



RĀRANGI TAKE AGENDA

Council Meeting

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

Te Rā | Date: Thursday, 23 February 2023

Te Wā | Time: 9.30am

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

**Darren Edwards
Chief Executive**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Kāpiti Coast District Council will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 23 February 2023, 9.30am.

Kaunihera | Council Members

Mayor Janet Holborow	Chair
Deputy Mayor Lawrence Kirby	Deputy
Cr Glen Cooper	Member
Cr Martin Halliday	Member
Cr Sophie Handford	Member
Cr Rob Kofoed	Member
Cr Liz Koh	Member
Cr Jocelyn Prvanov	Member
Cr Kathy Spiers	Member
Cr Shelly Warwick	Member
Cr Nigel Wilson	Member

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1 NAU MAI | WELCOME

2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING

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.

“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.”

3 WHAKAPĀHA | APOLOGIES

**4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |
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 TE WHAKATAKOTO PETIHANA | PRESENTATION OF PETITION

Nil

6 NGĀ WHAKAWĀ | HEARINGS

Nil

**7 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE RĀRANGI
TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**

8 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) Leave of Absence

(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

9 TE PŪRONGO A TE KORORMATUA | MAYOR'S REPORT

Nil

10 PŪRONGO | REPORTS

10.1 REVIEW INTO THE FUTURE FOR LOCAL GOVERNMENT SUBMISSION

Kaituhi | Author: **Jo Bryan, Strategy Manager**

Kaiwhakamana | Authoriser: **Kris Pervan, Group Manager Strategy & Growth**

TE PŪTAKE | PURPOSE

- 1 To seek agreement to provide the Review into the Future for Local Government submission to the Independent Panel before 28 February 2023.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 The submission includes:
 - Cover letter (key points, issues for consideration and a regional statement).
 - Attachment 1: Answers to the Panel's questions
 - Attachment 2: Comments on the Panel's recommendations
 - Attachment 3: Specific examples from the Kāpiti Coast District.
- 3 Council largely supports the draft report's recommendations and provides key themes to the Panel for consideration around:
 - ensuring any future local government can prepare for and adequately respond to changes in its operating environment.
 - undertaking further assessment about what specific roles local government should undertake relative to other parts of government.
 - emphasising the need for local government to take the lead on civic education (with appropriate funding) and for alternative democratic processes to be made available to increase participation and trust with the community
 - progressing discussions with central government and Māori about how best to enable Te Tiriti o Waitangi to be more effectively embedded within the whole of government system
 - progressing discussions with the Electoral Commission and Government about lowering the voting age and lengthening the electoral cycle to voter turnout.
 - reinforcing the need for it to be easier for local candidates to stand for election and when elected they need to be better supported with professional development and adequate remuneration.
 - providing feedback on where central government can work in partnership with local government to co-design solutions, aspire to achieve joint outcomes and consider co-investment or alternative funding sources other than rates to support changes needed.
 - emphasising that it is not necessary to create another statutory entity to sit between central and local government, instead, a direct working relationship may be better achieved by re-purposing existing entities and their roles in the system.
 - progressing discussions with central government about how to protect local government (and therefore local democracy) via a constitution for local government.

TE TUKU HAEPAPA | DELEGATION

- 4 Under Part B of the Governance Structure and Delegations 2022-2025 Triennium – Committees of the whole, B.1 Strategy, Operations and Finance Committee has authority or delegation to sign off any submission to an external agency or body.
- 5 In this case due to timing of scheduled Council meetings and the due date for the submission (being 28 February) sign off is requested from Council as there is no other opportunity to provide the draft submission to the Strategy, Operations and Finance Committee before it is due.

TAUNAKITANGA | RECOMMENDATIONS

It is recommended that Council:

- A. Note that the Panel's report contained draft recommendations only and that there will be other opportunities for consultation if the review progresses through to reform at a later date.
- B. Endorse the Review into the Future for Local Government submission subject to any specific feedback.
- C. Agree that the Mayor, Deputy Mayor and Chief Executive agree any final changes to the submission on behalf of Council and that the submission be provided to the Panel before 28 February 2023.

TŪĀPAPA | BACKGROUND

- 6 The review has three stages:
 - 2021 – initial scoping and engagement with local government and other organisations to identify key issues and the release of the interim report
 - 2021/22 – broader public engagement about the future of local government and democracy in New Zealand and the release of the draft report
 - 2022/23 – formal consultation on the draft recommendations (open until 28 February 2023) to inform the final report due in June 2023.
- 7 The draft report released in October 2022 focuses on how to shape a more community-focused, citizen-centred local governance system. It provides local government with an opportunity to evaluate its purpose and function by considering ways to:
 - strengthen social cohesion within our communities to achieve equitable wellbeing outcomes through the fundamental principles of participative and deliberative democracy approaches, social procurement-based methodologies, and subsidiarity
 - partnering more deliberatively at the local and regional level with Māori to share resources, knowledge and expertise to approach regional and hyper-local issues
 - pivot flexibly to address the future social, environmental, cultural and economic needs of our communities
 - achieve a more equitable funding approach and resource allocation for councils.
- 8 The Panel's report outlines the case for change:

“...it is clear that significant change is required to many aspects of the local government system to maximise the wellbeing and resilience of communities now and into the future and strengthen local democratic decision-making. Facing these challenges, combined with the pace of change, is causing many of our communities to lose trust in democratic institutions and to disengage.”

Engagement in local government is declining, with low levels of voter turnout. There is limited representation and an undervaluing of hapū/iwi and Māori as a critical partner, in the absence of a fit-for-purpose legislative framework inclusive of Te Tiriti o Waitangi in local governance. The wellbeing challenges facing Aotearoa New Zealand are too big for central government to address alone – local government has an important role to play. We need to see shifts in mindsets and approaches with greater collaboration and innovation so that communities and local and central government have the tools, funding, and resilience to face the challenges ahead.”

- 9 Two briefings to unpack the contents of the draft report were provided to the Strategy, Operations and Finance Committee in the lead up to this stage in the process. Feedback suggestions and input from these briefings are reflected in the submission.

HE KŌRERORERO | DISCUSSION

- 10 Local government’s operating environment has become more challenging and complex with national standards and legislation, unfunded mandates from central government, increasing impacts of climate change, developing relationships with iwi, hapū, and Māori, the covid-19 pandemic, cost of living crisis, housing crisis and reforms (resource management and water).
- 11 Local government needs to move with the times and position itself for the future to remain effective and relevant to people and place.
- 12 While the report provides many opportunities for change, it is difficult to understand how all 29 recommendations would all work together (or not) in a holistic sense to create better outcomes. More work needs to be done to pull all the threads of change into an aligned and workable solution within a common strategic framework that:
- is driven by local voice, experience and aspirations (what does wellbeing mean to them)
 - is not one size fits all and recognises the need for local nuance
 - that understands what role our communities want local government to play before considering how local government entities should be structured
 - has the support of and commitment from central and regional government
 - nurtures partnerships with mana whenua and relationships with Māori iwi/hapū
 - achieves sustainable outcomes for current and future generations
 - is enabled by affordable and sustainable funding sources
 - demonstrates value for money and transparency of challenges and achievements.
- 13 The timing, costs, risks and phasing of change is likely to be explored in the next stage in the process.
- 14 If change is driven by central government there is a risk of too much centralisation (and loss of local democracy), so it needs to be driven by local government itself with its partners and communities.

He take | Issues

- 15 Issues for consideration are outlined in the submission cover letter covering:
- function followed by form and then by funding
 - no one size fits all
 - localism and centralisation
 - transparency and value for money in a joined-up system

- benefits vs costs of change.

Ngā kōwhiringa | Options

- 16 There are no options for consideration at this stage in the process other than accept the status quo (no change) or explore areas of potential change through the review process that has already identified a compelling case for change.

Tangata whenua

- 17 Two appointed mana whenua members of the Strategy Operations and Finance Committee participated in briefings between December 2022 and early February 2023.
- 18 We have supported Te Tiriti o Waitangi related recommendations in the draft report that are consistent with our partnership with mana whenua and relationship with iwi/hapū.

Panonitanga āhuarangi | Climate change

- 19 The draft report states that: *“Local government has an essential role to play in supporting local mitigation and adaptation efforts and promoting environmental wellbeing and sustainability.”* The draft report also recommends: *“That central government develops an intergenerational fund for climate change, with the application of the fund requiring appropriate regional and local decision-making input.”*
- 20 Our submission indicates strong support for a climate change adaptation and mitigation funding mechanism via central government that uses risk (short, medium and long term) as a key criterion for funding allocation.

Ahumoni me ngā rawa | Financial and resourcing

- 21 The submission acknowledges the need to stop central government requiring local government to perform new (unfunded roles), it supports retaining the current the rating model but recognise its limitations and the need to consider additional and alternative sources of funding, such as central government.
- 22 The costs of proposed change are yet to be provided by the panel (probably the next stage in the review process). It is unlikely that the costs of such a change will be reflected in the 2024 Long-term Plan process (more likely to be the one after that).

Ture me ngā Tūraru | Legal and risk

- 23 The review process is pointing towards the possibility of a significance change in the Local Government Act 2022 (and possibly other Acts) to support any potential future reform. Any change of this nature and associated risk would need to be spelt out in the next steps in the review process. The submission has been reviewed by the Councils Legal Services Team.

Ngā pānga ki ngā kaupapa here | Policy impact

- 24 It is too early in the process to comment on potential future changes to Council policies.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 25 Any member of the public can submit on the Panel’s report.
- 26 The Panel advised that they had not expected Council’s to undertake community consultation on the draft report, given it is not final advice for Cabinet. They also advised that *“...It is not a ‘draft’ of our final report... it’s a provocation...prompting vigorous debate, that will help us shape our final report.”* It is therefore quite possible that their final report could include different recommendations from the draft report.

- 27 While the review canvasses issues that could affect the future of local government, it has not yet formed a view on exactly what the changes would be in the form of final recommendations. The review is not yet reform either.
- 28 In the meantime, Council staff are supporting the Mayor to publish a series of opinion pieces about this review and the water and resource management reforms to raise awareness in the community about what central government is thinking.

Te mahere tūhono | Engagement planning

- 29 Once the Panel has developed final recommendations and it is clear what central government want to do with such recommendations, then Council will consider its next steps for engagement planning with mana whenua, Māori, iwi/hapū and the wider community to ensure their voices are heard.

Whakatairanga | Publicity

- 30 The submission (once endorsed by Council) will be made publicly available along with further updates on the review process as it progresses. There are no decisions arising from the draft review report at this stage in the process.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Review into the Future for Local Government Submission [↓](#)

27 February 2023

Independent Review Panel
Review into the Future for Local Government
Department of Internal Affairs
WELLINGTON
Email to: futureforlg@dia.govt.nz

Dear Independent Panel members,

Submission: Review into the Future for Local Government

Introduction

Thank you for the opportunity to provide feedback on your draft report *He mata whāriki, he matawhanui* released on 28 October 2022 about the Future for Local Government. We note the draft report will shortly be finalised and provided to Cabinet for consideration.

Your report provides a compelling case for change, not only within local government itself but how it works with others (i.e. central government, iwi/hapū and local communities) and its place within the system as a whole.

Key challenges that local government and communities face are well articulated in the report. Our submission therefore identifies further opportunities for change from our Kāpiti Coast District perspective and experience. Our submission incorporates feedback from Council and staff, both of whom are generally supportive of the draft report's recommendations. We have shared our response with mana whenua but have not consulted widely with communities within the timeframe set out.

The structure of our submission is:

- Cover letter including a summary of wider issues for consideration and a regional statement.
- Attachment 1: Answers to the Panel's questions
- Attachment 2: Comments on the Panel's recommendations
- Attachment 3: Specific examples from the Kāpiti Coast District.

Issues for consideration

We acknowledge the sizable challenge you have undertaken in considering and identifying key opportunities to reset the role and connection of local government, central government and Māori through this process. Outside of the questions you have posed, we consider that the Panel should also consider the following issues that need careful navigation:

- **Function followed by form, then by funding:** Consideration of appropriate levers and how they may effect change should be evidence-based and sequenced. Structural change should be a last resort after defining the roles of various players and understanding the changes that need to be made to address our challenges. Current reforms (e.g. water reform) are creating more entities that could be more costly in the long run; the true cost, and ongoing impact, of change needs to be more thoroughly assessed.

- **No one-size-fits-all:** Solutions should consider local complexities and nuances relating to place and people. For example, we would not want to be locked into working within set regions. Local government should be able to form partnerships with other localities where it makes sense to do so. The Kāpiti Coast district is forming a strong connection with the western corridor of the North Island and would want to maintain that connection to improve outcomes for our communities.
- **Localism and centralisation:** Too much centralisation and shared services could risk diminishing local voice and limiting choice of service provision. It is, however, still possible to achieve cost-effective shared service opportunities that preserve local voice and meet local need.
- **Transparency and value for money in a joined-up system:** In a more joined-up whole of government system, clear lines of accountability and transparency (especially where cross-subsidisation is planned) will be essential so communities can see whether value for money has been delivered in a system that includes rates, taxes and other sources of funding. Transparency will increase trust with the community and with other players in the system.
- **Benefits vs costs of change:** We would expect a proposed revised future model of local government to include estimated costs of change and whether funding sources will be sustainable. Costs of change may not just be financial; they could be social and economical for a community.

Our specific responses to the Panel's questions, and implications or nuances of importance from a Kāpiti perspective are set out in Attachment 1, 2, and 3.

Regional statement

We are supportive of a general regional statement about the Future for Local Government review:

"We recognize the need for incremental change and look forward to the opportunity to feed into ongoing proposals around how the Panel's existing recommendations could be implemented in practice, and what we as a sector need to do to transition from our current state to a future where local governance is refreshed and resourced to deliver what our residents need and demand of us".

The success of further change than that already underway through the series of existing central government reforms will require further engagement and buy-in from communities, iwi, Council, and staff and we look forward to this opportunity in due course.

Ngā mihi

Janet Holborow
MAYOR, KĀPITI COAST DISTRICT

Darren Edwards
CHIEF EXECUTIVE, KĀPITI COAST DISTRICT.

10.2 NOTING PAPER: CLIMATE EMERGENCY ACTION UPDATE

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

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure Services**

TE PŪTAKE | PURPOSE

- 1 This report provides Council with:
 - 1.1 a brief overview of the Kāpiti Coast District Council Climate Emergency Action Framework, and
 - 1.2 a progress update on the Kāpiti Coast District Council Climate Emergency Action Plan for the period 1 July 2022 to 31 December 2022.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 The Climate and Environment Subcommittee received this report on 9 February 2023 and directed for this report to be submitted to Council as a noting paper to enable a wider understanding amongst elected members of Council's Climate Emergency Action Framework and Plan and ensure that climate change continues to be embedded across the organisation.
- 3 The Subcommittee provided feedback on the following aspects of the report:
 - 3.1 a need to continue and expand Council's role in climate change education for communities and businesses, including a stronger focus on circular economy principles
 - 3.2 the importance of the Access and Transport Activity's ongoing efforts to improve and promote active and public transport options
 - 3.3 the development of a revised Carbon and Energy Management Plan and, potentially, a new districtwide emissions reduction target and/or strategy (both of which are to be discussed further on 28 February)
 - 3.4 enhancing Council's climate emergency action plan through future Annual Plan and Long-term Plan processes.¹

TE TUKU HAEPAPA | DELEGATION

- 4 Council has the delegated authority to receive this report.

TAUNAKITANGA | RECOMMENDATIONS

- A. It is recommended that Council:
 - A.1 Note the Climate and Environment Subcommittee received this report on 9 February 2023, provided feedback, and directed for this report to be submitted to Council as a noting paper
 - A.2 Note the Kāpiti Coast District Council Climate Emergency Action Framework
 - A.3 Note the progress on the Kāpiti Coast District Council Climate Emergency Action Plan from 1 July 2022 to 31 December 2022.

TŪĀPAPA | BACKGROUND

- 5 Council adopted the Kāpiti Coast District Council Climate Emergency Action Framework on 29 July 2021, attached as Appendix 1 to this report.

¹ The Climate and Environment Subcommittee meeting also included an update on the Takutai Kāpiti project. For this reason, questions on coastal adaptation and stormwater were addressed in that update.

- 6 On 9 June 2022, Council adopted the special report entitled [Climate Emergency Action: Delivering on our climate change commitments](#).²
- 7 The *Climate Emergency Action* report included the following:
- 7.1 a summary of the climate change actions planned for the first three years of the Long-term Plan 2021–41 (LTP)
- 7.2 references to the Council strategies and plans that collectively make up Council's current climate change strategy
- Note: Since 2019, Council has worked to embed climate change across each activity, which means that different aspects of Council's climate change response can be found in the strategies and plans governing each activity respectively.
- 7.3 a summary of the climate change actions completed in the first year of the LTP, from 1 July 2021 to 30 June 2022.
- 8 This update report to Council provides a summary of climate change actions completed since then, from 1 July 2022 to 31 December 2022 (i.e., the first six months of LTP year 2).

HE KŌRERORERO | DISCUSSION

- 9 The vision at the heart of the 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 is prepared for challenges and opportunities that come from responding to the climate crisis.
- 10 The Framework's primary objective is to establish a common aim and set of principles to embed climate change mitigation, adaptation, sustainability, and resilience planning and implementation across the organisation as part of each Council activity.
- 11 The Framework was finalised following consultation through the LTP and the receipt of very specific feedback from mana whenua, and included feedback Council had consistently received through public consultation for the previous several years.
- 12 Working towards each part of the Framework's vision provides a structure to Council's Climate Emergency Action Plan, as the actions are categorised under climate change mitigation, adaptation, and transition.

Mitigation

- 13 Mitigation refers to the actions we take to reduce greenhouse gas emissions into the atmosphere. These actions help to reduce our carbon footprints and are crucial to slow or reverse the effects of climate change.
- 14 Emissions reduction falls into two broad categories that must be considered by Council – corporate and districtwide.

Corporate

- 15 Council's corporate emissions reduction programme is planned and delivered in accordance with the Kāpiti Coast District Council Carbon and Energy Management Plan.
- Note: an updated plan is currently under development. Council officers have incorporated feedback from Council that was received from earlier briefings in 2022. The next briefing is scheduled for 28 February 2023.
- 16 Council has been CarbonReduce certified since 2012, meaning that Council has committed to measure, manage, and reduce its greenhouse gas emissions and have its annual inventory of emissions independently audited by Toitū Envirocare.

² All elected members are encouraged to read this report as it provides the most recent and complete summary of Council's climate change response.

- 17 Initially in 2010, Council adopted a target of reducing emissions by 80% compared to baseline levels from 2009/10.³ Against that early target, Council has achieved a 77% emissions reduction over the past 10 years (excluding wastewater process emissions). When the estimated emissions from biological wastewater treatment are included, Council has achieved a 64% emissions reduction since the 2009/10 year. This is a significant achievement for which Council has received numerous awards
- 18 To continue the reduction of corporate greenhouse gas emissions, the LTP includes a range of actions that aim to:
- 18.1 Reduce emissions from Council activities
 - 18.2 Sequester greenhouse gases (which means to capture and store them to prevent their release into the atmosphere)
 - 18.3 Identify opportunities for further emissions reduction and/or sequestration opportunities.
- 19 Table 1 in Appendix 2 summarises progress on the current corporate emissions reduction plan (as agreed in the LTP) from 1 July 2022 to 31 December 2022.

Districtwide

- 20 In 2018/19, gross emissions for the Kāpiti Coast District were estimated to be 351,245 tonnes of carbon dioxide equivalent (tCO₂e).⁴ This was 8% of the gross emissions for the Wellington Region.
- 21 Transport (road, rail and air travel) is the biggest source of districtwide emissions, accounting for 57% of total gross emissions. Stationary energy (electricity or gas consumption) is the second largest (17%), followed by agriculture (12%) and waste (9%).
- 22 Council's current approach to districtwide emissions reduction is to focus on the greatest emission sources and/or the areas where Council has the greatest ability to affect change – namely, access and transport, land-use planning, and waste minimisation. Council's commitments to support districtwide emissions reductions in these areas are included in the:
- 22.1 Sustainable Transport Strategy 2021
 - 22.2 Growth Strategy 2022 (Te Tupu Pai | Growing Well)
 - 22.3 Wellington Region Waste Management and Minimisation Plan.
- 23 Council does not have a districtwide emissions reduction target but is currently considering the adoption of one. To gauge community opinion, a short survey (online, in print media, and in libraries and service centres) was undertaken from 19 August to 19 September. Over 600 people responded to the survey, with 64% agreeing that Council should set a districtwide target.⁵
- 24 Council discussed these survey results at a public workshop on 27 September 2022 and requested further analysis be undertaken and reported back to Council in early 2023. A briefing is currently scheduled for 28 February 2023.
- 25 Discussions about a districtwide emissions reduction strategy will not affect the actions that have already been agreed through the LTP. Table 2 in Appendix 2 summarises progress on Council's actions to support districtwide emissions reductions from 1 July 2022 to 31 December 2022.

Adaptation

³ The initial target and plan did not include emissions from the biological wastewater treatment process because the Intergovernmental Panel on Climate Change (IPCC) only advised that these emissions should be included in 2019.

⁴ AECOM, 15 May 2020, Kāpiti Coast District Greenhouse Gas Inventory; and AECOM, 18 May 2020, Wellington Region Greenhouse Gas Inventory.

⁵ For more information, go to [Shifting to a low carbon Kāpiti survey results](#).

- 26 Climate change adaptation is the process of anticipating, planning, and adjusting for the expected impacts of climate change. While the mitigation of greenhouse gas emissions is important to minimise climate change, it is now widely accepted that some effects of a changing climate are inevitable due to emissions that have already occurred.
- 27 Drawing on research undertaken by the National Institute of Water and Atmospheric Research (NIWA), Greater Wellington Regional Council reports that the Kāpiti Coast District is predicted to experience increases in average annual temperatures, rainfall and rainfall intensity (albeit with drought-like conditions at some times), sea level rise, and more severe and frequent storm events. These changes will put the district at increased risk from natural hazard events such as floods, landslides, storm surges, coastal erosion, and inundation.
- 28 Climate change adaptation falls into two broad categories that must be considered by Council – adaptation of Council’s services and activities and supporting adaptation in our communities.

Council services and activities

- 29 While climate change adaptation is an important consideration for all of Council’s activities and services, some activities are further along in their planning than others. Approaches for specific activities are outlined in the:
- 29.1 Infrastructure Strategy 2021
 - 29.2 Sustainable Water Management Strategy 2002-2052
 - 29.3 Sustainable Transport Strategy 2021
 - 29.4 Open Space Strategy 2022
 - 29.5 Stormwater Management Framework 2022.
- 30 For essential public assets, Council’s current approach to adaptation is to maintain and protect. For some assets there are clear legislative obligations to do this (e.g., essential infrastructure and utility services). For other assets, while there might not be a legislative obligation, there may be instances where it could be deemed unreasonable not to protect the asset. This test of reasonableness is measured in terms of the extent and frequency of an asset’s failure, the cost of repair, and the asset’s criticality. As specialist experts, the asset managers work with design engineers to understand and prepare for the impacts of climate change on the activity, service, or asset.
- 31 While the LTP includes detailed analyses on the impacts of climate change on each activity, along with specific projects and plans to address these impacts, it is important to make a distinction between long-term efforts to build resilience versus immediate emergency works. As an example, repeated storm events over the last year resulted in emergency works at the Otaihanga Transfer Station. Those same storm events also led to an increase in service requests for water ponding on private properties. In some instances, Council’s responses could only provide short-term solutions because the long-term solutions (many of which were already included in Council’s current stormwater management and upgrade plan) are scheduled to be delivered over 37-years as resourcing can be made available.
- 32 Table 3 in Appendix 2 summarises progress on these adaptation actions from 1 July 2022 to 31 December 2022.

Supporting community adaptation

- 33 Council seeks to support communities and businesses to improve their resilience and sustainability. One of the most significant tools Council has for supporting the community in this area is through the rules that are set in the District Plan.
- 34 In instances where adaptation of our assets might directly impact communities and/or levels of service, Council works with local communities to identify and evaluate a range of feasible options for the long-term management of those assets. At other times, however, climate change adaptation might require a change to land-use rules and regulations. When this

happens, Council works with local communities to develop recommendations for proposed changes to the District Plan.

- 35 These engagement processes are generally undertaken through special projects. Council currently has two such projects underway: Takutai Kāpiti and Stormwater Management.
- 36 Table 4 in Appendix 2 summarises progress on these projects from 1 July 2022 to 31 December 2022.

Transition

- 37 An effective and long-lasting response to climate change requires a transition to a new, low-carbon future that is prepared for climate change impacts.
- 38 Due to Council's obligation "to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future"⁶, Council must support our communities, businesses, and mana whenua partners to make this transition while working to protect and restore the environment at the same time.

Community transition

- 39 Council's work programme to support communities, businesses, and mana whenua partners transition to a low-carbon, climate resilient future continues to evolve in response to feedback about the types of support that are most needed.
- 40 Table 5 in Appendix 2 summarises progress on current projects and initiatives from 1 July 2022 to 31 December 2022.

Environmental protection and restoration

- 41 Council's environmental protection and restoration programmes are often driven by legal obligations and GWRC consenting requirements to ensure that human practices are not harming the environment and/or Council's obligation under the Local Government Act to promote environmental well-being.
- 42 Table 6 in Appendix 2 summarises progress on current projects and initiatives from 1 July 2022 to 31 December 2022.

He take | Issues

- 43 There are no issues to consider in relation to this report.

Ngā kōwhiringa | Options

- 44 There are no options to consider in relation to this report.

Tangata whenua

- 45 Acting on climate change was a key strategic driver in the LTP. Feedback from our iwi partners and the community confirmed ongoing support for a range of climate change initiatives, including corporate and districtwide emissions reduction and actions to support the sustainability and resilience of our environment, assets, and communities.

Panonitanga āhuarangi | Climate change

- 46 This report provides a brief overview of the Kāpiti Coast District Council Climate Emergency Action Framework and summarises recent progress on Council's Climate Emergency Action Plan. This report also identifies Council strategies and plans that collectively make up Council's current climate change strategy (as each one houses different aspects of Council's agreed climate change approach).

⁶ Local Government Act, Section 10(1)(b).

Ahumoni me ngā rawa | Financial and resourcing

47 There are no financial considerations for this report.

Ture me ngā Tūraru | Legal and risk

48 There are no legal considerations for this report.

49 There are no risk considerations for this specific report, but climate change in general poses many risks to Council's activities and services. These risks are discussed through the LTP and the quarterly risk report to the Risk and Assurance Committee.

Ngā pānga ki ngā kaupapa here | Policy impact

50 There are no policy considerations for this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

51 Council uses a range of communication channels to communicate information about climate change, including:

51.1 Digital: Council webpages and social media updates

51.2 Media: updates in local newspapers

51.3 In person: workshops and meetings with individuals or groups.

52 Table 5 in Appendix 2 includes an overview of Council communications on a range of climate change-related issues from 1 July 2022 to 31 December 2022.

Te mahere tūhono | Engagement planning

53 No engagement planning has occurred for the development of this Climate Emergency Action update report.

Whakatairanga | Publicity

54 This Climate Emergency Action update report, as shown in Appendix 2, will be published on the Council website. Council will use its communication channels to raise awareness about climate change in general as well as Council's actions on climate change.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Climate Emergency Action Framework [↴](#)
2. Climate Emergency Actions, 1 July 2022 to 31 December 2022 [↴](#)

10.3 KEEPING OF ANIMALS, BEES & POULTRY BYLAW 2021 AND DOG CONTROL BYLAW 2019 - MINOR AND TECHNICAL CHANGES

Kaituhi | Author: **Lesley Olsson, Policy Advisor**

Kaiwhakamana | Authoriser: **Kris Pervan, Group Manager Strategy & Growth**

TE PŪTAKE | PURPOSE

- 1 This paper seeks Council approval of minor and technical changes to the Keeping of Animals, Bees & Poultry Bylaw 2021 and Dog Control Bylaw 2019.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 This paper seeks Council approval of minor and technical changes to 1) the Keeping of Animals, Bees & Poultry Bylaw 2021 to amend a definition so it aligns with the Operative Kāpiti Coast District Plan 2021 regulations; and 2) the Dog Control Bylaw 2019 to correct inaccuracies including updating dog access maps to provide clarity.

TE TUKU HAEPAPA | DELEGATION

- 3 Under section A.2 of the *2022-2025 Triennium Governance Structure and Delegations*, the Council has the sole responsibility for adopting or amending a bylaw.

TAUNAKITANGA | RECOMMENDATIONS

- A. That Council approve the list of amendments to the Keeping of Animals, Bees & Poultry Bylaw 2021 and Dog Control Bylaw 2019 as specified in Attachments 1 and 2 to this report.

TŪĀPAPA | BACKGROUND

- 4 As outlined in the legal section of this report, a local authority may make minor changes or corrections to a bylaw by resolution. Legal Counsel advise that there is no obligation to consult the community using the special consultative procedure on these minor and technical changes.
- 5 There are two Bylaws where Council staff propose there is a need to progress minor/technical amendments on this basis:
 - 5.1 The need to re-clarify 'urban' areas covered by the Keeping of Animals, Bees & Poultry Bylaw (2021) due to changes introduced by the National Planning Standards, which means there is an unexpected gap in coverage. This is discussed in more detail in paras 6 to 8 below.
 - 5.2 The need to align changes to the Dog Control Bylaw (2019) Schedules, adopted by Council in 2019, to the information outlined in the corresponding Bylaw maps given improvements to the GIS mapping system. This is discussed in more detail paras 9 to 14 below.

Keeping of Animals, Bees & Poultry Bylaw 2021

- 6 A review of the Keeping of Animals, Bees & Poultry Bylaw 2010 was undertaken in 2020/21 and following public consultation, Council adopted the Keeping of Animals, Bees & Poultry Bylaw 2021 (KOA) on 30 September 2021.
- 7 Since the adoption of the bylaw, the District Planning (DP) team identified that due to National Planning Standards changes, the Ngarara and Waikanae North Development Areas zoned in the Operative Kāpiti Coast District Plan 2021 are not covered under the current KOA bylaw definition for "Urban Area".

- 8 To resolve this gap, a revised definition of “Urban Area” has been developed by Council operations to provide a more defined scope for the areas that the rules around the keeping of animals etc. cover now and any other development areas in future.

Dog Control Bylaw 2019

- 9 Under the Dog Control Act 1996, every territorial authority (TA) must adopt a policy in respect of dogs in the district. To give effect to the policy, the TA must also make the necessary bylaws. A review of our 2008 bylaw and 2009 policy was undertaken in 2018 and following public consultation, Council adopted the Dog Control Policy 2019 and Dog Control Bylaw 2019 (the bylaw) on 14 March 2019, which then came into force on the same date.
- 10 Since adoption of the bylaw, one amendment has been made which was approved by Council on 13 June 2019. To fix an error and ensure consistency, the amendment removed “Waikanae Estuary Scientific Reserve” (WESR) from the sensitive site (dog on-leash area) list in Schedule Two of the bylaw. WESR is not subject to the bylaw as it is under the jurisdiction of the Department of Conservation (DOC).
- 11 Despite removal of WESR from Schedule Two of the bylaw, the associated bylaw maps do not clearly indicate that WESR is under the jurisdiction of DOC nor accurately depict the extent of its boundaries. This has caused issues on the ground for DOC, WESR care group volunteers and Council’s Public Space and Animal Management Officers (PSAMO), in educating dog walkers around access in this area, particularly the foreshore. As a result, an amendment to two of the current bylaw maps showing WESR is required.
- 12 When the bylaw maps were developed as part of the 2018 review, it was deemed not practical to show on them every on-leash/off-leash area in the district as outlined in the schedules. This would have made them very difficult to read and interpret. Instead, the maps highlight through use of the legend, the most significant areas where key messaging around dog access is required. The remainder of explanation around general rules with regards to dog access sits within the written schedules. Since adoption of the bylaw, PSAMO have identified areas currently listed in the schedules but not highlighted on the maps, that should be highlighted on the maps. This will help enable education on dog access requirements at these sites. Therefore, changes are suggested to some maps on this basis.
- 13 Since the adoption of the bylaw, Council’s GIS system has been upgraded, therefore given the need to amend some map details, it makes practical sense to update all the bylaw maps to match the current GIS look. This will provide consistency with the publicly accessible online GIS maps. This includes legend colours that differ to the current maps. The new colours will provide more clarity and reduce confusion with regards to the two shades of yellow currently used for on-leash and general open space areas, for example. The proposed updated maps replicate the same information in the current bylaw maps and incorporate the proposed amendment changes.
- 14 A scan of the bylaw at this time has led to some further suggested changes to correct spelling or minor inaccuracies.

HE KŌRERORERO | DISCUSSION

Keeping of Animals, Bees & Poultry Bylaw 2021

- 15 As outlined in the background section, the definition for “Urban Area” needs to be updated to be consistent with the Operative District Plan and cover development areas. It is proposed the definition for “Urban Area” in the KOA bylaw reads:

Urban Area means any part of the District zoned for general residential, industrial, or commercial and mixed use zone in the Kapiti Coast District Plan. It also includes any Development Areas defined in the Plan.

(Refer Attachment 1 for tracked changes).

Dog Control Bylaw 2019

- 16 The following minor and technical changes have been identified as being required and/or suggested at this time. These should be read in conjunction with Attachment 2 which includes a summary table of the changes and shows tracked changes to the current bylaw and updated maps. The below are explanatory notes for why the amendments should be made.
- 16.1 Correct section 1.2 (d) of the bylaw by removing “owned and” as GWRC does not own the land (DOC does), they control and manage it under the Reserves Act 1977.
 - 16.2 In Schedule One – No Dog Areas, remove 1. f) “Ōtaki Domain” and 1. g) “The playing field at Haruātai Park, Ōtaki”. These do not need to be listed separately as they both fall under the category of section 1. h) “All sports grounds under Council’s control...”.
 - 16.3 In Schedule One – No Dog Areas, section 1. l) add “and Transmission Gully.” to reflect this is a no dog area like the Kapiti Expressway. This road has opened since the bylaw was adopted.
 - 16.4 Amend the numbering in Schedule One – No Dog Areas to reflect the removal of section 1. f) and g).
 - 16.5 Remove *Map 1: Beach hours* as this is not easy to read and interpret with the whole district on one page. This information is already incorporated into the individual access area maps and will be more clearly indicated in the updated maps.
 - 16.6 To highlight and enable better communication of the rule that the district’s cemeteries are on-leash, on all relevant maps, add the on-leash legend colour.
 - 16.7 To correctly show the dog on-leash and off-leash areas south of the Otaki River, amend *Map 2: Otaki Dog Access Areas* to exclude the privately-owned land currently included.
 - 16.8 To correctly show the boundaries of the WESR, extend the boundary to cover the foreshore (currently incorrectly showing as yellow/on leash) in *Map 4: Waikanae Dog Access Areas* and *Map 5: Paraparaumu Dog Access Areas*. Furthermore, in the map legend, to clarify this is under DOC jurisdiction, add “DOC regulations apply” after *Waikanae Estuary Scientific Reserve*. Also adding the word “Estuary” here more clearly defines the site.
 - 16.9 To highlight and enable better communication of the rule that the Mazengarb drain and Eatwell drain walkways are on-leash, on *Map 5: Paraparaumu Dog Access Areas*, add the on-leash legend colour to these areas.
 - 16.10 Correct the error of the Kenakena school field showing as a Council sports field on *Map 5: Paraparaumu Dog Access Areas*, by removing the legend shading in this area (and for the small neighbouring reserve). School grounds are not under the jurisdiction of the bylaw.
 - 16.11 To highlight that Maclean Park Recreation Reserve is a no dog area (except for on-leash along footpaths), mark the reserve as a no dog area with on-leash restricted for walkways, on *Map 5: Paraparaumu Dog Access Areas*. This will provide clarity as to where dogs are permitted to go in this area and will be consistent with Otaihanga Domain for example, which clearly shows permissible on-leash access through this no dog reserve.
 - 16.12 For ease of reading, enlarge *Map 5: Paraparaumu Dog Access Areas* by removing the areas north of the Waikanae River from this map – these are included in *Map 4: Waikanae Dog Access Areas*.
 - 16.13 To highlight and enable better communication of the rule that the Wharemauku Stream walkway and Airport walkway are on-leash, on *Map 6: Raumati Dog Access Areas*, add the on-leash legend colour for these walkways.
 - 16.14 To correctly indicate that Kāpiti Coast District Council controls and manages the south-east corner of Queen Elizabeth Park (known as Tilley Road Reserve), mark and

highlight this as on-leash on *Map 7: Paekākāriki Dog Access Areas*. This will clearly differentiate it from the rest of Queen Elizabeth Park which is under Greater Wellington Regional Council (GWRC) jurisdiction.

- 16.15 In the map legend of *Map 7: Paekākāriki Dog Access Areas*, add “GWRC regulations apply” after Queen Elizabeth Park to clarify it is under GWRC jurisdiction.
- 16.16 With the removal of Map 1, amend the remaining map numbering in sequence and change the reference to map numbers under Schedule Four – Beach Areas section 1. and 2. from “See Maps 1-7” to “See Maps 1-6”.
- 16.17 Correct the following grammatical errors:
 - 16.17.1 Under the definition for Leash or Lead remove the additional “and” on the last line.
 - 16.17.2 In section 7.3 (a), change the spelling from “1 meter” to “1 metre”.
 - 16.17.3 In section 8.5, spell out “DCA 1996” to read “Dog Control Act 1996” for consistency and clarity.
 - 16.17.4 In section 13.4 and 13.6 change “Waikanae Scientific Estuary”, and in section 1.2 (c) change “Waikanae Scientific Reserve”, to “Waikanae Estuary Scientific Reserve” for consistency and accuracy.
 - 16.17.5 In Schedule One – No Dog Areas, section 1. a) and Schedule Two – Dog On-Leash Areas section 3. b) – correct the spelling of “MacLean Park” to “Maclean Park”.
 - 16.17.6 In Schedule One – No Dog Areas, section 1. e), correct the spelling of “meters” to “metres”.
 - 16.17.7 In Schedule Two – Dog On-Leash Areas section 1. j), correct the spelling of “Crystals Bend” to “Chrystalls Bend”.
- 17 Following resolution, each bylaw will have a line added to the validation section noting the date the amendment(s) were approved by Council and a summary table added of the bylaw review history for administrative purposes. The contents page numbering will also be updated as required.

He take | Issues

- 18 The issues with the current KOA and Dog Control bylaws are outlined in the Background and Discussion sections of this report. By making the proposed minor and technical changes to both bylaws, the issues identified and discussed will be resolved.

Ngā kōwhiringa | Options

- 19 This report seeks Council’s approval to make the proposed amendments as outlined in Attachment 1 and 2 to this report.

Tangata whenua

- 20 There are no implications for iwi arising from this report.

Panonitanga āhuarangi | Climate change

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

Ahumoni me ngā rawa | Financial and resourcing

- 22 There are no financial implications arising from this report.

Ture me ngā Tūraru | Legal and risk

- 23 According to Section 156(2) of the Local Government Act:
A local authority may, by resolution publicly notified, -
(a) make minor changes to, or correct errors in, a bylaw, but only if the changes or corrections do not affect-
(i) an existing right, interest, title, immunity, or duty of any person to whom the bylaw applies; or
(ii) an existing status or capacity of any person to whom the bylaw applies
- 24 A special consultative procedure is not considered necessary for these amendments. Legal Counsel has considered the proposed amendments and deemed that the changes can be made by a publicly notified Council resolution.

Ngā pānga ki ngā kaupapa here | Policy impact

- 25 There are no policy implications arising from this report. The Dog Control Policy 2019 which the Dog Control Bylaw gives effect to is not impacted by the proposed changes.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 26 There is no requirement to consult on this matter under section 156(2) of the Local Government Act 2002 as the amendments are considered minor changes and corrections that do not affect those that the bylaw applies to.
- 27 The proposed amendments to both bylaws have a low level of significance under Council's Significance and Engagement Policy.

Te mahere tūhono | Engagement planning

- 28 Engagement with regards to the updated Dog Control Bylaw maps is outlined in the following Publicity section. No other engagement is planned.
- Whakatairanga | Publicity**
- 29 The updated bylaws will be uploaded to the Council website "Bylaws" webpage.
- 30 Once approved the updated Dog Control Bylaw maps will be uploaded to the Council website "Exercise Areas", "Dogs on the Beach" and "Maps" webpages. The publicly available Map Viewer (GIS) updated maps for Dog Exercise Zones will also be uploaded following approval.
- 31 In the next e-newsletter to Kāpiti dog owners, a link to the updated maps and GIS for dog exercise zones will be included.
- 32 A hard copy map of dog exercise areas, and/or an information card with a QR code linking to the GIS dog exercise zones, may be developed (subject to budget and resourcing). These could be distributed by PSAMO to members of the public on occasion for information purposes and/or to assist in enforcing access rules.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Technical change to the Keeping of Animals, Bees & Poultry Bylaw 2021 [↓](#)
2. Minor and technical changes to the Dog Control Bylaw 2019 [↓](#)

10.4 WELLINGTON REGION TRIENNIAL AGREEMENT 2022-2025

Kaituhi | Author: **Kate Coutts, Democracy Services Advisor**

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

TE PŪTAKE | PURPOSE

- 1 This report asks Council to:
 - 1.1 agree to enter into the Wellington Triennial Agreement 2022-2025 (the Agreement) attached in draft at Appendix 1;
 - 1.2 authorise the Mayor, on behalf of the Council, to sign the Agreement and make minor amendments following changes requested by other local authorities within the region.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

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

TE TUKU HAEPAPA | DELEGATION

- 3 Council has the delegation and authority to consider this matter.

TAUNAKITANGA | RECOMMENDATIONS

- A. That Council agrees to enter into the Wellington Regional Triennial Agreement 2022-2025 as attached in draft at Appendix 1 of this report.
- B. That Council delegates to the Mayor and Chief Executive the authority to make any minor amendments required as a result of minor changes requested by other local authorities in the region as part of the adoption process.
- C. That Council authorises the Mayor, on behalf of Council, to sign the Agreement.

TŪĀPAPA | BACKGROUND

- 4 The Local Government Act 2002 (LGA) requires that all local authorities within a region must enter into a Triennial Agreement after each election (see extract of the LGA at Appendix 2). The Triennial Agreement is required to set out protocols for how the local authorities will work together for the good governance of the region and must be adopted by all authorities by 1 March 2023.
- 5 The draft Agreement was discussed at the Chief Executives' Forum on 18 November 2022 and pre-circulated to Mayors within the region for comment ahead of each Council being asked to formally adopt the document.
- 6 Each local authority takes a turn in administering the Agreement. For the previous Triennium this was the responsibility of the Wellington City Council. For the 2022-2025 Triennium the Agreement will be administered by the Carterton District Council.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 7 The Triennial Agreement is a set of protocols to assist region-wide cooperation for the duration of the Triennium.
- 8 The 2022-2025 draft Agreement builds upon the 2019-2022 Agreement, with the following changes:
 - Modernising the language of the Agreement

- Adding the Wellington Region Climate Change Working Group and the Wellington Regional Leadership Committee to the list of regional and sub-regional forums in clause 5.1(b) and 5.1(c)
 - Removing the old Wellington Regional Strategy Committee which was disestablished on 27 May 2021. Its duties and responsibilities have been taken over by the Wellington Regional Leadership Committee.
- 9 Following endorsement by each Council, the region's Mayors and the Chair of the Greater Wellington Regional Council will sign the Agreement on behalf of their authorities. Council can delegate the authority to make minor amendments to the Mayor. If any such amendments are made, Council will be notified of these changes. Council will also be advised of the final Agreement and of any changes requested by other local authorities.
- 10 Of note, the Horowhenua District is not a participant of the Greater Wellington Region and therefore is not party to this Triennial Agreement. Opportunities to partner with the Horowhenua District as part of a West Coast corridor will be explored outside of this arrangement.

Ngā kōwhiringa | Options

- 11 If the Council requests changes to the draft Agreement, the changes will be circulated for consideration by other local authorities.
- 12 It is important to note that the Agreement is not intended to be legally binding and enforceable. Its status in law is as a high-level relational document containing protocols for cooperation and consultation among local authorities.

Tangata whenua

- 13 Tangata whenua have not been consulted directly as they are not signatories of the agreement.

Panonitanga āhuarangi | Climate change

- 14 The draft Agreement identifies climate change as an area the region will work on together, as well as other areas which have subsequent impacts on climate change.
- 15 Consultation in relation to this agreement will be undertaken with the Wellington Regional Climate Change Working Group.

Ahumoni me ngā rawa | Financial and resourcing

- 16 There are no financial implications relating to this report.

Ture me ngā Tūraru | Legal and risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

- 18 There are no policy implications from this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

- 20 Following adoption and signing, a copy of the final Agreement will be made available on the Council website.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Appendix 1 - Draft Wellington Triennial Agreement 2022-2025 [↓](#)
2. Appendix 2 - Extract from Local Government Act 2002 [↓](#)

10.5 REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND COMMUNITY BOARDS

Kaituhi | Author: **Kate Coutts, Democracy Services Advisor**

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 2 February 2023 to 14 February 2023.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

TE TUKU HAEPAPA | 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.
- B. That the Council considers the following recommendations from the Paraparaumu Community Board meeting on 14 February 2023:
 - That the Paraparaumu Community Board asks Kāpiti Coast District Council to stop work on the Te Uruhi Gateway Development at MacLean Park and abandon this project.
 - That Council consider remunerating Community Board members for attending committee and subcommittee meetings.

TŪĀPAPA | BACKGROUND

- 4 During the period of 2 February 2023 to 14 February 2023, Standing Committee and Community Board meetings took place on the following dates:

Social Sustainability Subcommittee	2 February 2023
Paekākāriki Community Board	7 February 2023
Climate and Environment Subcommittee	9 February 2023
Paraparaumu Community Board	14 February 2023

- 5 Items discussed at each of the meetings listed in paragraph 4 are noted below:
 - 5.1 On 2 February 2023 the Social Sustainability Subcommittee met to discuss:
 - Update: Forward Work Programme
 - Update: Age Friendly Approach
 - Update: Ōtaki Social investment
 - 5.2 On 7 February 2023 the Paekākāriki Community Board met to discuss:
 - Update: Replacement of Township Stormwater Outfill
 - Update: Proposed Weigh Station/Commercial Vehicle Safety Centre - Waka Kotahi

- Adoption of Standing Orders 2022-2025
- Elected Members Remuneration, Expenses and Allowances Policy
- Confirmation of minutes
- Matters under action

5.3 On 9 February 2023 the Climate and Environment Subcommittee met to discuss:

- Update: Takutai Kāpiti Project
- Climate Emergency Action Report Update

5.4 On 14 February 2023 the Paraparaumu Community Board met to discuss:

- Update: Maclean Park Refresh – Stage 2
- Paraparaumu Bus Stop Upgrades
- Adoption of Standing Orders 2022-2025
- Elected Members Remuneration, Expenses and Allowances Policy
- Confirmation of minutes
- Matters under action

6 In addition, the follow meetings took place:

Kāpiti Coast Youth Council	30 January 2023
Te Whakaminenga o Kāpiti	14 February 2023

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

7.1 On 30 January 2023, the Kāpiti Youth Council met to discuss:

- Work Ready Kāpiti – Youth Council Rep on the board and mentorship programme
- Cr Handford and Raumati Community Board Chair requested input into the new vision for Raumati
- Festival for the Future
- Planning for the Councillor Breakfast
- Pickle Pot be-in
- KYS/Youth Council mixer

7.2 On 14 February 2023, Te Whakaminenga o Kāpiti met to discuss:

- Request for Nomination of Artist Iwi Representative for the Public Art Panel
- Iwi Updates from Te Ātiawa ki Whakarongotai, Nga Hapū o Ōtaki and Ngati Toa
- Treaty Settlements – Overview from each iwi
- Update: Recruitment Process for Mana Whenua Representative on the Risk and Assurance Committee and Grant Allocation Committee
- Update: Review of the Memorandum of Partnership
- Update: Age Friendly Strategy and Action Plan Development

HE KŌRERORERO | DISCUSSION

He take | Issues

- 8 Within the reports and recommendations considered by Standing Committees and Community Boards from 2 February 2023 to 14 February 2023, there were two recommendations made to Council.
- 8.1 The two recommendations were part of the Paraparaumu Community Board meeting on 14 February 2023 in relation to the remuneration of community board members appointed to committees and subcommittees, as well as a request to cease the Te Uruhi Gateway Development.
- 8.2 The recommendations were:
- 8.2.1 That the Paraparaumu Community Board asks Kāpiti Coast District Council to stop work on the Te Uruhi Gateway Development at MacLean Park and abandon this project.
- 8.2.2 That Council consider remunerating community board members for attending committee and subcommittee meetings.
- 9 Council Officers note that:
- 9.1 Council will consider Te Uruhi Gateway Project at an upcoming meeting.
- 9.2 Council last considered the Elected Members' Remuneration and Positions of Responsibility on 24 November 2022. The Remuneration Authority has yet to gazette its amended determination as a result of that decision. The Remuneration Authority also releases a new determination annually with the next one expected in July 2023.

Ngā kōwhiringa | Options

- 10 Options are not required for this report.

Tangata whenua

- 11 There are no additional tangata whenua considerations relevant to this report. The reports and topics considered by Te Whakaminenga o Kāpiti are listed above.

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 DELEGATION OF POWER TO GRANT LEAVE OF ABSENCE

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

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

TE PŪTAKE | PURPOSE

- 1 The purpose of this report is for Council to consider delegating the power to grant Elected members a leave of absence to the Mayor.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

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

TE TUKU HAEPAPA | DELEGATION

- 3 Council has the ability to delegate the power to grant a leave of absence to the Mayor.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Council delegate the power to grant Elected Members a leave of absence to Mayor Janet Holborow.

TŪĀPAPA | BACKGROUND

- 4 On 24 November 2022 the Council adopted an updated version of the standing orders by resolution.
- 5 Under both the updated version of the standing orders and under the previous version of standing orders Council can delegate the power to grant Elected Members a leave of absence to the Mayor.
- 6 In past triennia this power has been delegated to the previous Mayor.

HE KŌRERORERO | DISCUSSION

- 7 Standing order 13.3 provides that the Council may delegate to the Mayor the power to grant a leave of absence to members:

13.3 Te tuku tamōtanga | Leave of absence

A council may grant a member leave of absence following an application from that member. The Council may delegate the power to grant a leave of absence to the Mayor in order to protect a members' privacy and the Council may approve an application from the Mayor. The Mayor will advise all members of the council whenever a member has been granted a leave of absence under delegated authority. Meeting minutes will record that a member has a leave of absence as an apology for that meeting.

- 8 Delegating this power to the Mayor has the following benefits:
 - 8.1 allows administrative efficiency as this can be dealt with in between meetings and acknowledges the reality that a leave of absence may need to be sought at short notice, for example in the event of illness or bereavement.
 - 8.2 Protects the privacy of members.

He take | Issues

9 There are no issues to consider.

Ngā kōwhiringa | Options

10 There are two options:

10.1 Delegate to the Mayor the power to grant a leave of absence to members.

10.2 Leave the power to grant a leave of absence to members with the full Council.

Tangata whenua

11 There are no tangata whenua considerations.

Panonitanga āhuarangi | Climate change

12 There are no climate change considerations.

Ahumoni me ngā rawa | Financial and resourcing

13 There are no financial and resourcing issues.

Ture me ngā Tūraru | Legal and risk

14 There are no legal and risk considerations.

Ngā pānga ki ngā kaupapa here | Policy impact

15 There are no policy impacts to consider.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**Te mahere tūhono | Engagement planning**

16 There are no engagement planning considerations.

Whakatairanga | Publicity

17 This is an administrative matter and no publicity is required.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

11 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**11.1 CONFIRMATION OF MINUTES**

Author: Anna Smith, Democracy Services Advisor

Authoriser: Janice McDougall, Group Manager People and Partnerships

Taunakitanga | Recommendations

That the minutes of the Council meeting of 26 January 2023 be accepted as a true and correct record.

APPENDICES

1. Council Meeting Minutes - 26 January 2023 [↓](#)

RESOLUTION TO EXCLUDE THE PUBLIC

PUBLIC EXCLUDED RESOLUTION

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
12.1 - Confirmation of Public Excluded Minutes	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)	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
13.1 - Appointment of the Chair and Independent Member of the Risk and Assurance Committee	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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
13.2 - Property Update	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)	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