



RĀRANGI TAKE AGENDA

Hui Kaunihera |Council Meeting

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

Te Rā | Date: Thursday, 25 May 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 25 May 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

Te Raupapa Take | Order Of Business

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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 WAIKANAĒ LIBRARY AND SERVICE CENTRE - COMMUNITY ENGAGEMENT

Kaituhi | Author: **Peter Bollmann, Project Manager, Otaki Growth Infrastructure**

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

TE PŪTAKE | PURPOSE

- 1 This report seeks approval from Council to undertake community engagement on options for a replacement facility for the Waikanae Library and Service Centre.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 The former Waikanae Library and Service Centre closed in 2018 and is currently occupying temporary premises in Mahara Place. The need for a permanent facility has prompted discussion around how libraries are changing and becoming social hubs for the wider community, while still providing core library services.
- 3 Several options have been considered; these are focussed on reuse and potential extension of the two Council owned buildings in Mahara Place. Three options are proposed for engagement with the community:
 - Refurbish and extend the former library building.
 - Refurbish both the former library building and the temporary library building.
 - Refurbish both buildings and extend the former library building.
- 4 Upon completion of the community engagement, officers will report back on the views of the community with a recommended option to progress the project.

TE TUKU HAEPAPA | DELEGATION

- 5 Given the community interest in progress with replacement of the Waikanae Library it is appropriate for Council to approve the options for inclusion in the engagement programme.

TAUNAKITANGA | RECOMMENDATIONS

- A. Note the changing shape of libraries indicates a need for multi-functional space that becomes a social hub for the entire community.
- B. Note that Council officers have investigated three options together with separate scenarios to replace the Waikanae Library and Service Centre with a Community hub.
- C. Approve the following options being included in the community engagement programme to be undertaken during June/July 2023
 - Option 1 – To refurbish and extend the former library building.
 - Option 2 – To refurbish both the former library building and the temporary library building.
 - Option 3 – To refurbish both the library buildings and extend the former library building.
- D. Note that Options 2 and 3 require funding over and above the current LTP budget.
- E. Direct Council officers to report back to Council following completion of the community engagement programme recommending an option to progress the development of a Waikanae Community Hub.

TŪĀPAPA | BACKGROUND

- 6 Waikanae Library is one of four libraries provided by the Kāpiti Coast District Council. The Waikanae Library and Service Centre was closed in November 2018 and a temporary facility was established in the former Artel Gallery space in Mahara Place. The temporary library and service centre has been operating in this location since July 2019, at approximately 50% of the activity of the former library.
- 7 In 2022 the opportunity arose for the Council to purchase the building in Mahara Place housing the temporary library. The building was purchased by Council as a strategic property. The Mahara Gallery, recently refurbished and about to be reoccupied, is the third Council owned building in the Waikanae town centre.
- 8 Council has allocated \$13.8m in the 2021 Long Term Plan for a new or upgraded Waikanae Library and Service Centre. Working through a Project Governance Board and the Project Team, a facility brief was prepared by external consultants to explore the possibilities and opportunities that a new facility might deliver, and to determine the m² area requirements based on industry standards and guidance.
- 9 The Project Team has been supported by technical expertise from Boffa Miskell, Athfield Architects and Siecap Project Management and Advisory, by a Project Advisory Group of members from different sectors, and through support from Te Ātiawa ki Whakarongotai Charitable Trust and the Waikanae Community Board.
- 10 This project fits within the wider Town Centre initiative. The benefits being sought from the town centre initiative include:
 - That the Waikanae Town Centre is revitalised
 - To meet the needs of both the community and the redevelopment of the town centre with a single project
 - To increase the foot traffic to Mahara Place
 - To increase consumer spending in Waikanae
 - To increase the use of Library services
 - To improve satisfaction with Council services in Waikanae.
- 11 The Project Objectives for the Waikanae Library and Service Centre are to:
 - Support communities to connect
 - Build healthy and resilient individuals and community
 - Create a sense of place and belonging
 - Provide opportunities to learn, work and create
 - Support cultural identity and understanding
 - Champion inclusivity
 - Be an exemplar for sustainable practices
- 12 These objectives and outcomes are reflected in Councils priorities, (**Attachment A**) notably building strong community centres, and building a sense of community.

HE KŌRERORERO | DISCUSSION

THE CHANGING SHAPE OF LIBRARIES

- 13 The nature of library services is changing significantly as existing libraries are being replaced, renewed and upgraded. The emphasis is now on spaces for people where human interaction with knowledge and ideas have precedence. Books and collections are still important, but the focus is now increasingly on what people do within those spaces to discover, create, connect with, and experience new ideas and learn new skills.
- 14 These trends have been happening worldwide. The Libraries and Cultural Services Manager for Council has recently undertaken a study tour across Europe looking at contemporary facilities, has reflected on the trends evident, and compared these to a recent example in Selwyn District known as *Te Ara Ātea*.
- 15 Key observations include:
- People and communities are the heart of the story.
 - They are generally no longer referred to as 'libraries' (although this can be a habit that will take time to change).
 - These are facilities that provide a wide range of services and spaces for the community
 - The Kalk Library in Cologne is a shared space that invites users to gain new experiences, forge plans, deepen their knowledge, learn social cohesion or simply enjoy the comforts of a non-commercial and friendly environment. Kalk embraces a concept of *the third place*, as an anchor of community life. (Attachment B)
 - LocHal in Tilburg is designed for unexpected encounters, and is intended to activate people by informing, inspiring, providing experiences and change. It has become a programming library, and moved to creating, collaborating and sharing. The philosophy is that *everyone can find their place* at LocHal. (Attachment C)
 - Te Ara Ātea is a place of discovery, of community gathering and sharing knowledge, and is the centre of the new Rolleston town centre. The name Te Ara Ātea expresses the notion that this is a place for learning, gathering, connecting, exploring and celebrating the district's heritage and people. Mana whenua participation and involvement in the project from the very beginning has been a significant contributor to the development of the facility. (Attachment D)
- 16 The opportunity exists to establish a place in Waikanae that becomes the heart of the community, for a wide range of demographics and that supports families and children. It needs to be multi-functional space, that is flexible and able to be adapted to allow different experiences.
- 17 It is considered important that it becomes a social hub for Waikanae, that it includes significant meeting spaces that are accessible to people and groups and is blended into the social and commercial fabric of Waikanae. It will need close integration with existing facilities and services, such as Mahara Gallery, the marae and local businesses, and to provide an opportunity for additional social or community services to be identified and included.
- 18 Ultimately it needs to be a destination place for the whole community, current and future, to use and enjoy.

He take | Issues

SIZE AND SCALE

- 19 The population catchment for the Waikanae town centre is the combination of Te Horo, Peka Peka, Waikanae Beach, Waikanae Park, Waikanae East and Waikanae West. These areas combined had a population of 13,000 in 2018 and is expected to grow to 24,500 people by

2051. The mix of ages is likely to change as people with families and young professionals move to the Kāpiti Coast for lifestyle and the easy commute.

- 20 This growth underpins the functions of a new facility, and drives consideration of the areas required for public spaces, children and young adults, computer/technology areas, customer services, and meeting and learning spaces.
- 21 This in turn drives a need for some 2110m² – 2425m² in order to deliver a facility commensurate with the needs and aspirations of the community, today and tomorrow.

Ngā kōwhiringa | Options

- 22 While original options for locating the facility in wider Waikanae were considered, many were discounted as they did not achieve the immediate outcome of revitalising the Waikanae Town Centre. Options have been restricted to locations within Mahara Place.
- 23 Key advice was sought from Siecap on the options to use; either one of the Council owned buildings, both of the council owned buildings, or a stand-alone new building using one of the existing buildings and additional property that may be required.
- 24 This has resulted in 3 broad options with different scenarios. The purpose of considering these options is to enable council to engage with the community and obtain feedback on the implications of each option with respect to the size, location, cost estimates, and practical constructability. The options are not a comprehensive list of every available choice, and there are likely to be variations. The options considered are as follows:

Option 1 – Use one of the existing Council Owned Buildings

Kōwhiringa Options	Scenario Description	Size m2	Capital \$M	Opex \$000	Hua Benefits	Tūraru Risks
Option 1 Use one of the existing council buildings	Scenario A Refurbish the former Library	884	\$7.3	\$150	<ul style="list-style-type: none"> Central to Waikanae Within budget Low difficulty to build Short timeframe 4 star Greenstar 	<ul style="list-style-type: none"> Only 25-30% of size requirement Not future proofed Unlikely to deliver changing shape of Libraries
	Scenario B Refurbish and extend the former Library <u>Recommended for engagement</u>	1302	\$12.6	\$150	<ul style="list-style-type: none"> Central to Waikanae Within budget Low difficulty to build Short timeframe 4 star Greenstar 	<ul style="list-style-type: none"> Only 55-65% of size requirement Not future proofed Does not reflect changing shape of Libraries
	Scenario C Refurbish the temporary library building	1134	\$10.2	\$150	<ul style="list-style-type: none"> Central to Waikanae Within budget 4 star Greenstar 	<ul style="list-style-type: none"> Only 48-55% of size requirement Not future proofed Does not reflect changing shape of Libraries

						<ul style="list-style-type: none"> Higher difficulty to build Longer timeframe to build
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- 25 All three scenarios within this option are central to Waikanae and are within the existing budget provision of \$13.8m currently in the Long-Term Plan. None of these scenarios provide the full-size requirement of between 2110 – 2425m² for a comprehensive facility. All three scenarios can proceed with minimal disruption to Mahara Place, and they all are capable of achieving 4 star Greenstar rating.
- 26 Scenario A and B have low difficulty to build, primarily because the building is currently vacant, and it can readily be accessed from the rear for refurbishment works.
- 27 Scenario B has an advantage over Scenario A and C due to the additional 400m² space available through extending the existing building over two levels at the rear.
- 28 Scenario C has higher difficulty to build as the refurbishment required means that the building will have to be vacated, alternate temporary premises will be required for the existing library services, and construction would need to be undertaken with or around the current tenants.
- 29 As a standalone single building facility, it is considered that Scenario B is a base level option for engagement with the community.

Option 2 – Use both of the existing Council Owned Buildings

Kōwhiringa Options	Scenario Description	Size m2	Capital \$M	Opex \$000	Hua Benefits	Tūraru Risks
Option 2 Use both of the existing council buildings	Scenario A Refurbish both of the existing library buildings <u>Recommended for engagement</u>	2018	\$17.4	\$440	<ul style="list-style-type: none"> Central to Waikanae Future proofed Likely to deliver to the changing shape of Libraries Can be staged to enable transition 4 star Greenstar 	<ul style="list-style-type: none"> Almost meets minimum size requirement Increase in capital budget required Operating across split sites Increased operating costs Impact on rates at approx. 1%
	Scenario B Refurbish both of the existing library buildings and extend the former Library <u>Recommended for engagement</u>	2436	\$22.7	\$480	<ul style="list-style-type: none"> Central to Waikanae Future proofed Meets size requirement Likely to deliver to the changing shape of Libraries Can be staged to enable transition 4 star Greenstar 	<ul style="list-style-type: none"> Increase in capital budget required Operating across split sites Increased operating costs Impact on rates at approx. 1%

- 30 Both of these scenarios are central to Waikanae, and both scenarios can accommodate the size requirement for the changing shape of libraries. The facility will be future proofed, and development can be staged to enable a transition from the existing facility. This is considered to be a medium difficulty, with development of the first stage happening relatively

quickly, and the second stage occurring after the first stage is completed. This allows a completion timeframe of some 2-4 years. Both scenarios can be access and developed from the rear, minimising disruption to Mahara Place.

- 31 Neither of these options fall within the \$13.8m budget allowance in the current LTP and will require additional funding to be provided in future years. The capital funding increase required will be in the order of \$3.4m - \$8.9m. The difference in capital cost is related to the extension proposed to the former library site.
- 32 Using a split site will increase operating costs, and this is expected to have approximately a 1% impact of rates.
- 33 Both of these scenarios are recommended for community engagement, with the key point being that they both meet the size requirements for a new facility with scenario A being marginally smaller and cheaper than scenario B.

Option 3 – Develop a new comprehensive modern facility on a new site in Mahara Place

- 34 No discussions have been undertaken with private landowners of any alternative properties, or to assess availability of property to be included in this option. The availability of suitable private property is a high and critical risk to this option being able to be implemented.
- 35 It is likely that this option could be made to meet or exceed the size requirements. This option is suggested to have a medium to high difficulty and could be staged over a 2-5 year period. It is likely to require a significant amount of demolition before construction can commence. This is likely to have a major impact on Mahara Place over that period.
- 36 The amount of additional funding is estimated to be \$14.7m - \$26.2m, for a total capital cost in the order of \$28m to \$40m. At this level of investment, together with additional operating costs, this is likely to have a 2% impact on rates.
- 37 Due to the risks involved in this option, the level of funding required, and the impact on Mahara Place over the development period, it is **not recommended** that this option be included in the proposed community engagement.

Conclusion on Location Options for Community Engagement

- 38 Given the size requirements, budget implications, benefits and risks identified, officers consider that the following options be presented for community engagement:
 - Option 1, Scenario B – to refurbish and extend the former Library building
 - Option 2, Scenario A – to refurbish both the former library building and the temporary Library buildings
 - Option 2 Scenario B – to refurbish both the existing buildings and extend the former library building.

Tangata whenua

- 39 In recognition of the Crown's responsibility under the Treaty of Waitangi, the Local Government Act sets out principles and requirements for Council to facilitate Māori participation in all decision-making processes, which includes appropriate consultation with Māori on different issues (refer section 4, Parts 2 and 6 of the Local Government Act). Council's Long-term Plan 2021-41 commits to an enduring relationship between Mana Whenua and Kaunihera (Council) at the heart of our activities for the community and the wider relationships that surround us. As mana whenua of the Kāpiti Coast District, Council has been guided by the views of its iwi partners.
- 40 Mana whenua, represented through Te Ātiawa ki Whakarongotai Charitable Trust has been fully engaged in the project to date, both at a project team, and at a Project Governance Board level. Engagement with mana whenua will continue through the community

engagement process and will be fully reflected in the proposed report back after the community engagement is complete.

Panonitanga āhuarangi | Climate change

- 41 There are no obvious adaptation challenges.
- 42 With respect to mitigation, refurbishment of existing buildings is generally preferable to demolition and rebuild from a carbon perspective. The refurbishment offers an ability to improve performance around energy and water consumption, and to generally embrace more carbon sensitive internal design.

Ahumoni me ngā rawa | Financial and resourcing

- 43 Any costs associated with the community engagement programme will be met from within the existing Waikanae Library and Service Centre project budget. Once a building location is confirmed, a report will be prepared for council detailing the budget and resourcing requirements.

Ture me ngā Tūraru | Legal and risk

- 44 As a community engagement exercise, no legal risks have been identified, or are anticipated.
- 45 The proposal to engage with the community does not have implications on human rights nor is the proposal in any way inconsistent with the New Zealand Bill of Rights Act 1990 and Human Rights Act 1993.

Ngā pānga ki ngā kaupapa here | Policy impact

- 46 None identified.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 47 Conversations and discussions about the future proposals have been undertaken through a comprehensive project governance structure. This includes input from subject matter experts, testing thoughts with a Project Advisory Group that includes members of specific interest groups, and liaison with the Waikanae Community Board.
- 48 Te Ātiawa ki Whakarongotai Charitable Trust have been involved both at the Project team level through the Iwi Advisory Group, and with membership on the Project Governance Board. On the project's behalf, members of the Charitable Trust have engaged local kaumatua and members of the Marae Trust.
- 49 An engagement programme has been designed to inform the community about progress, give them opportunities to comment and to build support for the subsequent decision that council is to make on the future Waikanae community hub.
- 50 This engagement will provide Council with the community voice to inform their decision on which option to progress.

Te mahere tūhono | Engagement planning

- 51 Council will communicate this decision through its established communication channels.

Whakatairanga | Publicity

- 54 A communications plan has been developed to support communications with the community and key stakeholders about this issue.

NGĀ ĀPITI HANGA | ATTACHMENTS

- 1. Attachment A [↓](#)
- 2. Attachment B [↓](#)

3. Attachment C [↓](#)
4. Attachment D [↓](#)
5. Attachment E1 [↓](#)
6. Attachment E2 [↓](#)
7. Attachment E3 [↓](#)

Attachment A

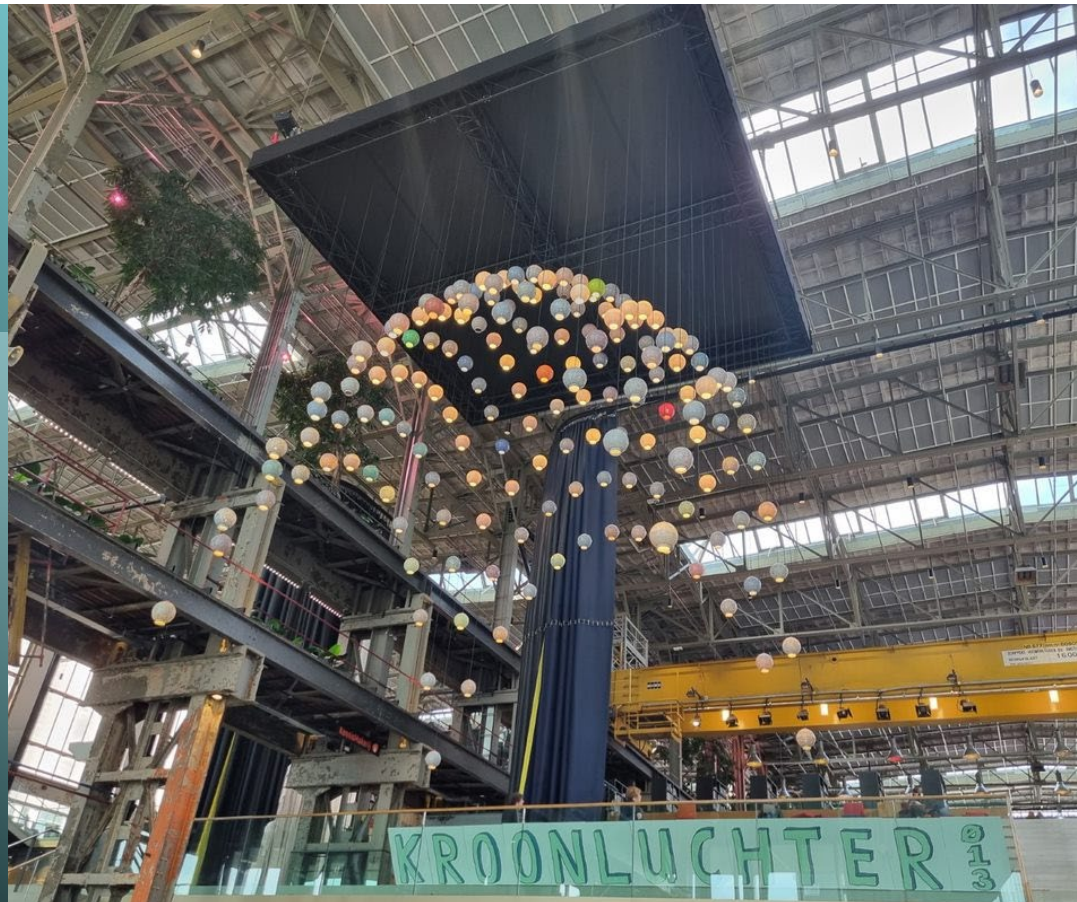
PLACE			PEOPLE			PARTNERSHIP		
YOUR NEEDS	OUR PRIORITY	TARGETED ACTION	YOUR NEEDS	OUR PRIORITY	TARGETED ACTION	YOUR NEEDS	OUR PRIORITY	TARGETED ACTION
Looking after our rivers, streams, and oceans; and ensuring supporting infrastructure is resilient and in top condition.	A Develop a plan to address inland flooding and ponding – stormwater, infrastructure, and the impacts of 3-waters reforms.	<ul style="list-style-type: none"> Deliver stormwater infrastructure program to upgrade systems, future-proof and increase drainage capacity. Use "whole-of-catchment" focus to manage quality, flow, and sediment levels. 	Supporting the rights of all people in Kapiti to connect and participate in community life now and in the future.	D Increase inclusive spaces and creative opportunities for all, and ensure that intergenerational inequity is addressed.	<ul style="list-style-type: none"> Build strong community centres, both precincts and physical buildings. Progressively refresh our townships, so that current and future generations bear the burden and benefits. 	Ensuring the community is involved in decisions about Kapiti's future.	I Create a shared vision for Kapiti.	<ul style="list-style-type: none"> Set aspirations for Kapiti life in 2060+. Land a pathway for actioning change to achieve this vision, that is affordable and locally supported. Set goals to ensure we meet local need and report progress.
Making the most of our land so that we meet the needs of current and future residents in a sustainable way.	B Implement a 'good growth' strategy that balances needs for housing and our environment, supported by appropriate district planning and regional spatial planning.	<ul style="list-style-type: none"> Drive solutions around 'good growth' at the right place and pace for Kapiti, with room for open space. Work in partnership to ensure accountability for environmental goals. Improve safety, accessibility & reach of our transport network. 	Ensuing Kapiti tourism economy thrives, so that people can 'make a living' in our District.	E Enable residents to earn a living in Kapiti, through increased tourism and economic development.	<ul style="list-style-type: none"> Lead the Kapiti story. Refresh our DMP to refocus effort and increase tourism. Increase support for the tourism and hospitality industry. 	Ensuring Kapiti Council engages well, and delivers value locally.	J Lift mana and pride in KCDs operational culture so that we deliver more value to you.	<ul style="list-style-type: none"> Build a sense of community, recognise achievements and encourage professional development. Improve engagement and feedback to the community on what we do and why.
A healthy, enhanced natural environment for us to live as a part of, so that we are resilient to climate change, as our population grows.	C Develop a climate strategy, to reach our bold emissions reduction goals, and an environment strategy, to set out the state of the environment and how we enhance it.	<ul style="list-style-type: none"> Introduce emissions reduction target by June 2023. Implement a Climate Strategy and Environment strategy to deliver on this and other targets. Be a role model – implement sustainable practices. 	Improving access to affordable, warm, dry and safe housing options that meets our local need.	F Implement the housing strategy.	<ul style="list-style-type: none"> Progress a <i>Affordable* Housing Entity</i> to improve to access long-term housing options. Improve older persons housing. 	Improving trust and confidence in our role and service for the community we serve.	K Support KCDs to remain on-track and improve accountability.	<ul style="list-style-type: none"> Simplify reporting to share a dashboard of what's been achieved. Engage regularly, decisions that manage hazards or risk but impact rates. Optimise the use of funding to improve residents' bang for buck.
			Improving our overall health through access to affordable health services in our community.	H Shape the design for a health strategy to create more coordination and more service.	<ul style="list-style-type: none"> Take a lead on local health through KHAG. Map local health need. Develop local solutions to health services. Set a health strategy. 			

Attachment B



Attachment C

LOCHAL –
TILBURG
*‘Everyone
can find their
place at
LoHal’*



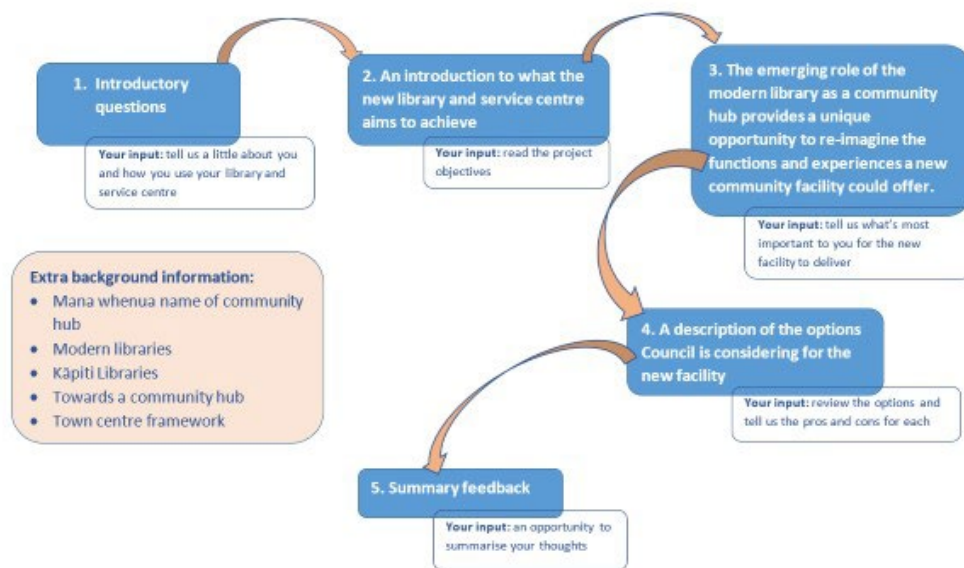
Attachment D



TE ARA ATEA – Selwyn District

Attachment E/1

Community engagement journey



The engagement journey will be replicated online and in real life

Attachment E/2

Engagement objectives and timing

Engagement objectives:

- To provide Councillors with the community voice on the options for the new facility
- To build and maintain social licence for Council's decision by:
 - informing audiences about progress
 - providing the community with opportunity to comment
 - building support for Council's decision on the future Waikanae community hub
 - building trust and confidence in Council.

Timing

Phase 1: To test engagement plan and seek feedback	Phase 2: To inform audiences about progress and promote engagement	Phase 3: To seek comment on options
March /April/early May	26 May to 10 June	12 June to 22 July

Attachment E/3

Engagement tactics

To *inform*:

- Website – repository of all info
- Everything Kapiti progress updates
- Media releases
- Newspaper columns
- Stakeholder channels, eg school newsletters
- Advertising in newspaper and on radio
- On-site signage, posters in Council facilities
- Visual aids – architect pictures etc
- Email updates
- Te Atiawa Panui

To *engage*:

- Engagement kits for Councillors / outreach team for schools
- Have Your Say online
- Wananga with Te Atiawa
- **On-site engagement hub at Mahara Place / Q&A sessions**
- Attend community / stakeholder meetings /markets/ schools
- Social media – Facebook, Instagram
- Intercept interviews
- Community / elected members' sound bites

Analysing results

Working with *Public Voice*, a specialist research and engagement company, to analyse results and provide reports for Councillors and the public about what the community told us

10.2 ŌTAKI YOUTH SPACE

Kaituhi | Author: **Emma Haxton, Contractor to Kāpiti Coast District Council**

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

TE PŪTAKE | PURPOSE

- 1 This paper provides an overview of the Ōtaki Youth Space project.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

TE TUKU HAEPAPA | DELEGATION

- 2 The Council may consider this matter under section C.1 of the Governance Structure and delegations of 2022-2025.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Council endorses the proposed approach for the Ōtaki Youth Space project 2023-2026, in collaboration with Te Puna Oranga o Ōtaki, as outlined in this report.
- B. That the Council notes long term options for a youth space will be explored by Council and the provider over the course of the project.

TŪĀPAPA | BACKGROUND

- 3 Council has a role in supporting the positive youth development for young people in Kāpiti. This role has included the provision of a youth space in the south of the District since 2015 when the Environment and Community Development Committee selected Zeal Education Trust (Zeal) as the provider of a Youth Development Centre in Paraparaumu and associated services. At the time, decision-making and feasibility focused on a need in the south of the District. In recent years, Zeal's contract for service has included some mobile events and workshops in Ōtaki.
- 4 In 2021, Council allocated \$50,000 in the Long Term Plan for the provision of a youth space in Ōtaki. Since this time, community consultation has been undertaken to determine the needs of the community in relation to a youth space. An aspect of this has been strengthening the relationship with Te Puna Oranga o Ōtaki with their existing and growing youth development role in Ōtaki.

Best Practice Youth Spaces

- 5 There are three key areas required to deliver sustainable 'youth space' initiatives that yield positive youth development outcomes. These are:
- space (somewhere to be)
 - activities (something to do)
 - staffing (someone to support).
- 6 There is substantial research on the elements of a successful youth space. The core elements for success are:
- outcomes focused on youth development
 - purposeful activities that build life skills alongside opportunities for social connection
 - opportunities for young people to engage in leadership

- youth participation in the design and delivery
 - opportunities to connect with the wider community
 - enabling young people to help access services when needed
 - provision of youth work in a safe and professional context.
- 7 Likewise, national and international evidence is clear about what reduces the success and positive impacts of youth spaces, which includes:
- having completely unstructured activity
 - having a narrow focus on ‘giving young people a space to be’
 - involving young people as participants only
 - lack of engagement or connection to the wider community
 - lack of a youth development model delivered by youth workers.

HE KŌRERORERO | DISCUSSION

Consultation

- 8 In 2021 and 2022, workshops were held with a range of young people aged 12 – 24 years, including high school students, young people on training courses and young people not in education, employment or training. These consultations identified the needs and interests of young people in Ōtaki. These were:
- having free access to more things to do
 - more opportunities and activities for socialising and having fun
 - having events and spaces specifically created by and for young people
 - opportunities to learn life skills
 - a physical youth space which is based in the Ōtaki township.
- 9 Young people want a youth space which is a safe place outside of their whānau, school and work where they can be themselves and which welcomes diversity. Some young people spoke of having people in a youth space who build a safe and welcoming culture. Outdoor spaces in Ōtaki are commonly utilised by young people, particularly in the summer months as a type of ‘youth space’.
- 10 Ōtaki young people have less access to youth development opportunities and generally experience a higher level of hardship than young people in other communities on the Kāpiti Coast. Young people in Ōtaki also often struggle with transport within and outside their community.
- 11 In 2022, a hui was held with organisations and adults working with young people in Ōtaki. Additional conversations were had with a range of stakeholders about the project to gather community feedback on the project concept. The key findings were:
- the project is best delivered ‘by Ōtaki, for Ōtaki’. That means Ōtaki based organisations focused specifically on serving Ōtaki young people should lead this project
 - a universal scope for all Ōtaki young people is best underpinned by matauranga Māori
 - there are both one off and ongoing opportunities for young people in Ōtaki to engage in social, arts, cultural and sporting activities which could be enhanced

- the need to define 'youth space' as the Ōtaki community including its natural spaces so activities can be delivered across different places and spaces and young people build a stronger sense of belonging
- a physical youth centre is best situated in the Ōtaki township and integrated into existing kaupapa for young people in Ōtaki.

The Proposed Ōtaki Youth Space Project

- 12 The project aims to foster young people's positive development through social, cultural and recreational opportunities. The project has three key components:
- Community spaces - which are welcoming, safe and youth friendly
 - Local Youth Workers to support good youth development outcomes
 - Activities - which enhance connection (kotahitanga and whānaungatanga) and belonging (ūkaipotanga) for young people.
- 13 The project is underpinned with a youth development approach and grounded in the ideas, advice and findings gathered through consultation and engagement with the community. The approach will be:
- grounded in tikanga Māori.
 - community connected and work alongside other opportunities in Ōtaki for young people
 - accessible and youth friendly to cater for a diverse range of youth cultures in Ōtaki.
- 14 The proposed youth development outcomes of the project are that young people
- feel a sense of independence and take part in positive activities
 - have stronger community connectedness
 - develop leadership skills
 - have increased confidence, social and emotional skills
 - learn new skills through participation in a range of activities
 - have better access to services and people to help them
 - feel a sense of belonging.
- 15 Iterative evaluation of this methodology will be undertaken through the duration of the project ensuring improvements are made through its duration. There will be feedback points to Council to show project progress and impact.

Proposed Supplier

- 16 Te Puna Oranga o Ōtaki is considered the best fit as the providers for the project for the following reasons:
- They are based in Ōtaki and focused specifically on serving the Ōtaki community
 - They have a strong relationship with Ngā Hapū o Ōtaki
 - Their practice is underpinned by matauranga Māori
 - They have the capacity and capability to deliver this project
 - They already employ youth workers and work in the national best practice youth development framework

- They have a facility ready
 - There are no other organisations that meet all of the above factors which are required for this project to succeed.
- 17 Te Puna Oranga o Ōtaki is a kaupapa Māori health, social wellbeing and youth development provider in Ōtaki and a registered Charitable Trust. They deliver community development and support as well as youth development services.
- 18 Te Puna Oranga o Ōtaki provides support for its youth workers to access supervision, training and operates under the Aotearoa Youth Work Code of Ethics. Te Hunga Rangatahi is their primary programme for young people providing employment skills and wrap around services.
- 19 The contract for service is proposed for a three-year term. This fits within Council's Procurement Policy.

Key Deliverables

- 20 There are two key deliverables in the project:
- A physical youth space
 - Activities in different places in Ōtaki.
- 21 It is proposed that Te Puna Oranga o Ōtaki Barber Shop, situated in the Ōtaki township, provides the initial youth space. The youth space would operate outside of the hours of the Barber Shop, utilising after school hours, evenings and weekends.
- 22 Having young people involved in the development and implementation of the project is crucial to its success. Developing youth leadership and ownership will be a key first stage in the project.
- 23 Activities will be delivered in different community spaces and the mobile programme will be resourced through the use of a van and equipment in the initial stages of the project.
- 24 By working alongside other projects, organisations and opportunities for young people, the provider and Council will foster collaborations, strengthen the youth development outcomes sought and ensure no duplication occurs.
- 25 Other long term options for a youth space will be explored by Council and the provider.

He take | Issues

- 26 The proposed project has a three year duration from June 2023 and has the following stages:
- Set up (June 2023 – December 2023)**
- finalising procurement of the provider and initiating design and delivery
 - ensuring the space and activities are designed in a way which is responsive to Ōtaki's youth communities.
- Growth (January 2024 – June 2024)**
- growing activities across the community and embedding youth initiative and leadership
- Ongoing Implementation (from January 2025)**
- focus is on sustainability, learning from evaluation and growing youth development delivery and outcomes of the project.

Ngā kōwhiringa | Options

- 27 The project offers an initial option for a three-year period.
- 28 During the term of the project, long-term options for a youth space will be explored by Council and the provider with young people and other key stakeholders. This includes the opportunity to explore possible youth space provision in the town centre/ library development through the Long Term Plan.
- 29 The project has the following benefits:
- using existing community spaces
 - supports young people in the context of wider community spaces
 - opportunity for 'by youth/ for youth' activities
 - can be delivered quickly
 - open access and universal service (not for targeted few)
 - being for Ōtaki by Ōtaki
 - youth development outcome focused.
- 30 The proposed project has some risks/ weaknesses which need to be mitigated. A full risk management plan is being developed as a part of the project development. The key risks and weaknesses are:
- needs an organisation who works with young people who can manage risks associated with youth programming (mitigated with proposed provider)
 - focus on delivery outcomes and youth development impact not well known (mitigated through strong evaluation plan)
 - youth spaces and youth development outcomes take time (mitigated with implementation plan)
 - cost of ongoing provision.

Council supported youth development agreements

- 31 Zeal Education Trust are a national organisation with a contract for service and Memorandum of Understanding with Council to deliver activities primarily through a Youth Space located in Paraparaumu. They have a good relationship with Ōtaki College delivering events and activities on the school site and elsewhere.
- 32 Kāpiti Youth Support has a Memorandum of Understanding with Council. They are a Youth One Stop Shop which provides free health and social support services to young people aged

10-24 in Kapiti. They operate a clinic in Ōtaki and provide health and social service support in Ōtaki College.

- 33 It is important to ensure there is no duplication of service with regard to the development of the project and manage any reputational risk to Council. It is important that Council updates these organisations as the project progresses and opportunities for networking are maximised.

Tangata whenua

- 34 The project has the potential to make a contribution to the iwi aspiration that 'the young people of Kāpiti are supported to reach their full potential' as outlined in the Long Term Plan 2021.
- 35 Ngā Hapū o Ōtaki vision is to assist the five hapū to work together to realise their dreams and aspirations to live in a thriving and vibrant community where they all actively contribute to sustaining their people, their land and their environment for future generations according to tikanga Māori.
- 36 Ngā Hapū o Ōtaki have been consulted on the proposed youth space and collaboration with Te Puna Oranga o Ōtaki and are supportive of the project and proposed service provider. It is recognised that this is the start of a longer-term project which Ngā Hapū o Ōtaki may have aspirations to be part of in the long-term in line with their strategic vision of Tino Rangatiratanga.

Panonitanga āhuarangi | Climate change

- 37 Sustainability is one of the six guiding principles of our social investment approach and is an important consideration more broadly across the community support activity, which our youth development portfolio fits within. This principle encourages organisations to work towards becoming sustainable in all respects, including environmentally.
- 38 There are no climate change considerations arising from this report.

Ahumoni me ngā rawa | Financial and resourcing

- 39 Council allocated \$50,000 in the Long-Term Plan 2021 for the provision of youth space in the Ōtaki community.
- 40 This Long Term Plan provision will be allocated to a contract for services for a period of three years. An additional budget will be sourced from existing operational budget to resource the initial costs of set up.
- 41 Council's financial contribution will be used for costs associated with the youth space, staffing and activities.
- 42 There may be external funding opportunities to grow the financial sustainability of this project in the future.

Ture me ngā Tūraru | Legal and risk

- 43 No legal risks are identified at this time. Legal advice will be sought in the contract development, which will align with the Council's procurement policy.

Ngā pānga ki ngā kaupapa here | Policy impact

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

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

- 45 A collaborative partnership will be established with Te Puna Oranga o Ōtaki and a plan will be developed to engage the stakeholders and enhance cross community engagement.

Whakatairanga | Publicity

- 46 A communications plan will provide the framework for information to be delivered to the wider community about the Ōtaki Youth Space Project. Decisions on the recommendation in this report will be communicated as part of the ongoing Connected Communities activities.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

10.3 ŌTAKI SOCIAL INVESTMENT

Kaituhi | Author: **Emma Haxton, Contractor to Kāpiti Coast District Council**

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

TE PŪTAKE | PURPOSE

- 1 This paper provides an overview of the Ōtaki Equity Funding (Social Investment) and seeks agreement on the approach for this funding.

TE TUKU HAE PAPA | DELEGATION

- 2 The Council may consider this matter under section C.1 of the Governance Structure and delegations 2022-2025.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Council endorses the Collaborative Funding Approach to implementing Ōtaki Equity Funding for the period 2022/23-2023/24 in partnership with philanthropic funders, as outlined in Option One of this report.
- B. Notes that Council staff will work in collaboration with Nga Hāpū o Ōtaki and philanthropic funders to develop and implement the full funding process.

TŪĀPAPA | BACKGROUND

- 3 In 2017, Council adopted a new outcome focused contestable funding model called Social Investment Funding. The primary purpose of Social Investment is to fund programmes and activities that provide positive social outcomes for the community. The second round of funding for the original districtwide social investment programme (2022/23-2024/25) was confirmed in August 2022.
- 4 In the Long-Term Plan 2021, Council allocated an additional \$50,000 per annum for Social Investment funding in Ōtaki focused on equity. For the purposes of this report, this funding is referred to as Ōtaki Equity Funding. Since then, Council staff have been working with individuals and organisations in Ōtaki to understand how this can best be used.
- 5 The Ōtaki Equity Funding sits under the Social Investment priority 'Connected Communities'. This priority is focused on supporting activities that build the capacity of our communities to maximise their strengths, address local needs and enhance wellbeing.
- 6 Equity is about ensuring people have what they need to thrive, including access to support, opportunities, resources, and connections. On that basis, the recommended approach has four key elements:
 - A high trust and mana enhancing relationship with other funders, local organisations seeking funding (ngā kaikōkiri) and a local fundholder organisation
 - Funding for Ōtaki Māori initiatives
 - Shared decision making with ngā kaikōkiri
 - A local Ōtaki organisation undertaking the funding administration.
- 7 Further supporting the need for this funding in Ōtaki is the commissioned research completed by Wellington Community Fund as a part of the development of their new funding strategy. This research highlighted that the following populations and locations experience the most disadvantage and exclusion in the Wellington region:

- People who are Māori, Pacific peoples, Middle Eastern, Latin American, African, Youth and Children
- People living in Ōtaki, Lower Hutt and Porirua.

HE KŌRERORERO | DISCUSSION

- 8 Work to investigate the best funding model for Ōtaki Equity Funding to optimise benefits for the community is now completed. A new funding approach is recommended for Ōtaki Equity Funding, underpinned by a strengths-based model to address inequity. It also offers Council the opportunity to be more innovative and collaborative with philanthropic funders, being
 - JR McKenzie Foundation
 - Wellington Community Fund (formerly Wellington Community Trust)
 - Tindall Foundation
 - Todd Foundation.
- 9 A collaborative funding approach was trialled in 2021/22 by a group of philanthropic funders that have identified Ōtaki as a funding opportunity, in response to the community's strengths and challenges. This is a group of expert philanthropic funders with an overarching strategic focus on addressing inequity.
- 10 The trial provided Ōtaki specific funding through a collaborative strength-based model to improve equity. Four projects were funded with a combined funding pool of around \$160,000 for Māori initiatives. The funded organisations utilised community, cultural and recreational activities to improve equity and inclusion. This trial and the learnings gathered through this trial form the key elements of the framework and process of the recommended funding approach.
- 11 The full funding process for 2023/24 is yet to be determined. Once Council endorses this approach, Council staff will work with the funders to finalise their funding contribution. We anticipate that future collaboration will likely include many of the funders who were committed in 2022. We will also work with the funders and Ngā Hapu o Ōtaki to finalise the details of the funding process. This will include the local collaborative decision-making process and eligibility criteria.

He take | Issues

- 12 An evaluation of the funders process is near completion and will contribute to improving the funding programme in 2023/24, and there is opportunity to help refine the funding model and ensure the processes are applicable and appropriate for Council which has different obligations to its public than other funders.
- 13 Initially, Council's funding commitment would be for June 2023 to 30 June 2024. A report will be provided to Council in early 2024 to provide a decision point for the ongoing funding from 1 July 2024.
- 14 The fundholder role would be undertaken by Te Reanga Ipurangi Ōtaki Education Trust (Education Trust). The Education Trust are focused on inequity in Ōtaki and have a high trust fundholder history with the philanthropic funders.
- 15 The Education Trust, as the fundholder, would hold the funding from the philanthropic funders and Council. The fundholder role is administrative in nature. A fundholder does not make decisions on which organisations are approved for funding. Their key role is to ensure those approved for funding:
 - provide the appropriate documentation throughout the funding process
 - receive the funding in their bank account

- provide accountability reporting as required.
- 16 By pooling the funding together under a local fundholder, a collaborative fund is established and the administrative burden of the funding process is reduced.
- 17 Unlike commercial procurement, contestability does not necessarily mean better cost-effectiveness. For community funding, the administrative costs need to be proportional to the level of funding available to be considered cost-effective and best practice.

Ngā kōwhiringa | Options

- 18 Four funding options were identified and assessed, including current and new funding practices for Council. All options require Council staff to provide reporting to Council on the impact of the funding. The four options are:
- Council works with others in a Collaborative Approach
 - Council provides Open Contestable Funding
 - Council provides Closed Contestable Funding
 - Council offers Non-Contestable Funding.
- 19 The key aspects, and the strengths and weaknesses of each option are outlined below:

Option One: Council works with others in a Collaborative Funding Approach

19.1 Use an innovative and collaborative approach with other funders to fund local Māori initiatives which grow equity through strengths-based funding. Key elements include:

- Contribute Council's funding alongside other funders through a local Ōtaki fundholder
- A local Ōtaki fundholder undertakes funding administration
- Collaborative agreements involving the funders, Ngā Hapu o Ōtaki and organisations getting funding
- Shared decision making with other funders, Ngā Hapu o Ōtaki and local organisations seeking/ getting funding (ngā kaikōkiri)
- Work with funders and fundholder to promote the opportunity.

19.2 This option has the following strengths:

- Focused on Māori (who experience the highest levels of inequity in the Wellington region)
- Leverages a much larger funding pool with other funders creating greater impact for the community
- Leverages existing systems and documentation from the trial.
- Working with others who are experts in funding for equity in a way that has been successfully trialled in Ōtaki
- The funding can be guided by changing community needs
- Offers opportunity for Council to build relationship and impact with new organisations and with funders
- Funding process already tested and under evaluation
- Local fundholder distribution means less administrative burden for Council.

19.3 This option has the following weaknesses:

- New type of funding approach for Council so needs good risk management and planning
- Not open to all of Ōtaki community or organisations
- Some current Council grantees will not be eligible for this funding.

Option Two: Council provides Open Contestable Funding

19.4 Provide the funding in a similar way that the three year Social Investment Funding is provided, with the intended purpose to contribute to addressing inequity in Ōtaki:

- Promote an opportunity for organisations focused in addressing inequity to apply
- Award the funding to an organisation or distribute as smaller grants to multiple organisations from a contestable pool
- Could be annual or multi-year funding with inhouse funding administration
- Create funding requirements proportionate to level or duration of funding
- Funding decisions with Council or Council staff.

19.5 This option has the following strengths:

- Funding method known to Council
- Some existing systems and documentation can be leveraged
- Offers opportunity to build relationships with new organisations.

19.6 This option has the following weaknesses:

- Not proportional to the small amount of funding available, and therefore not in line with best practice.
- No benefit of leveraging external funding available through Option One, limiting impact
- A higher level of administrative burden for Council and organisations, disproportionate to the level of funding available
- The contestable model can be detrimental through driving competition between providers, undermining the collaboration required to address inequity.

Option Three: Council provides Closed Contestable Funding

19.7 Invite Ōtaki organisations that Council already has a funding relationship with, to apply for contestable funding to contribute to addressing inequity in Ōtaki:

- Offer opportunity to Council-funded organisations working on addressing inequity
- Award a contestable grant of \$50,000 to an organisation or smaller grants to multiple organisations
- Could be annual or multi-year funding with inhouse funding administration
- Create funding requirements proportionate to level and duration of funding
- Funding decisions made by Council or Council staff.

19.8 This option has the following strengths:

- Working with our recent grantees whom we know and trust
- Some existing systems and documentation can be leveraged.

19.9 This option has the following weaknesses:

- Would require new processes to determine how organisations are selected for invitation to apply

- Not be proportional to the small amount of funding available
- No benefit of leveraging external funding available through Option One, limiting impact
- A higher level of administrative burden for Council and organisations, disproportionate to the level of funding available
- Narrows the focus on addressing inequity as it is based on what current grantees deliver
- Some potential challenges in developing the decision-making process and eligibility criteria to decide which organisations are selected for funding
- The contestable model can be detrimental through driving competition between providers, undermining the collaboration required to address inequity.

Option Four: Council offers Non-Contestable Funding

- 20 Work with one or more Ōtaki organisations that Council already has a funding relationship with, through Social Investment, to develop grants agreements with them to address inequity in Ōtaki:
- Work with known organisations focused in addressing inequity
 - Provide a direct grant of \$50,000 to an organisation or smaller grants to multiple organisations
 - Could be annual or multi-year funding with inhouse funding administration
 - Create funding requirements proportionate to level or duration of funding
 - Funding decisions with Council or Council staff.
- 21 This option has the following strengths:
- Working with our current grantees whom we know and trust
 - Reduced administrative burden as it is non-contestable
 - Further supporting some of our trusted partners which in turn reinforces their sustainability.
- 22 This option has the following weaknesses:
- A new way of funding for Council and would require new processes how organisations are elected for invitation to apply
 - Not have the benefit of leveraging external funding available through Option One, limiting impact
 - Narrows the focus on addressing inequity as it is based on what recent grantees deliver
 - Some potential challenges in developing the decision-making process and eligibility criteria in order to decide which organisations are selected for funding
 - No opportunity to further develop funding relationships with other organisations working on addressing inequity in Ōtaki.

Analysis of Options

- 23 The four options were assessed against three criteria:
- Is the funding approach likely to ensure best practice funding can be undertaken?

- Is the funding approach likely to be cost effective and have strong funding efficiency for Council and organisations?
- Is the funding approach likely to provide a good level of impact relative to the size of the funding provided?

24 The following table shows that Option 1 best meets the criteria.

Options	Criteria		
	Provides ways to ensure best practice funding practice can be undertaken	Provides a good level of impact relative to the size of the funding provided	Provides good cost effective and funding efficiency for Council
1) Council works with others in a Collaborative Approach			
2) Council provides Open Contestable Funding			
3) Council provides Closed Contestable Funding			
4) Council offers Non-Contestable Funding			

KEY	
Little likelihood of meeting the criterion	
Limited likelihood of meeting the criterion	
Strong likelihood of meeting the criterion	

Tangata whenua

- 25 Ngā Hapū o Ōtaki have been consulted on the proposed funding model and are supportive of the recommended approach. Ngā Hapū o Ōtaki have requested to be part of the funding decision making process.
- 26 Ngā Hapū o Ōtaki vision is to assist the five hapū to work together to realise their dreams and aspirations to live in a thriving and vibrant community where they all actively contribute to sustaining their people, their land and their environment for future generations according to tikanga Māori.

Panonitanga āhuarangi | Climate change

- 27 Sustainability is one of the six guiding principles of the Social Investment Funding model. The principle of sustainability encourages organisations to work towards becoming sustainable in all respects, including environmentally.
- 28 There are no climate change considerations arising from this report.

Ahumoni me ngā rawa | Financial and resourcing

- 29 The funding is provided as \$50,000 per annum in the Long-Term Plan for 2022. The first year of funding will total \$100,000 as it spans across two financial years being 2022/23 and 2023/24.
- 30 Council's funding in the first year allows a small percentage of funding for the fundholder to undertake the grants administration for the fund.
- 31 Funding due diligence will be undertaken as a part of the establishment. Six monthly financial accountability will be provided by the fundholder.

Ture me ngā Tūraru | Legal and risk

- 32 No legal risks are identified at this time. Legal advice will be sought in the development of the funding collaboration with the philanthropic funders and to ensure due diligence through the process.

Ngā pānga ki ngā kaupapa here | Policy impact

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

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

- 34 Appropriate engagement planning will occur once the direction of the approach is confirmed.

Whakatairanga | Publicity

- 35 Council will contribute to publicising the fund alongside the philanthropic funders.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

10.4 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 any reports up and recommendations to Council made by Standing Committees and Community Boards from 26 April 2023 to 16 May 2023.

HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

TE TUKU HAE PAPA | DELEGATION

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

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Council receives this report.
- B. That the Council considers the following recommendation from the Ōtaki Community Board meeting on 9 May 2023:
 - That Council request the Chief Executive seek confirmation from the PP20 project team and/or NZTA about the reinstatement of public toilets that were present at the commencement of the PP20 project, at the car park on the south side of the Otaki River bridge; and that if the site is no longer suitable, that Council direct the Chief Executive to request that the PP20 project team and/or NZTA replace the toilets with equal stand-alone public toilet facilities in a nearby location for example the old bridge lodge site.

TŪĀPAPA | BACKGROUND

- 4 During the period of 26 April 2023 to 16 May 2023, Standing Committee and Community Board meetings took place on the following dates:

Climate and Environment Subcommittee Meeting	Tuesday, 2 May 2023
Waikanae Community Board	Tuesday, 2 May 2023
Grants Allocation Committee – Creative Communities Scheme	Thursday, 4 May 2023
Social Sustainability Subcommittee Meeting	Tuesday, 9 May 2023
Ōtaki Community Board	Tuesday, 9 May 2023
Risk and Assurance Committee Meeting	Tuesday, 16 May 2023
Paekākāriki Community Board	Tuesday, 16 May 2023

- 5 Items discussed at each of the meetings listed in paragraph 4 are noted below:
 - 5.1 On Tuesday, 2 May 2023 the Climate and Environment Subcommittee met to discuss:
 - Strategic Work Programme Update

- Introduction to the Open Space Strategy
 - Update on Climate Action Grant
 - Local Action Plan Development Update - Waste Management And Minimisation Plan (2023)
- 5.2 On Tuesday, 2 May 2023 the Waikanae Community Board met to discuss:
- Update from Police
 - Update from Wellington Emergency Management Office
 - Proposed new mobility parking spaces, Marae Lane Carpark, Waikanae
 - Initiatives Fund
- 5.3 On Thursday, 4 May 2023 the Grants Allocation Committee – Creative Communities Scheme met to discuss:
- Consideration of Applications for Funding
- 5.4 On Tuesday, 9 May 2023 the Social Sustainability Subcommittee met to discuss:
- Implementing the Housing Strategy, update on work with Kāpiti Youth Support and other Transitional Housing Providers
 - Te Newhanga Community Centre
 - National Policy Statement on Urban Development - Quarter 3 Report
- 5.5 On Tuesday, 9 May 2023 the Ōtaki Community Board met to discuss:
- PP20 Revocation Update
 - Road naming - 73 Riverbank Road, Ōtaki
 - Road naming – 128 Waerenga Road, Otaki
- 5.6 On Tuesday, 16 May 2023 the Risk and Assurance Committee met to discuss:
- Chief Executive Report
 - Ernst & Young Audit Plan for the Year ended 30 June 2023
 - Health and Safety Quarterly Reports: 1 July 2022 - 31 March 2023
 - Quarterly Treasury Compliance
 - Top 10 Organisational Risk Report
 - Progress Update Regarding Audit Control Findings 2021/22
 - Internal Audit - Progress Update and Forward Work Programme
 - Forward Work Programme 2023 for Risk and Assurance Committee
- 5.7 On Tuesday, 16 May 2023 the Paekākāriki Community Board met to discuss:
- Update on Speed Management Drop-in Sessions
 - Update from Place and Space
 - Stormwater Outfall Upgrade
 - Paekākāriki Seawall
 - Consideration of Applications for the Campe Estate

6 In addition, the follow meetings took place:

Te Whakaminenga o Kāpiti	Tuesday, 9 May 2023
Kāpiti Coast Older Persons' Council	Wednesday, 26 April 2023
Kāpiti Coast Youth Council	Monday, 1 May 2023

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

7.1 On Tuesday, 9 May 2023 Te Whakaminenga o Kāpiti met to discuss:

- Establishment of Māori Ward
- Ngā Take Tārewa | Matters Under Action
- Introduction to Reserve Management Plan Work Programme
- Background on the Wainuiwhenua Project
- He Kōrero Hou Mō Ngā Iwi | Iwi Updates

7.2 On Wednesday, 26 April 2023, the Kāpiti Coast Older Persons' Council met to discuss:

- Over the Fence Cuppa Update
- Seniors Week
- Council flats
- Cycleways, Walkways and Bridleways Feedback
- Public Transport
- Healthy homes

7.3 On Monday, 1 May 2023 the Kāpiti Coast Youth Council met to discuss:

- Update from Cr Handford: Draft strategic priorities, Strategy, Operations and Finance Work Programme, Waikanae Library, Smoke Free Kāpiti mahi
- Arts in Kāpiti: Access and getting involved outside of college
- Work Ready Kāpiti Update
- Updates on ThinkBIG and Youth Week
- Festival for the Future
- Te Tiriti o Waitangi Course

HE KŌRERORERO | DISCUSSION

He take | Issues

8 Within the reports and recommendations considered by Standing Committees and Community Boards from 26 April 2023 to 16 May 2023, there was one recommendation made to Council.

9 The recommendation was made at the Ōtaki Community Board meeting on 9 May 2023 in relation to the reinstatement of the public toilets at the south side of the Ōtaki River Bridge.

9.1 The recommendation was:

- 9.1.1 That Council request the Chief Executive seek confirmation from the PP2Ō project team and/or NZTA about the reinstatement of public toilets that were present at the commencement of the PP2Ō project, at the car park on the south side of the Ōtaki River bridge; and that if the site is no longer suitable, that

Council direct the Chief Executive to request that the PP2Ō project team and/or NZTA replace the toilets with equal stand-alone public toilet facilities in a nearby location for example the old bridge lodge site.

Ngā kōwhiringa | Options

10 Options are not required for this report.

Tangata whenua

11 Mana whenua were not specifically consulted for this report.

Panonitanga āhuarangi | Climate change

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

Ahumoni me ngā rawa | Financial and resourcing

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

Ture me ngā Tūraru | Legal and risk

14 There are no legal considerations relevant to this report.

Ngā pānga ki ngā kaupapa here | Policy impact

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

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

16 An engagement plan is not required for this report.

Whakatairanga | Publicity

17 No publicity is required with regards to this report.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

10.5 2023/24 ANNUAL PLAN ADOPTION OF FEES & CHARGES

Kaituhi | Author: **Paula Reardon, Financial Business Analyst**

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

TE PŪTAKE | PURPOSE

- 1 The purpose of this report is to recommend that the Council adopt the user fees and charges for the 2023/24 Annual Plan.

HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 Kapiti Coast District Council undertook a public information campaign on the 2023/24 Annual Plan during April / May 2023, which includes proposed changes to fees and charges.
- 3 The proposed changes to fees and charges include:
 - 3.1 An increase to majority of fees and charges based on the Local Government Cost Index (LGCI) of 4.2%
 - 3.2 Some changes to fees and charges outside of LGCI.
 - 3.3 Some fees and charges remain at 22/23 levels.
 - 3.4 New fees introduced in Trade Waste and Swimming Pools.

TE TUKU HAEPAPA | DELEGATION

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

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Council receives and notes this report, including Appendix 1 Schedule of User Fees and Charges 2023/24 to this report.
- B. That the Council notes the exceptions to the User Fees and Charges 2023/24 as outlined in paragraph 13 of this report.
- C. That the Council adopts the 2023/24 Schedule of User Fees and Charges, attached as Appendix 1 to this report.
- D. That the Council Delegates to the Mayor, the Deputy Mayor, the Chair of the Strategy, Operations and Finance Committee and the Chief Executive, the authority to approve minor editorial changes (only if required as part of formally adopting the 23/24 Annual Plan on the 29 June 2023), to the Schedule of User Fees and Charges, attached as Appendix 1 to this report.

TŪĀPAPA | BACKGROUND

- 5 The Revenue and Financing Policy guides our decisions on how to fund Council services. The policy takes into consideration who benefits from a service (individuals, parts of the community or the community as a whole) to help determine how the services should be funded. It then sets targets for each Council activity specifying which portion should be funded from user charges, general rates, targeted rates, and other sources of income.
- 6 The Council's Revenue and Financing Policy and funding targets were consulted through the special consultative procedure and adopted by the Council as part of the 2021-41 Long Term Plan (LTP).

- 7 Approximately 16 percent of the Council's total operating income comes from user fees and charges. Many of the services provided by the Council, such as swimming pool admissions, are subsidised by ratepayers so that users only pay a portion of the full cost.
- 8 The cost of providing our services and facilities increase every year and is reviewed as part of developing our LTP and/or Annual Plans. This includes looking at the real cost of delivering those services, and any changes to how the services are provided, such as extended hours, or how they are being used by communities. In addition, we ensure those subsidies, such as those for Gold Card holders and Community Services Card holders, continue to provide price discounts for all eligible patrons of our facilities and/or services.
- 9 Given we are continually working to make the delivery of our services more efficient without reducing levels of services, the only options for funding the additional cost of providing Council services are to:
- 9.1 Increase user fees and charges, or
 - 9.2 Increase the portion of costs to be funded from rates, or
 - 9.3 A combination of the above.
- 10 The impact of increasing fees and charges reduces the rates increase and vice versa. The changes to fees and charges outlined in this report, contribute to the rates revenue increase of 7.8% proposed in the 2023/24 Annual Plan information campaign.
- 11 Workshops with Councillors were held on 16th and 30th March 2023, discussing the preparation of the Annual Plan, and the Council undertook a public information campaign during April / May 2023 on the proposed 2023/24 Annual Plan, which included fees and charges.
- 12 The changes proposed to fees and charges include:
- 12.1 An increase to majority of fees based on the Local Government Cost Index (LGCI) of 4.2%;
 - 12.2 Some changes to fees and charges outside of LGCI;
 - 12.3 Some fees and charges remain at 22/23 levels; and
 - 12.4 New fees introduced in Trade Waste and Swimming Pools.

HE KŌRERORERO | DISCUSSION

- 13 The table below summarises the fees and charges that are proposed to be changing outside of LGCI:

Service Area	Description	Current Fee (Incl. GST)	Proposed Fee (Incl. GST)	% Increase
Arts and Museums	Kapiti Coast Art Trail-Artist in Studio	\$225	\$225	No Change
	Kapiti Coast Art Trail-Artist in Shared Space	\$200	\$200	No Change
	Kapiti Coast Art Trail-Exhibition Space	\$225	\$225	No Change
Community Facilities	Waikanae memorial hall hire – main hall	\$8.70/hr	\$17/hr	95%
	Waikanae memorial hall hire – small hall	\$8.10	\$13.60	68%
	Waikanae community centre hall hire	\$49.40	\$17	-65%

Building Consents	Residential new buildings / alterations \$500,001 upwards hourly rate	\$167	\$222	33%
	Process refund application	\$93	\$174	87%
	Application for certificate of acceptance	\$348	\$726	108%
	Application for certificate of acceptance hourly charge	\$167	\$348	108%
	GoCouncil building consent online application	\$51.75	\$51.75	No Change
	GoGet building consent process fee	\$23	\$23	No Change
Environmental Health	Alcohol Licensing Fees -Sale and supply of Alcohol fees set by regulation	Various	Various	No change
Laboratory	Various tests	Various	Various	5-10%
	IRD Mileage per KM	0.76	0.83	9%
Libraries	Best Seller books	\$2.50	\$3.00	20%
	International Loans	\$40	\$45	12.5%
	Member outside Kapiti / Horowhenua	\$2.60 per item \$75 for 6 months \$145 per annum	\$3 per item \$80 for 6 months \$160 per annum	7-15%
	Historic photo service	\$5	\$5.50	10%
	Library Bags	\$3.50	\$4	14%
	Faxing and scanning	\$0.50-\$1.60	\$0	Removed
	Laminating	A4 \$2.30 A3 \$4.30	\$0	Removed
	Admin Fee (Lost or damaged books)	\$5.50	\$0	Removed
Swimming Pools	Spectator fee- Waikanae Facility	-	\$2.00	New
	Aquafit adult 20 swim concession ticket	-	\$119	New
	Aquafit senior 20 swim concession ticket	-	\$109	New

	Shower Use	\$1.50	\$2	33%
	Spa/Sauna	\$1-\$2	\$1-\$2	No Change
	Hydroslide	\$2.50	\$2.50	No Change
Wastewater	Trade waste total volume	-	\$0.80 per cubic metre	New
	Trade waste total solids	-	\$0.70 per total Kg discharged	New
	Trade waste COD	-	\$0.40 per total Kg discharged	New
	Trade waste total nitrogen	-	\$2.40 per total Kg discharged	New
	Trade Waste Total Phosphorus	-	\$7.50 per total Kg discharged	New
Council Wide	Land status charge (or type, or similar)	-	\$348 Application Fee (includes first 2 hours, \$174 per hour thereafter)	New
	Official information request charge Staff time in excess of 2 hours	\$39 per half hour or part thereof	\$38 per half hour or part thereof	-2.5%

14 Arts & Museums

14.1 Kapiti Coast Art Trail fees were reviewed and increased last year slightly over LGCI due to rounding. To support local artists to participate in this important art event, the fees will remain unchanged in 2023/24.

15 Building Consents

15.1 Residential new building alterations \$500,001 upwards, the hourly rate is raised to match large scale commercial buildings and reflects the complexity of these higher value projects and time spent processing these applications.

15.2 Processing refund applications are increasing to reflect that it is technical officers who need to complete the refund review.

15.3 The Application for Certificate of Acceptance (COA) has increased to reflect actual time spent and reflecting the aim of discouraging customers from seeing the COA as a cheaper building consent option.

15.4 GoGet and GoCouncil Fees remain unchanged as these charges are not set by council.

16 Community Facilities

16.1 Anomalies have been corrected considering capacity, the services provided within the facility and quality of the building environment with the Waikanae Memorial Hall and Waikanae Community Centre. Based on hire hours, revenue impact net-off so there is nil impact on rates.

17 Environmental Health

17.1 Alcohol Licensing Fees are set by legislation, the Sale and Supply of Alcohol Act 2012.

18 Laboratory

18.1 Majority of laboratory fees will be increasing between 5-10% to reflect increases in shipping and manufacturing costs.

18.2 Travel per kilometre is consistent with Inland Revenue Department's current mileage rate.

19 Libraries

19.1 Several fees are rounded for ease and receipt of cash.

19.2 Faxing and laminating is rarely used so we are now withdrawing these services. Scanning is now provided free as part of our APNK National Library service so there is no direct cost to council.

19.3 SMART libraries have collectively stopped charging the administration fee for lost or damaged items. We are already recovering the full cost of the book.

20 Parks and Reserves

20.1 Reserve Land rental fees have been corrected in the Schedule of User Fees and Charges to reflect the LGCI % rate increase from 2022/23.

20.2 Natural burials are more expensive as there is more preparation work in ensuring the correct depth, the correct distance between the interments and the work involved in the mapping of each plot. Council also provides a tree and plant on each grave.

21 Swimming Pools

21.1 Spectator fee (Waikanae Facility only) is proposed but accompanying children to Learn to Swim lessons and supervising children under 8 years old, are not charged. This fee would cover the additional costs to the council by park users/visitors to Waikanae pool using the BBQ facility, playing in the grounds, and using recreation equipment.

21.2 No changes are being proposed for hydroslide and sauna entry (add on to entry price).

21.3 Additional concession options have been introduced for Aquafit Adult and Senior (20 swim ticket).

21.4 Whilst not a formalised fee, we currently charge \$1.50 for shower-only use. As this is now a service we provide, Shower-only use has been added to the Schedule of User Fees and Charges and the fee has been increased from \$1.50 to \$2.00.

He take | Issues

22 By approving the Schedule of Proposed User Fees and Charges 2023/24, attached as Appendix 1 to this report, the Council can notify dog owners of next year's dog registration fees in advance of invoices being issued and falling due for payment either on or before 31 July 2023. This provides more certainty for customers and contributes to Council's ongoing commitment to improve customer services.

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

Ngā kōwhiringa | Options

- 24 There are no options arising directly from this report. The Schedule of Proposed Fees and Charges for 2023/24 must be formally adopted by Council before any such fees and charges can be legally applied and/or charged.

Tangata whenua

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

Panonitanga āhuarangi | Climate change

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

Ahumoni me ngā rawa | Financial and resourcing

- 27 This report discusses one of the key funding sources for the 2023/24 Annual Plan. These underpin the financial forecasts in the Annual Plan and therefore decisions made on these documents will impact on our operational and capital expenditure budgets of the 2023/24 Annual Plan.

Ture me ngā Tūraru | Legal and risk

- 28 The Local Government Act 2002 (LGA) Section 150 allows fees and charges to be imposed by a local authority. The fees and charges meet the requirements under the LGA and all other relevant legislations.

Ngā pānga ki ngā kaupapa here | Policy impact

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

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 30 The Council undertook a public information campaign on the 2023/24 Annual Plan during April / May 2023, which included information on proposed changes to fees and charges.

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

- 32 A media release will be prepared regarding the Council's approval of the Schedule of User Fees and Charges 2023/24. Council customers will receive, as appropriate, an explanation of the new fees and charges as they relate to them.
- 33 A public notice, as required by Section 37(6) of the Dog Control Act 1996, will be published in a local newspaper at least once during the month preceding the start of the 2023/24 registration year.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Appendix 1 - Schedule of Proposed User Fees and Charges 2023/24 [↓](#)

Schedule of Proposed User Fees and Charges 2023/24

All fees and charges include GST.

Please note that changes to the schedule and any fees in it can be made by Council resolution or following any applicable process required under relevant legislation, without the need for an amendment to the LTP.

Building consent fees

Applicants are required to pay the full fee for the consent at the time of application

Under some conditions, applicants may be required to pay additional fees when processing is completed. This will include fees for development levies, additional inspections, re-assessment, alternative design/details, and other fees required under the Building Act 2004.

The inspection fee is estimated on the number of inspections required for the type of work. If the number of inspections has been over-estimated a refund will be made. If additional inspections are required, they will be charged at the rate applicable at the time they occurred and will need to be paid before we issue a code compliance certificate. The building consent fee includes inspection fees only where shown for minor works.

The fees exclude BRANZ, MBIE, and accreditation levies, and refundable deposits which are scheduled in the 'other fees' section and are additional to the building consent fees.

The building consent fees in the following table include the plan vetting and digital storage charges and costs associated with scanning hard copy applications or alternatively paying application costs for electronic applications received through the portal. The building consent fees (other than minor works) include the fee for provision of electronic copy of a building consent.

Minor work (This includes one or two inspections as indicated. Additional inspections will be charged at \$174 per hour.)	2023/24 Proposed Fee
Solid fuel heater (includes one inspection)	\$292
Solid fuel heater with wetback (includes two inspections)	\$421
Solar water heating (includes one inspection)	\$282
Minor building work <\$5,000 (includes one inspection) e.g. sheds	\$346
Minor building work < \$10,000: retaining walls/carports decks/swimming/spa pools/ conservatories/ pergolas/ plumbing and drainage (includes two inspections)	\$865

Building consent fees (continued)

Processing of residential building consents	2023/24 Proposed Fee	
Residential new building/alterations: \$10,001-\$20,000	\$837	
Residential new building/alterations: \$20,001-\$50,000	\$1,182	
Residential new building/alterations: \$50,001-\$100,000	\$1,522	
Residential new building/alterations: \$100,001-\$250,000	\$1,868	
Residential new building/alterations: \$250,001-\$500,000	\$2,214	
Residential new building/alterations: \$500,001 upwards	\$2,214	plus \$222 for each \$100,000 (or part thereof) above \$500,000
Processing of commercial/industrial consents	2023/24 Proposed Fee	
Commercial/offices/retail buildings: <\$20,000	\$1,358	
Commercial/offices/retail buildings: \$20,001-\$50,000	\$2,214	
Commercial/offices/retail buildings: \$50,001-\$100,000	\$3,079	
Commercial/offices/retail buildings: \$100,001-\$250,000	\$3,598	
Commercial/offices/retail buildings: \$250,001-\$500,000	\$4,112	
Commercial/offices/retail buildings: \$500,001-\$1,000,000	\$4,804	
Commercial/offices/retail buildings: >\$1,000,001	\$4,804	plus \$222 per additional \$100,000 value
Inspection fees ¹	2023/24 Proposed Fee	
Standard inspection fee	\$174	per inspection
Final inspection fee (includes officer time completing the records for CCC)	\$174	(includes first hour) plus additional hours charged at \$174 per hour

¹ As noted on previous page, this fee includes inspection onsite, travel, creating inspection records and review of documentation in office. If the project is in a remote area or has difficult access, additional travel time will be charged at the additional hours charge rate. The inspection fee also applies to meetings prior to Code Compliance Certificate (CCC) issue.

Project information memorandum (PIM) fees

Applicants are required to pay the full fee for the PIM at the time of application.

Residential new dwellings	2023/24 Proposed Fee
PIM – Simple Residential (fee simple title)	\$496
PIM – Multi-residential and commercial (cross lease and unit titled)	\$866

Multi-proof consent fees

Applicants are required to pay the full fee for the consent at the time of application.

Under some conditions you may be required to pay additional fees when processing is completed. This will include fees for development levies, additional inspections and other fees required under the Building Act 2004.

If the number of inspections has been over-estimated, a refund will be made.

The multi-proof consent fees below include a digital storage charge of \$52.

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

Multi-proof consents	2023/24 Proposed Fee	
Multi-proof consent (includes three hours' processing)	\$830	(including three hours' processing), plus additional hours charged at \$174 per hour

Building consent fees – other charges

BRANZ and MBIE levies are not set by the Council. They apply to all work valued at \$20,000 or more.

Levies	2023/24 Proposed Fee	
BRANZ levy per \$1,000 or part (of project value over \$20,000)	\$1.00	
MBIE levy per \$1,000 or part (of project value over \$20,444)	\$1.75	
Accreditation levy per \$1,000 of project value over \$20,000	\$1.00	
For staged projects, the levies are to be assessed on the total project value		

Other charges	2023/24 Proposed Fee	
Plan vetting per hour (half hour charge included in building consent fees)	\$174	
Registration of Section 72 certificate (includes registration at Land Information New Zealand).	\$162	plus disbursements at \$307 per registration
Administration staff	\$116	per hour
Process refund application (applicable if building consent application cancelled by applicant)	\$174	
Administration time in coordinating and attending pre-request meetings	First 2 hours, no fee	\$116 per hour thereafter
Building officer / engineer time in preparing for and attending pre-request meetings	First 2 hours, no fee	\$174 per hour thereafter

Other charges	2023/24 Proposed Fee	
Registration of Section 77(1) certificate (includes registration at Land Information New Zealand).	\$253	plus disbursements at \$307 per registration
Digital storage charge (included in consent fees)	\$52	per application
Amendment to building consent application	\$266	lodgement fee (includes half-hour assessment) plus \$174 per hour over and above first half-hour
Application for discretionary exemption (Schedule 1, Part 1, Section 2, Building Act 2004)	\$266	lodgement fee (includes half-hour assessment) plus \$174 per hour over and above first half-hour
Warrant of fitness audit inspections	\$174	per hour
Inspection fees associated with a notice to fix	\$174	per hour
Engineering technical assessment/peer review	Cost plus 10%	
New/amended compliance schedule (part of a building consent or initiated by an Independently qualified person IQP)	\$162	
Application for code compliance certificate	\$88	
Certificate of public use	\$363	
Application for certificate of acceptance	\$726	Includes first 2 hours. \$348 per hour thereafter, plus building consent fees applicable to project

Other charges	2023/24 Proposed Fee	
The building consent fee does not include the cost of any structural engineer assessment which may be required		
Land information memorandum (LIM)	\$357	payable on application
Land information memorandum (LIM)	\$174	per hour
Land information memorandum (LIM) with building plans	\$376	payable on application
Record of title	\$40	payable on application
Reassessment fee (amended plans/further information received)	\$174	per hour
Alternative design/details applications	\$174	per hour
Environmental health/plan vetting	\$174	per hour
GoCouncil building consent online application fee (SIMPLI)	\$51.75	per application
GoGet building consent processing fee	\$23	per application

Other charges		2023/24 Proposed Fee	
<p>An infrastructure deposit will be taken for each significant new build including pile driving, building relocation, drainage works, earthworks for building platforms, concrete pours and new vehicle crossing to ensure that Council's assets in the road reserve are protected, and that if damaged, can be repaired. If no damage is found during inspection and/or the damage has been repaired satisfactorily, the deposit will be refunded.</p> <p>An infrastructure inspection fee will be taken for each significant new build including pile driving, building relocation, drainage works, earthworks for building platforms, concrete pours and new vehicle crossing. This fee includes a pre-construction onsite inspection and/or documentation review, a post construction onsite inspection and certification.</p> <p>If the works require further inspections, additional time will be charged as per the hourly inspection fee.</p>			
Infrastructure inspection fee		\$174	inspection fee
Hourly inspection rate		\$174	per hour
Where both a new build and a new vehicle crossing are in the same application, only one infrastructure inspection fee will be charged.			
a) The deposit where no new vehicle crossing is included		\$678	
b) The deposit where a new vehicle crossing is required to provide access from a residential building to the legal road		\$1,810	
c) The deposit where a new commercial vehicle crossing is required to provide access from a commercial building to the legal road		\$1,969	
d) infrastructure inspection fee per hour		\$174	
Provision of building files, copy of building consents, copy of compliance schedules or aerial maps via email, or on USB. Disbursements additional.		\$19.80	plus disbursements
Access to building files/all copying/printing charges additional to the above services:			
Printing charges - Black and white A4 per page (first 20 pages free)		\$0.30	
Printing charges - Black and white A3 per page		\$0.40	
Printing charges - Colour A4 per page		\$2.60	
Printing charges - Colour A3 per page		\$4.10	
Building certificate for supply and sale of alcohol		\$151	

Building consent fees – other charges (continued)

Other charges	2023/24 Proposed Fee	
Building warrant of fitness renewal (one-two systems)	\$87	Includes first half hour (\$174 per hour thereafter)
Building warrant of fitness renewal (three + systems)	\$130	Includes first 45 minutes (\$174 per hour thereafter)
Removal of Section 72 certificate	\$174	plus disbursements
Removal of Section 77(1) certificate	\$174	plus disbursements
Time extension fee (for consents about to lapse or 24 months after issue)	\$110	
List of building consents issued each week (emailed)	\$97	per year
List of building consents issued each month (emailed)	\$49	per year
List of building consents issued each month (posted)	\$75.75	per year
Receiving third party reports or other information to place on a property file at the owner's request	\$116	plus digital storage charge
Application for exemption from the requirement to carry out seismic work on the building or part	\$266	lodgement fee (includes half-hour assessment) plus \$174 per hour over and above first half-hour

Other charges	2023/24 Proposed Fee	
Application for extension of time to complete seismic work for heritage building	\$266	lodgement fee (includes half-hour assessment) plus \$174 per hour over and above first half-hour
Application for extension of time to provide seismic assessment	\$266	lodgement fee (includes half-hour assessment) plus \$174 per hour over and above first half-hour

District plan check fee all applications (except minor)	2023/24 Proposed Fee	
Building consents with a project value < \$20,000	\$87	first half hour, \$174 per hour thereafter
Building consents with a project value > \$20,001	\$174	(first hour) \$174 per hour thereafter

Residential Pool Fencing

– Building (Pools) Amendment Act 2016

Residential Pool Fencing	2023/24 Proposed Fee	
Compliance Inspection fee	\$174	per hour
Administration fee	\$116	per hour

Resource management fees

Resource management fees are payable when:

- you apply to the Kāpiti Coast District Council to undertake an activity which is not otherwise permitted by the Resource Management Act 1991 or the district plan
- you lodge a request to change the district plan (commonly known as a “private plan change”).

Resource management fees are also payable for a range of other activities as set out at the end of this section.

Resource management fees are set under Section 36 of the Resource Management Act 1991. Initial deposit fees are set under section 36(1) and must be paid before we start processing your application or request. Further charges will be incurred if additional time is spent processing the application or request, or if disbursement costs are incurred, which are over and above the allocated time provisions (see “Hourly Charge Out Rates and Disbursements”).

If any charge for an application or request is not paid by the due date, Kāpiti Coast District Council reserves the right under Section 36AAB(2) of the Resource Management Act 1991 to stop processing the application or request. This may include the cancellation of a hearing or the issuing of a decision. If a hearing is cancelled or postponed due to the non-payment of a charge, the applicant or requestor will be charged for any costs that may arise from that cancellation or postponement.

Please also note specifically in relation to applications for resource consent:

- under Sections 88G and 88H of the Resource Management Act 1991, the applicable statutory timeframe will not commence until the initial deposit fee is paid
- in accordance with the Resource Management (Discount on Administrative Charges) Regulations 2010, discounts shall be paid on administrative charges for applications that are not processed within statutory timeframes.

Notified applications	2023/24 Proposed Fee	
Publicly notified applications	\$5,220	Deposit. (covers first 30 hours of processing time; balance to be charged on time and material basis including advertising)
Limited notified applications	\$4,524	Deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)

Resource management fees (continued)

Non-notified land use applications (including temporary events)	2023/24 Proposed Fee	
Permitted activities (including temporary events)	nil	
Trim protected tree (urban area)	nil	
Home occupation (Controlled activities)	\$238	fixed fee
Non-notified land use activities – general	\$1,914	Deposit (covers first 10 hours of processing time and 1 hour of compliance monitoring) \$174 per hour thereafter
Fast track resource consent (Controlled activities)	\$1,305	Deposit (covers first 7.5 hours of processing time) \$174 per hour thereafter
Fixed fee activities* 1. Removal/trimming protected trees causing significant structural damage (as determined by an appropriately delegated, qualified and experienced person, i.e. an ecologist or council staff member) 2. Trimming of protected vegetation to maintain existing farm tracks. 3. Earthworks to maintain existing farm tracks.	\$120	fixed fee

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

Designations	2023/24 Proposed Fee	
Notice of requirement to designate land – non-notified	\$1,740	Deposit (covers first 10 hours of processing time) \$174 per hour thereafter
Notice of requirement to designate land - notified	\$4,524	Deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)
Alteration to designation (non-notified)	\$1,392	Deposit (covers first 8 hours of processing time) \$174 per hour thereafter
Outline plan approval	\$1,218	Deposit (covers first 7 hours of processing time) \$174 per hour thereafter
Outline Plan Waiver	\$696	Deposit (covers first 4 hours of processing time) \$174 per hour thereafter

Non - Notified subdivision Applications	2023/24 Proposed Fee	
Subdivisions – 2-lot	\$3,132	Deposit (covers first 18 hours of processing time) \$167 per hour thereafter
Subdivisions (between 3 to 19 lots)	\$3,480	Deposit (covers first 20 hours of processing time) \$167 per hour thereafter
Subdivisions (20 or more lots)	\$5,220	Deposit (covers first 30 hours of processing time) \$167 per hour thereafter
Boundary adjustment (as defined by district plan) and subdivisions where no additional lots are created	\$1,392	Deposit (covers first 8 hours of processing time) \$167 per hour thereafter
Update existing cross-lease	\$348	fixed fee
Update cross-lease to fee simple title	\$696	fixed fee

Subdivision Certificates	2023/24 Proposed Fee	
Section 223 certificate	\$348	Deposit (covers first 2 hours of processing time) \$174 per hour thereafter
Section 224(c) certificate including other certificates	\$1,392	Deposit (covers first 8 hours of processing time) \$174 per hour thereafter
Section 224(f)	\$348	Deposit (covers first 2 hours of processing time) \$174 per hour thereafter
Section 25(5), s32(2)(a) of Unit Titles Act 2010 (staged unit developments)	\$348	Deposit (covers first 2 hours of processing time) \$174 per hour thereafter
Section 221 consent notice (when issued as a separate notice)	\$348	fixed charge
Section 226 certificate (certify subdivision complies with district plan provisions).	\$870	Deposit (covers first 5 hours of processing time) \$174 per hour thereafter
Reserves valuation calculation	At cost	

Miscellaneous applications/certificates	2023/24 Proposed Fee	
Administration time in coordinating and attending pre- application and business start-up meetings	First 2 hours, no fee	\$116 per hour thereafter
Planner/ engineer time in preparing for and attending pre- application and business start-up meetings	First 2 hours, no fee	\$174 per hour thereafter
Boundary activity	\$348	Deposit (covers first 2 hours of processing time, \$174 per hour thereafter)
Marginal and temporary exemptions	\$348	Deposit (covers first 2 hours of processing time, \$174 per hour thereafter)
Marginal and temporary exemptions in relation to temporary events (as defined by the District Plan)	Nil	
Certificate of compliance (certifies land use complies with district plan provisions)	\$1,044	Deposit (covers first 6 hours of processing time, \$174 per hour thereafter)
Existing use rights certificate	\$1,044	Deposit (covers first 6 hours of processing time, \$174 per hour thereafter)
Transfer/surrender of consent in whole or in part	\$348	fixed charge
Section 125 extensions of time	\$870	Deposit (covers first 5 hours of processing time, \$174 per hour thereafter)
Change or cancellation of conditions/consent notice	\$870	Deposit (covers first 5 hours of processing time, \$174 per hour thereafter)

Resource management fees (continued)

Non-notified subdivision applications	2023/24 Proposed Fee	
Revocation of easements	\$348	Deposit (covers first 2 hours of processing time, \$174 per hour thereafter)
Right of way (ROW) approval*	\$1,044	Deposit (covers first 6 hours of processing time, \$174 per hour thereafter)
Section 348 (Local Government Act 2002) certificate (ROW certification)	\$870	Deposit (covers first 5 hours of processing time, \$174 per hour thereafter)
Re-Issue certificate (all types)	\$348	fixed charge
Transfer instruments and other miscellaneous legal documents	\$348	Deposit (covers first 2 hours of processing time, \$174 per hour thereafter)

District Plan Change	2023/24 Proposed Fee	
Administration time in coordinating and attending pre-request meetings	First 2 hours, no fee	\$116 per hour thereafter
Planner/ engineer time in preparing for and attending pre-request meetings	First 2 hours, no fee	\$174 per hour thereafter
Request to change the district plan	\$6,960	Deposit (covers first 40 hours of processing time following receipt of a written request to change the plan, balance to be charged on time and material basis including advertising)

Other	2023/24 Proposed Fee	
Objection to development contributions – note, fee to be refunded in part or in full depending on level of objection upheld by independent hearing commissioners	\$870	Deposit (covers first 5 hours of processing time, \$174 per hour thereafter)
Planning certificate – alcohol licensing	\$174	fixed charge
Cost recovery charge for inspection of confirmed breach of district plan provisions	\$174	per hour
Cancellation of building line restriction	\$679	fixed charge

Resource management fees (continued)

Hourly charge out rates and disbursements	2023/24 Proposed Fee	
Staff: Planner/engineer (all levels)	\$174	per hour
Staff: Planning manager, asset manager	\$208	per hour
Staff: Environmental protection staff (all levels)	\$174	per hour
Administration staff	\$116	per hour
Elected member commissioner costs per hour for any hearing:	\$231	per hour (or part thereof)
Sitting collectively without an independent commissioner: (chairperson, hearing commissioners)	\$116	per hour per elected member as chair and
Sitting with an independent commissioner	\$93	per hour per elected member on a committee up to a collective total of \$231 per hour (or part thereof)
Independent commissioners	At cost	
Postage and stationery	At cost	
Consultant's fees (the use of consultants/peer review will be undertaken in consultation with the applicant)	At cost	
Provision of resource consent files via email	\$19.80	fixed fee
Copying and printing. Black and white: A4 – first 20 copies free then per page	\$0.30	
Copying and printing. Black and white: A3 per page	\$0.40	
Copying and printing. Colour: A4 per page	\$2.60	
Copying and printing. Colour: A3 per page	\$4.10	

Engineering fees

Note: these fees apply in addition to the resource consent deposit fees on the preceding pages. All consents will be subject to compliance monitoring which will be charged on an actual time basis at \$174 per hour.

Engineering Fees: Non-notified land use consents	2023/24 Proposed Fee	
Commercial/industrial development or infrastructure development - Application deposit fee	\$1,044	per application (includes the first 6 hours, \$174 per hour thereafter)
Commercial/industrial development or infrastructure development - Compliance monitoring administration fee	\$348	(includes the first 2 hours, \$174 per hour thereafter)
Commercial/industrial development or infrastructure development - Engineering drawing approval	\$1,566	(includes three submissions of engineering drawings, beyond this will be charged at \$174 per hour thereafter)
Commercial/industrial development or infrastructure development - Engineering construction supervision	2%	Determined as 2% of the total estimated value of services (water, sanitary, drainage and road), including engineering and contingency fees (minimum of \$10,500)

Engineering Fees: Monitoring	2023/24 Proposed Fee	
All compliance monitoring including additional land use monitoring is to be charged at an hourly basis for staff time	\$174	per hour
Subdivision engineering drawing approval and engineering construction supervision	\$696	fixed fee plus per lot deposit (\$174 per hour thereafter)
	\$348	per lot deposit

Engineering Fees: Other	2023/24 Proposed Fee	
Objection to decision	\$174	per hour
Variation to consent conditions	\$174	per hour
Plan change applications	\$174	per hour
Easement – new/cancellation	\$348	Application deposit per application (includes first 2 hours, \$174 per hour thereafter)
Specialist consultants	At cost	

Animal management fees

Registration Entire Dog Fee		2023/24 Proposed Fee	
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 31 July 2023	
Disability assist dog (A)	Nil	Nil	
Working dog (B)	\$75	\$112	
Working dogs (second and subsequent (B)	\$45	\$67	
Standard dog (C)	\$206	\$309	
Approved owner (D)	\$177	\$265	
Registration fee for dog owner over 65	\$192	\$288	
Dogs classified as dangerous dogs (H)	\$307	\$460	
Owner current member of NZ Kennel Club (Dogs New Zealand) (G) - provide proof of membership annually	\$192	\$288	

Registration Neutered/Spayed Dog Fee		2023/24 Proposed Fee	
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 31 July 2023	
Disability assist dog (A)	Nil	Nil	
Working dog (B)	\$75	\$112	
Working dogs - second and subsequent (B)	\$45	\$67	
Standard dog (E)	\$106	\$159	
Approved owner (F)	\$75	\$112	
Registration fee for dog owner over 65	\$85	\$127	
Dogs classified as dangerous dogs (I)	\$160	\$240	
Owner current member of New Zealand Kennel Club (Dogs New Zealand) (G) – provide proof of membership annually	\$85	\$124	

Animal management impoundment charges

Impounding has occurred when a dog is confined to a dog control officer's vehicle or impounded.

Seizure has occurred when a notice of seizure has been served on the dog owner or placed at the dog owner's property.

No dog or stock will be released without payment of all impounding fees unless in exceptional circumstances.

Animal management impoundment charges		2023/24 Proposed Fee		
Item	First impound or seizure	Second impound in any two year period	Third and subsequent impound in any two year period	
Impounded (must be registered and microchipped to release)	\$57	\$188	\$336	
Impounded - unregistered	\$103	-	-	
Sustenance – dog (per day)	\$13.60	\$13.60	\$13.60	
Microchipping – dog	\$45	N/A	N/A	
Seizure and take custody fee	\$80	\$80	\$80	
Prearranged after-hours release (two officers) – all (per hour charge per officer)	\$174	\$174	\$174	
Impounding – sheep and goats (per head charge plus any costs incurred in transporting stock)	\$40	\$69	\$142	
Impounding – cattle and horses (per head charge plus any costs incurred in transporting stock)	\$69	\$142	\$282	
Animal control officer hourly charge-out rate – this includes driving and securing stock costs	\$174	per hour		
Sustenance – sheep and goats (per day, per unit)	\$6.80	\$6.80	\$6.80	
Sustenance – cattle and horses (per day, per unit)	\$13.60	\$13.60	\$13.60	

Adopting animals from Shelter	2023/24 Proposed Fee
Dogs	\$299
Stock	Auction**

*Adoption of a dog requires a property inspection, dog ownership history check. The dog is registered, microchipped and if dog is entire it comes with a voucher for de-sexing.

** Auction is a requirement of Impound Act 1955.

Other animal management charges

Permits charges		2023/24 Proposed Fee		
Item		Working	Standard	Entire
Permit for three or more dogs (special license)		N/A	\$69	\$69
Approved owner application		N/A	\$54	\$54
Approved owner re-inspection fee***		N/A	\$30	\$30
Other animal management charges		2023/24 Proposed Fee		
Replacement tag (first replacement) ****		\$6.80		
Replacement tag (subsequent tags) ****		\$13.60		
Relinquishment fee*****		\$125		

*** For site visit if:

- an approved owner changes address or;
- re-inspection to check that any required improvements have been made.

**** For losses outside of failure of tag

***** Provides contribution towards sustenance costs (three days minimum) and administration and/or euthanasia costs.

Environmental Health Food Act 2014 Fees

Registration and verification fees provide for a set time provision. Any additional time may be subject to the hourly rate of \$174.

Environmental Health Food Act 2014: Registration fees	2023/24 Proposed Fee	
New Food Control Plans (FCP) or National Programme (NP)	\$340	
Renewal of FCP and NP	\$170	
New registration multisite business (FCP or NP)	\$340	plus \$170 for each additional site
Renewal of registration multisite business	\$170	plus \$83 for each additional site
New FCP or NP (market operator less than 52 time per year)-	\$170	
Amendment to registration	\$174	per hour
Significant Amendment to registration	\$340	

Environmental Health Food Act 2014: Verification fees		2023/24 Proposed Fee
These fees include preparation, travel [within the district] reporting and administration time, if the activity exceeds the maximum hours set, there will be an extra charge of \$174 per hour.		
Food Control Plan (FCP)	\$696	Deposit (covers first four hours including administration and processing time)
FCP (low risk cakes and biscuits only that do not require refrigeration)	\$174	per hour
National Programme 1 (NP1)	\$174	per hour
National Programme 2 (NP2)	\$174	per hour
National Programme 3 (NP3)	\$174	per hour
Verification multisite business	\$174	See FCP or NP charges for first site plus \$174 per hour for any other site requiring verification
Unscheduled verification	\$174	per hour
Verification outside the district - FCP or NP	See cost for verification and add any extra time, actual travel and accommodation costs	
Technical expert for verification or unscheduled verification	At cost	

Note for verification fees

The Council is not currently verifying National Programme businesses, so this fee is a placeholder. National programme businesses will be verified by third party verifiers, who will set their own charges.

Other associated fees under Food Act 2014	2023/24 Proposed Fee	
Corrective Action Request (CAR) follow up, charge per hour	\$174	per hour
Investigation resulting in improvement notice or direction	\$174	per hour
Follow-up in relation to compliance with an improvement notice or direction	\$174	per hour
Processing an application for review of improvement notice	\$174	per hour
Monitoring of food safety and suitability	\$174	per hour
Investigation and enforcement activity related to registration or complaint	\$174	per hour
Technical expert review (advice or verification) associated with an investigation	At cost	
Cancelling or rescheduling a verification (less than 48 hours' notice)	\$83	
Failure to attend or facilitate a scheduled verification	\$174	
Mentoring and additional expert support and advice for implementation of FCP or NP	\$174	per hour
Replacement FCP or NP guidance	\$42	
Replacement Licence	\$42	
Events – food stall approvals	\$174	per hour
Copying and printing. Black and white: A4 – first 20 copies free then per page	\$0.30	per page
Copying and printing. Black and white: A3 per page	\$0.40	per page
Copying and printing. Colour: A4 per page	\$2.60	per page
Copying and printing. Colour: A3 per page	\$4.10	per page

Environmental Health – Health Act Registration fees

Premises required to be registered under the Health Act 1956 and associated Regulations – current fees

Health Act registration fees	2023/24 Proposed Fee
Hairdressers	\$237
Funeral directors	\$368
Camping grounds	\$368

Alcohol licensing fees

The application fee applies to applications for new licences, renewals of licences and variations to licences. Application fees are payable on date of application.

In the case of a new licence, the annual fee must be paid prior to the issue of the licence and subsequently must be paid on the anniversary of the date the licence was issued.

In the case of an existing licence, the annual fee is payable on the most recent of the following:

- the date on which the licence was issued;
- the date on which the licence renewed; and
- the date on which a variation of the licence was granted.

Pursuant to Regulation 6(4) of the Sale and Supply of Alcohol (Fees) Regulations 2013 the Council may in its discretion and in response to particular circumstances assign a fees category to premises that is one level lower than the fees category determined.

Alcohol licensing fees – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013	2023/24 Proposed Fee	
Category	Application Fee	Annual Fee
Very low	\$368	\$161
Low	\$609.50	\$391
Medium	\$816.50	\$632.50
High	\$1,023.50	\$1,035.00
Very high	\$1,207.50	\$1,437.50

The Sale and Supply of Alcohol Act 2012 (the Act) was fully enacted on 19 December 2013.

The Sale and Supply of Alcohol (Fees) Regulations 2013 associated with the Act include a fee regime for licensed premises and other types of licensing applications. In addition, it includes a risk-based fee structure for licensed premises which includes both an application and annual fee component.

Dependent on changes to the operation of the premises or enforcement actions undertaken against a licensee or manager, the fees may change each year. The fee categories represent a risk rating for types of premises, their trading hours and if they have had enforcement actions taken against them. They are calculated in accordance with Regulation 4 to 8 of the Sale and Supply of Alcohol (Fees) Regulations 2013.

Special licences – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013	2023/24 Proposed Fee
Class 1 – one large event or more than three medium events or more than 12 small events	\$575
Class 2 – one to three medium events or three to 12 small events	\$207
Class 3 – one or two small events	\$63.25

Definitions of an event which the Territorial Authority believes on reasonable grounds will have patronage of a:

- large event – more than 400 people;
- medium event – between 100 and 400 people;
- small event – fewer than 100 people.

Pursuant to Regulation 10(2) of the Sale and Supply of Alcohol (Fees) Regulations 2013, the territorial authority may, in its discretion and in response to particular circumstances, charge a fee for a special licence that is one class below the class of licence that is issued.

Fees payable for other applications – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013	2023/24 Proposed Fee
Manager's certificate application or renewal	\$316.25
Temporary authority	\$296.70
Temporary licence	\$296.70
Extract of register (ARLA or DLC)	\$57.50

Trade waste fees

Trade Waste Administrative Charges *	2023/24 Proposed Fee	
A1: Compliance monitoring	\$174	per hour plus consumables (see laboratory charges)
A2: Trade waste application fee (permitted)	\$262	Includes the first 1.5 hours, \$174 per hour thereafter
A2: Trade waste application fee (controlled/ conditional)	\$436	Includes the first 2.5 hours, \$174 per hour thereafter
A3: Inspection for non-compliance	\$262	
A5: Temporary discharge application and discharge fee	\$174	Includes the first hour, \$174 per hour thereafter (based on risk)
A6: Annual trade waste management fee (permitted)	\$262	
A6: Annual trade waste management fee (controlled/ conditional)	\$436	

*Volumetric charges in Waste Water Section of the schedule

General compliance fees – Environmental Standards

General Compliance Fees	2023/24 Proposed Fee	
General activities including processing licence and permit applications, and renewal of any licence or permit including trading in public places.	\$174	per hour deposit (\$174 per hour thereafter)
Removal of litter/overhanging trees/shrubs or obstructions encroaching, or on road reserve or Council land	Cost incurred for removal plus 20%	
Noise control – seizure fee (noise making equipment)	\$266	plus \$39 each additional callout plus any additional towage fee related to seizure of a vehicle
Noise control - additional callout	\$39	
Noise control – alarm deactivation fee	Cost of service plus 20%	
Amusement devices*	1 x 11.50	
	2 x 13.80	
	3 x \$16.10	
	4 x \$18.40	
Environmental Compliance Officer hourly rate	\$174	per hour
Administration Officer hourly rate	\$116	per hour
Return of non-compliant signs	\$57	

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

Abandoned vehicles	2023/24 Proposed Fee	
Towage and recovery cost	Cost plus 20%	
Daily storage fee	\$5.70	daily charge

Districtwide cemetery charges

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

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

Districtwide cemetery charges	2023/24 Proposed Fee	
Purchase of right for burial	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Services burial plot	No charge	No charge
Services cremation plot	No charge	No charge
Monumental and lawn area plots	\$1,932	\$4,082
Cremation garden and beam plots	\$1,075	\$3,112
Infant plots (under 1 year)	\$861	\$861
Natural burial plot	\$2,346	\$4,439

Districtwide cemetery charges	2023/24 Proposed Fee	
Interment fees	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Burial fee	\$1,237	\$1,237
Burial fee child (under 15 years)	\$619	\$619
Burial fee (Saturday)	\$2,147	\$2,147
Burial fee child (under 15 years) (Saturday)	\$1,073	\$1,073
Burial fee infants (under 1 year)	No charge	No charge
Ashes interment	\$165	\$165
Ashes interment child (under 15 years)	\$82	\$82
Natural burial fee	\$1,237	\$1,237
Natural burial fee child (under 15 years)	\$619	\$619
Oversized casket fee (additional to burial fee)	\$309	\$309
Extra charges	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Monumental permit	\$171	\$171
Hire of lowering device	\$119	\$119
Hire of grass mats	\$119	\$119
Burial disinterment fee	\$2,134	\$2,134
Cremation disinterment fee	\$181	\$181

Housing for Older Persons - weekly rental charges

Housing for Older Persons - weekly rental charges	2023/24 Proposed Fee
Accommodation category	New weekly rent effective 1 July 2023
Individuals	\$181
Couples	\$263

Notes

Existing tenants, will be notified of any rent increase, as per above schedule, by way of a 60 day-notice. Increased rent is **effective from** the date advised in the notification. Note that as per the Residential Tenancies Act 1986 (RTA) legislation, these tenants will not have an increase within 12 months of the commencement of their tenancy

New tenants joining the programme from 1 July 2023 – rent is charged as per the above schedule, and **is effective immediately**

Swimming Pool Charges

Swimming Pool charges	2023/24 Proposed Fee
Adult per swim ¹	\$5.70
Child per swim ²	\$3.40
Under 5 years old swim	\$1.90
Adult swimming with child under five years of age	\$1.90
Community services cardholder per swim	\$3.40
Senior citizen (65 years of age and over)	\$3.40
Student ³	\$3.40
AquaFit Adult per class	\$6.80
Spectator - Amenities Fee -Waikanae Pool ⁴	\$2.00
AquaFit Senior per class	\$6.30
Hydroslide (Waikanae and Coastlands Aquatic Centre – unlimited use per visit) ⁵	\$2.50
Family pass (family of four, minimum of one adult or maximum of two adults)	\$13.90
- Cost for each extra family member	\$3.00
Family pass plus hydroslide (family of four, minimum of one adult or maximum of two adults)	\$22.50
- Cost for each extra family member	\$3.00
- Cost for extra slide pass	\$2.50
Group discount adult (10 or more)	\$5.20
Group discount child (10 or more)	\$3.20
Spa and/or sauna (Coastlands Aquatic Centre) in addition to pool entry ⁶	\$2.00
Spa (Waikanae Pool) in addition to pool entry ⁷	\$1.00
Spa and/or sauna (Ōtaki Pool) in addition to pool entry ⁷	\$2.00
Shower only	\$2.00
Concession Cards⁷	
Adult 10 swim	\$54.10
Child 10 swim	\$32.30
Community Services Cardholder 10 swim	\$34
65 years of age and over 10 swim	\$34
AquaFit adult 10 swim	\$64.60
AquaFit senior 10 swim	\$59.85

¹ Adult 16 years plus² Child 5-15 years³ On supply of a student ID⁴ Excludes learning to swim lessons and adults accompanying an under 8, Waikanae Pool only⁵ Adults accompanying an under 8 slide user do not pay the hydroslide fee⁶ Spa and/or sauna only (i.e. no swim) at the applicable pool entry rate⁷ Concession Cards expire 3 years from the date of issue

Swimming pools charges (continued)

Swimming Pool charges	2023/24 Proposed Fee
Aquafit adult 20 swim	\$119.00
Aquafit senior 20 swim	\$109.00
Adult 20 swim	\$102.60
Child 20 swim	\$61.20
Adult 30 swim	\$145.35
Child 30 swim	\$86.70
Adult 50 swim	\$228.00
Child 50 swim	\$136.00

Swimming Pool charges	2023/24 Proposed Fee	
Swimming pool complex hire - Coastlands Aquatic Centre* (peak)	\$453	per hour
Swimming pool complex hire - Coastlands Aquatic Centre* (off-peak**)	\$234	per hour
Swimming pool complex hire - Ōtaki*	\$118	per hour
Swimming pool complex hire - Waikanae*	\$342	per hour
Competitive events	plus per head entry at applicable rate	
Lane hire	\$9.10	Per hour per lane
School lane hire (Lessons only - not using Kāpiti Coast aquatics instructors)	\$9.10	per hour per lane
School Groups Learn to Swim – Using Kāpiti Coast aquatics instructors (no lane hire charge and minimum numbers apply)	\$4.20	per child
Commercial lane hire	\$13.60	per hour plus per head entry at applicable rate

Meeting Room Hire (Coastlands Aquatic Centre only)	2023/24 Proposed Fee	
Community Groups	\$13.90	per hour
Community Groups	\$50.90	half day use
Community Groups	\$85.10	full day use
Commercial Use	\$22.60	per hour
Commercial Use	\$90.70	half day use
Commercial Use	\$158.10	full day use

*Subject to the discretion of pool management depending on availability

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

Swimming pools charges (continued)

Aquatic Programmes, Events and Activities	2023/24 Proposed Fee	
Targeted aquatic events/activity programmes	<p>Throughout the year the Council may organise targeted aquatic events/activity programmes.</p> <p>Each programme may involve an actual and reasonable participation fee that will be determined in accordance with the nature of the event or activity.</p> <p>The participation fee will be authorised by the relevant group manager acting under general delegated authority.</p>	
Learn to swim	\$13.90	per lesson (depends on the number of weeks in the term)
Learn to Swim: Private lessons	\$27.00	20 minute lesson
Learn to Swim: Private lessons	\$37.00	30 minute lesson
Learn to Swim: Private lessons	\$16.00	Special needs
Learn to Swim: Private Lesson (2 students)	\$32.50	20 minute lesson
Learn to Swim: Private Lesson (2 students)	\$47.00	30 minute lesson
Aquatic (Small Group) programmes* per session rate, enrolment for term required.	\$8.50	Per session
Waikanae & Ōtaki Pool - BBQ hire	\$12.50	per hour
Waikanae Pool - BBQ bond	\$20.00	

Sportsgrounds charges

Fees include access to changing facilities where applicable.

These fees exclude junior sport.

Sports activity (seasonal)	2023/24 Proposed Fee	
Cricket (grass)	\$1,559	per block
Cricket (artificial)	\$690	per block
Croquet	\$1,211	per grass court
Netball	\$234	per court
Rugby	\$783	per field
Rugby league	\$783	per field
Football	\$783	per field
Softball	\$783	per field
Tennis	\$156	per court
Touch	\$389	per field
League tag	\$389	per field
Twilight football	\$193	per field

Sports activity (one-off bookings)	2023/24 Proposed Fee	
Cricket (grass)	\$218	per block
Cricket (artificial)	\$93	per block
Netball	\$18	per court
Rugby	\$124	per field
Rugby league	\$124	per field
Football	\$124	per field
Softball	\$101	per field
Tennis	\$13	per court
Touch	\$85	per field
League tag	\$85	per field
Off season field marking*	\$331	per field

* Conditions apply

Reserve land rentals

Reserve land rentals	2023/24 Proposed Fee
Clubs with alcohol licences	\$974
Clubs without alcohol licences	\$488
Craft, hobbies and other activities	\$392
Educational (standard)	\$237
Youth and service	\$237

Hall hire charges

Hall hire charges		2023/24 Proposed Fee
<div>Hall Hire Conditions:</div> <div><div><div><div></div></div><div>Any booking that alcohol is present and the event is after 5pm a bond of \$818 is required</div></div><div><div><div></div></div><div>Bookings for sports activities there will be a bond of \$400</div></div></div> <div><div><div></div></div><div>Fees are payable at the time of booking</div></div> <div><div><div></div></div><div>No booking fees applied if cancelled more than 28 days before the hire date</div></div> <div><div><div></div></div><div>30% booking fees chargeable if cancelled less than 28 days before the hire date</div></div> <div><div><div></div></div><div>\$2 coin user-pays system for heaters are available in the following venues: Otaki, Paraparaumu, Raumati South, Paekākāriki memorial halls, and the Waikanae Community Hall</div></div> <div>All hall bookings are at Council’s discretion in all respects</div>		
Hall	Per Hour Charge Rate	Per Hour Charge Rate – for 4 hours or more bookings
Paekākāriki Memorial Hall	\$17	\$15.30
Paekākāriki tennis club hall	\$13.60	\$12.20
Raumati South Memorial Hall - Main Hall	\$17	\$15.30
Raumati South Memorial Hall - Supper room	\$13.60	\$12.20
Raumati South Memorial Hall - Whole complex	\$27.20	-
Paraparaumu Memorial Hall - Main Hall	\$17	-
Paraparaumu Memorial Hall - Supper room	\$13.60	-
Paraparaumu Memorial Hall - Whole complex	\$27.20	-
Waikanae Memorial Hall - Main Hall	\$17.00	\$15.30
Waikanae Memorial Hall - Small Hall / Mezzanine	\$13.60	\$12.20
Waikanae Memorial Hall - Whole complex	\$27.20	-
Waikanae Community Centre	\$17.00	-
Waikanae Beach Community Hall	\$13.60	-
Reikorangi Community Hall	\$13.60	-

Hall hire charges	2023/24 Proposed Fee	
Ōtaki Memorial Hall - Main Hall	\$17.00	-
Ōtaki Memorial Hall - Supper room	\$13.60	-
Ōtaki Memorial Hall - Whole complex	\$27.20	-
Mazengarb Sports complex	\$15.80	-
Paraparaumu College gymnasium hall - Weekends	\$18.10	-
Paraparaumu College gymnasium hall - Weekdays	\$36.20	-
Coastlands Room at Paraparaumu Library- Community Groups	\$13.60	-
Coastlands Room at Paraparaumu Library- Commercial Groups	\$25	-

Library fees and charges

Library fees and charges: Lending	2023/24 Proposed Fee	
Best seller books	\$3.00	each
DVDs - single*	\$2.00	
DVDs - multi disc set*	\$3.00	
Talking books	No charge	

Library fees and charges: Loans and reserves	2023/24 Proposed Fee	
Interloans (each)	\$16	each
International interloans (each)	\$45	each

Library fees and charges: Membership	2023/24 Proposed Fee	
Membership cards (replacement)	\$4.80	
Anyone living, working, owning property or studying on the Kāpiti Coast can join the Kāpiti Coast District Libraries at no charge and use the resources of all of our SMART Libraries.	Free	
Horowhenua residents who do not meet the above criteria can join Kāpiti Coast District Libraries and use Ōtaki, Waikanae, Paraparaumu and Paekākāriki libraries. They do not receive access to the SMART Libraries	Free	
Anyone who is not in either of these categories can either join Kāpiti Coast District Libraries as a subscription member or pay prescribed fees	\$3.00	per item
	\$80	for six months
	\$160	Per annum

* No charge for the profoundly deaf borrowers for DVDs.

Library fees and charges: Other services	2023/24 Proposed Fee	
Faxes and scanning – local/national	\$0	First page
Faxes and scanning – local/national	\$0	Subsequent page
Faxes and scanning – international	\$0	First page
Faxes and scanning – international	\$0	Subsequent page
Historic photo service (personal use)	\$5.50	per high-resolution digital image emailed or copied to a CD to customer for personal use
Historic photo service (commercial use)	\$65	per high resolution digital image emailed or copied to a CD for commercial purposes
Laminating- A4	\$0	per page
Laminating- A3	\$0	per page
Photocopying and printing – black and white. A4	\$0.20	per side
Photocopying and printing – black and white. A3	\$0.30	per side
Photocopying and printing – colour per A4	\$1.00	per side
Photocopying and printing – colour per A3	\$2.10	per side
Library bags	\$4.00	each

Library fees and charges: Other services	2023/24 Proposed Fee	
Replacement of lost or damaged library items	Price varies depending on publication	
Administration Fee	\$0	per item
eBook publishing	Price varies depending on publication	
Purchase of library publications	Price varies depending on publication	
Digital and e-book workshops	\$30.00	minimum per session
	\$60.00	maximum per session
Children’s CDs and talking books	No charge	
Internet	No charge	
Overdue loan charges		
Books, magazines, adult CDs (per day)	No Charge	
Children’s books (per day)	No charge	
Bestsellers and DVDs (per day)	No Charge	

Arts and Museums fees and charges

Kāpiti Coast Art Trail	2023/24 Proposed Fee
Artist in Studio	\$225
Artist in Shared Space	\$200
Exhibition Space	\$225

[Kāpiti Coast Art Trail | Kāpiti Coast District Council \(kapiticoastarttrail.co.nz\)](https://kapiticoastarttrail.co.nz)

Solid waste charges

Otaihanga Landfill (cleanfill only)	2023/24 Proposed Fee	
Cleanfill - must meet the cleanfill acceptance criteria published on the Council's website. Note there's a minimum charge of \$15.40	\$15.40	per tonne

Waste collector / Operator licence	2023/24 Proposed Fee
License annual fee	\$209

Official information request charges

Official information request charges are for requests under the Local Government Official Information and Meetings Act (LGOIMA) 1987.

In determining these charges, we have taken account of the Ministry of Justice and Office of the Ombudsman charging guidelines.

Official information request charges	2023/24 Proposed Fee	
Staff time (in excess of two hours)	\$38	per half hour or part thereof
Black and white copying - A4 size (the first 20 copies free)	\$0.20	per sheet
Black and white copying - A3 size	\$0.40	per sheet
For any other cost, the amount incurred in responding to the request. For example, specialty copying (maps etc.), including provision of electronic media storage devices, will be charged at cost.	At cost	
Requests requiring specialist experts, not on salary, to research and process the request	At cost	

How official information charges are determined

In instances where a charge is to be applied, we will notify you as soon as possible. You will be provided with an estimate of the cost for the work involved in providing the response, whether a deposit is required and asked to confirm in writing that you agree to pay. You will only be charged for the actual work involved and the final charge will not exceed the estimate.

What can be charged for:

Labour:

- Time spent by staff searching for relevant material, abstracting and collating, copying, transcribing, redacting and supervising access (where the information at issue is made available for inspection) and where the total time involved is in excess of two hours;
- reasonably required peer review in order to ensure that the above tasks have been carried out correctly;
- formatting information in a way sought by the requester;
- reproducing film, video or audio recordings.

Materials:

- paper (for photocopying); and
- discs or other electronic storage devices that information is provided on (these will be provided at cost but we cannot accept a device provided by the requester as this poses a risk to Council's ICT systems).

Other actual and direct costs:

- retrieval of information from off-site.

We will not charge for the following:

- work required to decide whether to grant the request in whole or part, including reading and reviewing, consultation, peer review and seeking legal advice to decide on withholding or releasing the response;
- work required to decide whether to charge and if so, how much;
- searching for or retrieving information that is not where it should be;
- formatting information in a way preferred by the agency but not sought by the requester;
- costs not directly related to supplying the information including general overheads and costs of establishing and maintaining systems and storage facilities;
- involvement by the chief executive or elected members;
- costs of liaising with an Ombudsman;
- liaison with a third party (e.g. informant);
- costs associated with transferring a request to another organisation; and
- costs of refining the request with the requester.

Additional factors

- Where repeated requests from the same source are made in respect of a common subject over intervals of up to eight weeks, requests after the first may be aggregated for charging purposes.
- A deposit may be required where the charge is likely to exceed \$82. In instances where a deposit is requested, work on the request may be suspended pending receipt of the deposit.
- Charges may be waived or modified at the discretion of the chief executive or a group manager. This will generally be in a situation where there is an agreed public interest in the disclosure of the requested information or where payment may cause financial hardship to the requestor, and therefore the charge may become an unreasonable deterrent to seeking information.

Access and transport charges

How corridor access fees are determined:

- Project works, major works, and minor works are as defined by the National Code of Practice for Utility Operators' Access to Transport Corridors.
- The Council may at its discretion allow for multiple sites to be included in a single CAR application with a single fee being charged. Applicants shall, if they consider there is a case to combine multiple sites, provide the Council with the justification for a combined application fee.
- Possible examples where a single fee may be considered are as follows:
 - repetitive works of a minor nature requiring minimal or no excavation works,
 - minor works on multiple sites (maximum of four to five minor streets); and
 - main contractor managing multiple works but located on a single site.

Corridor access fee	2023/24 Proposed Fee	
Corridor access request (CAR) fee ¹⁰ project works	\$315	
Corridor access request (CAR) fee ¹⁰ major works	\$159	
Corridor access request (CAR) fee ¹⁰ minor works	\$80	
Road engineering	\$174	per hour
Clerk of works	\$116	per hour
Paper road closure	2023/24 Proposed Fee	
Road stopping application fee	\$857	
Hourly rate for additional work	\$174	per hour

Overweight Load Permit Fee	2023/24 Proposed Fee	
Overweight loads permit fee: To cover vetting and issuing a permit for [an] overweight loads[s] or specialist vehicles using local roads and that starts or finishes its journey in Kāpiti Coast District** Minimum Charge based on 30 minutes. Processing time will be invoiced based on hourly engineering fee* *Note: when a full technical bridge assessment is required this could take one to two working days and will be invoiced per hour.	\$174	per hour (minimum charge \$87)
Removal of overhanging trees/vegetation – on road reserve (Section 355 Local Government Act 1974)	2023/24 Proposed Fee	
Removal of trees, vegetation or obstructions to prevent injury, obstruction to traffic, pedestrians and general infrastructure.	Cost incurred for removal obstruction	

** For SH1 permits, apply to New Zealand Transport Agency direct.

Wastewater charges

Wastewater treatment	2023/24 Proposed Fee	
Connection to network	Quoted as per site	
Septage disposal and treatment	\$28	per cubic meter

Trade Waste Fees *

Trade Waste Fee/Charges	2023/24 Proposed Fee	
Total volume	\$0.80	Per cubic meter
Total Solids	\$0.70	Total Kg discharged
COD	\$0.40	Total Kg discharged
Total Nitrogen	\$2.40	Total Kg discharged
Total Phosphorus	\$7.50	Total Kg discharged

* Volumetric charges per Trade waste Bylaw 2019. Load based charges on renewal of Trade Waste consents.

Water charges

Water charges	2023/24 Proposed Fee	
Connection to network	Quoted as per site	
Water metering configuration modifications	Quoted as per site	
Special reading – water meters	\$41	
Water dedicated filling point access card	\$75	
Water charge for potable water from water supply system	1.25 times the water rate per m ³	
Water meter accuracy testing	\$433	For water meters up to DN25mm. Quoted per site for water meters greater than DN25mm

Districtwide water supply fixed rate (per separately used or inhabited part of a rating unit): Refer to the Funding Impact statement – rating policies.

Districtwide volumetric water supply rate (per cubic metre of water consumed): Refer to the Funding Impact statement – rating policies.

Laboratory charges

Testing of water - laboratory charges	2023/24 Proposed Fee
Alkalinity g/m ³ (CaCO ₃)	\$17.71
Ammonia-N g/m ³	\$28.62
BOD g/m ³	\$31.95
Bore depth (m)	\$7.49
cBOD g/m ³	\$38.55
Chloride g/m ³	\$24.89
COD g/m ³	\$36.52
Conductivity mS/cm	\$13.97
DO g/m ³	\$11.58
DRP-P g/m ³	\$28.62
E. coli cfu/100mL (m Tec River monitoring only)	\$26.05
F/Coli + E. coli (NaMug –mbr-filt) cfu/100mL	\$41.44
Enterococci cfu/100ml (mbr Filt)	\$28.48
F/Coli cfu/100mL (mbr Filt)	\$26.05
Fluoride g/m ³	\$33.17
Iron g/m ³	\$28.62
Nitrite-N g/m ³	\$28.62
Nitrate -N g/m ³	\$28.62
pH	\$13.97
Staff collection (2 people) per hour	\$174
Total Suspended solids (TSS) g/m ³	\$24.89
TEMP °C	\$11.58
Total coliforms cfu/100mL (mbr filt)	\$26.05
Total Coliforms and E. coli (Colilert) mpn 100mL	\$43.03
Total Nitrogen g/m ³	\$40.98
Total Phosphorus – P g/m ³	\$28.62
Total solids %	\$17.37
Travel (per KM)	\$0.83
Total solids g/m ³	\$24.31
Turbidity NTU	\$13.97
UV transmission	\$13.97

Other charges

Other charges	2023/24 Proposed Fee	
Easement – new/changes/cancellations (Landowner approval/Non-Regulatory)	\$348	Application Fee (includes first 2 hours, \$174 per hour thereafter)
Land Status change (or type, or similar)	\$348	Application Fee (includes first 2 hours, \$174 per hour thereafter)
Additional External costs associated with Easement process or Land Status change	At Cost	

Fees and charges can be found on the Council website: kapiticoast.govt.nz

10.6 CONFIRMATION OF COMMUNITY BOARD REPRESENTATIVE

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

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

TE PŪTAKE | PURPOSE

- 1 This report asks Council to confirm Michael Moore, Deputy Chair of the Waikanae Community Board as the community board representative to the Social Sustainability Subcommittee in accordance with the Governance Structure adopted on 24 November 2022.

HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

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

TE TUKU HAE PAPA | DELEGATION

- 3 Council has the authority to consider and confirm representatives to its committees and subcommittees under the Local Government Act 2002.
- 4 Council has provided for community board representatives to participate at Council and to be appointed to various committees and subcommittees in its governance structure for the 2022-2025 Triennium.

TAUNAKITANGA | RECOMMENDATIONS

- A. That Council, in line with the formally adopted Governance Structure and Delegation 2022-2025, confirm Michael Moore as the Waikanae Community Board representative to the Social Sustainability Subcommittee for the triennium effective from the date of this meeting on 25 May 2023.

TŪĀPAPA | BACKGROUND

- 5 On 24 November 2022, Council adopted its formal Governance Structure and Delegations for the 2022-2025 triennium.
- 6 As part of the Governance Structure and Delegations, Council confirmed its commitment to enabling community board participation and representation at the Council table in order to strengthen local decision making. Council has resolved to include community board representatives and in some cases an alternative community representatives in the membership of its committees and subcommittees as set out in its Governance Structure and Delegations 2022-2025.
- 7 On 26 January 2023, Council confirmed Community Board representation to Council, its committees and subcommittees. At the time, the Waikanae Community Board did not nominate a representative for the Social Sustainability Subcommittee.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 8 As resolved on 24 November 2022, Council may confirm community board representatives as follows:
 - 8.1 **Council** – five community board representatives (chair or alternate), one per community board speaking rights only

- 8.2 **Strategy, Operations and Finance Committee** – five community board representatives (chair or alternate), one per community board with speaking rights only
- 8.3 **Social Sustainability Subcommittee** – five community board representatives (or alternatively a nominate community representative) – one per community board with voting rights
- 8.4 **Climate and Environment Subcommittee** – five community board representatives (or alternatively a nominate community representative) – one per community board with voting rights
- 8.5 **Risk and Assurance Committee** – five community board representatives (chair or alternate), one per community board with speaking rights only
- 8.6 **Grants Allocation Committee** – five community board representatives to the Waste Levy programme – one per community board with voting rights
- 9 Community Board representatives may also attend other meetings of committees and subcommittees with speaking rights at the discretion of the Chair.
- 10 Non-appointed community board representatives may also attend meetings of Council and/or its committees/subcommittees with speaking rights at the discretion of the Chair.

Ngā kōwhiringa | Options

- 11 The Kāpiti Coast District has five community boards:

Ōtaki Community Board	Four members elected by the community plus the Ōtaki Ward Councillor appointed by Council
Waikanae Community Board	Four members elected by the community plus one of the two Waikanae Ward Councillors appointed by Council
Paraparaumu Community Board	Four members elected by the community plus two of the three Paraparaumu Ward Councillors appointed by Council
Raumati Community Board	Four members elected by the community plus the Paekākāriki-Raumati Ward Councillor appointed by Council
Paekākāriki Community Board	Four members elected by the community plus the Paekākāriki-Raumati Ward Councillor appointed by Council

- 12 As per the Governance Structure and Delegations 2022-2025, Council confirmed the following Community Board representation arrangement at the meeting held on 26 January 2023 and confirmed the Raumati Community Board representative to the Risk and Assurance Committee on 23 March 2023.

Confirmed Community Board Representation

Committee/Subcommittee	Community Board and Name of Representative		Voting Rights
Council	Paraparaumu	Glen Olsen	No – only speaking rights
	Raumati	Bede Laracy	
	Waikanae	Richard Mansell	
	Paekākāriki	Sean McKinley and Kelsey Lee as alternate	
	Ōtaki	Cam Butler and Simon Black as alternate	
	Paraparaumu	Glen Olsen	

Strategy, Operations and Finance Committee	Raumati	Bede Laracy	No – only speaking rights
	Waikanae	Michael Moore	
	Paekākāriki	Sean McKinley and Kelsey Lee as alternate	
	Ōtaki	Simon Black and Jackie Elliott as alternate	
Social Sustainability Subcommittee	Paraparaumu	Guy Burns	Yes
	Raumati	Jonny Best	
	Paekākāriki	Sorcha Ruth	
	Ōtaki	Jackie Elliott and Cam Butler as alternate	
	Waikanae	TBC	
Climate and Environment Subcommittee	Paraparaumu	Glen Olsen	Yes
	Raumati	Tim Sutton	
	Paekākāriki	Christian Judge	
	Ōtaki	Simon Black and Cam Butler as alternate	
	Waikanae	Michael Moore	
Risk and Assurance Committee	Paraparaumu	Bernie Randall	No – only speaking rights
	Waikanae	Richard Mansell	
	Paekākāriki	Sean McKinley	
	Ōtaki	Cam Butler and Simon Black as alternate	
	Raumati	Bede Laracy	
Grants Allocation Committee – Waste Levy Programme	Paraparaumu	Bernie Randall	Yes
	Raumati	Tarn Sheerin	
	Waikanae	Tonchi Begovich	
	Paekākāriki	Sean McKinley	
	Ōtaki	Chris Papps and Cam Butler as alternate	

Tangata whenua

13 There are no mana whenua considerations.

Panonitanga āhuarangi | Climate change

14 There are no climate change considerations.

Ahumoni me ngā rawa | Financial and resourcing

15 The remuneration of community boards is set by the Remuneration Authority and no additional budgetary considerations are required.

16 Community Board representatives may also claim for travel and other administrative expenses under the elected member remuneration, expenses and allowances policy.

Ture me ngā Tūraru | Legal and risk

17 There are no additional legal considerations.

Ngā pānga ki ngā kaupapa here | Policy impact

18 There are no policy considerations.

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

19 An engagement plan is not required to implement this decision.

Whakatairanga | Publicity

20 The appointments will be announced via Council communications channels and promoted to media.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

10.7 APPOINTMENT OF A MANA WHENUA REPRESENTATIVE TO THE RISK AND ASSURANCE COMMITTEE

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

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

TE PŪTAKE | PURPOSE

- 1 This report asks Council to consider and appoint a mana whenua representative as proposed by Te Whakaminenga o Kāpiti to the Risk and Assurance Committee in accordance with the Governance Structure and Delegations adopted on 24 November 2022.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

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

TE TUKU HAEPAHA | DELEGATION

- 3 Council has the authority to consider and appoint representatives to its committees and subcommittees under the Local Government Act 2002.
- 4 Council has provided for mana whenua representatives to participate at Council and to be appointed to various committees and subcommittees in its governance structure for the 2022-2025 Triennium.

TAUNAKITANGA | RECOMMENDATIONS

- A. That Council appoint Oriwia Raureti as the mana whenua representative on the Risk and Assurance Committee in line with the formally adopted Governance Structure and Delegations 2022-2025.
- B. That Council note that remuneration for mana whenua representatives on the Risk and Assurance Committee was confirmed in the Non-Elected Members' Fees Framework, as agreed by Council on 26 January 2023.

TŪĀPAPA | BACKGROUND

- 5 On 24 November 2022, Council adopted its formal Governance Structure and Delegations for the 2022-2025 triennium.
- 6 As part of the Governance Structure and Delegations, Council confirmed its commitment to its partnership with the mana whenua of the District comprising the iwi and hapū of Ngā Hapū o Ōtaki (Ngāti Raukawa), Ngāti Toa Rangatira and Ātiawa ki Whakarongotai Charitable Trust. To strengthen mana whenua participation in Council decision-making, Council has resolved to include mana whenua iwi representatives in the membership of its committees and subcommittees as set out in its Governance Structure and Delegations 2022-2025.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 7 As resolved on 24 November 2022, Council may appoint mana whenua representatives as follows:
 - 7.1 **Council** – three mana whenua representatives, one per each iwi with speaking rights only

- 7.2 **Strategy, Operations and Finance Committee** – three mana whenua representatives, one per each iwi with voting rights
- 7.3 **Social Sustainability Subcommittee** – three mana whenua representatives one per each iwi with voting rights
- 7.4 **Climate and Environment Subcommittee** – three mana whenua representatives one per each iwi with voting rights
- 7.5 **Risk and Assurance Committee** – one mana whenua representative in total with voting rights
- 7.6 **Grants Allocation Committee** – three mana whenua representatives to the Creative Communities NZ programme and one mana whenua representative to the Community Grants programme – all with voting rights
- 8 Mana whenua representatives may attend public excluded meetings of the above committees and subcommittees and may also attend briefings and workshops relevant to their role in the governance structure.
- 9 Non-appointed mana whenua representatives may also attend meetings of Council and/or its committees/subcommittees with speaking rights at the discretion of the Chair.
- 10 As of 19 May 2023, mana whenua representatives for all three mana whenua partners have been confirmed for Council and all of its committees and subcommittees apart from the Risk and Assurance Committee and the Grants Allocation Committee as follows:

Council and Committees	Mana Whenua Partner	Representative
Council	Ngā Hapū o Ōtaki Ātiawa ki Whakarongotai Ngāti Toa Rangatira	Kim Tahiwī André Baker, Janine Huxford and Christopher Gerretzen Huriwai Paki
Strategy, Operations and Finance Committee	Ngā Hapū o Ōtaki Ātiawa ki Whakarongotai Ngāti Toa Rangatira	Kim Tahiwī André Baker, Janine Huxford and Christopher Gerretzen Huriwai Paki
Social Sustainability Subcommittee	Ngā Hapū o Ōtaki Ātiawa ki Whakarongotai Ngāti Toa Rangatira	Kim Tahiwī André Baker, Janine Huxford and Christopher Gerretzen Huriwai Paki
Climate and Environment Subcommittee	Ngā Hapū o Ōtaki Ātiawa ki Whakarongotai Ngāti Toa Rangatira	Kim Tahiwī André Baker, Janine Huxford and Christopher Gerretzen Huriwai Paki
Risk and Assurance Committee	TBC	TBC
Grants Allocation Committee Creative Communities NZ Community Grants	Ngā Hapū o Ōtaki Ātiawa ki Whakarongotai Ngāti Toa Rangatira	Kim Tahiwī TBC TBC

	TBC	TBC
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Ngā kōwhiringa | Options

- 11 At the 9 May 2023 meeting Te Whakaminenga o Kāpiti formally resolved to recommend to Council to appoint Oriwia Raureti to the Risk and Assurance Committee for the 2022-2025 Triennium with full voting rights.

Tangata whenua

- 12 The A.R.T. confederation has been consulted and have formally nominated a representative to the Risk and Assurance Committee at the Te Whakaminenga o Kāpiti meeting held on 9 May 2023.

Panonitanga āhuarangi | Climate change

- 13 There are no climate change considerations.

Ahumoni me ngā rawa | Financial and resourcing

- 14 Council adopted its formal Non-Elected Members' Fees Framework on 26 January 2023. The framework confirms reimbursement of non-elected members on the Risk and Assurance Committee at a rate of \$481.00 per meeting including preparation. The framework also sets out allowances such as travel and other administrative expenses that non-elected members (including mana whenua representatives) are able to claim.
- 15 This already forms part of the current budget for non-elected/appointed members and will not create additional budgetary requirements.

Ture me ngā Tūraru | Legal and risk

- 16 There are no additional legal considerations.

Ngā pānga ki ngā kaupapa here | Policy impact

- 17 There are no policy considerations.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

- 19 The appointments will be announced via Council communications channels and promoted to media.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

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

Author: Kate Coutts, Democracy Services Advisor

Authoriser: Janice McDougall, Group Manager People and Partnerships

Taunakitanga | Recommendations

That the minutes of the Council meeting of 27 April 2023 be accepted as a true and correct record.

APPENDICES

1. Council meeting minutes - 27 April 2023 [↓](#)

COUNCIL MEETING MINUTES

27 APRIL 2023

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
COUNCIL MEETING
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON THURSDAY, 27 APRIL 2023 AT 9.37AM**

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

IN ATTENDANCE: Mr André Baker, Ms Denise Hapeta, Mr Bede Laracy, Mr Glen Olsen, Mr Michael Moore, Mr Cam Butler, Mr Darren Edwards, Mr Mark de Haast, Mr Sean Mallon, Ms Janice McDougall, Mr Mike Mendonça, Mr James Jefferson, Ms Kris Pervan, Ms Kate Coutts, Ms Steffi Haefeli, Ms Fiona Story, Ms Sarah Wattie, Ms Dianne Andrew, Mr Peter Bollman, Mr Chris Greenslade, Ms Samara Shaw, Ms Laura Willoughby
Via Zoom: Mr Huriwai Paki, Ms Anna Rowlands, Ms Anna Smith, Ms Jessica Mackman

WHAKAPĀHA | APOLOGIES: Richard Mansell, Chair of the Waikanae Community Board

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

The Mayor welcomed everyone to the meeting.

2 KARAKIA | COUNCIL BLESSING

André Baker opened the meeting with karakia.

3 WHAKAPĀHA | APOLOGIES

There was an apology from Richard Mansell, Chair of the Waikanae Community Board, which was resolved after Item 10.1.

**4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |
DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

There were none.

5 TE WHAKATAKOTO PETIHANA | PRESENTATION OF PETITION

There were none.

6 NGĀ WHAKAWĀ | HEARINGS

There were none.

COUNCIL MEETING MINUTES

27 APRIL 2023

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

There were none.

8 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) Leave of Absence

There were none.

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

MATTER OF AN URGENT NATURE - PROPOSED ŌTAKI RESERVOIR

Cr Rob Kofoed and Deputy Mayor Lawrence Kirby introduced the matter of an urgent nature regarding the proposed Ōtaki Reservoir.

RESOLUTION CO2023/41

Moved: Cr Rob Kofoed

Seconder: Deputy Mayor Lawrence Kirby

Regarding the Ōtaki Reservoir project, Council:

- A. Notes that the public consultation with the residents most closely affected was not appropriate for the project's effects.
- B. Notes that there has been increased engagement with the community during March and April and that there will be further engagement including another Public Meeting in May 2023 before any construction starts.
- C. Notes that Council officers are working on options for moving the reservoir from its originally proposed location further back on the section to enable increased height of the bunding, increased suitable plantings and less visual intrusion for the adjacent properties.
- D. Notes that Council officers may need to look at alternative sites should the proposed site not work.
- E. Notes that an Update regarding the Project will be given to Elected Members before the Public Meeting.

Council also:

- F. Recommends that Council officers revisit how we consult, engage and communicate with our communities so that it reflects our values (e.g. empathy) and we take them with us on the journey of decision making and planning of significant projects.

CARRIED

9 TE PŪRONGO A TE KOROMATUA | MAYOR'S REPORT

TABLED DOCUMENTS – MAYORAL ACTIVITIES

The Mayor tabled a list of activities from the last month, and highlighted the participation of Elected Members' in the commemorations on ANZAC day, with particular thanks to the Ōtaki Community Board and Cr Jocelyn Prvanov.

Appendices

- 1 Mayoral Activities 22 March - 29 April 2023

COUNCIL MEETING MINUTES

27 APRIL 2023

10 PŪRONGO | REPORTS

10.1 ELECTORAL OFFICER'S REPORT ON LOCAL BODY ELECTIONS 2022

Dale Ofoske, Managing Director of Electoral Services, Janice McDougall, Group Manager People and Partnerships and Sarah Wattie, Manager Governance and Legal Services, spoke to the report and answered members' questions.

Point of Order

During debate, Cr Wilson called a point of order against the Mayor for breach of standing order, which was not upheld.

The Mayor then called a point of order against Cr Wilson for language used during debate, which the Mayor then upheld.

RESOLUTION CO2023/42

Moved: Cr Sophie Handford

Seconder: Deputy Mayor Lawrence Kirby

- A. That Council receives the attached Election Services Report on the 2022 Triennial Elections from Electoral Officer, Dale Ofoske.
- B. That Council notes the Electoral Officer's advice that the following electoral issues will need to be considered by Council in the 2023/24 financial year:
 - a decision on whether to retain the single transferable vote electoral system
 - a decision on whether to establish a Māori ward, the latter if established would trigger a representation review in 2024.

CARRIED

Cr Rob Kofoed left the meeting at 10:09am and returned at 10.11am.

The meeting adjourned at 10:40am and resumed at 11:00am.

3 APOLOGY

RESOLUTION CO2023/43

Moved: Cr Sophie Handford

Seconder: Deputy Mayor Lawrence Kirby

That the apology from Richard Mansell, Chair of the Waikanae Community Board, be accepted.

CARRIED

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

Mike Mendonça, Acting Group Manager Place and Space, and Rachel Ashdown, Biodiversity Advisor spoke to the report and answered members' questions.

RESOLUTION CO2023/44

Moved: Cr Martin Halliday

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Seconded: Cr Glen Cooper

- A. That the Council approves the amounts of rates remission to the properties set out in Appendix 2 of this report in accordance with Council's Policy for Rates Remission for Land Protected for Natural or Cultural Conservation Purposes.

CARRIED

Cr Spiers left the meeting at 11:06am.

10.3 HEALTH AND SAFETY QUARTERLY REPORTS: 1 JULY 2022 - 31 MARCH 2023

Dianne Andrew, Manager Organisational Development, introduced Samara Shaw, Chair of the staff Health and Safety Committee and Chris Greenslade, Senior Health and Safety Advisor. Ms Andrew spoke to the report and alongside Darren Edwards, Chief Executive, answered members' questions.

RESOLUTION CO2023/45

Moved: Cr Liz Koh

Seconded: Cr Nigel Wilson

- A. That the Council notes the Health and Safety Quarterly Reports for the periods 1 July 2022 – 31 March 2023 attached as Appendix One to this Report.

CARRIED

Cr Spiers returned to the meeting at 11:40am.

Cr Cooper left the meeting at 11:41am and returned at 11:42am.

10.4 REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND COMMUNITY BOARDS

Steffi Haefeli, Manager Democracy Services, spoke to the report and alongside Kris Pervan, Group Manager Strategy and Growth, answered members' questions.

Bede Laracy, Chair of the Raumati Community Board, provided context to the recommendation made to Council from the Raumati Community Board.

RESOLUTION CO2023/46

Moved: Mayor Janet Holborow

Seconded: Cr Nigel Wilson

- A. That the Council receives this report.
- B. That the Council note the recommendation from the Raumati Community Board meeting on 4 April 2023.
- C. That Council staff work with Takutai Kāpiti Coastal Adaptation Panel to investigate ways to disseminate relevant information ahead of public meetings.

CARRIED

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11 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

11.1 CONFIRMATION OF MINUTES

RESOLUTION CO2023/47

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Martin Halliday

That the minutes of the Council meeting of 23 March 2023 be accepted as a true and correct record.

CARRIED

13 PURONGO KĀORE E WĀTEA KI TE MAREA | PUBLIC EXCLUDED REPORTS

RESOLUTION TO EXCLUDE THE PUBLIC**PUBLIC EXCLUDED RESOLUTION CO2023/48**

Moved: Cr Martin Halliday

Seconder: Deputy Mayor Lawrence Kirby

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	<p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <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>	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

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	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)	
13.1 - Appointment of Independent Chairperson to the Kapiti Airport Community Liaison Group and updated terms of reference	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

CARRIED**RESOLUTION CO2023/49**

Moved: Cr Nigel Wilson
 Seconder: Cr Martin Halliday

That the Kaunihera | Council moves out of a public excluded meeting.

CARRIED

The Kaunihera | Council meeting went into public excluded session at 12:09pm.

The Kaunihera | Council came out of public excluded session at 1:43pm.

**13.1 APPOINTMENT OF INDEPENDENT CHAIRPERSON TO THE KAPITI AIRPORT
 COMMUNITY LIAISON GROUP AND UPDATED TERMS OF REFERENCE**
RESOLUTION CO2023/50

Moved: Cr Liz Koh
 Seconder: Deputy Mayor Lawrence Kirby

That Council:

- D. Agree that Appendix B of this report is available for public release.

CARRIED

COUNCIL MEETING MINUTES

27 APRIL 2023

Appendices

- 1 Appendix B - Updated Terms of Reference for CLG April 2023

The Kaunihera | Council meeting closed at 1:43pm.

.....
HEAMANA | CHAIRPERSON

UNCONFIRMED

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 minutes	<p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</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
13.1 - 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