



AGENDA

Council Meeting

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

Date: Thursday, 9 December 2021

Time: 9.30am

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

**Wayne Maxwell
Chief Executive**

Kapiti Coast District Council

Notice is hereby given that a meeting of the Kapiti Coast District Council will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 9 December 2021, 9.30am.

Council Members

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

Order Of Business

1	Welcome.....	5
2	Council Blessing.....	5
3	Apologies	5
4	Declarations of Interest Relating to Items on the Agenda	5
5	Presentation of Petition: Protecting Tamariki on Poplar Avenue.....	5
6	Public Speaking Time for Items Relating to the Agenda.....	5
7	Members' Business	5
8	Mayor's Report.....	5
	Nil	
9	Reports	6
9.1	Social Investment.....	6
9.2	Te Tupu Pai, Growing Well - Receiving Submissions	25
9.3	Waste Minimisation Services Update	29
10	Confirmation of Minutes.....	40
10.1	Confirmation of Minutes	40
11	Public Speaking Time.....	51
12	Confirmation of Public Excluded Minutes.....	51
	Nil	
13	Public Excluded Reports.....	52
	Resolution to Exclude the Public	52
13.1	STRATEGIC PROPERTY PURCHASE - PRIORITISATION	52

1 WELCOME**2 COUNCIL BLESSING**

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

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

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

Notification from Elected Members of:

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

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

5 PRESENTATION OF PETITION: PROTECTING TAMARIKI ON POPLAR AVENUE**6 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA****7 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)

8 MAYOR'S REPORT

Nil

9 REPORTS

9.1 SOCIAL INVESTMENT

Author: Tania Parata, Manager Connected Communities

Authoriser: Janice McDougall, Group Manager People and Partnerships

PURPOSE OF REPORT

- 1 This report seeks a decision on Social Investment funding for 2021 and 2022.

DELEGATION

- 2 The Committee has the delegation to consider this matter as to the responsibilities outlined in the Governance Structure and Delegations handbook.
- 3 This matter has a particular focus on decision making associated with reviewing and approving community contracts and overseeing strategic programmes.

BACKGROUND

Investing in community to generate positive social impacts

- 4 In 2018, the council introduced its social investment programme as a way of providing financial support to community not-for-profits organisations.
- 5 This shifted historical non-contestable, community contracts and grants, to a contestable investment programme based on priorities and achieving pre-set outcomes.
- 6 The move to a new way of investing in community meant that council's funding could:
 - Facilitate collaboration and promote social innovation to make change and deliver community wellbeing.
 - Implement a fair and uniformed process to award funding.
 - Target funds to achieving community priorities.
 - Support greater impact through new and responsive initiatives.
 - Create pathways for greater accountability and transparency.

Funding for impact

- 7 Community sector workshops, evidenced based research, along with an advisory group (made up of councillors and community representatives, including an iwi provider) made recommendations to Council to put in place a contestable investment programme, with the vision of paving the way for:
 - social innovation
 - solutions-focussed
 - and outcomes-based investment to generate social change.
- 8 The recommendations from the advisory group were approved by Council in December 2017 with endorsement of Te Whakaminenga o Kāpiti.

- 9 Three priorities were adopted by Council, supported by outcomes and founded by principles. A full description of priorities are in the Appendix attached to this report.



- 10 A set of seven principles were also developed by the advisory group as an integral component of the assessment process and to help drive decision making and shape the intent of council's support in this area.
- 11 These principles are also detailed in the appendix attached to this report.
- 12 The priorities and principles set a platform for a bespoke social investment programme that:

- Aligns social investment priorities with Council's own Long term planning priorities
- Increases transparency of how Council funds not-for-profit organisations striving for social change.
- Applies an equity and uniformed approach for awarding funding for social investment to the not-for-profit community and social sector.
- Creates opportunity for greater impact through investing in new and responsive initiatives.
- Allows for greater accountability, by investing in outcomes that meet community priorities through a 3-year funding cycle.



More than a funding programme

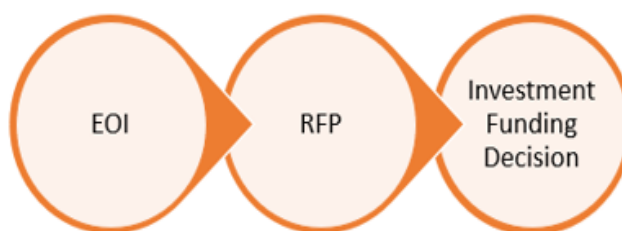
- 13 The implementation of council's social investment programme in 2017 and 2018 was reinforced by training and development opportunities for the not-for-profit sector through a suite of activities including; grant seeker workshops, funders forums, sustainable income sessions and Tiriti training.
- 14 To further support the social investment funding programme, council staff undertook a concerted approach to supporting community organisations, interested in applying for funding, by hosting:
- one to one session with organisations
 - workshops on application writing
 - information and drop-in clinics

- a dedicated email hot-line

Investing in Change Makers: The process

15 In 2018, council staff commenced a procurement process for contestable social investment- the procurement process for social investment included three stages:

- **Expression of Interest phase** - social and community providers were invited to submit an expression of interest that were assessed by an independent evaluation panel, from here, the panel make recommendations to council (via the Strategy and Policy Committee) who made the decision on which organisations would go on to the Request for Proposal phase.
- **Request for Proposal phase** - These organisations were offered a range of support to develop their proposals, this included specialist advice on budgets, programme and organisational development. From here, the evaluation panel made recommendations on funding allocation to Council based on criteria, viability and funding priorities.
- **Social Investment Funding Allocation phase** - Council decides on funding allocation.



Investing in Change Makers: Awarding Funding

16 In June 2018, the Council resolved to allocate funding to the following community organisations:

Project/Organisation	Funding Allocation			
	Year 1 2018/19	Year 2 2019/20	Year 3 2020/21	Total 2018-2021
Kapiti Youth Support	\$50,000	*\$50,000	*\$50,000	\$150,000 *
Energise Ōtaki	\$40,000	\$47,000	\$47,000	\$134,000
Māoriland Charitable Trust	\$50,000	\$47,000	\$47,000	\$144,000
Age Concern Kapiti Coast	\$45,000	\$42,000	\$42,000	\$129,000
Nga Hapū o Ōtaki	\$30,000	\$27,000	*\$27,000	\$90,000
Kapiti Living without Violence & Kapiti Women's centre	\$30,000	\$30,000	\$30,000	\$90,000
Kāpiti Impact Trust & Volunteer Kapiti	\$65,000	\$70,000	\$70,000	\$205,000
Challenge for Change (Kāpiti Impact Trust)	\$15,000	\$20,000	\$20,000	\$55,000
Funding Allocation	\$325,000	\$333,000	\$333,000	\$985,000

- 17 Once funding was awarded, social investment contracts were co-designed with each organisation based on successful Request for Proposals. Each contract embedded a unique set of deliverables and milestones to progress each initiative. This increased transparency and accountability while setting the scene for social investment funding as a three-year funding programme. For example, deliverables and milestones within the contracts were based on;
- a planning and design stage;
 - an implementation and operational phase; followed by
 - an evaluation and reflection period, signalling the conclusion of council's funding for the initiative and that ongoing financial support would need to be sought from other sources or that the organisation would have to resubmit to a new round of social investment funding.
- 18 Components were built into contracts to allow deliverables to be refined after each year to ensure that initiatives progressed at pace with community to remained strength based.
- 19 Formal accountability and report-back mechanism were put in place including, social investment updates by organisations to elected members through formal council committees.
- 20 Informal catch ups between council staff and contract holders, along with opportunities to network and share knowledge from other social investment contract holders were provided in the time leading up March 2020.

ISSUES AND OPTIONS

Issues

The Impacts of COVID-19: Social investment in 2020

- 21 In March 2020, a state of emergency was announced as the country braced itself to deal with the COVID-19 Pandemic, and the country was introduced to the COVID-19 Alert Level system.
- 22 For social investment contract holders, like many other local providers, their day-to-day services pivoted to respond to COVID-19 and concentrated on providing essential services to communities.
- 23 During this period, each social investment contract holder was offered the opportunity to re-look at timelines and deliverables of their initiative or to repurpose their dedicated Year Two social investment funding to support their operation costs related to business as usual. This was an acknowledgement of the changing landscape, increases in demand in services and the uncertainty of what was ahead.

The Impacts of COVID-19: Social investment 2021

- 24 For social investment contract holders, 2021 marks the conclusion of the 3-year funding cycle. There is no doubt, that the challenges of the pandemic have had significant impacts on the sector and the wider community.
- 25 Social investment contract holders have adapted to a new way of operating, coping with higher service demands and creating pathways to support the complex needs of communities.
- 26 With this in mind, it is not surprising that not all social investment contract holders have completed their deliverables, some will not have the results that were intended in a pre-COVID environment, while others have re-prioritised service delivery.
- 27 Council staff have worked alongside several organisations to:
- rework non-completion deliverables

- Put in place flexi-parameters, like extensions.

28 To date, council staff have received three formal report backs signalling the completion of their social investment contracts, with seven more social investment contracts still underway.

The impacts of COVID-19: Social Investment beyond 2021 and into 2022

29 When investing in community to generate positive social impacts, special considerations must be applied to ensure that funding is agile and responsive to a changing environment. For this reason, council's social investment programme will remain transparent and provide funding that:

- is meaningful for communities and their priorities.
- supports the not-for-profit sector to respond to important issues, emergent and ongoing.
- enables new initiatives that look to address community challenges in a changing environment.

30 With this in mind, this report recommends council implements a phased approach to social investment which is outlined below before exploring two options for Council to consider as the best way forward.

OPTIONS

31 This next section outlines a phased approach to social investment followed by two options for assessment and implementation.

Option 1

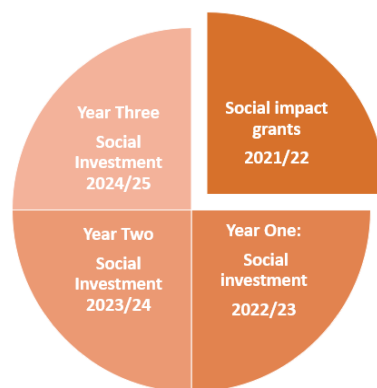
Implementing a phased approach to social investment

Phase One: Now – March 2022:

- 32 Council introduces an interim grant process (Social Impact Grants) to provide a platform for not-for-profits to develop local solutions for emergent issues and ongoing community challenges.
- 33 This grant builds on council's existing Social Investment programme and aims to support initiatives and activities that address community priorities, emerging issues, including COVID responsiveness and ongoing impacts.
- 34 This would be a one-off grant for not-for-profits, making amounts of between \$10,000 to \$30,000 available from a total pool of \$320,000.
- 35 While the entire pool of funding is available to the district, an additional \$50,000 is dedicated specifically for place-based Ōtaki services as outlined in council's Long term plan 2021-2041. The amount available in this fund would be between \$5,000 and \$10,000 per application.
- 36 Criteria and conditions are an appendix to this report and are inspired by criteria and assessment processes undertaken in council's social investment procurement process from 2018, however adjustments have been made to better align funding amount with the application and reporting processes.

Phase Two: April 2022 – August 2022

- 37 Council resumes its contestable Social Investment 3-year funding cycle making \$395,000 per annum available for not-for-profits through a robust procurement process based on community priorities.
- 38 Council staff would undertake a three-step process as mentioned in paragraph 17 of this report, along with a wider social investment training package and information workshops for the not-for-profit sector.
- 39 More detail on the 3- year funding process will be reported to Council in the coming months.

**Option 1.a**

- 40 In this option, a Social Impacts Grants evaluation panel is appointed, by council staff, made up of local and national experts to make recommendations to Council about funding allocation. A panel would also bring together a diverse range of world views which is important to creating pathways for equitable social impacts.
- 41 An Ōtaki Social Impacts Grants panel is also convened to make recommendations on funding allocation for Otaki social impact grants, with a particular focus on \$50,000 already dedicated to Ōtaki place based services. The amount available would be between \$5,000 and \$10,000 per application. Please note that criteria (as an appendix to this report) and been adjusted to reflect an Ōtaki-specific process running in parallel to the wider Social Impacts Grants.

Option 1.b

- 42 In this option, council staff make recommendations on funding based on criteria (set out in Appendix 1), with Council making a final decision on funding allocations across the social investment grants process, including the \$50,000, dedicated to Ōtaki placed funding.
- 43 This option is not recommended. Recommendations made by council staff would not bring an in-depth working knowledge of the social and community sector.

Other comments about this approach

- 44 By implementing a phased approach, with a simplified granting process, local services can:
- Take advantage of an uncomplicated process, with a relatively short funding allocation, turn around.
 - Apply for seed funding for initiatives that make a real difference to community wellbeing, with the opportunity to go onto be eligible for the 3-year social investment programme that follows later in the year.
- 45 Introducing and implementing an interim Social Impacts Grants over the next four months – ensures that current social investment contract holders have time to complete 2018-2021 initiatives before the next round of 3-year social investment funding begins.
- 46 A Social Impact Grants timeline is an appendix to this report and sets out the process and key dates.

CONSIDERATIONS**Legal considerations**

- 47 There are no legal considerations related to the implementation of this decision. However, some decision-makers will be closely connected to organisations making applications.

- 48 Council's legal team will work with those elected members who may have either an interest or a conflict to support a transparent and fair granting outcome.

Financial considerations

- 49 A total of \$395,000 is available through the social investment fund. This fund is made up of:
- A new allocation of \$50,000 per annum for Ōtaki place-based initiatives, acquired through the council's Long term plan 2021-41
 - An annual amount of \$345,000 assigned to the Community Support activity.
- 50 It is important to note that, in September 2021, Council resolved to make a one-off grant to the Kāpiti Community Foodbank to support their relocation project. Through this process \$25,000 was repurposed from the social investment fund reducing the social investment fund to \$370,000 (this overall amount includes a dedicated amount of \$50,000) for this year.

Tāngata whenua considerations

- 51 The social investment fund is outcomes-based funding and puts iwi prosperity and iwi aspirations at the fore, as key principles for improving social outcomes that contribute to community wellbeing.
- 52 The funding model also embeds an equity framework that reinforces the tiriti principle of tino rangatiratanga (iwi-led initiatives to achieve iwi aspirations) to facilitate Māori whakaaro (Maori thinking and understanding) to enhance outcomes.
- The Council Connected Communities team will work alongside mana whenua and local kaupapa Māori providers in the next phase of the process.

Strategic considerations

- 53 The social investment programme and associated funding streams contributes strongly to achieving the following Long term plan community outcome:
- Our communities are resilient, safe, healthy, thriving and connected. Everyone has a sense of belonging and can access the resources and service they need.*

SIGNIFICANCE AND ENGAGEMENT

Significance policy

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

Consultation already undertaken

- 55 A council briefing on this matter was attended some elected members in November.

Engagement planning

- 56 An engagement plan is not needed to implement this decision as it builds on engagement undertaken in 2017 to develop the Social Investment programme.

Publicity

- 57 At the time of writing this report, a communications plan was in-development to provide information to the wider community about Council's decision on contestable funding for 2021 and 2022. This will include using media and digital channels.
- 58 Community-styled workshops and information clinics will be planned for the coming weeks to enable community and social organisations to source correct information and ask questions from council staff. This will include a social investment email 'hot line' for advice and support.

- 59 Direct contact will be made with a range of community organisations, utilising our existing council contacts to reach over 250 not-for-profits already providing services to the district.

Other Considerations

- 60 The recommendations in this report, responds directly to addressing emergent community issues and creating positive social impact. It also enables council funding to be relevant to rapidly changing issues in a challenging time.

Recommendations

That the Council:

- 61 Implement a phased approach to the upcoming social investment programme, as outlined in Option 1 of this report, including:
- 61.1 Opening a round of Social Impacts Grant for not-for-profits from December 2021 through to March 2022.
 - 61.2 Making available grants between \$10,000 and \$30,000 to support initiatives and activities to enable services to meet the unmet needs of the Kāpiti communities.
 - 61.3 Making available grants between \$5,000 and \$10,000 to support initiatives and activities for Ōtaki-based services.
 - 61.4 Exhausting the funding of \$345,000 plus \$50,000 allocated to social investment for 2021/22, through the proposed Social Impact Grants process.
 - 61.5 Using grant criterion inspired by council's social investment programme (as an Appendix to this report)
 - 61.6 Opening the 3-year Social investment programme in April 2022.

That the Council

- 62 Applies option 1.a: to implement the evaluation and assessment process, with
- 62.1 the establishment of a Social Impacts Grants evaluation panel made up of local and national experts to provided recommendations to Council to help inform funding decisions.
 - 62.2 Establish an Ōtaki specific evaluation panel to provide recommendations to Council on funding allocation.

APPENDICES

- 1. Social Impact Grants [↓](#)
- 2. Social Impacts Grant Otaki [↓](#)
- 3. Our priorities and principles [↓](#)
- 4. Evaluation process [↓](#)
- 5. Social Impacts Timeline [↓](#)

Kāpiti Coast District Council Social Impact Grants 2022

Council has set aside \$320,000 for social impact grants as part of Council's wider social investment programme.

Criteria:

Our social impact grants are a dedicated fund for iwi, hapū, social and community organisations for initiatives that provide services to our diverse Kāpiti communities – this fund builds on the council's Social Investment programme and aims to support initiatives and activities that address community priorities, emerging issues and COVID responsiveness.

This fund is available for organisations that serve and are led by people who are part of our Kāpiti communities, including:

- Ōtaki
- Te Horo
- Waikanae
- Paraparaumu
- Raumati
- Paekākāriki

Requests for funding should range between \$10,000 and \$30,000

We are looking for:

- Initiatives that are not current business as usual services
- Initiatives that are innovative and respond to an immediate community need
- Initiatives that are collaborative (in delivery and design)
- Initiatives that reflect our social investment principles

The types of things you can apply for funding:

- Implementation of community COVID-19 responsiveness plans
- Iwi, hapū, community hubs and collaborative impact initiatives
- Initiatives that support and strengthen social cohesion and generate positive impacts for communities.
- Initiatives that support and promote communities to support emergent issues
- Seeding and pilot initiatives that address community priorities.

We can't fund:

- Retrospectively
- Commercial ventures or activities that intend to generate profit
- Endowments, Capital Funds, and other Trust Funds

- Core healthcare services, including primary and secondary health services
- Individuals, including scholarships and organisations that provide individual scholarships
- Promotion of a religious or political message

Requirements

Any organisation Council awards social impact grants to, must meet the following core requirements. Please address these as part of your application.

- Be an incorporated and registered charitable trust.
- Be up to date with information and reporting requirements for Charities Services.
- Demonstrate effective governance including having a governance board in place which lessens liabilities and maximises assets.
- Demonstrate proven ability in providing services of the type proposed.
- Demonstrate good stewardship of other funds provided to the organisation.
- Provide two referees.

The Evaluation process:

The applications will be evaluated by an assessment panel which will provide recommendations to Council. The Council will make final decisions on funding allocation.

- You will have an opportunity to address the panel and answer any questions they have. This will form part of the evaluation.
- Presentations to the panel will likely take place on XX February. Each organisation will have approximately 15 minutes for presentation and responses to panel questions.
- Your completed application is due to be received by Council - emailed or delivered - **by 23 February 2022**

Summary of information required

- *A completed application form – addressing the criteria stated.*
- *Your budget for the initiative and any plans for sourcing other funding*
- *A statement of your organisation's current financial position*
- *Governance arrangements for your organisation including names of your trustees*
- *Names and contact details for two referees.*

Ōtaki Social Impact Grants 2022

Council has set aside \$50,000 for social impact grants as part of Council's wider social investment programme.

Criteria:

Our social impact grants are a dedicated fund for iwi, hapū, social and community organisations for initiatives that provide services to our diverse Kāpiti communities – this fund builds on the council's Social Investment programme and aims to support initiatives and activities that address community priorities, emerging issues and impacts related to COVID responsiveness.

This fund is available for organisations that serve and are led by people who are part of the Ōtaki Community.

We are seeking requests for funding between \$5,000 and \$10,000

We are looking for:

- Initiatives that are not current business as usual services
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- *Governance arrangements for your organisation including names of your trustees*
- *Names and contact details for two referees.*

Our values for priorities**Connected Communities – Our people are connected, empowered, and feel part of a community.**

Under this priority council looks to support activities that build the capacity for our communities to maximise strengths, address local needs and enhance wellbeing, through:

- strong and resilient Māori communities
- leveraging community resources and assets to enable important services, to service needs of our communities.
- meeting the unmet needs of our most vulnerable people (clusters, whanau and individuals) so everyone can benefit from participating and feeling
- increasing community health and wellbeing with people feeling valued, connected worthwhile and cared for.
- Resilient communities that can adapt and respond to change by working together and being solutions focused.

Safer Communities –Our communities and neighbourhoods are safe places for all.

This priority looks to support strategic collaborations and partnerships, that grow community belonging and safety through:

- People feeling safe in their community
- Community- led collaborations for initiatives to increase connections public safety.
- Strong social capital that builds a feeling of safety and connectedness in communities
- Communities and public space are safe, welcoming and promote social interaction.

Resilient sector- Our Community and social sector is capable, effective, and resilient.

This priority concentrates on capacity-building support for the sector with priority outcomes of:

- Kapiti has resilient and financially sustainable organisations delivering community and social services.
- The not-for-profit sector is adaptive and responsive to the changing needs of our district.
- More people with a wide range of skills are involved in volunteering
- Local not-for-profits share knowledge with others and come together to collaborate.
- More social enterprises are developed to increase local social impact

Our principles for investing in positive social impacts

Sustainability – organisations and initiatives that encourage innovation and are working towards becoming sustainable in all respects, including environmental.

Equity – organisations and initiatives that create pathways for all members of our diverse communities, with a particular focus on those who need a hand up

Te Tiriti- organisations and initiatives that put Te Tiriti into action.

Iwi Prosperity- initiatives and organisations that put tino rangatiratanga into action through iwi-led initiatives and projects that achieve mana whenua aspirations.

Valuing community and volunteer contributions- Initiatives and organisations that put volunteerism at the heart of activities in recognition of this valuable community resource.

Partnership and collaboration - Initiatives and organisations that look to partner for strong local communities through social innovation for collective impact.

Evaluation and weightings

Each proposal will be evaluated across four weighted areas with specific criteria for each.

- Initiative and delivery
- Outcomes and impact
- Guiding principles
- Budget

Evaluation sources

The evaluation will be made from consideration of information from three sources:

- the application
- the presentation to the panel
- referee checks.

Referees

Please provide the names and contact details of two referees who have knowledge of your organisation's activities in the community and can comment on your organisation's track record of delivery and strengths within the area you are seeking funding.

Your referees could be other funders, a community organisation you work with or alongside, a stakeholder or community leader.

Criteria for evaluation

Initiative and delivery:

Weighting – 30%

Key questions for evaluation

- *Do you have a clear, achievable plan for delivering your initiative?*
- *Do you have the capacity to do this effectively?*
- *Does your implementation plan include collaborative delivery?*
- *Is your initiative responsive to the community and will it empower the community?*
- *Do you have community and stakeholder support for your initiative?*

Please provide an outline of deliverables and as part of your application.

- 1) Implementation plan is realistic and achievable.
- 2) Organisation demonstrates the capacity to deliver proposed programme.
- 3) Collaboration and community responsiveness is evident.

Outcomes and impact

Weighting – 30%

Key questions for evaluation

- *How will your initiative make a positive impact on a priority need, or needs, in our community?*
- *How will your initiative contribute directly to the supporting outcomes stated within the priority?*
- *Are your outcomes realistic?*
- *What are your measures for success?*

Criteria for evaluation

- 1) Application demonstrates strong contribution to priority needs.
- 2) Specific outcomes are well defined and realistic.

Guiding principles

Weighting – 20%

Key questions for evaluation

- *How strongly does your initiative respond to the guiding principles?*
- *Will your initiative help advance the principles and if so can you demonstrate this?*

Criteria for evaluation

- 1) Initiative is strongly aligned to guiding principles.
- 2) Application clearly identifies how initiatives will help advance the principles.

Social Impact Grants – key dates and timeline

Dates	Process/step
13 December 2021	Soft opening <ul style="list-style-type: none">- announcement of opening date- Media release- email hot line opens
17 December 2021	Launch <ul style="list-style-type: none">- information clinics- email hot line continues- Media campaign (advertisements)- targeted communications to social and community organisations-Workshops opportunities for organisations to work with council advisers about specific aspects of their initiative – specifying deliverables, developing evaluation frameworks, reflecting guiding principles. <p>These will run until the application close date.</p>
23 February 2022	Applications due
(Date to set)	Evaluation panel <p>Organisations meet with evaluation panel:</p> <ul style="list-style-type: none">- Short presentation from organisation/s about proposal- Opportunity for panel to ask questions- Panel make recommendations
24 March 2022	Council considers recommendations from evaluation panel and makes decisions
25 March 2022	Organisation/s informed of council decision
	Funding awarded
April 2022	Check in with grant recipients
June 2022	Check in with grant recipients

9.2 TE TUPU PAI, GROWING WELL - RECEIVING SUBMISSIONS

Author: Chris Worth, Principal Policy Advisor

Authoriser: Natasha Tod, Group Manager Strategy, Growth and Recovery

PURPOSE OF REPORT

- 1 This report presents the submissions received on Council's consultation document *Te Tupu Pai, Growing Well: our proposed approach for enabling sustainable growth in Kāpiti* for Council to formally receive.

DELEGATION

- 2 Council has authority to receive the submissions.

BACKGROUND

- 3 The review of the District Growth Strategy began in late 2020. The Strategy will provide an outline for managing how, where and when our district grows to meet the 32,000 extra residents anticipated over the next 30 years. The new Strategy will replace the current Development Management Strategy 2007, which is now out of date.
- 4 The Strategy will inform how we shape the development of land and manage activities across our town centres and urban, rural and business areas, including through changes to the District Plan and infrastructure planning and investment decisions. It is a key part of making sure there is adequate planning and investing in the necessary infrastructure, services and facilities needed by our future population.
- 5 The Strategy sits alongside other Council strategies, including the economic development strategy, sustainable transport strategy, draft open spaces strategy and the climate change action framework, to provide direction and coordination of activities to help support and achieve our community outcomes for the district.
- 6 The Strategy will provide more detail on how Kāpiti's future growth sits alongside the Wellington Regional Growth Framework (WRGF) and meets requirements for intensification and enablement of sufficient capacity for growth under the National Policy Statement on Urban Development (NPS-UD). It will provide a sound basis to support the next phase of WRGF implementation in our district, which requires multi-agency coordination and input.

Public consultation and feedback

- 7 Council approved a proposed approach for growth on 30 September 2021. Consultation on *Te Tupu Pai, Growing Well: our proposed approach for enabling sustainable growth in Kāpiti* ran from 19 October to 19 November 2021.
- 8 Consultation was undertaken under Covid-19 Alert Level Two, which limited the ability for public meetings and drop-in's to be undertaken unless in a managed environment. A number of additional channels were used to get messaging out to different sectors of our community including:
 - 8.1 Consultation material available at council service centres, libraries and the Paraparaumu and Ōtaki pools
 - 8.2 Advertorials and adverts in papers circulating in the Ōtaki and Waikanae/Paraparumu/Raumati areas with a post card drop in Paekākāriki given the lack of a regular paper in that area.
 - 8.3 Radio adverts during drive/prime time on three local radio stations
 - 8.4 Online advertising to reach additional online users.
 - 8.5 Promotion through Council's e-newsletter, Everything Kāpiti, and on Antenno and to those signed up to our Have Your Say website.

- 8.6 A range of community and government agency groups were notified by email.
- 8.7 A number of meetings were held in a controlled environment with the Youth Council, Economic Development Board, local development community (online), Greater Wellington Regional Council and Kāinga Ora.
- 8.8 We also supported our iwi partners with their engagement and hui on the proposed approach.
- 9 Feedback was received through 144 submissions. Of these, 43 requested to speak to their submissions with Councillors.
- 10 A Council workshop was held on 30 November 2021 where submitters speaking to 33 submissions attended in person or via Zoom and discussed their feedback directly with Councillors. Councillors were provided with submissions of those who wanted to be heard ahead of the workshop. The remaining submissions have now been provided to Councillors to consider.
- 11 The full set of submissions for Council to formally receive is attached in two sets:
 - 11.1 Submissions from those who indicated they wished to be heard (including iwi partner submissions)
 - 11.2 The remainder of submissions received.
- 12 Analysis of submissions is underway. A summary of submissions will accompany proposed changes and recommendations for Council to consider in adopting the finalised District Growth Strategy on 24 February 2021.

CONSIDERATIONS

Policy considerations

- 13 The review of the District Growth Strategy forms part of Council's response to enabling sufficient development capacity to meet requirements of the NPS-UD. This includes informing district plan changes and development of a regional Future Development Strategy under the NPS-UD. The final District Growth Strategy will also need to reflect any changes introduced in final legislation relating to the Resource Management (Enabling Housing Supply and Other Matters) Amendment Bill. Implementation of the District Growth Strategy will help inform Council's planning for future infrastructure investment ahead of the 2024-2054 Long-term Plan.

Legal considerations

- 14 There were no legal considerations for consultation on the Proposed Approach to Growth and Council was not required to follow the special consultative procedures set out in the Local Government Act. However, given the importance of the Strategy, the consultation process has followed consultation best practice to the extent allowed by the restrictions of Covid-19 Alert level 2.

Financial considerations

- 15 The implementation of the strategy is proposed to form part of monitoring and reporting alongside NPS-UD requirements. The implementation of the strategy will primarily coordinate current activities and projects identified under other strategies and the Long-term Plan. Where new or additional areas of work are identified they will be raised and considered as part of the annual plan process.

Tāngata whenua considerations

- 16 We have sought to work closely with our iwi partners and to reflect their aspirations and values for urban development and growth in reviewing the District Growth Strategy. While capacity has limited earlier engagement, we are now working closely with all three iwi.

- 17 We sought initial feedback from iwi on the Proposed Approach that went out for consultation, and made some adjustments following their initial feedback, although timeframes prevented us from fully exploring and reflecting all feedback.
- 18 We continue to work and engage with our iwi partners (as guided by each iwi). Ngāti Toa Rangatira and Ngā Hapū o Ōtaki discussed their feedback on the proposed approach for growth with Councillors on 30 November. Ātiawa ki Whakarongotai will discuss their feedback with Councillors at a Council Briefing on 7 December 2021.
- 19 We will continue to work with our iwi partners in finalising the Strategy and its supporting implementation.

Climate Change

- 20 The Proposed Approach to Growth emphasises intensification and a climate neutral approach to development. The District's proximity to the coast means that climate change and sea level rise in particular can present challenges to development. Stormwater and flooding are also existing hazards faced in areas of our district and is projected to become worse due to climate change. Areas proposed for intensification and greenfield development have undergone initial high-level assessment for natural hazard constraints. Further work will be necessary, with some of this work already underway.
- 21 The Proposed Approach to Growth proposes a balanced mix of growing up and growing out, with an emphasis on intensification and walkability around existing and new proposed centres that, with the support of improved public transport, will help reduce the necessary use of motor vehicles, and lowering emissions and the overall impact of growth on our natural environment.

Strategic considerations

- 22 The strategic direction set in the 2021 Long Term Plan include strong emphasis on growth and resilience and investing in infrastructure to support this. The proposed approach to growth aligns with this direction.
- 23 The proposed Approach to Growth also aligns with our community outcomes of partnership with mana whenua, restoring and enhancing the natural environment and enabling our people to have access to suitable housing in Kāpiti so they can live and thrive.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

- 24 This matter has a low degree of significance under Council's Significance and Engagement Policy. The strategy itself will be a non-statutory document, and while it provides a framework for how we manage growth, changes to achieve this will be implemented under further processes. This includes changes to the District Plan under RMA processes and planning and investment decisions around council infrastructure and services under the Long-term Plan.
- 25 While not a statutory requirement, we have undertaken a consultation process similar to the special consultative procedure outlined in Council's Significance and Engagement Policy as good practice. This includes the community being provided the opportunity to verbally present their views to Council following consultation, ahead of a final strategy being considered for adoption by Council early in the new year.

Consultation already undertaken

- 26 Consultation undertaken on the Proposed Approach to Growth is outlined in the section on Public Consultation above in this report.
- 27 Prior to the public consultation processes, the Proposed Approach to Growth was developed through a number of information sessions held with community boards, the Youth Council, Older Persons Council, Kāpiti Accessibility Advisory Group, and a session was held with the

development community. In addition, our iwi partners were invited to council briefings during development of the approach.

- 28 The community was also asked what was important to them and what good growth looked like earlier this year through the Long-term Plan consultation process.
- 29 Discussions with government agencies as part of the regional growth framework and other aligned partnership work are ongoing and have contributed to the direction of the Proposed Approach and help inform its implementation.

Recommendations

- 30 That the Council formally receives submissions made on *Te Tupu Pai, Growing Well: our proposed approach for enabling sustainable growth in Kāpiti*.

APPENDICES

1. Submissions Part A: Submissions that requested to be heard (under separate cover)
2. Submissions Part B: Remaining submissions (under separate cover)

9.3 WASTE MINIMISATION SERVICES UPDATE

Author: Ruth Clarke, Waste Projects Manager

Authoriser: Sean Mallon, Group Manager Infrastructure Services

PURPOSE OF REPORT

- 1 This purpose of this report is to consider the level of recycling service for rural residents.

DELEGATION

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

BACKGROUND

- 3 As part of the LTP 2021 considerations, it was proposed and decided to close the Waikanae Recycling Centre. Following this decision, the Mayor requested a report providing information on recycling options for rural residents. As these are closely connected to levels of service for waste and recycling services districtwide, this report addresses the following;

- Recycling for rural residents
- Waikanae Green waste and Recycling Centre
- Kerbside collection services

DISCUSSION AND OPTIONS

Discussion

Recycling for rural residents

- 4 To assess existing options and level of service for rural residents and discuss whether council should consider providing (new) options, the following will be discussed:
- Accessibility of drop off services in Kāpiti
 - What do other Councils offer in rural areas for residents
 - Kerbside recycling

Accessibility level of service

- 5 Accessibility to services is important when determining the level of service in rural areas. Several product stewardship schemes have considered this, and a 30-minute drive time to access services is considered reasonable.
- 6 For this purpose, locations of rural households in Kāpiti have been assessed for their accessibility to drop off recycling and waste services at either the Ōtaki Resource Recovery Centre or the Otaihanga Resource Recovery Facility, using a 30-minute drive time as the criterion. Results are tabled below.
- 7 Table of travel time and distance within the Kāpiti District

Site no.	Area	Destination	Travel time	Distance
1	Nikau Valley east end	Otaihanga	7 minutes	5.2km
2	Paekākāriki south end	Otaihanga	16 minutes	16km

3	Peka Peka urban north end	Otaihanga	13 minutes	12km
		Otaki	16 minutes	16km
4	Te Horo beach urban	Otaihanga	17 minutes	16km
		Otaki	10 minutes	9.1km
5	Otaki Gorge	Otaki	20 minutes	15km

8 For a regional comparison, properties in Wellington City were assessed similarly and results are tabled below.

9 Table of travel time and distance within Wellington City

Wgtn City				
1	Thorndon	Southern landfill	15 minutes	9.3km
		Seaview	14 minutes	14km
		Spicer	24 minutes	23 km
2	Miramar north end	Southern landfill	26 minutes	15km
3	Johnsonville - west	Southern landfill	24 minutes	19 km
		Spicer, Porirua	21 minutes	17 km
		Seaview	19 minutes	15 km
4	Makara Beach	Southern landfill	42 minutes	27 km
		Spicer, Porirua	39 minutes	27 km
		Seaview	42 minutes	27 km

What do other Councils offer in rural areas for residents?

- 10 An alternative service provided by some councils is recycling drop-off sites for rural residents, often located in small rural townships or community areas.
- 11 Wellington region councils have been surveyed regarding the provision of rural recycling drop-off sites and none of the councils provide this service. The current level of service in the Kāpiti Coast District is comparable.
- 12 In the Masterton District and Hutt City recycling drop-off sites have been removed due to contamination and illegal dumping next to the drop-off stations.
- 13 Further information was gathered from seven councils with rural recycling drop-off sites, including Horowhenua District and Selwyn District, and the following observations were made
 - The land areas are significantly larger than the Kāpiti Coast District.
 - The population density is considerably lower than the Kāpiti Coast District
 - Distances from rural drop-off sites to a transfer station range from 7 to 80km.
 - Some sites have been discontinued due to contamination and illegal dumping.
 - Illegal dumping is an ongoing operational issue/cost at rural drop-off sites.
- 14 Illegal dumping next to drop-off services are a well-known issue in Kāpiti as well, the clothing bins located in the public area attract illegally dumped waste next to these bins almost on a weekly basis. Council had the same experience before establishing kerbside recycling, when

a recycling drop off was available near the Pak 'n Save. This un-manned drop off was continuously used to illegally dump all kinds of waste.

- 15 The level of service for access to recycling services for rural residents is considered reasonable:
- 15.1 For outlying properties, the travel distance ranges from only 5-16km to Otaihangā or Ōtaki transfer stations which is in line with travel distances for residents in Paekākāriki, Peka Peka, Te Horo, or Ōtaki Gorge as shown in the table in s12.
- 15.2 In comparison to Wellington, where distances to transfer stations range from 9-27km with a drive time of 14-42 minutes, Kāpiti residents have better access with distances ranging from 5-16km and a drive time of 7-20 minutes as shown in the table in s14.
- 16 The level of service is also comparable to drinking water and wastewater services, which are not provided in rural areas, and this is reflected in lower rates.
- 17 Based on the discussion, the level of service for recycling is comparable and reasonable, and it is our recommendation to maintain the status quo, however, an alternative has been included should Council wish to reconsider current levels of service.

Option A: Maintain the status quo (recommended)

- 18 The reasons for deciding to close the Waikanae Recycling Centre have not changed and the above Level of Service comparison supports the conclusion that travel distances and drive times to a drop-off site are reasonable and comparable or better than across the district.
- 19 The Council decision from the Long Term Plan will remain in place with current services retained at Otaki and improved services at Otaihangā as allowed for in the Long Term Plan and associated budget.
- 20 The site will be fully closed per 1 July 2022 for drop-off as Composting NZ have advised that they will not remain on the site after this date for commercial reasons, part of which is that Council no longer provides the full subsidy of the kiosk staff wages.
- 21 The site is zoned as a recreational reserve and will become available for use by a club meeting the recreational criteria.
- 22 Waikanae residents can contract kerbside collection services which include recycling. Waste collectors have noted a recent increase in collection service requests during and following the recent lockdown and the range of collection options caters for smaller households and less frequent users

Option B: Establish rural recycling drop-off sites

Benefits

- 23 The benefits of this option are increased recycling participation for rural residents, although they will still need to access Ōtaki or Otaihangā transfer stations to drop-off rubbish.

Cost

- 24 Site establishment can range from \$10,000 to \$60,000 capital expenditure per site, dependant on methodology and consenting requirements.
- 25 An average operational cost is estimated at \$10-\$15,000/site per year, which excludes the cost of removing illegally dumped waste. Funding with districtwide rates or targeted rates for rural residents would have to be considered.
- 26 New budgets will have to be allowed for to provide for this option.

Risks

- 27 There is a risk that the sites will become targeted locations for illegal dumping resulting in
- extra management and monitoring of illegal dumping requiring increased resource from both regulatory, operational, and waste minimisation officers.

- extra costs for disposal of illegally dumped waste
- potential removal of the drop-off sites

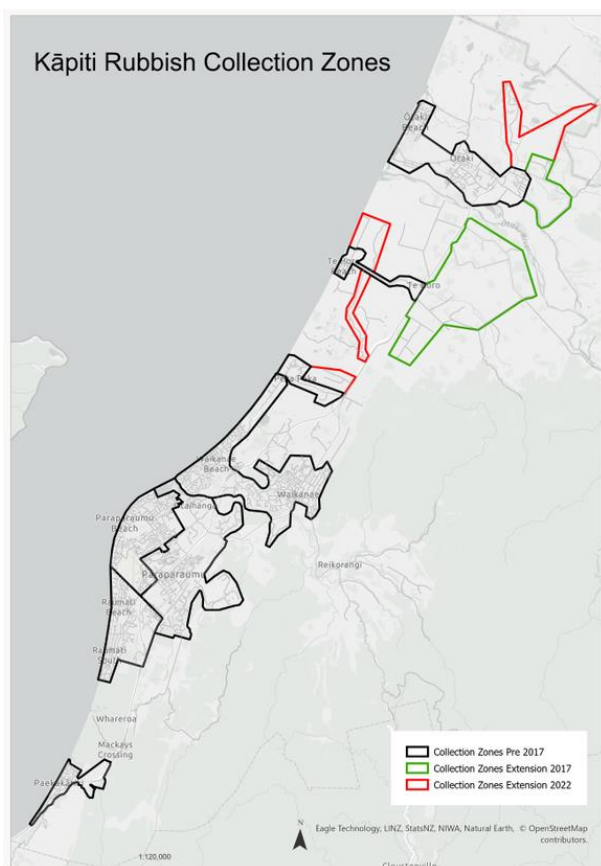
- 28 As any site established on the Kāpiti Coast will be within 20-minute drive time of urban areas, this risk will be difficult to mitigate.
- 29 Littering is already an issue and monitoring and enforcement are being stepped up following the Council approval of the schedule of fines for litter infringements.
- 30 There is a risk that the capital investment will be lost, if the sites need to be disestablished due to misuse.
- 31 There is a potential risk of the site needing to be compliant with imminent data gathering requirements being proposed by the Ministry for the Environment.
- 32 In summary any benefit is outweighed by risks of contamination, illegal dumping and cost, so staff recommend that we maintain the status quo as in Option A.

Overview of kerbside collection services

- 33 The purpose of this section is to provide a general overview of how kerbside collection services are provided in Kapiti including for rural residents.
- 34 Kerbside collection services are offered across the district by private collectors only who contract directly to residents for the delivery of the service.
- 35 Under the Waste Management and Minimisation Bylaw 2021, Council can set controls through the waste collectors' licence for the provision of kerbside collection services. While this offers less control than a direct council-controlled contract, the licences and monitoring systems have been in place in Kāpiti since 2010 and relationships with the waste collectors are well established and positive.
- 36 The satisfaction rate for collection services has been high since Council stopped providing collection services and always exceeds the target of 85% satisfaction, with a lot of positive feedback in the comments about collectors' performance.

Collection areas

- 37 When licensing was introduced, it was considered reasonable to require continuation of the same level of service as was previously deemed economically viable under a contract. Collectors could still choose to provide collections to residents outside the urban collection areas, but it was their decision based on cost efficiency and, in practice, means that collectors offer rubbish collection services without recycling outside of the urban areas.
- 38 However, the urban areas for kerbside collection services are gradually being extended as household density increases, incorporating more rural areas around the urban fringes. This is done in consultation with the local collectors, as the decision to extend collection areas must balance levels of service with their commercial considerations and ability to make the service available. More specifically for recycling collections, it means an additional two trucks to collect separated recycling.
- 39 The following map shows the original designated urban zones with extensions in 2017 and further extensions to be effective from 1 February 2022.



Range of kerbside collection options and cost

- 40 Four waste collection contractors offer an extensive range of services to accommodate collection frequencies, bin sizes, material types including rubbish, mixed recycling, and glass, as well as garden waste. Payment options also vary from pay-as-you-go services to monthly, 6-monthly, or annual contracts.
- 41 The range of services offered means that residents can choose a level of service at a price that suits them in comparison to having a fixed service determined by Council and paid for as a general or targeted rate. The full range of services is shown in a handout compiled by the waste minimisation staff and attached as Appendix A.
- 42 The way collection services are paid for and the range of options on offer varies significantly across Territorial Authorities. Some examples are given below, and the full table is in Appendix B for reference.
 - 42.1 In the Kāpiti Coast, a fully private model is used. Residents can subscribe to a weekly, fortnightly, monthly or 'pay as you go' service for rubbish that includes an alternating weekly recycling collection service for urban areas. The range of rubbish bin sizes include 80L, 120L, 140L and 240L wheelie bins. Costs range from \$58 - \$481 per year, depending on the collection frequency and bin size selected. Additionally, a weekly, fortnightly, monthly, or seasonal service is available for green waste collection, ranging from \$57 - \$246 per year.
 - 42.2 In Lower Hutt City, a rate funded model is used. Residents can choose from three bin sizes (80L, 120L or 240L) collected weekly and includes an alternating weekly recycling collection service for urban areas. Costs range from \$210 - \$393 per year, depending on bin size selected. Additionally, there is an opt-in option for a monthly green waste service for \$95 per year. It needs to be noted that Hutt City has a landfill and therefore controls the disposal cost.
 - 42.3 In Upper Hutt City, a combination model is used. Residents can purchase a pre-paid council bag, collected weekly costing, \$176.80 per year assuming one 60L bag per household per week. Residents can subscribe to an alternating weekly recycling

service with a private collector for \$110 - \$125 per year. Additionally, a weekly, fortnightly, monthly, or seasonal service is available for green waste collection, ranging from \$78 - \$201 per year.

- 43 In reviewing the full range of service options, Kāpiti Coast residents have the widest range of options starting at the lowest price. This provides an incentive for residents to reduce their waste and save money.
- 44 The additional benefit of the private services for residents is that they can also choose not to have a service and manage their rubbish and recycling for themselves by using the transfer stations. For small households and those proactively addressing waste minimisation in their household, this is cost-effective.
- 45 The summary of kerbside collection options highlights that private collectors are providing kerbside collection services across the Wellington region in addition to council-provided services.
- 46 A council-operated and rates funded service would result in a significant increase in rates. Based on a 2020 estimate of costs, the introduction of a fully rates-funded rubbish and recycling service in Kāpiti would result in a rate increase of 8.43% at a total cost of approximately \$5.818M per annum.
- 47 The total cost was based on an estimated cost of \$242 per eligible (urban) household. This is a significant increase for low-income, low-tenancy (e.g., baches) and low-waste households who may currently pay as little as \$58 for a kerbside collection service for rubbish with recycling delivered for free at the transfer station.

Garden waste

While two of the collectors offer a garden waste service, there is no kerbside collection service for food waste provided by collection contractors. Council is addressing this by supporting a range of projects through the Waste Levy Grants funding process promoting de-centralised services. From 2010/11 through to 2021/22, a total of 88 projects will have been supported with 46 projects in educational institutions, 30 community projects and 10 business projects.

CONSIDERATIONS

Policy considerations

- 48 The Waste Management and Minimisation Plan 2017-2023(WMMP) is a regional plan for the 8 councils in the Wellington Region. The plan was prepared and adopted in accordance with the requirements of the Waste Minimisation Act (2008).

Waste Management and Minimisation Bylaw 2021

- 49 The bylaw was updated in line with regional work to create regionally consistent bylaws and the Waste Management and Minimisation Bylaw 2021 was adopted by Council on 12 December 2021.
- 50 The bylaw contains new provisions relating to licensing, a requirement for waste management plans for events, multi-unit developments and for buildings over a certain value, as well as new requirements for litter, and work is underway to enable the various provisions in the bylaw.

Legal considerations

- 51 There are no legal considerations.

Financial considerations

- 52 There is no budget included in the Long Term Plan 2021-24 to provide additional levels of service such as re-establishing the Waikanae Recycling Centre or implementing rural drop-

off sites. These services would need to be rates funded for a relatively small number of users. Reinstatement of the previous level of service would cost approximately \$123,000.

Tāngata whenua considerations

- 53 If establishment of the rural- drop-off sites was considered, feedback from tangata whenua would be sought.

Strategic considerations

- 54 The WMMP is our strategic waste document and the services we deliver currently are in line with our local actions under the WMMP.
- 55 The provision of waste minimisation services contributes first and foremost to the community outcome “Our natural environment is restored and enhanced as we transition to a low-carbon future. “

SIGNIFICANCE AND ENGAGEMENT

Significance policy

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

Consultation already undertaken

- 57 Council recently consulted on the Waikanae Recycling Centre closure through the Long Term Plan 2021. No further consultation has been undertaken.

Engagement planning

- 58 No engagement has been planned at this point in time.

Publicity

- 59 No publicity has been planned at this point in time.

Recommendations

- 60 That Council notes this report.
- 61 That Council approves Option A which means that no recycling facility is provided in Waikanae.

APPENDICES

1. Rubbish and Recycling Options in Kāpiti [↓](#)
2. Kerbside Collection Services and Costs [↓](#)

RUBBISH & RECYCLING OPTIONS IN KĀPITI

Kerbside household rubbish and recycling collection is not covered by your Council rates. Each household may choose to arrange and pay for their own collection with an independent collector or manage their own rubbish and recycling by reducing waste, composting or visiting transfer stations. Your choice means you only pay for the rubbish you produce.

Rubbish & recycling collection services*

All collectors are required to provide a combined rubbish and recycling collection service within urban residential zones, so your general waste bin will come with a recycling service. If rural, please contact the service provider for collection options.




Collector	Rubbish bin size options			
	80L	120L	140L	240L
EnviroWaste www.envirowaste.co.nz 0800 240 120 EnviroWaste offer a weekly collection of rubbish with a fortnightly collection of 240L recycling bin, alternating with a fortnightly collection of a glass crate.	✓	✓		✓
Low Cost Bins www.lowcostbins.co.nz 04 298 9333 Low Cost Bins offer a weekly or fortnightly collection of rubbish with a fortnightly collection of a 240L recycling bin, alternating with a fortnightly collection of a glass crate.	✓	✓		✓
Lucy's Bins www.lucysbins.co.nz 0508 787 753 Lucy's Bins offer a weekly, fortnightly, or monthly backdoor collection of rubbish with a weekly collection of a mixed recycling crate.		✓		✓
Waste Management www.wastemanagement.co.nz 0800101010 Waste Management offer a weekly or 'Pay As U Go' collection of rubbish with a fortnightly collection of 80L recycling bin, alternating with a fortnightly collection of a glass crate.	✓		✓	✓

Holiday home options*

If your property is occupied on an irregular basis, a set schedule collection may not be suitable. Please see below for short-term contracts and 'Pay As U Go' options available.

Collector	Service details
EnviroWaste	Please contact the call centre on 0800 240 120 to discuss what is best for your situation.
Low Cost Bins 04 298 933	Holiday Package Scheme Available from Oct-April (inclusive). Hire a bin on a month-to-month basis – no cancellation fee and at same advertised rate. Not advertised on website – call LCBs directly to organise.
Waste Management	Pay as U Go Completely flexible. Use online account to skip collection days and only pay for what you put out. You can skip up until a day or two before your collection day and your account won't be charged.

Food and garden waste collection options*

Collector	Garden waste	Food waste
Low Cost Bins Low Cost Bins offer a standalone or combo fortnightly 240L garden waste collection service.		
Pae Cycle (Paekākāriki only) paecyclecompost@gmail.com Pae Cycle offer a weekly food waste collection subscription for Paekākāriki residents and businesses.		
Waste Management Waste Management offer an add-on weekly or 'Pay As U Go' 80L, 140L or 240L garden waste collection service.		

*Please note

This information has been compiled by the Kāpiti Coast District Council.
Service options can change but are correct as of July 2021.

Other options – drop-offs

If you do not have a kerbside collection there are other options for your general waste, recycling and garden waste.

You can dispose of:

- General waste at the Ōtaki or Otaihangā transfer stations for a fee.
- Recycling at Ōtaki or Otaihangā transfer stations, free of charge.
- Garden waste at Composting NZ's Otaihangā site, Waikanae Greenwaste Centre and Ōtaki Resource Recovery Centre for a fee.

Visit www.kapiticoast.govt.nz/waste for locations, fees, recycling details and waste reduction options.

It's easy to make less waste

www.kapiticoast.govt.nz/waste | waste@kapiticoast.govt.nz | 0800 486 486


Kāpiti Coast
DISTRICT COUNCIL
Te Huarua o Kaitiaki

Kerbside Collection Levels of Service and Costs

Kerbside collection levels of service	Rubbish	Recycling	Organics	Cost range rubbish & recycling	Cost range rubbish, recycling & greenwaste
Kāpiti Coast District					
Kāpiti Coast District Council	No council run waste collection services				
Private	weekly/ fortnightly/ monthly	fortnightly- alternating	options - weekly/ fortnightly/ monthly/ seasonally	\$58.50 - \$481.44	\$161.40 - \$727.94
COST RANGE				\$58 - \$481	\$161 - \$727
Hutt City (council-owned landfill)					
Hutt City Council	weekly	fortnightly	monthly	\$210-\$393	\$305-\$485
Private	weekly/ fortnightly/ monthly	-	-	\$36 - \$360	-
COST RANGE				\$210 - \$393	\$305 - \$485
Upper Hutt City					
Upper Hutt City Council	weekly (bag)*	-	-	\$176.80	-
Private	weekly/ fortnightly/ monthly	weekly	weekly or pay as u go	\$156 - \$500	\$234 - \$701.6
COST RANGE				\$156 - \$500	\$234 - \$620
Wellington City (council-owned landfill)					
Wellington City Council	weekly (bags)*	fortnightly- alternating	-	\$161	-
Private	weekly/ fortnightly/ monthly	-	weekly or pay as u go	\$84 - \$420	\$162 - \$621.6
COST RANGE				\$84 - \$420	\$162 - \$621
Porirua City (council-owned landfill)					
Porirua City Council	weekly (bags)*	crate monthly, recycling		\$156.00	-

		bin fortnightly			
Private	weekly/ fortnightly/ monthly	-	weekly or pay as u go	\$84 - \$420	\$162 - \$621
COST RANGE				\$84 - \$420	\$162 - \$621
Wairarapa (Masterton, Carterton and South Wairarapa District Councils)					
Council	weekly (bags)*	fortnightly- alternating	-	\$140 - \$ 166	-
Private	weekly/ fortnightly/ monthly	-		\$73 - \$253	available but limited information on pricing and frequency
COST RANGE				\$73 - \$253	?
Timaru District (council-owned landfill)					
Timaru District Council	fortnightly	fortnightly	weekly	Not a choice	\$162- \$210
COST RANGE					\$162 - \$210
Tauranga City					
Tauranga City Council	fortnightly	fortnightly	weekly/ fortnightly/ monthly	\$210	\$270 - \$305
COST RANGE				\$210	\$270 - \$305

*where weekly bags are provided, an assumption has been made of 1 bag used per week to determine the cost.

Councils with landfills have been identified as this allows the Council to control the costs of disposal for rubbish for council-provided kerbside collection.

10 CONFIRMATION OF MINUTES**10.1 CONFIRMATION OF MINUTES**

Author: Tanicka Mason, Senior Advisor Democracy Services

Authoriser: Janice McDougall, Group Manager People and Partnerships

CONFIRMATION OF MINUTES**RECOMMENDATIONS**

- 1 The minutes of the Council meeting of 11 November 2021 be accepted as a true and correct record.

APPENDICES

1. Confirmation of minutes - Council meeting 11 November 2021 [↓](#)

COUNCIL MEETING MINUTES11 NOVEMBER 2021

**MINUTES OF KAPITI COAST DISTRICT COUNCIL
COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON THURSDAY, 11 NOVEMBER 2021 AT 9.32AM**

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 (via Zoom)

IN ATTENDANCE: Community Board Member Chris Papps
Wayne Maxwell, Sean Mallon, Janice McDougall, Mark de Haast, Tim Power, Tanicka Mason, Kirsten Hapeta (via Zoom), Sarah Wattie, Andrea Healy, Dale Ofoske (via Zoom).

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.

Kahu Ropata led a karakia in the remembrance of a beloved colleague Leyanne Belcher.

3 APOLOGIES

There were none.

4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

There were none.

5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

Richard Mansell (via Zoom) spoke to item 8.2 on the agenda. Mr Mansell sought fair representation for Waikanae.

Mika Havel (via Zoom) spoke to the notice of motion, Free Fares Campaign. Mr Havel sought Kāpiti Coast District Councils support of the motion.

Kathy Spiers spoke to item 8.2 on the agenda as Chair of the Paraparaumu/Raumati Community Board. Ms Spiers spoke in support of a newly formed Raumati Community Board.

Page 1

COUNCIL MEETING MINUTES**11 NOVEMBER 2021****6 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses
There were none.
- (b) Leave of Absence
There were none.
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)
There were none.

7 MAYOR'S REPORT

There was none.

8 REPORTS**8.1 NOTICE OF MOTION - FREE FARES CAMPAIGN**

His Worship the Mayor tabled a response from Daran Ponter.

Cr Handford spoke to the motion and responded to members' questions.

Cr James Cootes left the meeting at 10:38 am.

Cr James Cootes returned to the meeting at 10:40 am.

Moved: Cr Sophie Handford

Seconder: Cr Gwynn Compton

That the Kāpiti Coast District Council supports, and adds their name to, the Free Fares Campaign being coordinated by the Aotearoa Collective for Public Transport Equity. This Collective is a growing coalition of unions, climate action organisations, churches, student associations, disability organisations, and local politicians, united under a campaign for Free Fares on public transport. The Free Fares campaign is advocating for free public transport for three groups: Community Service Card holders, tertiary students and under-25s.

- a) That the Kāpiti Coast District Council continues to strengthen its advocacy to both Central Government and the Greater Wellington Regional Council for enhanced public transport connections right across the district; including but not limited to:
 - I. A low-carbon, regular and reliable transport network across the district
 - II. Extension and electrification of commuter rail to north of Ōtaki
 - III. Building transport connectivity of Ōtaki with the rest of the Kāpiti Coast District

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

Against: Cr Bernie Randall

CARRIED 10/1

COUNCIL MEETING MINUTES**11 NOVEMBER 2021****RESOLUTION CO2021/102**

Moved: Mayor K Gurunathan

Seconder: Cr Sophie Handford

The following documents were tabled.

CARRIED**Appendices**

1 Response from Daran Ponter

The meeting adjourned at 10.44am

The meeting resumed at 10.59am

A one minute silence was observed at 11.00am in acknowledgement of Armistice Day.

8.2 REPRESENTATION REVIEW 2021 - FINAL PROPOSAL

Janice McDougall, Group Manager People & Partnerships introduced members to the paper and outlined the steps taken to this point.

Staff recommendations were debated by Councillors.

Council staff, with the help of Dale Ofoske, Managing Director/Electoral Officer from Electoral Services responded to members questions.

SUSPENSION OF STANDING ORDERS**RESOLUTION CO2021/103**

Moved: Cr Gwynn Compton

Seconder: Mayor K Gurunathan

A motion was moved that Council suspend standing orders.

CARRIED

Meeting adjourned at 11.50pm

Meeting resumed at 12.06pm

RESOLUTION CO2021/104

Moved: Mayor K Gurunathan

Seconder: Cr Gwynn Compton

A motion was moved that Council resume standing orders.

CARRIED

COUNCIL MEETING MINUTES

11 NOVEMBER 2021

Cr James Cootes left the meeting at 1:36 pm.

Cr James Cootes returned to the meeting at 1:38 pm.

RESOLUTION CO2021/105

Moved: Deputy Mayor Janet Holborow

Seconder: Cr Robert McCann

That the Council:

- 95 Notes that the Council deliberated on all 532 submissions and 59 oral submissions on the representation review initial proposal and discussed whether to accept or reject submissions.

CARRIED

RESOLUTION CO2021/106

Moved: Deputy Mayor Janet Holborow

Seconder: Cr Gwynn Compton

- 96 Resolves, having reviewed its representation arrangements in accordance with sections 19H and 19J of the Local Electoral Act 2001, to amend its initial proposal as the final proposal for the Kāpiti Coast District Council and its Community Boards ahead of the 2022 local authority elections (refer to Appendix 6):

- 96.1 Kāpiti Coast District Council to comprise of the mayor elected at large and ten councillors, specifically 5 councillors elected to wards and 5 councillors elected district-wide.

For: Crs K Gurunathan, Janet Holborow, Angela Buswell, James Cootes, Martin Halliday, Sophie Handford and Robert McCann

Against: Crs Jackie Elliott, Gwynn Compton, Jocelyn Prvanov and Bernie Randall

CARRIED 7/4

CARRIED

RESOLUTION CO2021/107

Moved: Deputy Mayor Janet Holborow

Seconder: Cr Robert McCann

- 96.2 Kāpiti Coast District Council to be divided into 4 wards (with the proposed boundaries shown at Appendix 6), which are set out with the names and number of councillors as follows:

Ōtaki (1 ward councillor)

Waikanae (1 ward councillor)

Paraparaumu (2 ward councillors)

COUNCIL MEETING MINUTES

11 NOVEMBER 2021

Paekākāriki (1 ward councillor).

For: Crs K Gurunathan, Janet Holborow, Angela Buswell, James Cootes, Jackie Elliott, Martin Halliday, Sophie Handford and Robert McCann

Against: Crs Gwynn Compton, Jocelyn Prvanov and Bernie Randall

CARRIED 8/3

CARRIED

RESOLUTION CO2021/108

Moved: Deputy Mayor Janet Holborow

Seconder: Cr Robert McCann

96.3.1 Ōtaki Community Board (4 elected members, 1 Ōtaki ward councillor appointed)

For: Crs K Gurunathan, Janet Holborow, Angela Buswell, James Cootes, Gwynn Compton, Jocelyn Prvanov and Robert McCann

Against: Crs Jackie Elliott, Martin Halliday and Bernie Randall

CARRIED 7/3

CARRIED

RESOLUTION CO2021/109

Moved: Deputy Mayor Janet Holborow

Seconder: Cr Robert McCann

96.3.2 Waikanae Community Board (4 elected members, 1 Waikanae ward councillor appointed)

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

Against: Crs Jackie Elliott, Jocelyn Prvanov and Martin Halliday

CARRIED 8/3

CARRIED

RESOLUTION CO2021/110

Moved: Cr Sophie Handford

Seconder: Cr Gwynn Compton

96.3.3 Paraparaumu Community Board (4 elected members, 2 Paraparaumu ward councillors appointed)

96.3.4 Raumati Community Board (4 elected members, 1 Paekākāriki-Raumati ward councillor appointed)

For: Crs Jackie Elliott, Gwynn Compton, Jocelyn Prvanov, Martin Halliday, Sophie

Page 5

COUNCIL MEETING MINUTES

11 NOVEMBER 2021

Handford and Bernie Randall	
<u>Against:</u>	Crs K Gurunathan, Janet Holborow, Angela Buswell, James Cootes and Robert McCann
CARRIED 6/5	
CARRIED	
RESOLUTION CO2021/111	
Moved:	Deputy Mayor Janet Holborow
Seconder:	Cr Robert McCann
96.3.5 Paekākāriki Community Board (4 elected members, 1 Paekākāriki-Raumati ward councillor appointed).	
CARRIED	
RESOLUTION CO2021/112	
Moved:	Cr Sophie Handford
Seconder:	Cr Gwynn Compton
96.3 Kāpiti Coast District Council retains current community boards for Ōtaki, Waikanae and Paekākāriki, with separate community boards for Paraparaumu and Raumati. The boundaries of the community boards are set out in the map at Appendix 7 'Option C, Map 3'. The community board structure is set out in points 96.3.1 to 96.3.5.	
<u>For:</u>	Crs Jackie Elliott, Gwynn Compton, Jocelyn Prvanov, Martin Halliday, Sophie Handford and Bernie Randall
<u>Against:</u>	Crs K Gurunathan, Janet Holborow, Angela Buswell, James Cootes and Robert McCann
CARRIED 6/5	
CARRIED	
RESOLUTION CO2021/113	
Moved:	Deputy Mayor Janet Holborow
Seconder:	Cr Robert McCann
Deputy Mayor Janet Holborow and Cr McCann were happy to accept the remaining amendments.	
97	That in accordance with section 19K of the Local Electoral Act 2001, the reasons for the changes to the existing representation arrangements are:
97.1	the boundary between the Ōtaki ward and the Waikanae ward is to move south to include three additional meshblocks numbered 1883901, 1883902, 4011904 to address the Local Government Commission feedback from Council's 2015 representation review asking Council to look at three roads dissected by the existing Waikanae-Ōtaki boundaries: Derham Road, Paul Faith Lane and Pukenu Road, and to better reflect the district's communities of interest within the ward structure
97.2	the boundary between the existing Paraparaumu and Paekākāriki-Raumati wards is

COUNCIL MEETING MINUTES

11 NOVEMBER 2021

to move further north to encompass seven meshblocks 2003601, 2004301, 2004303, 2004304, 2004502, 4008726, 4008727 to better reflect the district's communities of interest within the ward structure

- 97.3 the existing Paraparaumu-Raumati Community Board is to be divided into two separate community boards, one for Paraparaumu and one for Raumati, to ensure that through the community board structure there is effective representation for each community of interest.

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

Against: Cr James Cootes

CARRIED 10/1

CARRIED

RESOLUTION CO2021/114

Moved: Deputy Mayor Janet Holborow

Seconder: Cr Robert McCann

98 Notes that:

- 98.1 as the ward structure for the proposal is not compliant with the fair representation rule (+/- 10 percent), with Ōtaki overrepresented by -12.00% and Waikanae underrepresented by 24.78%, Council must automatically refer the proposal to the Local Government Commission for a binding determination under section 19V(4) of the Local Electoral Act 2001.

- 98.2 the non-compliance within the fair representation rule (+/- 10%) for the Ōtaki and Waikanae wards is a slight improvement to current representation arrangements; however, is necessary to provide effective representation for the district's communities of interest

- 98.3 a separate Raumati Community Board responds to the submission that a separate community board is needed to ensure effective representation for Raumati as a community of interest

- 98.4 the Council must give public notice of its final proposal by no later than 15 November 2021 being six weeks after the closure of submissions

- 98.5 if appeals or objections are received by submitters on the final proposal, Council must forward these to the Local Government Commission and Council is required to forward the proposal to the Local Government Commission for a final determination on the matters in accordance with sections 19O and 19P of the Local Electoral Act 2001.

For: Crs K Gurunathan, Janet Holborow, Angela Buswell, Jackie Elliott, Gwynn Compton, Martin Halliday, Sophie Handford, Robert McCann and Bernie Randall

Against: Crs James Cootes and Jocelyn Prvanov

CARRIED 9/2

COUNCIL MEETING MINUTES

11 NOVEMBER 2021

CARRIED**RESOLUTION CO2021/115**

Moved: Deputy Mayor Janet Holborow

Seconder: Cr Robert McCann

- 99 Notes that in adopting its final proposal, it accepts and rejects the following submissions received during the consultation on the initial proposal in accordance with section 19N of the LEA 2001 as follows:

Treatment	Reason
Accept the majority of submissions who agree with retaining 10 Councillors and Mayor, and reject the minority of submissions who disagree with this treatment.	The minority view is rejected in favour of the majority view who see 10 Councillors plus the Mayor as big enough for diversity and not spread councillors too thin, yet small enough to be efficient and not create cliques. The minority view is also rejected in favour of those who believe the current size of Council is working and as such should not change.
Accept the majority submissions who favour a mixed model with both ward and district-wide councillors and reject the minority of submissions who prefer either all ward-based or district-wide councillors.	The minority view preferring either all ward-based or district-wide councillors is rejected in favour of the majority view that favours a mixed-model with both ward and district-wide councillors. The majority view is that the mixed-model achieves effective representation for the district as it helps councillors to: <ul style="list-style-type: none"> • stay close to the people at a local level and also see the big picture to do what is best for Kāpiti as a whole • focus on those most in-need while doing what is best for the entire district and building barriers to parochialism.
Accept submissions that favour an equal ratio of ward and district-wide councillors (five:five) and rejects submissions that favour a different ratio.	The minority view favouring a different ratio (or all ward or district-wide councillors) is rejected in favour of the majority view that the ratio of five ward councillors to five district-wide councillors is the right number to balance both local issues and the district-wide perspective. Furthermore, the minority view is rejected in favour of the view that the current ratio is working and doesn't warrant change.
Accept the majority of submissions who disagree with combining the Waikanae and Paraparaumu wards (and respective boundary changes) and reject the minority view who favour combining these wards.	The minority view that supports combining the Waikanae and Paraparaumu wards is rejected on the basis that this does not provide effective local representation for the district's distinct communities of interest. In particular, that Waikanae and

COUNCIL MEETING MINUTES

11 NOVEMBER 2021

	Paraparaumu are distinct and warrant separate representation at a ward level.	
Accept the majority of submissions who disagree with abolishing the district's current community boards and reject the minority of submissions who agree with abolishing current boards.	The minority view that supports the removal of existing community boards is rejected in favour of the majority view that community boards are a key tool to ensure effective local representation at Council and to hold Council accountable and that they should not only be retained but strengthened to ensure they are effective.	
Accept submissions that advocate for a new, separate Raumati Community Board.	Reject submissions that advocate for retaining the current community boards as they currently stand, with no changes.	
Reject submissions who disagree with the boundary change between Ōtaki and Waikanae wards, which moves the boundary south of Te Hapua Road to include three additional meshblocks 1883901, 1883902 and 4011904, with the effect that most of Te Horo becomes part of the Ōtaki ward.	Reject submissions who disagree with the boundary shift between the Ōtaki and Waikanae wards to move the boundary South of Te Hapua Road on the basis that this boundary changes: <ul style="list-style-type: none"> • moves Te Horo into the Ōtaki ward which more appropriate groups communities of interest • addresses Local Government Commission direction from the 2015 representation to review the three roads dissected by the current boundary. 	
Accepts submissions that agree with retaining the current names of geographic hubs for both wards and community boards.	Rejects submissions who prefer different names such as those proposed in the initial proposal on the basis of submissions that see retaining the current names as appropriate to the respective geographic hubs.	
<p><u>For:</u> Crs K Gurunathan, Janet Holborow, Angela Buswell, Jackie Elliott, Gwynn Compton, Martin Halliday, Sophie Handford, Robert McCann and Bernie Randall</p> <p><u>Against:</u> Crs James Cootes and Jocelyn Prvanov</p> <p>CARRIED 9/2</p> <p>CARRIED</p>		
<p>RESOLUTION CO2021/116</p> <p>Moved: Deputy Mayor Janet Holborow</p> <p>Seconder: Cr Robert McCann</p> <p>100 Agrees that the Chief Executive and delegated staff are authorised to make any minor, necessary corrections in the documents prior to issuing the public notice of the final proposal by 15 November 2021.</p>		

COUNCIL MEETING MINUTES**11 NOVEMBER 2021****CARRIED****9 CONFIRMATION OF MINUTES****9.1 CONFIRMATION OF MINUTES****RESOLUTION CO2021/117**

Moved: Cr Jackie Elliott

Seconder: Cr Sophie Handford

The minutes of the Council meeting of 28 October 2021 be accepted as a true and correct record.

CARRIED**10 PUBLIC SPEAKING TIME**

- Covering other items if required
- Public Speaking Time responses

11 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil

12 PUBLIC EXCLUDED REPORTS

Nil

The Council meeting closed at 1.51pm.*****
CHAIRPERSON

11 PUBLIC SPEAKING TIME

- Covering other items if required
- Public Speaking Time responses

12 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil

13 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 - STRATEGIC PROPERTY PURCHASE - PRIORITISATION	<p>Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7