees and Community Boards) with the removal of paragraphs 6 and 7 from the report.

RESOLUTION CO2022/33

Moved: Cr Jocelyn Prvanov

Seconder: Mayor K Gurunathan

That Council receives this report (Reports and Recommendations from Standing Committees and Community Boards) with the removal of paragraphs 6 and 7 from the report.

CARRIED

11 CONFIRMATION OF MINUTES**11.1 CONFIRMATION OF MINUTES****RESOLUTION CO2022/34**

Moved: Mayor K Gurunathan

Seconder: Deputy Mayor Janet Holborow

That the minutes of the Council meeting of 24 March 2022 be accepted as a true and correct record.

CARRIED

12 PUBLIC SPEAKING TIME

- Public Speaking Time responses

13 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil

14 PUBLIC EXCLUDED REPORTS

Nil

The Council meeting closed at 12.34pm.

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CHAIRPERSON

**MINUTES OF KAPITI COAST DISTRICT COUNCIL
COUNCIL MEETING
HELD AT THE ONLINE VIA ZOOM
ON THURSDAY, 14 APRIL 2022 AT 2.07PM**

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

IN ATTENDANCE: Tim Power, Dianne Andrew, Samantha Turner

APOLOGIES: Nil

**LEAVE OF
ABSENCE:** Nil

1 WELCOME

2 COUNCIL BLESSING

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

3 APOLOGIES

APOLOGY

RESOLUTION CO2022/35

Moved: Deputy Mayor Janet Holborow

Seconder: Cr Gwynn Compton

That the apology received from Cr Randall be accepted.

CARRIED

4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

There were none.

5 PRESENTATION OF PETITION

There were none.

6 HEARINGS

There were none.

7 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

There were none.

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

There were none.

(b) Leave of Absence

There were none.

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

There were none.

9 MAYOR'S REPORT

There were none.

10 REPORTS

There were none.

11 CONFIRMATION OF MINUTES

There were none.

12 PUBLIC SPEAKING TIME

- Covering other items if required
- Public Speaking Time responses

13 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

There were none.

14 PUBLIC EXCLUDED REPORTS**RESOLUTION TO EXCLUDE THE PUBLIC****PUBLIC EXCLUDED RESOLUTION CO2022/36**

Moved: Mayor K Gurunathan

Seconder: Cr Jackie Elliott

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
14.1 - Chief Executive Contract Term	<p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 7(2)(f)(ii) - the withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of Council members, officers, employees, and persons from improper pressure or harassment</p> <p>Section 7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</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

RESOLUTION CO2022/38

Moved: Cr Gwynn Compton

Seconder: Cr Angela Buswell

That the Council moves out of a public excluded meeting.

CARRIED

The Council meeting went into public excluded session at **2.09pm**.

The Council meeting came out of public excluded session at **3.02pm**.

The Council meeting closed at 3.02pm.

.....
CHAIRPERSON

12 PUBLIC SPEAKING TIME

- Public Speaking Time responses

13 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

14 PUBLIC EXCLUDED REPORTS**RESOLUTION TO EXCLUDE THE PUBLIC****PUBLIC EXCLUDED RESOLUTION**

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
13.1 - Confirmation of public excluded minutes	<p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 7(2)(f)(ii) - the withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of Council members, officers, employees, and persons from improper pressure or harassment</p> <p>Section 7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</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