



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, 29 June 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 29 June 2023, 9.30am.

Kaunihera | Council Members

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

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1 NAU MAI | WELCOME

2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING

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

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

3 WHAKAPĀHA | APOLOGIES

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

Notification from Elected Members of:

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

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

5 TE WHAKATAKOTO PETIHANA | PRESENTATION OF PETITION

Nil

6 NGĀ WHAKAWĀ | HEARINGS

Nil

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

8 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) Leave of Absence

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

9 TE PŪRONGO A TE KORORMATUA | MAYOR'S REPORT

Nil

10 PŪRONGO | REPORTS

10.1 ADOPTION OF THE ANNUAL PLAN 2023-2024

Kaituhi | Author: **Sheryl Gavin, Manager Corporate Planning and Reporting- Te Kaiwhakahaere Raton**

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

TE PŪTAKE | PURPOSE

- 1 This report seeks Council adoption of the 2023/2024 Annual Plan.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

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

TE TUKU HAEPAPA | DELEGATION

- 3 Council has delegated authority to adopt the 2023/2024 Annual Plan under Section A.2 of the 2022-2025 Triennium Governance Structure and Delegations.

TAUNAKITANGA | RECOMMENDATIONS

It is recommended that the Council:

- A. **adopts** the 2023/2024 Annual Plan in Appendix 1 to this report;
- B. **amends** the following 2023/24 Swimming Pool fees:
 - B.1 Learn to Swim 20-minute private lesson for two students to \$36.50.
 - B.2 Learn to Swim 30-minute private lesson for two students to \$51.00.
 - B.3 Waikanae and Otaki barbecue hire at \$13.00 per hour.
- C. **delegates** to the Mayor, Deputy Mayor and the Chief Executive authority to make minor editorial changes to the 2023/2024 Annual Plan and the schedule of Fees and Charges for 2023/24, prior to publication if required; and
- D. **notes** that the final 2023/2024 Annual Plan will be published within one month of adoption and will be made available on the Council's website and in service centres and libraries.

TŪĀPAPA | BACKGROUND

- 4 Under Section 95 (A and B) of the Local Government Act 2002, Council must adopt an Annual Plan. In this case, the 2023/24 Annual Plan represents year three of the 2021- 41 Long-Term Plan (LTP) that was adopted in June 2021, highlighting variations due to circumstantial changes. The process and timeline for the development of the 2023/24 Annual Plan is detailed on page 9 of the attached 2023/24 Annual Plan.
- 5 Council's preference for the 2023/24 Annual Plan was to adhere as much as possible to year three of the LTP with no significant or material differences introduced.
- 6 The 2023/24 Annual Plan that is recommended for adoption today is attached to this report.
- 7 The 2023/24 Annual Plan must be adopted before the resolution to set rates for the 2023/24 financial year is passed by Council.

Information campaign

- 8 In accordance with the Significance and Engagement Policy formal consultation was not required, but an information campaign to increase community awareness of the 2023/24

Annual Plan was carried out. The campaign ran from 26 April to 26 May 2023 and included communication through print media, digital and social media platforms.

- 9 While public submissions were not invited, five responses were received. Feedback is summarised below:

	Key comments
Respondent 1	Respondent acknowledges increased costs and the necessity for a 7.8 percent average rate increase, calling for Council to demonstrate financial prudence and transparency. Respondent expressed concern regarding insufficient funding for Mahara Gallery and operations and grants made to Air Chathams. The submitter requested: 1. Improved project planning and delivery in the Place & Space Group 2. Evidence of growth supporting funding assistance to Air Chathams 3. An improved website search function. Respondent 1 spoke to his submission at the Strategy, Operations and Finance Committee meeting on 8 June 2023.
Respondent 2	Respondent urges Council to invest ratepayer funding wisely.
Respondent 3	Respondent questioned the popularity of the Mahara Gallery and believed most Waikanae residents would prefer this funding be instead invested in the Waikanae library and funding initiatives to lease empty commercial space in Waikanae.
Respondent 4	Respondent expressed dissatisfaction of value for money with a rates increase despite “almost zero” services delivered by Council.
Respondent 5	Respondent was disappointed at the lack of update on progress against KPIs for Strategic Direction Transformation Plan given the level of investment of ratepayer funding.

- 10 Following this meeting, Officers will respond to those respondents with an overview including decisions made by Council in adopting the final Annual Plan. This overview will be made publicly available on the Council website.

HE KŌRERORERO | DISCUSSION

- 11 Our financial strategy specifies limits for rates increases, capex and debt. The table below compares the 2023/24 Annual Plan against the financial strategy limits and the LTP.

Limit	Target range	Preferred range	Forecast LTP year 3	Forecast Annual Plan 2023/24
Average rate increase	3% – 9%	4.5% – 6.9%	7.9%	7.8%
Net debt	< 280%	< 250%	\$282m (252%)	\$255m (215%)
Capital spend	\$30m – \$80m	\$40m – \$60m	\$72.4m	\$89.5m

He take | Issues

Average rate increase

- 12 Since adopting the current LTP in 2021 operating costs rose much higher than expected. In late 2022 when Council began developing this Annual Plan, budgets had to accommodate \$11.3 million additional and unavoidable costs, resulting in a potential 14 percent rate

increase. To bring this down to the 7.8 percent recommended for adoption today, several adjustments were made. These are explained in Section 3 (Variations to the LTP) starting on page 31 of the attached 2023/24 Annual Plan.

Net debt

- 13 Year three of the LTP forecast net debt at 30 June 2024 to be \$282 million (252 percent of operating income). Planned net debt at the end of 2023/24 now sits well below this level at \$255 million (215 percent of operating income) due to less capex delivered for 2021/22 and 2022/23. The level of debt is driven by the capital works programme. More detail can be found on pages 40 and 41 of the attached 2023/24 Annual Plan.

Capital expenditure

- 14 The capital programme for 2023/24, inclusive of budget carry-overs, project re-timing adjustments, and budget increases/decreases is \$89.5 million (summarised below by activity). The detailed capital programme can be found on pages 21 to 30 of the 2023/24 Annual Plan.
- 15 The capital programme includes \$6.3 million of Infrastructure Acceleration Fund (IAF) projects that are part of the Otaki Growth Infrastructure programme. We received a \$29 million contribution from the IAF for this \$50 million water and transport infrastructure programme to improve resilience and support new homes in Ōtaki. The programme spans five years and is expected to deliver a new reservoir for Ōtaki and supporting water, wastewater, stormwater and roading projects that will enable housing development in the area. 2023/24 will see this work continue with ongoing design, consenting and engagement, followed by earthworks, reservoir construction and pipelaying.

Activity	LTP 2023/24 \$000's	Carry Overs \$000's	Advances / (Deferrals) \$000's	IAF Projects \$000's	Budget Increase / (Decrease) \$000's	AP 2023/24 \$000's	Variance Inc/(Dec) \$000's
Access and Transport	15,439	841	(694)	148	1,148	16,882	1,443
Coastal Management	7,961	1,128	(1,687)	-	45	7,446	(514)
Community Facilities	13,847	2,328	(10,132)	-	2,794	8,837	(5,010)
Corporate	4,421	1,915	(2,064)	415	25	4,712	291
Districtwide Planning	1,077	-	-	-	(77)	1,000	(77)
Parks and Open Spaces	8,872	2,539	(5,188)	-	1,789	8,012	(860)
Recreation and Leisure	3,416	419	(894)	-	78	3,018	(398)
Regulatory Services	-	-	-	-	41	41	41
Stormwater Management	6,609	-	-	300	76	6,985	376
Sustainability & Resilience	193	-	-	-	(80)	114	(80)
Tangata Whenua	166	3	-	-	-	168	3
Wastewater Management	5,151	1,671	-	1,639	82	8,543	3,392
Water Management	5,260	11,384	-	3,795	3,261	23,700	18,439
Total capital spend	72,411	22,227	(20,660)	6,298	9,182	89,459	17,047

Fees and Charges minor changes

- 16 Fees and Charges for 2023/24 were set by resolution on 25 May 2023.
- 17 In preparing the schedule for publication on 1 July 2023 the following minor errors were identified:
- 17.1 **Resource Management.** For 2023/24 the standard fees for non-notified subdivision and boundary adjustment applications are based on an hourly rate of \$174. If the application exceeds the number of hours covered by the standard fee, the additional time is charged at \$174 per hour. While the calculation for the fee is correct, the hourly fee is stated at the 2022/23 rate of \$167 instead of the inflated 2023/24 rate of \$174.
- 17.2 **Swimming pools.** Fees for private lessons with two students (20-minute and 30-minute sessions), small group programmes, and barbecue hire at the Waikanae and Ōtaki pools were calculated incorrectly (inflation was applied to the wrong base fee).
- 17.3 Officer recommended changes are summarised in the table below. The Resource Management corrections are editorial in nature. The Swimming Pool fees require a resolution to amend.

Resource Management fees Non - Notified subdivision Applications		
Item	Adopted fee	Amendment
Subdivisions – 2-lot	\$3,132 (deposit - covers first 18 hours of processing time), \$167 per hour thereafter	Amend per-hour charge to \$174
Subdivisions (between 3 to 19 lots)	\$3,480 (deposit - covers first 20 hours of processing time), \$167 per hour thereafter	Amend per-hour charge to \$174
Subdivisions (20 or more lots)	\$5,220 (deposit - covers first 30 hours of processing time, \$167 per hour thereafter)	Amend per-hour charge to \$174
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)	Amend per-hour charge to \$174
Swimming Pools Aquatic programmes, events & activities		
Item	Adopted fee	Amendment
Learn to Swim Private Lesson (2 students)	\$32.50 for a 20-minute lesson	Amend to \$36.50
Learn to Swim Private Lesson (2 students)	\$47.00 for a 30-minute lesson	Amend to \$51.00
Waikanae and Ōtaki BBQ hire	\$12.50 per hour	Amend to \$13.00

Vision 2060 and the Council priorities for 2023/24

- 18 Section 1 of the Annual Plan (pages 5-8) introduces the Vision 2060 programme of work and the 2023/24 priorities set by Council to keep us heading in the right direction while we build the bigger longer-term picture.
- 19 Operationally, our work programmes have been realigned as necessary to work on these priorities, so Council and the community can be assured that the resources and budgets necessary to deliver the priorities are accommodated within this Annual Plan.

Ngā kōwhiringa | Options

- 20 There are no options arising from this report.

Tangata whenua

Mana whenua representatives were invited to Council workshops and briefings and the 2023/24 Annual Plan acknowledges our partnership arrangement under Te Tiriti o Waitangi

Panonitanga āhuarangi | Climate change

There are no climate change issues arising from this report.

Ahumoni me ngā rawa | Financial and resourcing

There are no financial and resourcing considerations in addition to those already covered in this report.

Ture me ngā Tūraru | Legal and risk

- 24 By adopting the Annual Plan on 29 June 2023, Council meets its obligations under the Local Government Act 2002.
- 25 The 2023/24 Annual Plan must be published within one month of adoption. It will be made available on the Council website and in service centres and libraries.

Ngā pānga ki ngā kaupapa here | Policy impact

- 26 There are no changes to the Council's existing policies contained in the 2021-41 LTP.

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

- 27 The Significant and Engagement Policy was not triggered for this 2023/24 Annual Plan process, so an information campaign was undertaken.

Whakatairanga | Publicity

A media advisory is planned to follow the Council's adoption of the 2023/2024 Annual Plan.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. 2023/24 Annual Plan [↓](#)



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Section 1:
Introduction



Introduction

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What is an Annual Plan?

The current LTP was adopted in June 2021, setting in place a forecast of what Council expects to deliver over the next 20 years. It outlines the activities and projects we'll focus on and how they contribute towards achieving community outcomes and wider community wellbeing.

An Annual Plan describes how we deliver against our LTP. It describes any updates to the LTP since it was adopted and enables us to

refresh information and budgets for the coming year so that Council can set rates. This is the final Annual Plan from the current LTP; we will now start working on the LTP for the period 2024-2034.

This Annual Plan needs to be read alongside the LTP, which provides significantly more detail on all aspects mentioned in this Annual Plan. Our strategic direction is on pages 29-37 of the LTP.

In this Annual Plan there are no changes to our strategic direction, outcomes, levels or service or strategic assets, but there are a number of adjustments we had to make to accommodate shifts in our operating environment such as cost increases and project delays.



Mayor and Chief Executive Mihi

Kia ora Kāpiti,

On behalf of your Council, we're pleased to share with you the 2023/24 Annual Plan, an update of year three of the Long-Term Plan, *Our plan for securing our future – Toitū Kāpiti*.

A lot has changed locally, nationally, and globally since we adopted the current 2021-31 LTP amid pandemic lockdowns and European conflict. A few years on and we are facing the threat of recession, with sharp inflation and interest rate increases already a reality, and the materials and skills councils need to deliver their work programmes proving hard to get and more expensive than anticipated.

Developing the Annual Plan for 2023/24 within these constraints has not been easy, but we made the call to continue the direction set in the LTP and deliver on the plan we put together for year three with no major changes. With this decision comes an unavoidable average rates increase of 7.8 percent, and we are happy to say this is slightly lower than the 7.9 percent forecast

in year three of the LTP and much lower than the 14 percent starting point after we adjusted for increased inflation, interest, labour costs and depreciation from increased asset replacement costs – compared to 2022/23 costs. While we understand a rates increase is not what anyone wants to see, it is unavoidable if we are to continue to invest in our resilience and maintain levels of service.

We know that the cost pressures impacting us in local government are the same challenging households and businesses, so we were determined to find ways to accommodate these additional financial pressures without “kicking the can down the road”. We are confident the changes we made to minimise the rates increase will not compromise quality and service.

As a result of sticking to the LTP, there are no changes to our strategic direction, outcomes, levels of service or strategic assets.

To read more about the adjustments we made go to page 32.

The year ahead

The coming year will be a big one for Council. We will be investing in our essential infrastructure, climate action plans, and progressing projects that are important to our communities including the Waikanae Library, Te Newhanga Kāpiti Community Centre, the Ōtaki Beach Pavilion upgrade, helping to address housing needs where it makes sense, and improving our district's resilience to increasingly more frequent extreme weather events.

Council also plans this year to get a better understanding of what matters most to you, especially as we continue to work on our priorities and future (2060) vision, and the next LTP. As we develop our next LTP (covering the period 2024 to 2034), we will be doing so in an environment of much uncertainty as the economy shifts and the Central Government reform programmes introduce changes that will significantly impact what and how Council delivers for our communities.

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We are excited for the year ahead and will continue to deliver a work programme that will see many projects and initiatives progress – some will safeguard our essential infrastructure and others will bring people together and strengthen community wellbeing.

We look forward to sharing progress against this plan with you during the year and, as always, working alongside you all to make it happen.

Toitū te whenua, toitū te wai, toitū te tāngata
– toitū Kāpiti.



Janet Holborow
Mayor



Darren Edwards
Chief Executive



Mayor of the Kāpiti Coast District, Janet Holborow (left) and Chief Executive of the Kāpiti Coast District Council, Darren Edwards (right).

Driving affordable and focused change for Kāpiti

There’s a lot of change happening globally, nationally, and locally that will continue to have a profound effect on Council’s activities, the cost of delivery, and your ability to pay for it. Now is the time for long-range planning to make sure Kāpiti’s future is sustainable and affordable and our community’s needs are satisfied now and well into the future.

We’ve heard loud and clear that the community wants to be more involved in Council decisions, particularly when it comes to the future Kāpiti current and future generations will call home, so we are going to take the opportunity this year to start a vision and strategy for Kāpiti out to 2060 and beyond.

This will create a blueprint for sustainable development into the future – what we need to do right now and over the next couple of decades to reach the future we all want – people, businesses, community, and environment supported to thrive no matter what comes our way. We will be gathering your thoughts about what matters most very soon.

Running alongside the vision work is the development of the LTP covering the 10 years from 2024 to 2034. The LTP will draw on the vision as a foundation for the future, setting the scene and putting the necessary components in place to leverage in future years.

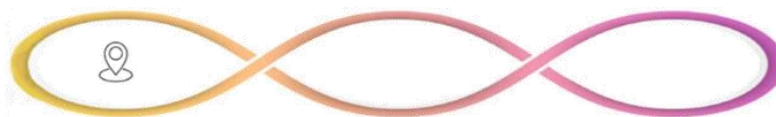
This LTP will not be straight-forward though. Various factors including Government reform, the upcoming general election, and economic uncertainties introduce complexities we have not seen before. At the moment we are assuming that three waters assets will leave Council hands sometime between now and July 2026, and that other Government reform initiatives will be legislatively locked in within the next few years. In developing the next LTP we will need to manage these issues carefully and keep the community looped in as and when things change.

In the meantime, there are issues that we know are important to you, so the Council has identified 10 priorities for the coming year to keep us heading in the right direction while we build the bigger picture. Operationally, we are realigning our work to these priorities so that we drive change in a tight and recessionary operating context.

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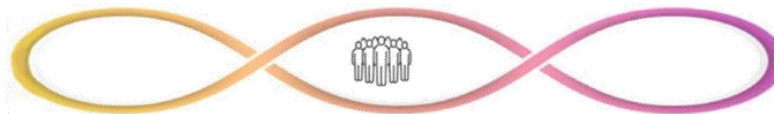
These are our top 10 priorities for the coming year

PLACE



Our Priority	Targeted Action
A Develop a plan to address inland flooding and ponding – stormwater, infrastructure, and the impacts of affordable waters reform.	<ul style="list-style-type: none"> • Deliver stormwater infrastructure programme to upgrade systems, future-proof and increase drainage capacity. • Use 'whole of catchment' focus to manage quality, flow, and sediment levels.
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 Kāpiti, with room for open space. • Work in partnership to ensure accountability for environmental goals. • Improve safety, accessibility and reach of our transport network.
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.

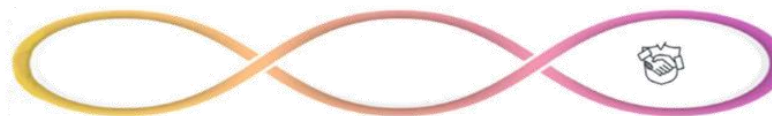
PEOPLE



Our Priority	Targeted Action
D Increase inclusive spaces and creative opportunities for all, and ensure 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.
E Enable residents to earn a living in Kāpiti through increased tourism and economic development.	<ul style="list-style-type: none"> • Land the Kāpiti story. • Refresh our Destination Management Plan to refocus effort and increase tourism. • Increase support for the tourism and hospitality industry.
F Implement the housing strategy.	<ul style="list-style-type: none"> • Progress an Affordable Housing Entity to improve access to long-term housing options. • Improve older persons' housing.
G Shape the design for a health strategy to create more coordination and more services.	<ul style="list-style-type: none"> • Take a lead advocacy role in local health, along with the community and iwi. • Map local health need. • Develop local solutions to health services. • Set a health strategy.

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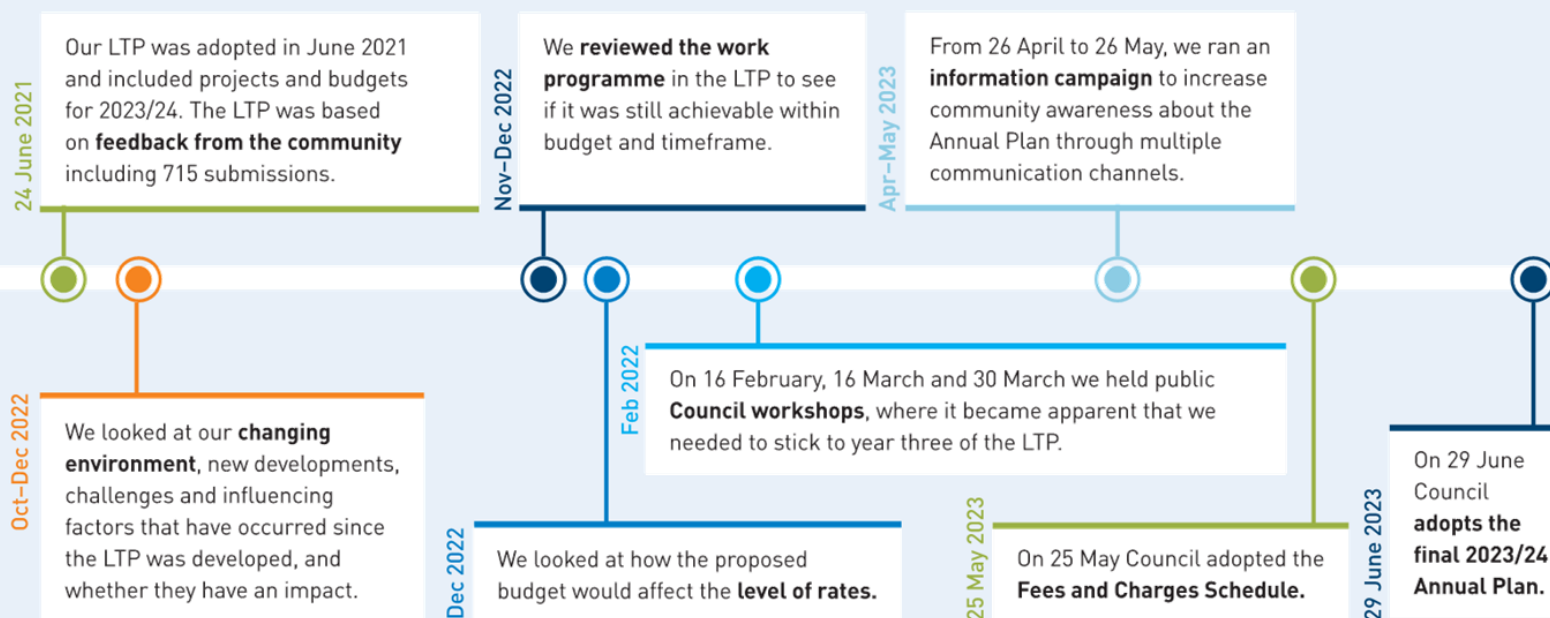
PARTNERSHIPS



Our Priority	Targeted Action
H Create a shared vision for Kāpiti.	<ul style="list-style-type: none"> • Set aspirations for Kāpiti 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.
I Lift mana and pride in Kāpiti Coast District Council's 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.
J Support Kāpiti Coast District Council 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 on decisions that manage hazards or risk but impact rates. • Optimise the use of funding to improve residents 'bang for buck'.

How we developed the 2023/24 Annual Plan

We began the process of developing the 2023/24 Annual Plan back in December 2022 by looking at changes in our operating environment (such as inflation, depreciation, and interest rates) and revisiting our work programme. As a result of this and several public Council briefings we decided to keep focused on what we committed to do in year three of the LTP and continue delivering planned projects and service and investing in the resilience and sustainability of the district.





Local restoration volunteers take a break after a day of planting new natives in our reserves.

Section 2: Activities and projects

What is this section about?

This section describes our outcomes, activities, major projects and forecast capital spend for 2023/24.



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Our Community Outcomes

Collectively, activities are aimed at delivering community outcomes

Our LTP outlined five outcomes for our community.

Over time, our progress towards achieving these outcomes will be demonstrated in the projects and activities that Council undertakes with its partners and the wider community.

Our partners include mana whenua and representatives from Ngāti Raukawa au ki te Tonga, Te Āti Awa ki Whakarongotai and Ngāti Toa Rangatira including whānau and hapū to create and maintain a mutually mana-enhancing partnership for the benefit of the whole community.



The full scope of Council's business is represented in five groups of activities below.
Every one of these activities contributes towards achieving community outcomes from the LTP.



Introduction

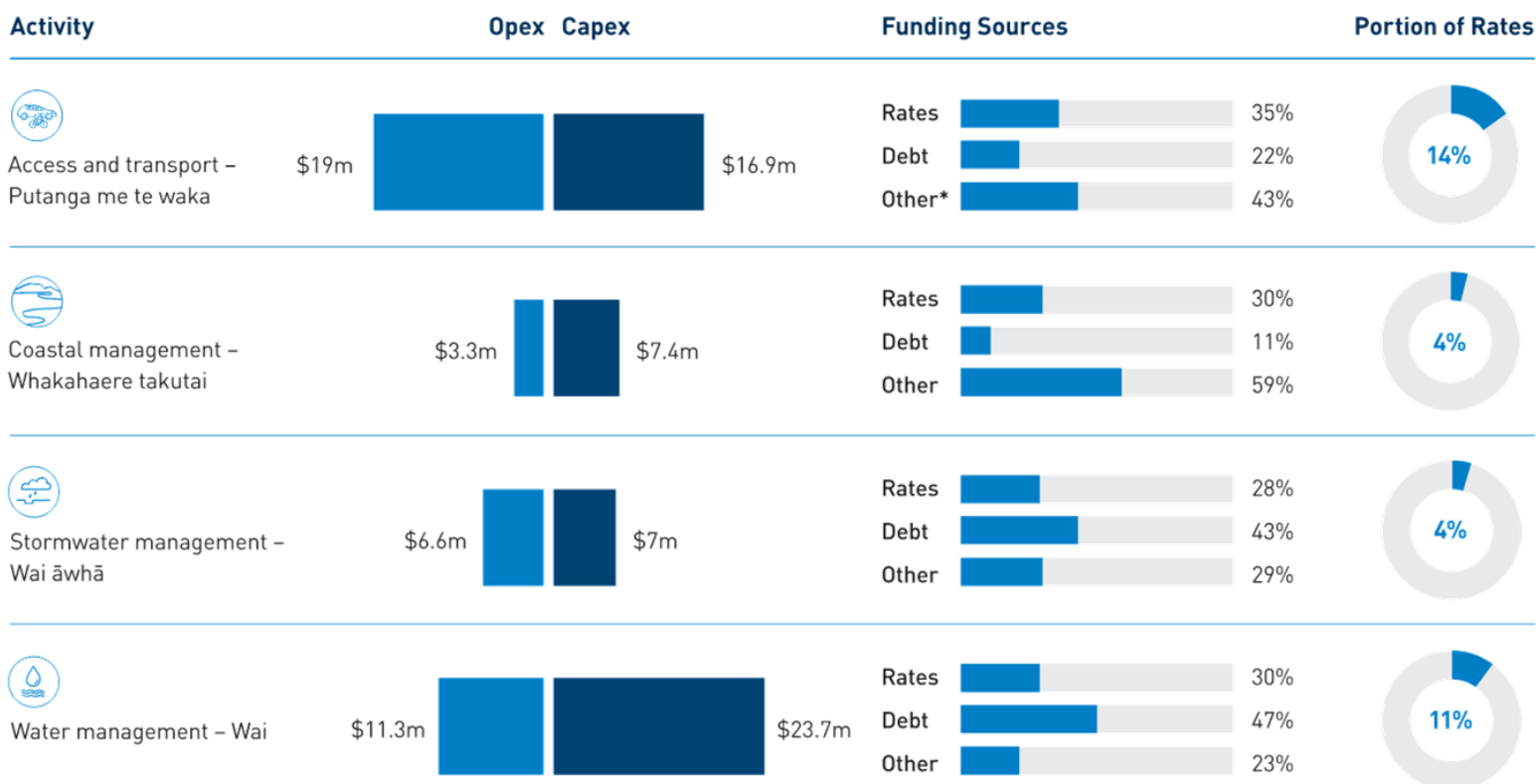
Activities and Projects

Variations to the 2021-41
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Financial statements

Proportion of rates spend per activity for 2023/24


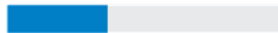
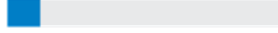




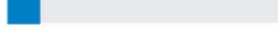
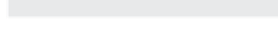
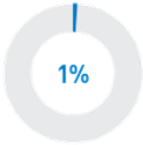


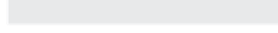
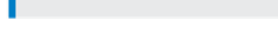



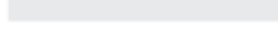
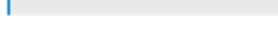

The infographic below outlines planned operating and capital spend for each activity, how they are funded, and the proportion of total rates spend across each activity.



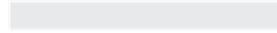
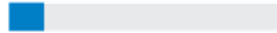



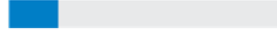
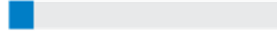



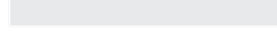


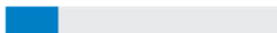
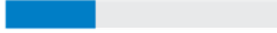




*Includes fees and charges, reserves funding, capital and operating grants, development and financial contributions.

					Introduction
					Activities and Projects
Activity	Opex	Capex	Funding Sources	Portion of Rates	Variations to the 2021-41 Long-term Plan
 Wastewater management – Wai para	\$11.8m	\$8.5m	Rates  45% Debt  21% Other  34%	 11%	Financial statements
 Sustainability and resilience – Toiūtanga me te manawaroatanga	\$2.5m	\$0.1m	Rates  56% Debt – Other  44%	 2%	
 Parks and open space – Nga papa rēhia me ngā papa	\$8.1m	\$8m	Rates  47% Debt  25% Other  28%	 4%	
 Recreation and leisure – Ruhanui	\$14.1m	\$3m	Rates  69% Debt  1% Other  30%	 13%	



Activity	Opex	Capex	Funding Sources	Portion of Rates
 Community facilities – Whare tapere hapori	\$7m	\$8.8m	Rates  34% Debt  12% Other  55%	 6%
 Tangata whenua	\$1.3m	\$0.2m	Rates  88% Debt  12% Other  –	 1%
 Community support – Ngā hāpai hapori	\$3.3m	–	Rates  97% Debt  – Other  3%	 3%
 Governance – Mana whakahaere	\$4.7m	–	Rates  99% Debt  – Other  1%	 5%

					Introduction
					Activities and Projects
Activity	Opex	Capex	Funding Sources	Portion of Rates	
 Economic development – Whakawhanake umanga	\$3.8m	–	Rates  87% Debt  – Other  13%	 4%	
 Districtwide planning – Mahere ā-rohe	\$4.5m	\$1m	Rates  74% Debt  18% Other  8%	 4%	
 Regulatory services – Ratonga whakaritenga	\$12.2m	–	Rates  48% Debt  – Other  52%	 6%	
 Corporate – Paheko rangapū	\$6.6m	\$4.7m	Rates  17% Debt  33% Other  50%	 2%	
					Variations to the 2021-41 Long-term Plan
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Our projects and initiatives

The LTP set an ambitious capital expenditure budget, but over the past few years delivering on it has proved challenging. Materials and labour shortages combined with changing circumstances and community preferences resulted in a number of projects that were not completed as planned, so their unspent budgets have been carried forward to be delivered in 2023/24 and beyond. Escalating project costs driven by external factors have also compromised delivery, and in some cases quite substantially. Some projects will need to be reconsidered from a design, scope, and phasing perspective.

The capital budget for 2023/24 (year three of the LTP) was set at \$72.4 million. This has been revised to \$89.4 million.

Here's a preview of some of the key projects we intend to progress in 2023/24.

Access and Transport

Work is progressing slowly on the design for the Arawhata Road to Ihakara Street link road due to design constraints and traffic and stormwater modeling delays. While construction has been re-timed to outer years, engineering work will progress this year.

The Paraparaumu transport hub next to the train station and the pedestrian link to Kāpiti Lights and Coastlands Shopping Centre will be completed during the year.

Council expects to take over management of the Old State Highway through Paraparaumu and Waikanae in the coming months. We will continue to work with Waka Kotahi (NZTA) in preparing the old SH1 between Waikanae and Peka Peka and Peka Peka and Ōtaki for reclassification as local roads owned by Council.



Paraparaumu transport hub.



Amohia stormwater pipe installation.

Stormwater – district-wide

Amohia catchment stage one and Jeep Road/ Clunie Avenue stormwater upgrades continue at pace while new projects prepare to begin. Ready to commence during the year is work including

Kena Kena (stage one) and Hydes Road/ Tirimoana Road stormwater upgrades, stage two of the Amohia catchment upgrade, Paraparaumu catchment 5 asset renewals, and stormwater upgrades at Magrath Avenue and Mazengarb Road/Martin Road.

Coastal management - seawalls

Progressing seawall projects at Paekākāriki and Raumati feature in this year’s programme. These continue to be complex builds in challenging environments which presents many risks needing careful consideration.

Water resilience and safety – Waikanae, Hautere and Ōtaki

Completion of stage two of the Waikanae water treatment plant upgrade has been delayed, with consent restrictions on winter earthworks now delaying the start until October 2023. In Hautere, geotechnical investigations and engineer availability issues have delayed completion of the detailed design, so funding has been carried forward to 2023/24 to allow the project to progress.

Construction of the new treated water storage reservoir at Ōtaki is expected to get under way within the next few months but the project itself will not be completed until 2024/25. The new bores project on Tasman Road continues, however design and consent constraints have delayed progress.

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Wastewater network – Paraparaumu, Waikanae and Ōtaki

This multi-year capacity improvement upgrade at the Paraparaumu treatment plant will continue. Completion of the duplicate rising main has been delayed and will continue in 2023/24. Budget for the new rising main at Ōtaki has been carried over to 23/24 to allow consultation to finalise the route of the rising main.



Community facilities

The next stage of the Maclean Park development plan will get underway, including an improved skate park, designed in consultation with the community, and a new amenity block.

The preferred location and potential functions of the Waikanae Library and Community Service Centre will be explored with the community.

Council remains committed to rebuilding or replacing Te Newhanga Kāpiti Community Centre, and in the coming year we will consider options for the centre's future use with iwi partners, community organisations, and the wider social sector. A wider conversation will commence as part of the development of our next Long-Term Plan.

The upgrade of the Ōtaki Beach pavilion continues at pace. We plan to undertake physical works to ensure this piece of local history is preserved, including services, toilet facilities, and a basic fit-out of the kiosk space.

Paraparaumu wastewater treatment plant.

Ōtaki Growth Infrastructure - Projects part-funded by the Infrastructure Acceleration Fund

We received a \$29 million contribution from Kāinga Ora's Infrastructure Acceleration Fund for the Ōtaki Growth Infrastructure which is a \$50 million water and transport infrastructure programme to improve resilience and support new homes in Ōtaki. The programme spans five years and is expected to deliver a new reservoir for Ōtaki and supporting water, wastewater, stormwater and roading projects that will enable housing development in the area. 2023/24 will see this work continue with ongoing design, consenting and engagement, followed by earthworks, reservoir construction and pipelaying.

Forecast capital spend

The table below summarises the difference (at activity level) between planned capital spend from the LTP for the 2023/24 year and what we now plan to spend.

ACTIVITY	LTP 2023/24 \$000	Carry Overs \$000	Advance/ (Deferrals) \$000	IAF Projects \$000	Budget Increase/ (Decrease) \$000	AP 2023/24 \$000	Variance More/ (Less) \$000
Access and Transport							
Asset Renewals							
Access and Transport other capex	2,019	-	-	-	25	2,044	25
Cycleways, walkways and bridleways, parks renewals	271	-	-	-	(271)	-	(271)
Waka Kotahi Footpath programme	1,467	-	-	-	18	1,485	18
Waka Kotahi Road resurfacing	2,273	-	-	-	28	2,302	28
Waka Kotahi Cycling and walking	-	-	-	-	249	249	249
SH1 Revocation renewals	219	-	-	-	3	222	3
Street light programme	298	-	-	-	4	302	4
Total Asset Renewals	6,547	-	-	-	57	6,604	57
New Assets/Upgrades							
Access and Transport other capex	467	-	-	-	6	473	6
Cycleways, walkways and bridleways	22	50	-	-	-	72	50
Cycleways, walkways and bridleways, parks	246	-	-	-	(246)	-	(246)
Footpath programme	118	-	-	-	1	119	1

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ACTIVITY	LTP 2023/24 \$000	Carry Overs \$000	Advance/ (Deferrals) \$000	IAF Projects \$000	Budget Increase/ (Decrease) \$000	AP 2023/24 \$000	Variance More/ (Less) \$000
Ihakara-Arawhata Link Rd	2,194	-	(694)	-	-	1,500	(694)
Waka Kotahi Minor road safety improvements	878	612	-	-	11	1,501	623
Ōtaki Gorge road	-	-	-	-	500	500	500
SH1 Revocation	2,000	-	-	-	25	2,025	25
Street light programme	37	-	-	-	-	37	-
Tenanted buildings	26	14	-	-	(12)	28	2
Transport hub	-	-	-	-	2,500	2,500	2,500
IAF project (roading)	-	-	-	148	-	148	148
Waka Kotahi Cycling and walking	-	166	-	-	274	440	440
Town Centres programme	2,904	-	-	-	(1,969)	935	(1969)
Total New Assets/Upgrades	8,892	841	(694)	148	1,091	10,278	1,386
Total Access and Transport	15,439	841	(694)	148	1,148	16,882	1,443
Coastal Management							
Asset Renewals							
Coastal management other capex	1,415	-	(875)	-	-	540	(875)
Paekākāriki Seawall replacement	3,940	1,128	-	-	46	5,113	1,174
Parks and Reserves other capex	108	-	-	-	(15)	93	(15)
Raumati South seawall replacement	1,312	-	(812)	-	-	500	(812)
Total Asset Renewals	6,774	1,128	(1,687)	-	31	6,246	(528)

ACTIVITY	LTP 2023/24 \$000	Carry Overs \$000	Advance/ (Deferrals) \$000	IAF Projects \$000	Budget Increase/ (Decrease) \$000	AP 2023/24 \$000	Variance More/ (Less) \$000
New Assets/Upgrades							
Parks and Reserves other capex	61	-	-	-	1	62	1
Wharemauku block wall and Marine Parade redevelopment	1,126	-	-	-	13	1,139	13
Total New Assets/Upgrades	1,187	-	-	-	14	1,201	14
Total Coastal Management	7,961	1,128	(1,687)	-	45	7,446	(514)
Community Facilities							
Asset Renewals							
Community halls	414	299	-	-	103	816	402
Coporate accommodation	327	347	-	-	153	826	500
Community Facilities funding contributions	-	300	-	-	-	300	300
Museums and theatres	110	103	-	-	534	747	637
Older persons housing renewals	984	260	-	-	-	1,244	260
Libraries	31	-	-	-	1	32	1
Public Toilets	59	757	-	-	1,001	1,817	1,758
Tenanted buildings	82	149	-	-	1	233	151
Total Asset Renewals	2,008	2,215	-	-	1,793	6,015	4,008
New Assets/Upgrades							
Community halls	-	33	-	-	-	33	33
Community Facilities funding contributions	58	44	-	-	1	103	45
Public Toilets - New	-	36	-	-	-	36	36

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ACTIVITY	LTP 2023/24 \$000	Carry Overs \$000	Advance/ (Deferrals) \$000	IAF Projects \$000	Budget Increase/ (Decrease) \$000	AP 2023/24 \$000	Variance More/ (Less) \$000
Te Newhanga Community Centre	3,178	-	(2,528)	-	-	650	(2,528)
Paekākāriki Surf Club	-	-	-	-	1,000	1,000	1,000
Waikanae Library project	8,605	-	(7,605)	-	-	1,000	(7,605)
Total New Assets/Upgrades	11,840	113	(10,132)	-	1,001	2,822	(9,018)
Total Community Facilities	13,847	2,328	(10,132)	-	2,794	8,837	(5,010)
Corporate							
Asset Renewals							
IT equipment purchasing	250	-	-	-	3	253	3
IT Hardware	137	-	-	-	1	138	1
IT Software	132	-	-	-	1	133	1
Vehicle and plant purchase	483	-	-	-	5	489	5
Total Asset Renewals	1,002	-	-	-	11	1,013	11
New Assets/Upgrades							
Health & Safety Fund	54	-	-	-	1	54	1
IT equipment purchasing	5	-	-	-	-	5	-
IT Hardware	109	-	-	-	1	110	1
IT Software	874	1,915	-	-	9	2,799	1,924
People and Partnerships capex	43	-	-	-	-	44	-
Self-insurance fund	269	-	-	-	3	272	3

ACTIVITY	LTP 2023/24 \$000	Carry Overs \$000	Advance/ (Deferrals) \$000	IAF Projects \$000	Budget Increase/ (Decrease) \$000	AP 2023/24 \$000	Variance More/ (Less) \$000
Strategic land purchase	991	-	(991)	-	-	-	(991)
Strategic property upgrades	1,073	-	(1,073)	-	-	-	(1,073)
IAF project (land purchase)	-	-	-	415	-	415	415
Total Assets/Upgrades	3,419	1,915	(2,064)	415	15	3,699	281
Total Corporate	4,421	1,915	(2,064)	415	25	4,712	291
Districtwide Planning							
New Assets/Upgrades							
Strategic land purchase for Housing	1,077	-	-	-	(77)	1,000	(77)
Total New Assets/Upgrades	1,077	-	-	-	(77)	1,000	(77)
Total Districtwide Planning	1,077	-	-	-	(77)	1,000	(77)
Parks and Open spaces							
Asset Renewals							
Maclean Park	-	1,263	-	-	-	1,263	1,263
Marine Gardens	446	266	-	-	7	719	273
Otaraua Park	-	120	-	-	-	120	120
Parks and Reserves other capex	542	-	-	-	477	1,019	477
Playground renewals	774	-	-	-	(187)	587	(187)
Total Asset Renewals	1,762	1,649	-	-	297	3,708	1,946

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ACTIVITY	LTP 2023/24 \$000	Carry Overs \$000	Advance/ (Deferrals) \$000	IAF Projects \$000	Budget Increase/ (Decrease) \$000	AP 2023/24 \$000	Variance More/ (Less) \$000
New Assets/Upgrades							
Maclean Park	-	354	-	-	1,446	1,800	1,800
Otaraua Park	352	(72)	-	-	-	280	(72)
Parks and Reserves other capex	527	608	-	-	39	1,174	647
Parks land purchase	2,607	-	(2,009)	-	-	598	(2,009)
Waikanae Cemetary land purchase	3,180	-	(3,180)	-	-	-	(3,180)
Waikanae Park	444	-	-	-	7	451	7
Total New Assets/Upgrades	7,110	890	(5,188)	-	1,492	4,304	(2,806)
Total Parks and Open Spaces	8,872	2,539	(5,188)	-	1,789	8,012	(860)
Recreation and Leisure							
Asset Renewals							
Arts & events	5	-	-	-	-	5	-
Libraries other capex	71	-	-	-	16	87	16
Library books	375	-	-	-	6	381	6
Ōtaki Pool upgrade	2,694	-	(894)	-	-	1,800	(894)
Pool equipment	43	-	-	-	1	44	1
Pools renewals	142	389	-	-	2	533	391
Total Asset Renewals	3,329	389	(894)	-	25	2,850	(480)

ACTIVITY	LTP 2023/24 \$000	Carry Overs \$000	Advance/ (Deferrals) \$000	IAF Projects \$000	Budget Increase/ (Decrease) \$000	AP 2023/24 \$000	Variance More/ (Less) \$000
New Assets/Upgrades							
Arts and events	54	30	-	-	1	85	31
Libraries other capex	-	-	-	-	51	51	51
Pool equipment	32	-	-	-	1	33	1
Total New Assets/Upgrades	86	30	-	-	52	168	82
Total Recreation and Leisure	3,416	419	(894)	-	78	3,018	(398)
Regulatory Services							
New Assets/Upgrades							
IT Hardware	-	-	-	-	41	41	41
Total New Assets/Upgrades	-	-	-	-	41	41	41
Total Regulatory Services	-	-	-	-	41	41	41
Stormwater Management							
Asset Renewals							
Major stormwater projects	831	-	-	-	10	840	10
Minor Stormwater projects	224	-	-	-	3	226	3
Total Asset Renewals	1,054	-	-	-	12	1,067	12
New Assets/Upgrades							
Major stormwater projects	5,282	-	-	-	61	5,343	61
Minor Stormwater projects	272	-	-	-	3	275	3

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ACTIVITY	LTP 2023/24 \$000	Carry Overs \$000	Advance/ (Deferrals) \$000	IAF Projects \$000	Budget Increase/ (Decrease) \$000	AP 2023/24 \$000	Variance More/ (Less) \$000
IAF project (stormwater network)	-	-	-	300	-	300	300
Total New Assets/Upgrades	5,554	-	-	300	64	5,918	364
Total Stormwater Management	6,609	-	-	300	76	6,985	376
Sustainability and Resilience							
Asset Renewals							
Community halls	144	-	-	-	(144)	-	(144)
Regulatory Services other capex	14	-	-	-	-	14	-
Solid Waste capex	35	-	-	-	64	100	64
Total Asset Renewals	193	-	-	-	(80)	114	(80)
Total Sustainability and Resilience	193	-	-	-	(80)	114	(80)
Tangata Whenua							
New Assets/Upgrades							
People and Partnerships capex	166	3	-	-	-	168	3
Total New Assets/Upgrades	166	3	-	-	-	168	3
Total Tangata Whenua	166	3	-	-	-	168	3
Wastewater Management							
Asset Renewals							
Ōtaki wastewater treatment plant	429	-	-	-	5	434	5
Paraparaumu wastewater treatment plant	856	-	-	-	10	866	10

ACTIVITY	LTP 2023/24 \$000	Carry Overs \$000	Advance/ (Deferrals) \$000	IAF Projects \$000	Budget Increase/ (Decrease) \$000	AP 2023/24 \$000	Variance More/ (Less) \$000
Wastewater network renewals	1,935	-	-	-	49	1,985	49
Total Asset Renewals	3,221	-	-	-	64	3,285	64
New Assets/Upgrades							
Waikanae duplicate rising main	450	1,233	-	-	-	1,683	1,233
Ōtaki wastewater treatment plant	903	-	-	-	10	913	10
Paraparaumu wastewater treatment plant	351	438	-	-	4	793	442
Wastewater network	217	-	-	-	3	220	3
Wastewater network renewals	9	-	-	-	-	9	-
IAF project (wastewater network)	-	-	-	1,639	-	1,639	1,639
Total New Assets/Upgrades	1,930	1,671	-	1,639	17	5,258	3,327
Total Wastewater Management	5,151	1,671	-	1,639	82	8,543	3,392
Water Management							
Asset Renewals							
Hautere water treatment plant	11	-	-	-	-	11	-
Laboratory equipment	60	-	-	-	1	61	1
Ōtaki water treatment plant renewals	11	-	-	-	-	11	-
Paekākāriki treatment plant renewal	563	-	-	-	7	569	7
Reservoir renewal	158	-	-	-	2	159	2
Scada	71	-	-	-	1	72	1

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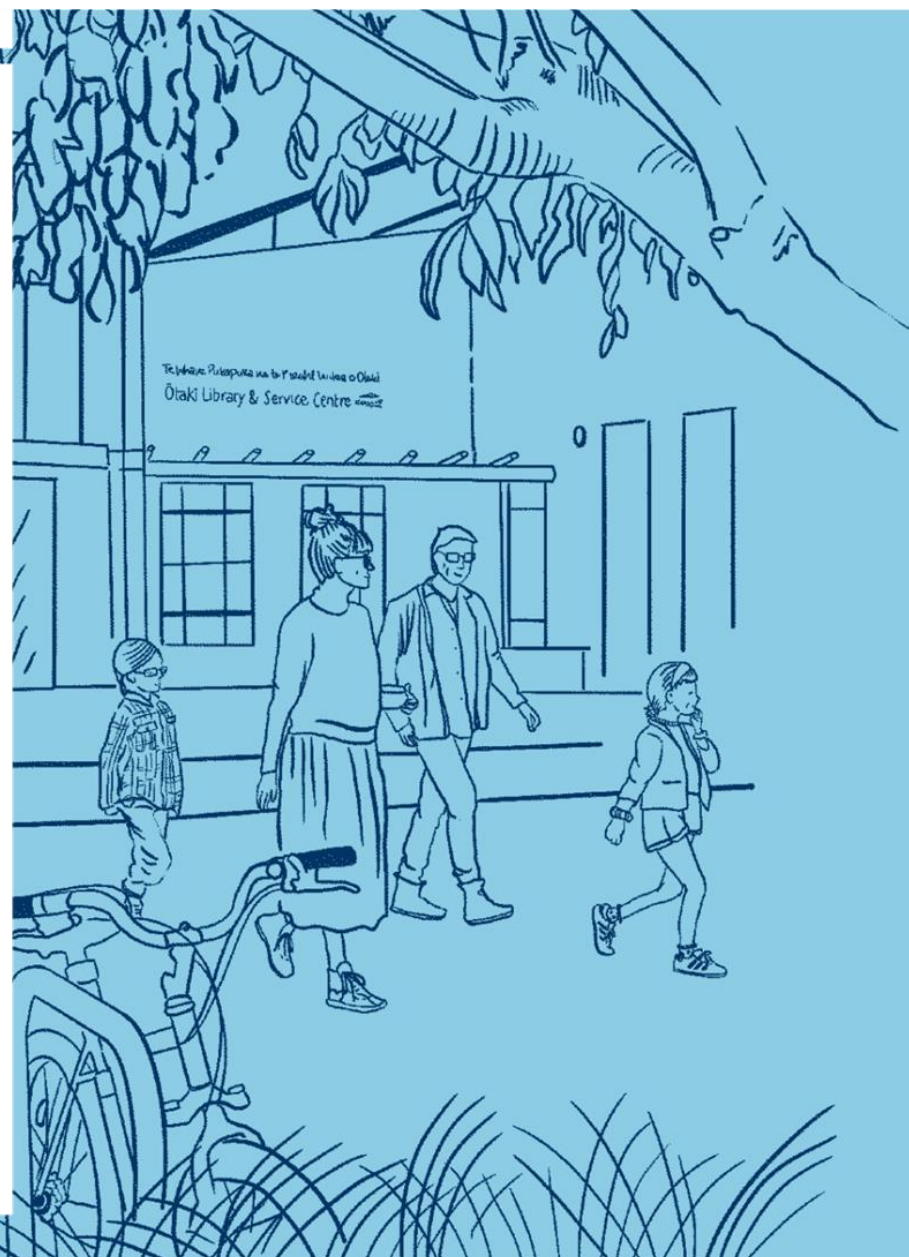
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ACTIVITY	LTP 2023/24 \$000	Carry Overs \$000	Advance/ (Deferrals) \$000	IAF Projects \$000	Budget Increase/ (Decrease) \$000	AP 2023/24 \$000	Variance More/ (Less) \$000
Waikanae water treatment plant	56	-	-	-	1	57	1
Water management consent	17	-	-	-	-	17	-
Water meters	101	-	-	-	1	103	1
Water network renewals	536	-	-	-	272	809	272
Total Asset Renewals	1,585	-	-	-	285	1,869	285
New Assets/Upgrades							
Drinking water safety and resilience programme	759	-	-	-	9	768	9
Hautere water treatment plant	-	1,100	-	-	-	1,100	1,100
Ōtaki water supply upgrade	-	3,155	-	-	-	3,155	3,155
Reservoir upgrade	304	-	-	-	(304)	-	(304)
Waikanae water treatment plant upgrade	-	7,129	-	-	3,507	10,636	10,636
Water network renewals	338	-	-	-	(262)	76	(262)
Water network upgrades	2,275	-	-	-	26	2,302	26
IAF project (reservoir)	-	-	-	2,795	-	2,795	2,795
IAF project (pump station)	-	-	-	700	-	700	700
IAF project (water network)	-	-	-	300	-	300	300
Total New Assets/Upgrades	3,676	11,384	-	3,795	2,976	21,830	18,155
Total Water Management	5,260	11,384	-	3,795	3,261	23,700	18,439
Grand Total	72,411	22,227	(20,660)	6,298	9,182	89,459	17,047

Section 3: Variations to the Long-Term Plan (LTP)

What is this section about?

This section describes variations to the LTP within the context of our Financial Strategy and its three levers: rates, debt and capital spending.



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What we've had to change and how we did it

We have considered impacts of changes that we know about now and how we can afford to address them or respond in a manner that's in the best interests of the community.

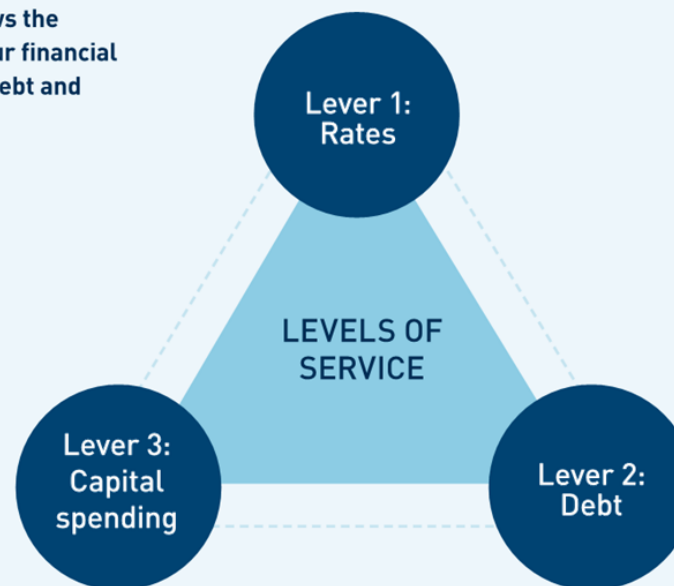
To determine the 2023/24 budget, Council referred to three key levers in its Financial Strategy *Long-term Plan - Kāpiti Coast District Council* (kapiticoast.govt.nz) Part Two pages 387-396:

Lever 1: Rates

Lever 2: Debt

Lever 3: Capital spending

This diagram shows the three 'levers' of our financial strategy – rates, debt and capital spending



Introduction

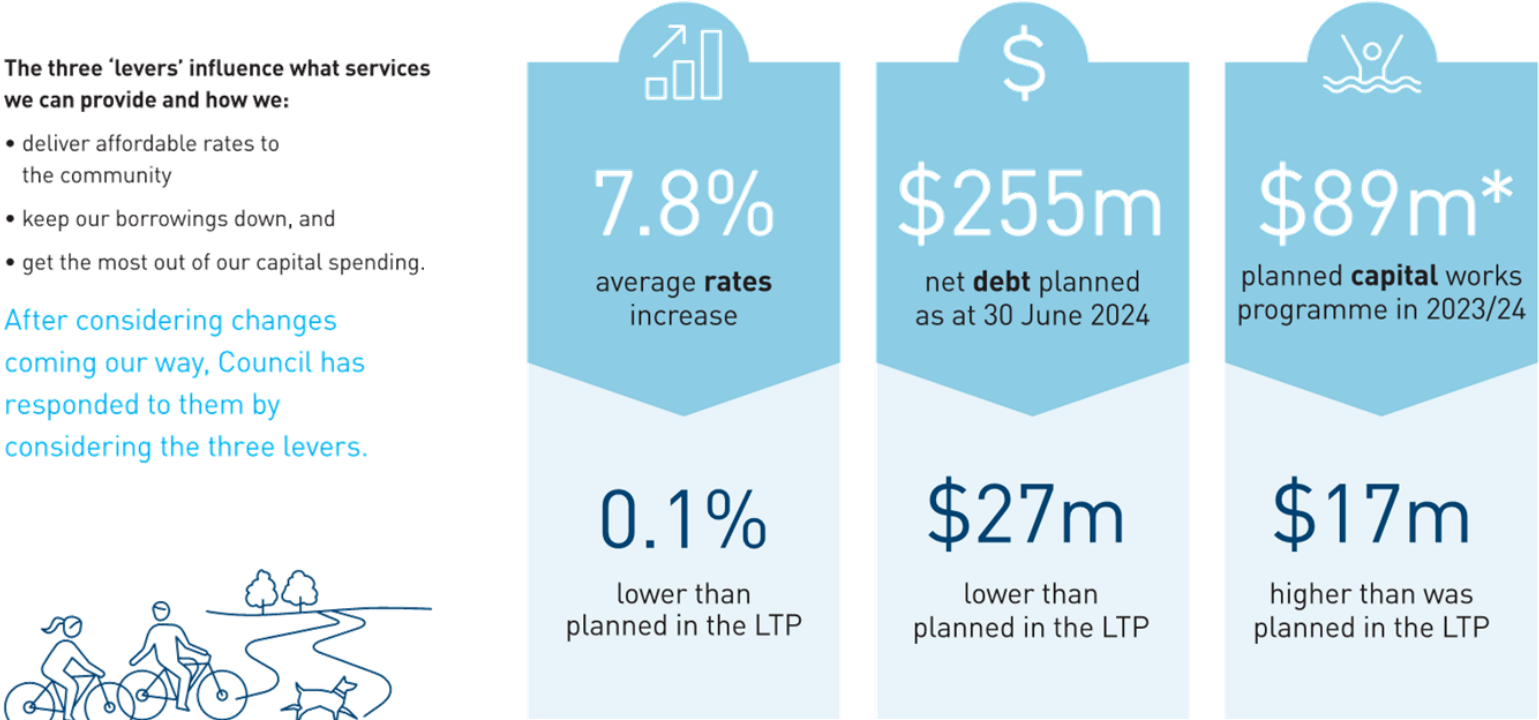
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Quantified limits for each of the three levers are set in the Financial Strategy.

Lever 1: Rates			
Target range	Preferred range	What we said in the LTP	What we plan now
3.0%–9.0%	4.5%–6.9%	7.9%	7.8%
Lever 2: Debt			
Upper limit	Preferred limit	What we said in the LTP	What we plan now
280% of total operating income	<250% of total operating income	\$282m (252%)	\$255m (215%)
Lever 3: Capital spending			
Target range	Preferred range	What we said in the LTP	What we plan now
\$30m–\$80m	\$40m–\$60m	\$72m	\$89m



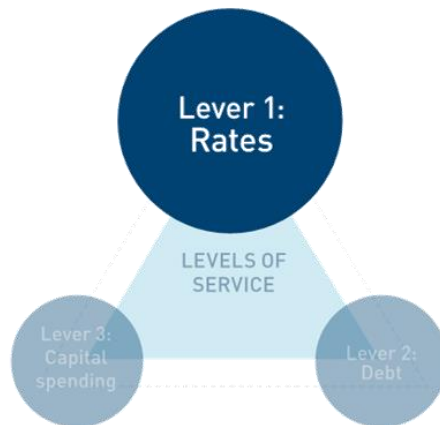
* Includes carry-overs from 2021/22 and 2022/23 and Infrastructure Acceleration Fund projects part-funded by the Government.



Mazengarb playground gets new shade sails installed.

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Lever 1: Rates



What are rates?

Rates are charged to ratepayers for the provision of Council services.

The average rates increase for 2023/24 is 7.8 percent. This is compared to an average increase of 7.9 percent projected for 2023/24 in year three of the LTP.

Income from rates is Council's main source of funding for operating costs. The rates increase will be used to fund increased operating costs. Our district is heavily dependent on rates, as we don't have other income-generating assets such as ports, which some other councils have. We receive some additional income – about \$13 million – from fees and charges.

How do rates work?

Often people want to know what makes up the increase in rates year on year. Mainly, they want to understand why the rates increase from one year to the next cannot be zero. Like all businesses, and particularly in today's challenging economic environment, we are facing cost increases.

Inflation is a key pressure for Council, with price increases affecting most of our major expense areas, including asset maintenance and replacement, and operating costs such as electricity, fuel, insurance, and interest on debt.

Year on year, we must cover the cost of using our assets and build funds to replace them as required – this is the depreciation charge which represents a substantial part of our operating expenditure. Each year when we build or buy new assets, the cost is recognised over the useful life of the asset, through depreciation which is funded through rates.

Rates for 2023/24

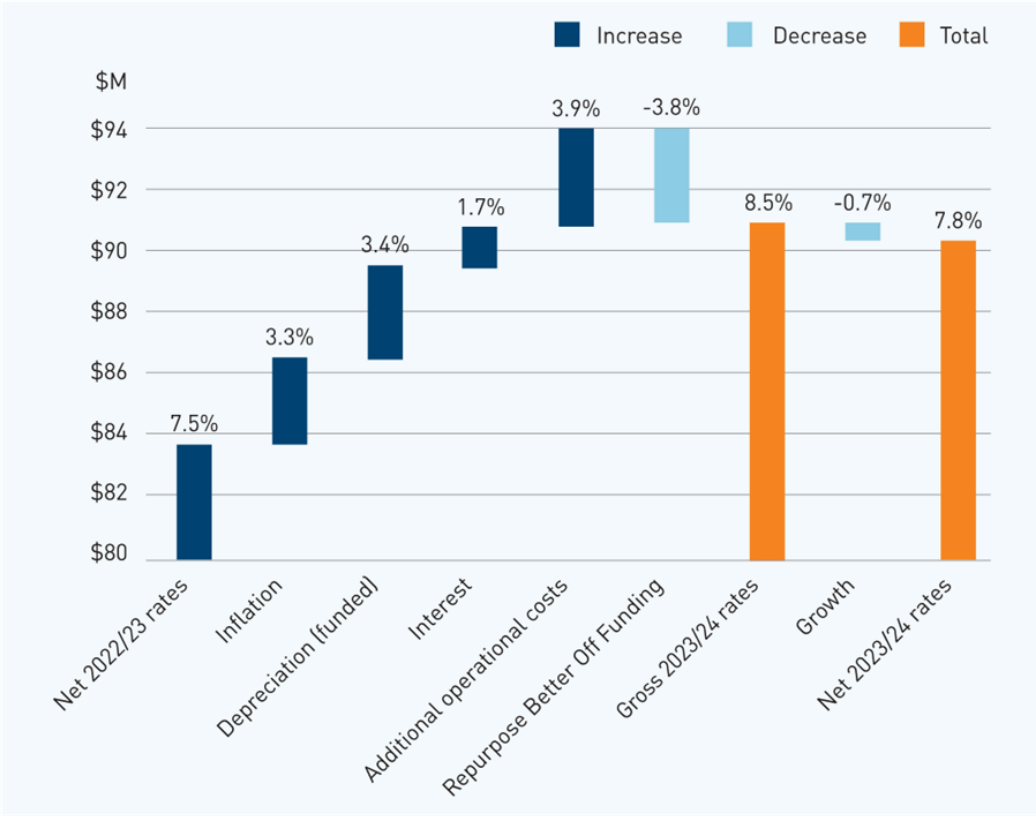
Our operating environment has changed dramatically over the last two years. The effects of inflation, higher interest costs and higher depreciation means that the rates revenue we forecast for this year would not be enough to cover the work we have planned.

Ratepayers will therefore see an average rates increase of 7.8 percent, slightly lower than the 7.9 percent projected in year three of the LTP.

The increase is the difference between the rates we required in 2022/23 and the rates we'll require to do the work.

The impact of the rates increase will vary between households, depending on where you live and the value of your property.

The graph on the right shows how we reforecast our financials for the coming year by applying all of the additional costs we knew would have to be accommodated and then determining what changes we could make to bring the increase down to the level forecast in the LTP. The following page outlines the movements in more detail.



The following changes have impacted the rates figure, resulting in an average rates increase of 7.8 percent

Higher operating costs	Inflation, depreciation, interest, and general operational costs increased costs by \$10.3 million. These adjustments increased the rates requirement from \$83.7 million in 2022/23 to \$90.8 million in 2023/24.
This is what we did to offset these increases:	
Repurposed Better Off Funding	The Government has supported our request to reallocate \$3.2 million of our tranche 1 Better Off Funding to fund additional operating costs. This enabled us to reduce the amount required from rates by 3.8 percent. The capital projects the Better Off Funding was originally going to fund have been included in the Asset Management Plans for 2023/24 and outer years.
Removal of net expenses for the Te Uruhi project	In the LTP we had assumed the Te Uruhi facility would be up and running in 2023/24, so budgets had factored in the costs of running a Council facility – power, security, staff etc. As this project is no longer going ahead, we removed these expenses from the budget.
Decrease in growth	We have not experienced the growth of rating units we forecast in our LTP 2021-41. We were anticipating this to have grown by 1.3 percent in 2022/23. An increase in rating units spreads the rate burden across more ratepayers. At the time of adopting this Annual Plan actual growth in the rating base in 2022/23 was only 0.7 percent.

Fees and charges

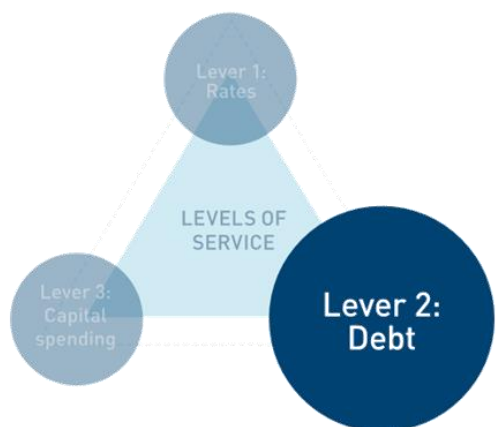
We are making an increase to most fees and charges to recognise inflation at 4.2 percent which is in line with the Local Government Cost Index (LGCI). Other amendments to fees and charges include:

- To ensure consistency across our community halls portfolio we have made changes to hall hire fees for the Waikanae War Memorial Hall (main hall), and Waikanae Community Centre Hall (small hall).
- To cover the cost of the increasing amount of time staff spend processing building consent applications, certain building consent fees were increased more than LGCI.
- A new spectator fee of \$2 applies at the Waikanae Pool. This does not apply to Learn to Swim or adults supervising under 8-year-olds.
- We have updated trade waste volumetric charges to align with the Trade Waste Bylaw 2019.

Fees and charges for 2023/24 was adopted on Thursday 25 May 2023. Council sets fees and charges before adopting the Annual Plan to align with the dog registration process. To see the schedule visit kapiticoast.govt.nz/services/a-z-council-services-and-facilities/fees-and-charges



Lever 2: Debt



What is debt?

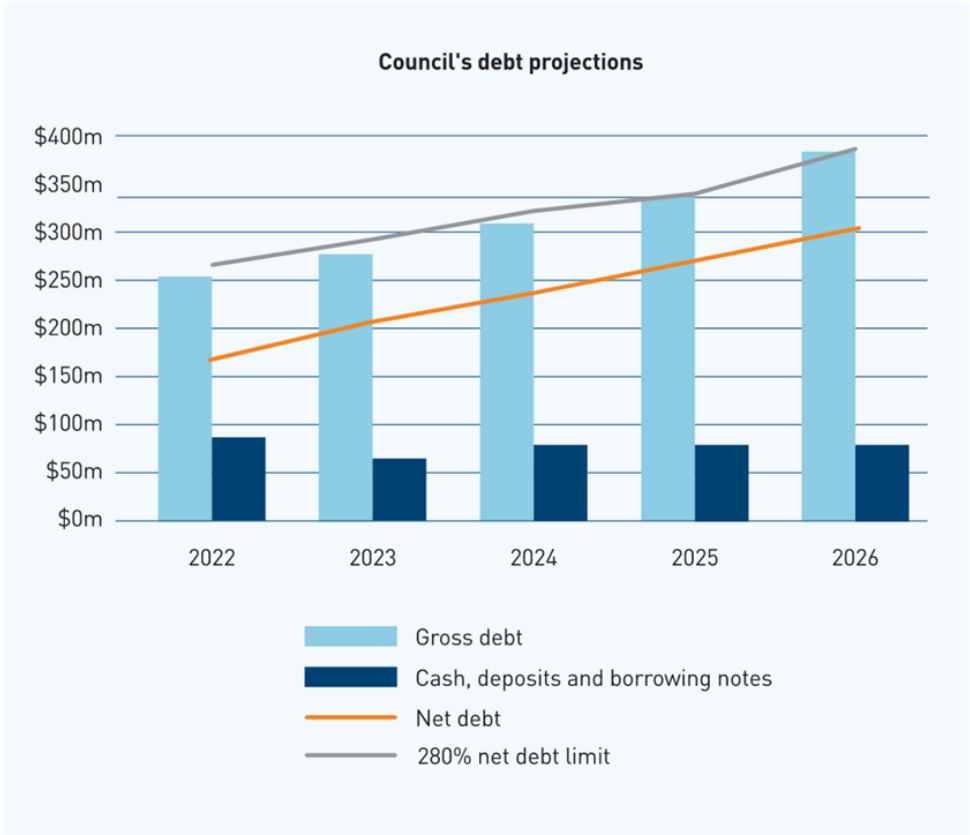
Money we borrow (we have access to cheaper lending through the Local Government Funding Agency).

We have an upper limit for net debt to be no higher than 280 percent of operating income, but the planned net debt for 2023/24 sits well below this.

Our work programme to upgrade and replace infrastructure and develop facilities for the district is funded by income from rates and borrowings.

30 June 2024 net debt is forecast to be \$255 million (215 percent of operating income), compared to \$282 million (252 percent of operating income) forecast in year three of the LTP.





This graph shows projected gross debt in the light blue bars and the offsetting amount of liquid cash assets in the dark blue bars, which together provide the forecast net debt amounts for each of the years.

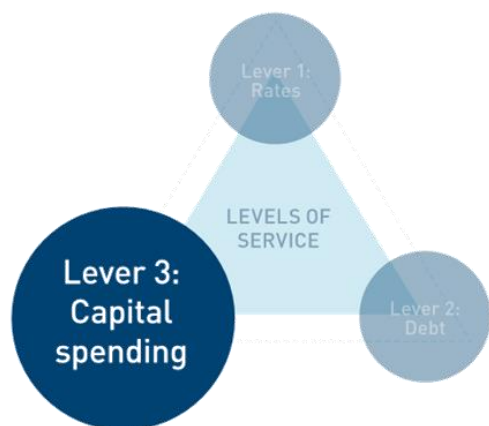
The grey line shows the Council's upper limit for net debt, being 280 percent of the Total Operating Income, whereas the corresponding orange line displays the planned net debt for each year.

Looking at debt against income shows how well an organisation is placed to handle and repay debt in the future, and it was one of the key measures used by credit rating agency Standard and Poors Global when they affirmed our AA/A-1+ long- and short-term ratings in July 2022. We are currently waiting for our credit rating for 2023.

Over the past several years we have been implementing a strategy to transition to fully funding depreciation of assets through income from rates, so that we are in a strong position to borrow in the future when we need to invest in new infrastructure. Every dollar of depreciation that is not funded by rates income must be funded by debt.

We have slowed down 'closing the non-funded depreciation gap' relating to three waters assets as the Affordable Water reform will see the Council receive a repayment of its three waters debt. It is not prudent to put this rates burden on our ratepayers.

Lever 3: Capital spending



What is capital spending?

Capital expenditure is money spent on assets that have a long-term service life. The cost is spread over the life of the asset through depreciation, and recovered through rates.

While our work programme for 2023/24 remains largely as outlined in year three of the LTP, the cost of delivering projects and services

continues to increase, and we face other factors that constrain our ability to deliver. The detail of capital spend can be found on pages 21 to 30.



Waikanae Water Treatment Plant.

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Rephasing capital projects	<p>Reviewing the deliverability of our capital works programme is carried out annually as part of developing the Annual Plan.</p> <p>We expect continued uncertainty about the availability of external funding, materials, and resourcing in the coming year, and we still don't know the full impact recent weather events including Cyclone Gabrielle will have on New Zealand's already fragile economy and supply chain and its knock-on effect on our district. We'll know more about how this will affect our capital works programme once Government has reprioritised its funding, but for now we maintain a watching brief while we track progress, revisit costs and timelines as needed, and report back to our community as we go.</p>		Variations to the 2021-41 Long-term Plan
			<p>The 2023/24 year includes forecast capital spend of \$89 million. This includes \$22.2 million of carry-over budget from 2021/22 and 2022/23 and \$6.3 million of Infrastructure Acceleration Fund projects part-funded by the Government.</p> <p>Incomplete projects with unspent budget carried forward into 2023/24 include:</p> <ul style="list-style-type: none">• Paekākāriki seawall• Ōtaki pavilion• Older persons housing renewals• Corporate software upgrades• Maclean Park refresh• Paraparaumu wastewater treatment plant upgrade• Waikanae duplicate rising main• Ōtaki rising main <p>Several projects have been postponed beyond 2023/24 to allow design and consultation to continue. It is likely that these projects will be discussed in more detail with the community as we prepare the 2024-34 Long-Term Plan. Projects with budget postponed include:</p> <ul style="list-style-type: none">• Ihakara-Arawhata link road• Raumati seawall• Te Newhanga Kāpiti community centre• Waikanae library. <p>Full details of these projects can be found on pages 21-30.</p>
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Ōtaki community take part in Free SplashSave swim lessons.

Section 4: Financial statements

What is this section about?

This section contains all financial information (and references to financial information located elsewhere) that supports delivering against our Annual Plan.

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Prospective financial statements

Financial statements have been prepared in the same way as financial statements in the LTP and there have been no changes to Council's significant accounting policies. Significant accounting policies can be found on pages: 302–313 in the [Long-term Plan – Kāpiti Coast District Council](#) (kapiticoast.govt.nz)

Prospective statement of comprehensive revenue and expense			
Annual Plan 2022/23 \$000		Annual Plan 2023/24 \$000	Long-term Plan 2023/24 \$000
Revenue			
81,735	Rates	88,735	90,327
11,862	Fees and charges	12,665	11,323
16,837	Grants and subsidies	18,931	7,893
3,949	Development and financial contributions revenue	3,865	5,533
51,879	Other operating revenue	38,459	29,942
166,262	Total revenue excluding gains	162,655	145,018
Expenses			
74,356	Operating expenses	78,217	70,334
25,772	Depreciation and amortisation	29,076	29,782
100,128	Total expenses	107,293	100,116
Interest			
1,500	Interest income	3,915	550
8,983	Interest expense	12,838	8,913

Prospective statement of comprehensive revenue and expense			
Annual Plan 2022/23 \$000		Annual Plan 2023/24 \$000	Long-term Plan 2023/24 \$000
7,483	Total net interest	8,923	8,363
58,651	OPERATING SURPLUS/(DEFICIT)	46,439	36,539
Unrealised gains/(losses)			
7,210	Unrealised gain/(loss) on revaluation of financial derivatives	746	(2,420)
7,210	Total unrealised gains/(losses)	746	(2,420)
65,861	NET OPERATING SURPLUS/(DEFICIT)	47,185	34,119
Other comprehensive revenue and expense			
36,633	Unrealised gain/(loss) on revaluation of property plant and equipment	43,169	-
36,633	Total other comprehensive revenue and expense	43,169	-
102,494	TOTAL COMPREHENSIVE REVENUE AND EXPENSE	90,354	34,119

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Prospective statement of changes in net assets/equity				
Annual Plan 2022/23 \$'000			Annual Plan 2023/24 \$'000	Long-term Plan 2023/24 \$'000
1,601,823	Opening Equity		1,750,600	1,704,136
ACCUMULATED FUNDS				
623,135	Opening accumulated funds		647,009	668,545
65,861	Operating (surplus)/deficit		47,185	34,119
(2,869)	Transfers (to) reserves and special funds		(2,456)	(1,160)
2,720	Transfers from reserves and special funds		3,325	1,208
688,847	Closing accumulated funds		695,063	702,712
RESERVES AND SPECIAL FUNDS				
8,157	Opening reserves and special funds		13,302	6,647
(2,720)	Transfer (to) accumulated funds		(3,325)	(1,208)
2,869	Transfer from accumulated funds		2,456	1,160
8,306	Closing reserves and special funds		12,433	6,599

Prospective statement of changes in net assets/equity				
Annual Plan 2022/23 \$'000			Annual Plan 2023/24 \$'000	Long-term Plan 2023/24 \$'000
REVALUATION RESERVE				
970,531	Opening revaluation reserve		1,090,289	1,028,944
36,633	Revaluation of property, plant and equipment		43,169	-
1,007,164	Closing revaluation reserve		1,133,458	1,028,944
1,704,317	CLOSING EQUITY		1,840,954	1,738,255

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Prospective statement of financial position

Annual Plan 2022/23 \$000		Annual Plan 2023/24 \$000	Long-term Plan 2023/24 \$000
Current Assets			
15,596	Cash and cash equivalents	7,875	22,472
14,552	Trade and other receivables	15,282	12,703
157	Inventories	169	187
51,150	Other financial assets	61,185	35,875
58	Loans	26	44
174	Derivative financial instruments	139	-
81,687	Total current assets	84,676	71,281
Non-Current Assets			
1,912,796	Property plant and equipment	2,066,504	2,038,069
29	Forestry assets	30	62
5,089	Intangible assets	5,555	5,181
30,720	Other financial assets	6,285	27,668
706	Loans	224	763
16,079	Derivative financial instruments	13,216	-
1,965,419	Total non-current assets	2,091,814	2,071,743
2,047,106	TOTAL ASSETS	2,176,490	2,143,024
Current Liabilities			
34,345	Trade and other payables	13,335	39,406
2,724	Employee benefits	2,997	2,589

Prospective statement of financial position			
Annual Plan 2022/23 \$000		Annual Plan 2023/24 \$000	Long-term Plan 2023/24 \$000
1,568	Deposits	1,619	1,254
55,000	Borrowings	60,000	35,000
75	Provisions	105	107
125	Derivative financial instruments	-	2,372
93,837	Total current liabilities	78,056	80,728
Non-Current Liabilities			
177	Employee benefits	195	168
245,000	Borrowings	255,000	301,277
3,627	Provisions	2,285	2,178
148	Derivative financial instruments	-	20,418
248,952	Total non-current liabilities	257,480	324,041
342,789	TOTAL LIABILITIES	335,536	404,769
Public Equity			
688,847	Accumulated funds	695,063	702,712
8,306	Reserves and special funds	12,433	6,599
1,007,164	Revaluation reserve	1,133,458	1,028,944
1,704,317	TOTAL PUBLIC EQUITY	1,840,954	1,738,255
2,047,106	TOTAL LIABILITIES AND PUBLIC EQUITY	2,176,490	2,143,024

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Prospective cash flow statement

Annual Plan 2022/23 \$000		Annual Plan 2023/24 \$000	Long-term Plan 2023/24 \$000
Cash flows from operating activities			
<i>Cash was provided from:</i>			
80,800	Kāpiti Coast District Council rates	87,935	90,342
2,854	Grants and subsidies	6,773	2,603
1,487	Interest received	3,837	264
17,968	Charges and fees	17,534	17,381
977	GST (net)	(185)	(273)
104,086		115,894	110,317
<i>Cash was applied to:</i>			
62,539	Payments to employees and suppliers	84,298	71,598
62,539		84,298	71,598
41,547	Net cash inflow from operating activities	31,596	38,719
Cash inflows from investing activities			
<i>Cash was provided from:</i>			
45,823	Loan repayment/term deposit maturities	61,188	46,148
13,346	Proceeds from capital grants	11,347	5,290
59,169		72,535	51,438

Prospective cash flow statement			
Annual Plan 2022/23 \$000		Annual Plan 2023/24 \$000	Long-term Plan 2023/24 \$000
<i>Cash was applied to:</i>			
79,889	Construction and purchase of property, plant and equipment and intangibles	65,000	73,113
57,292	Purchase of investments	62,390	47,018
137,181		127,390	120,131
(78,012)	Net cash from investing activities	(54,855)	(68,693)
<i>Cash flows from financing activities</i>			
<i>Cash was provided from:</i>			
90,000	Long-term borrowing	95,000	80,707
90,000		95,000	80,707
<i>Cash was applied to:</i>			
8,968	Interest paid	12,733	8,913
45,000	Long-term borrowing	55,000	45,000
53,968		67,733	53,913
36,032	Net cash inflow from financing activities	27,267	26,794
(433)	Net increase/(decrease) in cash and cash equivalents	4,008	(3,180)
16,029	Total cash and cash equivalents at 1 July	3,867	25,652
15,596	NET CASH AND CASH EQUIVALENTS AT 30 JUNE	7,875	22,472

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Prospective statement of reserves and special funds

Reserves are held to ensure that funds received for a specified purpose are applied to that purpose and any surplus result is managed in accordance with the purpose for which the reserve was established. Council holds seven reserves, of which three are classified as restricted reserves. Restricted reserves are subject to rules under legal obligation that restrict the uses to which Council may apply the funds. The remaining Council-created reserves are discretionary reserves that have been established for the fair and transparent use of funds. Reserves are not separately held in cash and the funds are managed as part of Council’s treasury management activities.

Below is a list of current reserves held by Council, outlining the purpose for holding each reserve as well as the activity to which the reserve relates.

	Prospective Opening Balance			Prospective Closing Balance
	1 July 2023 \$000	Transfers into reserve \$000	Transfers out of reserve \$000	30 June 2024 \$000
Council Restricted Reserves				
Waikanae Property Fund				
The purpose of the reserve is to fund improvements to Council-owned properties in Waikanae. The source of funds is the proceeds from the sale of other Council property in the Waikanae Ward (excluding districtwide funded properties).	172	1	-	173

					Introduction
	Prospective Opening Balance		Prospective Closing Balance		Activities and Projects
	1 July 2023 \$000	Transfers into reserve \$000	Transfers out of reserve \$000	30 June 2024 \$000	
Waikanae Capital Improvements Fund					
The purpose of the reserve is to fund capital improvements in the Waikanae Ward and also to provide capital grants to Waikanae organisations in accordance with approved criteria. The source of funds is the Waikanae Ward's share of the property assets of the Horowhenua District Council and interest earned on the capital sum.	883	8	[40]	851	Variations to the 2021-41 Long-term Plan
Plant Purchase and Renewal Fund					
The purpose of the reserve is to fund ongoing replacement of plant and vehicles when required. The reserve is funded from the depreciation charges on current plant and vehicles.	1,167	489	[489]	1,167	Financial statements
Total Council Restricted Reserves	2,222	498	[529]	2,191	
Council Created Reserves					
Roading Reserve Upgrading Contributions					
The purpose of the reserve is to fund road upgrading works. The source of funds is the road upgrading development contributions from developers and interest earned.	787	-	-	787	
					55



	Prospective Opening Balance			Prospective Closing Balance
	1 July 2023 \$000	Transfers into reserve \$000	Transfers out of reserve \$000	30 June 2024 \$000
Contingency Fund				
The purpose of the reserve is to fund unexpected expenditure across the District, e.g. leaky home claims, flood events and insurance excess. The source of funds includes rates and rates penalties.	954	150	-	1,104
Paekākāriki Campe Estate				
The purpose of the reserve is to fund administration of the Paekākāriki Campe Estate for the benefit of the youth of Kāpiti. The source of the funds is the proceeds from sale of the property owned by Mr Campe plus interest earned on the capital sum.	108	1	-	109

	Prospective Opening Balance		Prospective Closing Balance	
	1 July 2023 \$000	Transfers into reserve \$000	Transfers out of reserve \$000	30 June 2024 \$000
Financial contribution reserve				
Financial contribution are a contribution of money, land, or a combination of both. The purpose of a financial contribution (consisting mainly of reserves contributions) is to address the specific adverse effects generated by a land use activity or subdivision. This includes effects on open spaces and reserves; upgrading off-site infrastructure, before programmed works that will address any environmental effects created by the proposed development; significant heritage and ecological features; and riparian margins.	9,231	1,807	(2,796)	8,242
Total Council Created Reserves	11,080	1,958	(2,796)	10,242
Total Reserve and Special Funds	13,302	2,456	(3,325)	12,433

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Prospective Council-wide funding impact statement

Annual Plan 2022/23 \$'000		Annual Plan 2023/24 \$'000	Long-term Plan 2023/24 \$'000
Sources of operating funding			
29,718	General rate, uniform annual general charge, rates penalties	32,614	31,881
52,664	Targeted rates	56,812	59,113
2,845	Grants and subsidies for operating purposes	7,170	2,603
11,057	Fees and charges	11,892	10,452
1,500	Interest and dividends from investments	3,915	550
52,037	Local authorities fuel tax, fines, infringement fees, and other	38,558	30,147
149,821	Total operating funding	150,960	134,746
Applications of operating funding			
74,356	Payment to staff and suppliers	78,021	70,334
8,983	Finance costs	12,838	8,913
-	Internal charges and overheads applied	-	-
-	Other operating funding applications	-	-
83,339	Total applications of operating funding	90,860	79,247
66,482	SURPLUS/DEFICIT OF OPERATING FUNDING	60,100	55,499

Annual Plan 2021/22 \$'000		Annual Plan 2022/23 \$'000	Long-term Plan 2022/23 \$'000	
Sources of capital funding				
13,992	Grants and subsidies for capital expenditure	11,761	5,290	
3,949	Development and financial contributions	3,865	5,533	
36,376	Increase (decrease) in debt	49,963	30,561	
-	Gross proceeds from sale of assets	-	-	
-	Lump sum contributions	-	-	
-	Other dedicated capital funding	-	-	
54,317	Total sources of capital funding	65,589	41,384	
Applications of capital funding				
Capital expenditure				
5,914	>to meet additional demand	8,481	9,034	
47,086	>to improve the level of service	49,938	32,574	
31,700	>to replace existing assets	31,040	30,803	
36,099	Increase (decrease) in reserves	36,231	24,472	
-	Increase (decrease) in investments	-	-	
120,799	Total applications of capital funding	125,689	96,883	
(66,482)	SURPLUS/DEFICIT OF CAPITAL FUNDING	(60,100)	(55,499)	
-	FUNDING BALANCE	-	-	

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Funding impact statements – rating policies

Definitions

Urban/rural rating areas of the district

Some rates, such as the districtwide general rate, depend on what rating area the land is in. The maps of the rating areas are available at the Civic Administration Building and on the Council's website.

Kāpiti Coast District Council rate codes and categories	
Urban rating areas of the district	
U1	Paekākāriki urban rating area
	Paraparaumu/Raumati urban rating area
	Waikanae urban rating area
	Ōtaki urban rating area
Rural rating areas of the district	
R1, R2, R3	Paekākāriki rural rating area
	Paraparaumu/Raumati rural rating area
	Waikanae rural rating area
	Ōtaki rural rating area

Differentials

For the districtwide general rate, a differential system has been applied to the rural areas to reflect their lower population density and demand for services. The differentials are:

Kāpiti Coast District Council differentials		
Urban rating area		Percentage of urban rate in the dollar
U1	All rateable rating units	100%
Rural rating area		Percentage of urban rate in the dollar
R1	Rural rating units less than 50 hectares excluding any such rating units in categories R2 or R3	38%

Kāpiti Coast District Council differentials		
Rural rating area		Percentage of urban rate in the dollar
R2	Rural rating units equal to or greater than 50 hectares and rating units less than 50 hectares which are part of one farming operation which in total is equal to or greater than 50 hectares	22%
R3	Rural rating units which are identified in the rural village differential rating area maps	70%

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At this stage the Council is not inviting ratepayers to make lump sum contributions in relation to any targeted rate.

Rating unit

The rating unit is determined according to rules made by the Valuer General. It is generally a property which has one record of title but can include two or more records of title or part records of title, dependent on whether the land is owned by the same person or persons and is used jointly as a single unit and is contiguous.

Rating definitions

Separately used or inhabited part of a rating unit

A separately used or inhabited part of a rating unit (SUIP) includes any portion inhabited or used by the owner or a person other than the owner, who has the right to use or inhabit that portion by virtue of a tenancy, lease, licence, or other agreement.

This definition includes separately used parts, whether or not actually occupied at any particular time, which are used by the owner for rental (or other form of occupation) on an occasional or long-term basis by someone other than the owner.

For the purpose of this definition, vacant premises offered or intended for use or habitation by a person other than the owner and usually used as such are defined as 'used'.

For the avoidance of doubt, a rating unit that has a single use or occupation or is vacant land is treated as having one separately used or inhabited part.

Examples of separately used or inhabited parts include rating units that have multiple offices, shops, commercial units, dwellings or flats, rating units with a dwelling with a consented family flat or minor flat, dwellings that contain more than one kitchen as defined in Council's operative District Plan, and dwellings used as a home and place of business where the above requirements are met.

In relation to motels, camping grounds, hotels, hostels, lodges, licensed hotels, and taverns, a separately used or inhabited part of a rating unit includes a part provided by a commercial business:

- for separate use as an entertainment area or for conference activities and/or any type of residential accommodation by virtue of an agreement requiring payment of a fee, or
- for accommodation (with or without fixed cooking and food preparation facilities), or
- for parking areas for caravans/mobile homes with an electric power source and access to washing/toilet facilities.

Accommodation/Hospitality:

Means rating units used principally or exclusively as motels, camping grounds, hotels, hostels, lodges, licensed hotels, and taverns.

with a consented family flat or minor flat, dwellings that contain more than

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with a consented family flat or minor flat, dwellings that contain more than

61

Commercial:

Means rating units used principally or exclusively for commercial, industrial, business or utility network purposes.

This includes rating units used for:

- Commercial or industrial purposes
- Retail purposes
- Offices, administrative and/or associated functions including administrative or operational rating units of Central and Local Government
- Accommodation/hospitality
- Utility networks
- Business-related premises used principally for private pecuniary benefit

In situations where a change in use does not require a Council consent, but warrants a change in rating category, the onus is on the ratepayer to inform Council. Any change in use during a rating year will apply from 1 July of the following rating year.

Districtwide water supply rate differential categories

General	Separately used or inhabited part of a rating unit that is connected to the district's water supply (excluding medium and large-scale rating units, and accommodation/hospitality)
Medium scale	Rating unit or separately used or inhabited parts of a rating unit, where there are 10 or more, but less than 20, whose water is collectively supplied through one or more water meters and individual check meters have not been installed
Large scale	Rating units or separately used or inhabited parts of a rating unit where there are 20 or more whose water is collectively supplied through one or more water meters and individual check meters have not been installed
Accommodation/Hospitality	Separately used or inhabited part of a rating unit connected to the district's water supply and used principally or exclusively as motels, camping grounds, hotels, hostels, lodges, licensed hotels and taverns
Serviceable	Rating units not connected to the district's water supply, but within 100 metres of a water main and capable of being connected

Note: The Council does not assess a uniform annual general charge.

Districtwide wastewater disposal rate differential categories		Introduction
General	Rating units connected to the sewerage systems with one water closet or urinal other than rating units in the "Community" or "Educational" or "Recreational" or "Large Scale Commercial/Residential" categories. A rating unit used primarily as a residence for one household will not be treated as having more than one water closet	
Community	Rating units connected to the sewerage systems and used principally or exclusively as places of religious worship and instruction, marae, hospital and welfare homes, community health services and charitable institutions that provide maintenance or relief	Activities and Projects
Educational	Rating units connected to the sewerage systems and used exclusively or principally by schools (with the exception of schoolhouses), colleges, polytechnics, children's health camps and early childhood centres	
Recreational	Rating units connected to the sewerage systems and used principally or exclusively by recreational, sporting, other community organisations and Council community properties	
Large Scale Commercial/ Residential	Rating units connected to the sewerage systems and used for large scale commercial or residential purposes as characterised by having more than one water closet or urinal and residential rating units connected to the sewerage system and used primarily as a residence for more than one household	Variations to the 2021-41 Long-term Plan
Serviceable	Rating units not connected to the sewerage systems but within 30 metres of a sewer main and capable of being connected	
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Rate instalment payment dates

All property rates (including the Hautere/Te Horo water supply rate, but excluding the districtwide water supply and volumetric rates) will be payable in four instalments as described below:

Property rate instalment payment dates		
Instalment	Due dates	Penalty dates
Instalment one	7 September 2023	8 September 2023
Instalment two	7 December 2023	8 December 2023
Instalment three	7 March 2024	8 March 2024
Instalment four	7 June 2024	10 June 2024

All payments made will be receipted against the earliest outstanding amount in accordance with authorised accounting procedures.

All water rates (excluding the Hautere/Te Horo water supply rate) will be payable as described below:

Water rates

All water rates (excluding the Hautere/Te Horo water supply rate) will be invoiced separately on a quarterly basis dependent on when the relevant meter is read. The due dates for each area are specified below. The districtwide water supply fixed rate is invoiced as a daily rate for convenience.

Area	Water meters invoiced in	Due date	Penalty date
Paraparaumu/Raumati/ Raumati Beach/Raumati South/ Paekākāriki	Jul-23	28-Aug-23	29-Aug-23
	Oct-23	27-Nov-23	28-Nov-23
	Jan-24	26-Feb-24	27-Feb-24
	Apr-24	27-May-24	28-May-24
Ōtaki/Peka Peka/ Waikanae Beach	Aug-23	27-Sep-23	28-Sep-23
	Nov-23	4-Jan-24	5-Jan-24
	Feb-24	27-Mar-24	28-Mar-24
	May-24	26-Jun-24	27-Jun-24
Waikanae/Nikau Valley/ Otaihanga/Paraparaumu Beach	Sep-23	26-Oct-23	27-Oct-23
	Dec-23	24-Jan-24	25-Jan-24
	Mar-24	26-Apr-24	29-Apr-24
	Jun-24	26-Jul-24	29-Jul-24

All payments made will be receipted against the earliest water rate outstanding amount in accordance with authorised accounting procedures.

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Penalties

The Council will apply the following penalties on unpaid rates in accordance with Sections 57 and 58 of the Local Government (Rating) Act 2002:

- a charge of ten percent (10%) on so much of any property rate instalment that has been assessed after 1 July 2023 and which remains unpaid after the payment due dates, to be added on the penalty dates;
 - a charge of ten percent (10%) on so much of any property rates (including previously applied penalties) assessed before 1 July 2023 that remain unpaid on 6 July 2023. The penalty will be added on 7 July 2023;
 - a charge of ten percent (10%) will be added to any portion of a current water rates invoice that remains unpaid after the due date specified. Penalty will be added on the penalty dates shown above.
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Rates for 2023/24

1. Funding mechanism: rate – districtwide general

Purposes applied: districtwide general expenses including democratic services, general insurance, emergency management, public toilets and cemeteries, social wellbeing, economic development, environmental sustainability, districtwide coastal protection of the Council’s infrastructure, districtwide strategic flood protection and public contribution towards the following regulatory services that are not met by user charges: resource consents, building consents, development management, environmental health, liquor licensing, hazardous substances, environmental monitoring, and animal control.

Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
U1	Rate in \$ of land value	
R1	38% of urban rate in \$ of land value	37,047
R2	22% of urban rate in \$ of land value	
R3	70% of urban rate in \$ of land value	

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2. Funding mechanism: targeted rate – community facilities rate

Purposes applied: Libraries, parks and reserves, swimming pools, public halls, and community centres.

Categories	Rating basis	Revenue sought \$000 (incl. GST)
All rateable rating units other than accommodation/ hospitality, motels and camping grounds	Fixed charge per separately used or inhabited part of a rating unit (base charge)	
Accommodation/ Hospitality (other than motels and camping grounds)	200% base charge per separately used or inhabited part of a rating unit	25,981
Motels and camping grounds	30% base charge per separately used or inhabited part of a rating unit	

3. Funding mechanism: targeted rate – districtwide roading capital value rate

Purposes applied: Roothing expenditure.

Categories	Rating basis	Revenue sought \$000 (incl. GST)
Whole district	Rate in \$ of capital value	13,997

4. Funding mechanism: targeted rate – districtwide stormwater rate		
Purposes applied: Operating and loan servicing costs of stormwater in the district’s stormwater drainage areas. Maps showing the district’s stormwater rating areas are available on the Council’s website.		
Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
Paekākāriki stormwater rating area		
Paraparaumu/ Raumati stormwater rating area		
Waikanae stormwater rating area	Rate in \$ of capital value	2,767
Ōtaki stormwater rating area		
As defined in the stormwater rating area maps.		

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5. Funding mechanism: targeted rate – districtwide water supply fixed rate

Purposes applied: Water supply system, excluding the Hautere/Te Horo Water scheme. Funding is apportioned fifty to fifty five percent between the districtwide water supply fixed rate and the districtwide water supply volumetric rate.

Categories	Rating basis	Revenue sought \$000 (incl. GST)
General rating units	Fixed charge per separately used or inhabited part of a rating unit (base charge)	6,694
Medium scale rating units	90% base charge per separately used or inhabited part of a rating unit	
Large scale rating units	80% base charge per separately used or inhabited part of a rating unit	
Accommodation/Hospitality rating units	200% base charge per separately used or inhabited part of a rating unit	
Serviceable rating units	100% base charge per rating unit	

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6. Funding mechanism: targeted rate – districtwide water supply volumetric rate

Purposes applied: Water supply system, excluding the Hautere/Te Horo Water scheme. Funding is apportioned fifty to fifty five percent between the districtwide water supply fixed rate and the districtwide water supply volumetric rate.

Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
All rating units provided with a metered water supply service	Fixed rate per cubic metre of water consumed or supplied	5,504

7. Funding mechanism: targeted rate – Hautere/Te Horo water supply rate

Purposes applied: Water supply system for the Hautere/Te Horo water scheme.

Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
All rating units with a unit allocation to Hautere/Te Horo water supply	Fixed charge per unit of allocation (annual allocation of 1 unit = 1 cubic metre of water per day)	332

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8. Funding mechanism: targeted rate – districtwide wastewater disposal rate

Purposes applied: Wastewater disposal in the Waikanae, Paraparaumu, Raumati and Ōtaki rating areas.

Categories	Rating basis	Revenue sought \$000 (incl. GST)
General rating units	Fixed charge per rating unit (base charge)	10,948
Community rating units	50% base charge for every water closet or urinal	
Educational rating units	45% base charge for every water closet or urinal	
Recreational rating units	25% base charge for every water closet or urinal	
Large scale commercial/residential rating units	50% base charge for every water closet or urinal	
Serviceable rating units	50% base charge per rating unit	

9. Funding mechanism: targeted rate – Paraparaumu/Raumati community rate

Purposes applied: Historic debt servicing costs of roading and stormwater activities, coastal protection, Matai Road industrial area improvements, and community board expenses for Paraparaumu and Raumati, including local grants.

Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
All rateable rating units in the Paraparaumu and Raumati urban and rural rating areas as per Council's rating area maps	Rate in \$ of capital value	181

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12. Funding mechanism: targeted rate – Paekākāriki community rate

Purposes applied: Historic debt servicing costs for roading, stormwater and coastal protection. Paekākāriki Community Board expenses, including local grants.

Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
All rateable rating units in the Paekākāriki urban and rural rating areas as per Council's rating area maps	Rate in \$ of capital value	55

13. Funding mechanism: targeted rate – Commercial rate

Purposes applied: A portion of the cost of providing economic development in the Kāpiti Coast District. The remainder is funded by the Districtwide General rate

Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
All Commercial rating units	Rate in \$ of capital value	758
TOTAL (GST inclusive)		\$104,458

14. Funding mechanism: targeted rate – water conservation device loan rate		
Purposes applied: Repayment of interest free water conservation devices loans.		
Categories – rating areas	Rating basis	Revenue sought \$000 (incl. GST)
A targeted rate on those rating units that have received an interest free loan (maximum of \$5,000 per rating unit) for approved water conservation devices from the Council that has not yet been fully repaid	10% of the amount of the original loan plus GST	58
Analysis of total rates for 2023/24		
	Excl. GST \$000	Incl. GST \$000
Rates (including Hautere, excluding fixed and volumetric water rates)	80,226	92,260
Fixed water rates (Excluding Hautere)	5,821	6,694
Volumetric water rates	4,786	5,504
Total	90,833	104,458
Water conservation device loan	50	58
Total	90,883	104,516

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Paraparaumu and Raumati Rating Areas: urban examples 2023/24 rates inclusive of GST

Land value (LV)	Capital value (CV)	Rating year	DW general rate	DW roading rate	Community facilities rate	Local community rate	Storm-water charge	Waste-water charge	Water fixed charge	Water volumetric (based on 255m3)	Total rates	Annual rates increase	Annual % change
			LV	CV	Fixed	CV	CV	Fixed					
190,000	490,000	2022/23	669.12	270.09	859.00	10.58	97.66	466.00	222.00	303.45	2,897.90		
190,000	490,000	2023/24	724.20	343.64	909.50	8.87	78.25	461.00	222.00	303.45	3,050.91	153.01	5.28%
390,000	660,000	2022/23	1,373.46	363.79	859.00	14.26	131.54	466.00	222.00	303.45	3,733.50		
390,000	660,000	2023/24	1,486.52	462.86	909.50	11.95	105.40	461.00	222.00	303.45	3,962.68	229.18	6.14%
1,280,000	1,850,000	2022/23	4,507.78	1,019.72	859.00	39.96	368.71	466.00	222.00	303.45	7,786.61		
1,280,000	1,850,000	2023/24	4,878.85	1,297.41	909.50	33.49	295.45	461.00	222.00	303.45	8,401.13	614.52	7.89%
Median property													
370,000	670,000	2022/23	1,303.03	369.30	859.00	14.47	133.53	466.00	222.00	303.45	3,670.79		
370,000	670,000	2023/24	1,410.29	469.87	909.50	12.13	107.00	461.00	222.00	303.45	3,895.24	224.45	6.1%

Paraparaumu and Raumati Rating Areas: rural examples 2023/24 rates inclusive of GST (excluding districtwide fixed and volumetric water supply rates)										
Land value (LV)	Capital value (CV)	Rating year	DW general rate	DW roading rate	Community facilities rate	Local community rate	Stormwater charge	Total rates	Annual rates increase	Annual % change
			LV	CV	Fixed	CV	CV			
150,000	520,000	2022/23	200.73	286.62	859.00	11.23	103.64	1,461.22		
150,000	520,000	2023/24	217.26	364.68	909.50	9.41	83.04	1,583.89	122.67	8.40%
(Rural less than 50 ha)										
510,000	1,080,000	2022/23	1,257.25	595.30	859.00	23.33		2,734.88		
510,000	1,080,000	2023/24	1,360.73	757.40	909.50	19.55		3,047.18	312.31	11.42%
(Rural village)										
1,250,000	1,740,000	2022/23	968.50	959.09	859.00	37.58		2,824.17		
1,250,000	1,740,000	2022/23	1,048.25	1,220.26	909.50	31.49		3,209.51	385.33	13.64%
(Rural 50 ha or more)										
Median property										
590,000	1,080,000	2022/23	789.54	595.30	859.00	23.33		2,267.16		
590,000	1,080,000	2023/24	854.56	757.40	909.50	19.55		2,541.01	273.85	12.08%

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Waikanae Rating Area: urban examples 2023/24 rates inclusive of GST													
Land value (LV)	Capital value (CV)	Rating year	DW general rate	DW roading rate	Community facilities rate	Local community rate	Storm-water charge	Waste-water charge	Water fixed charge	Water volumetric (based on 255m3)	Total rates	Annual rates increase	Annual % change
			LV	CV	Fixed	CV	CV	Fixed					
240,000	550,000	2022/23	845.21	303.16	859.00	10.07	109.62	466.00	222.00	303.45	3,118.50		
240,000	550,000	2023/24	914.78	385.72	909.50	10.23	87.84	461.00	222.00	303.45	3,294.51	176.02	5.64%
400,000	730,000	2022/23	1,408.68	402.38	859.00	13.36	145.49	466.00	222.00	303.45	3,820.35		
400,000	730,000	2023/24	1,524.64	511.95	909.50	13.58	116.58	461.00	222.00	303.45	4,062.70	242.34	6.34%
1,740,000	2,480,000	2022/23	6,127.76	1,366.98	859.00	45.38	494.26	466.00	222.00	303.45	9,884.83		
1,740,000	2,480,000	2023/24	6,632.18	1,739.22	909.50	46.13	396.06	461.00	222.00	303.45	10,709.54	824.71	8.34%
Median property													
365,000	710,000	2022/23	1,285.42	391.35	859.00	12.99	141.50	466.00	222.00	303.45	3,681.72		
365,000	710,000	2023/24	1,391.23	497.92	909.50	13.21	113.39	461.00	222.00	303.45	3,911.70	229.98	6.25%

Waikanae Rating Area: Rural examples 2023/24 rates inclusive of GST (excluding districtwide fixed and volumetric water supply rates)									
Land value (LV)	Capital value (CV)	Rating year	DW general rate	DW roading rate	Community facilities rate	Local community rate	Total rates	Annual rates increase	Annual % change
			LV	CV	Fixed	CV			
270,000	560,000	2022/23	665.60	308.67	859.00	10.25	1,843.52		
270,000	560,000	2023/24	720.39	392.73	909.50	10.42	2,033.03	189.51	10.28%
(Rural village)									
250,000	670,000	2022/23	334.55	369.30	859.00	12.26	1,575.12		
250,000	670,000	2023/24	362.10	469.87	909.50	12.46	1,753.93	178.82	11.35%
(Rural less than 50 ha)									
700,000	1,390,000	2022/23	542.36	766.17	859.00	25.44	2,192.97		
700,000	1,390,000	2023/24	587.02	974.81	909.50	25.85	2,497.18	304.22	13.87%
(Rural over 50 ha)									
2,850,000	3,850,000	2022/23	3,813.87	2,122.12	1,718.00	70.46	7,724.45		
2,850,000	3,850,000	2023/24	4,127.94	2,700.01	1,819.00	71.61	8,718.56	994.11	12.87%
(Rural less than 50 ha with 2 SUIP)									
Median property									
560,000	1,010,000	2022/23	749.39	556.71	859.00	18.48	2,183.59		
560,000	1,010,000	2023/24	811.10	708.31	909.50	18.79	2,447.70	264.12	12.10%

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Ōtaki Rating Area: urban examples 2023/24 rates inclusive of GST													
Land value (LV)	Capital value (CV)	Rating year	DW general rate	DW roading rate	Community facilities rate	Local community rate	Storm-water charge	Waste-water charge	Water fixed charge	Water volumetric (based on 255m3)	Total rates	Annual rates increase	Annual % change
			LV	CV	Fixed	CV	CV	Fixed					
200,000	450,000	2022/23	704.34	248.04	859.00	11.52	89.69	466.00	222.00	303.45	2,904.04		
200,000	450,000	2023/24	762.32	315.59	909.50	11.25	71.87	461.00	222.00	303.45	3,056.97	152.94	5.27%
360,000	600,000	2022/23	1,267.81	330.72	859.00	15.36	119.58	466.00	222.00	303.45	3,583.92		
360,000	600,000	2023/24	1,372.18	420.78	909.50	15.00	95.82	461.00	222.00	303.45	3,799.73	215.80	6.02%
450,000	790,000	2022/23	1,584.77	435.45	859.00	20.22	157.45	466.00	222.00	303.45	4,048.33		
450,000	790,000	2023/24	1,715.22	554.03	909.50	19.75	126.16	461.00	222.00	303.45	4,311.11	262.78	6.49%
Median property													
240,000	490,000	2022/23	845.21	270.09	859.00	12.54	97.66	466.00	222.00	303.45	3,075.95		
240,000	490,000	2023/24	914.78	343.64	909.50	12.25	78.25	461.00	222.00	303.45	3,244.87	168.93	5.49%

Ōtaki Rating Area: rural examples 2023/24 rates inclusive of GST (excluding districtwide fixed and volumetric water supply rates)									
Land value (LV)	Capital value (CV)	Rating year	DW general rate	DW roading rate	Community facilities rate	Local community rate	Total rates	Annual rates increase	Annual % change
			LV	CV	Fixed	CV			
170,000	485,000	2022/23	227.49	267.33	859.00	12.42	1,366.24		
170,000	485,000	2023/24	246.23	340.13	909.50	12.13	1,507.98	141.74	10.37%
(Rural less than 50 ha)									
335,000	650,000	2022/23	825.84	358.28	859.00	16.64	2,059.76		
335,000	650,000	2023/24	893.81	455.85	909.50	16.25	2,275.41	215.65	10.47%
(Rural village)									
490,000	800,000	2022/23	655.72	440.96	859.00	20.48	1,976.16		
490,000	800,000	2023/24	709.72	561.04	909.50	20.00	2,200.26	224.10	11.34%
(Rural less than 50 ha)									
2,050,000	3,380,000	2022/23	1,588.34	1,863.06	1,718.00	86.53	5,255.92		
2,050,000	3,380,000	2023/24	1,719.13	2,370.39	1,819.00	85.40	5,993.02	737.10	14.02%
(Rural 50 ha or more, 2 SUIP)									
Median property									
450,000	800,000	2022/23	602.19	440.96	859.00	20.48	1,922.63		
450,000	800,000	2023/24	651.78	561.04	909.50	20.00	2,142.32	219.69	11.43%

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Paekākāriki Rating Area: urban examples 2023/24 rates inclusive of GST												
Land value (LV)	Capital value (CV)	Rating year	DW general rate	DW roading rate	Community facilities rate	Local community rate	Stormwater charge	Water fixed charge	Water volumetric (based on 255m3)	Total rates	Annual rates increase	Annual % change
			LV	CV	Fixed	CV	CV					
275,000	650,000	2022/23	968.47	358.28	859.00	57.14	129.55	222.00	303.45	2,897.88		
275,000	650,000	2023/24	1,048.19	455.85	909.50	53.76	103.81	222.00	303.45	3,096.55	198.67	6.86%
495,000	840,000	2022/23	1,743.24	463.01	859.00	73.84	167.41	222.00	303.45	3,831.95		
495,000	840,000	2023/24	1,886.74	589.09	909.50	69.47	134.15	222.00	303.45	4,114.40	282.45	7.37%
900,000	1,110,000	2022/23	3,169.53	611.83	859.00	97.57	221.22	222.00	303.45	5,484.60		
900,000	1,110,000	2023/24	3,430.44	778.44	909.50	91.80	177.27	222.00	303.45	5,912.90	428.29	7.81%
Median property												
430,000	760,000	2022/23	1,514.33	418.91	859.00	66.80	151.47	222.00	303.45	3,535.97		
430,000	760,000	2023/24	1,638.99	532.99	909.50	62.85	121.37	222.00	303.45	3,791.15	255.19	7.22%

Paekākāriki Rating Area: rural examples 2023/24 rates inclusive of GST (excluding districtwide fixed and volumetric water supply rates)									
Land value (LV)	Capital value (CV)	Rating year	DW general rate	DW roading rate	Community facilities rate	Local community rate	Total rates	Annual rates increase	Annual % change
			LV	CV	Fixed	CV			
400,000	400,000	2022/23	535.28	220.48	859.00	35.16	1,649.92		
400,000	400,000	2023/24	579.36	280.52	909.50	33.08	1,802.46	152.54	9.25%
(Rural less than 50 ha)									
540,000	1,220,000	2022/23	722.63	672.46	2,577.00	107.24	4,079.33		
540,000	1,220,000	2023/24	782.14	855.59	2,728.50	100.89	4,467.12	387.79	9.51%
(Rural less than 50 ha, 3 SUIP)									
910,000	910,000	2022/23	705.07	501.59	859.00	79.99	2,145.65		
910,000	910,000	2023/24	763.13	638.18	909.50	75.26	2,386.07	240.42	11.20%
(Rural over 50 ha)									
1,390,000	1,970,000	2022/23	1,860.10	1,085.86	859.00	173.16	3,978.13		
1,390,000	1,970,000	2023/24	2,013.28	1,381.56	909.50	162.92	4,467.26	489.13	12.30%
(Rural less than 50 ha)									
Median property									
640,000	975,000	2022/23	856.45	537.42	859.00	85.70	2,338.57		
640,000	975,000	2023/24	926.98	683.77	909.50	80.63	2,600.88	262.31	11.22%

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Paraparaumu and Raumati Rating Areas Commercial examples 2023/24 rates inclusive of GST (excluding districtwide volumetric water supply rates)													
Land value (LV)	Capital value (CV)	Rating year	DW general rate	Commercial rate	DW roading rate	Community facilities rate	Local community rate	Storm-water charge	Waste-water charge	Water fixed charge	Total rates	Annual rates increase	Annual % Change
			LV	CV	CV	Fixed	CV	CV	Fixed				
325,000	630,000	2022/23	1,144.55	230.90	347.26	859.00	13.61	125.56	466.00	222.00	3,408.87		
325,000	630,000	2023/24	1,238.77	271.59	441.82	909.50	11.40	100.61	461.00	222.00	3,656.70	247.83	7.27%
[Factory - 1 SUIP]													
970,000	3,740,000	2022/23	3,416.05	1,370.71	2,061.49	859.00	80.78	745.38	1,864.00	222.00	10,619.41		
970,000	3,740,000	2023/24	3,697.25	1,612.31	2,622.86	909.50	67.69	597.28	1,844.00	222.00	11,572.90	953.49	8.98%
[Industrial - 1 SUIP, 8 WC's]													
2,880,000	7,020,000	2022/23	10,142.50	2,572.83	3,869.42	1,718.00	151.63	1,399.09	3,728.00	444.00	24,025.47		
2,880,000	7,020,000	2023/24	10,977.41	3,026.32	4,923.13	1,819.00	127.06	1,121.09	3,688.00	444.00	26,126.01	2,100.54	8.74%
[Commercial office - 2 SUIP, 16 WC's]													
Median property													
500,000	850,000	2022/23	1,760.85	311.53	468.52	859.00	18.36	169.41	466.00	222.00	4,275.66		
500,000	850,000	2023/24	1,905.80	366.44	596.11	909.50	15.39	135.75	461.00	222.00	4,611.97	336.31	7.87%

Waikanae Rating Area Commercial examples 2023/24 rates inclusive of GST (excluding districtwide volumetric water supply rates)													
Land value (LV)	Capital value (CV)	Rating year	DW general rate	Commercial rate	DW roading rate	Community facilities rate	Local community rate	Storm-water charge	Waste-water charge	Water fixed charge	Total rates	Annual rates increase	Annual % change
			LV	CV	CV	Fixed	CV	CV	Fixed				
230,000	380,000	2022/23	809.99	139.27	209.46	859.00	6.95	75.73	466.00	222.00	2,788.41		
230,000	380,000	2023/24	876.67	163.82	266.49	909.50	7.07	60.69	461.00	222.00	2,967.23	178.83	6.41%
[Industrial - 1 SUIP]													
610,000	1,090,000	2022/23	2,148.24	399.49	600.81	3,865.50	19.95	217.24	3,728.00	444.00	11,423.21		
610,000	1,090,000	2023/24	2,325.08	469.90	764.42	4,092.75	20.27	174.07	3,688.00	444.00	11,978.49	555.28	4.86%
[Motel - 15 SUIP]													
2,150,000	2,800,000	2022/23	7,571.66	1,026.20	1,543.36	3,436.00	51.24	558.04	699.00	888.00	15,773.50		
2,150,000	2,800,000	2023/24	8,194.94	1,207.08	1,963.64	3,638.00	52.08	447.16	691.50	888.00	17,082.40	1,308.91	8.30%
[Commercial -4 SUIP]													
Median property													
385,000	615,000	2022/23	1,355.85	225.40	338.99	859.00	11.25	122.57	466.00	222.00	3601.06		
385,000	615,000	2023/24	1,467.47	265.13	431.30	909.50	11.44	98.22	461.00	222.00	3866.05	264.98	7.36%
[Commercial - 1 SUIP]													

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Ōtaki Rating Area Commercial examples 2023/24 rates inclusive of GST (excluding districtwide volumetric water supply rates)													
Land value (LV)	Capital value (CV)	Rating year	DW general rate	Commercial rate	DW roading rate	Community facilities rate	Local community rate	Storm-water charge	Waste-water charge	Water fixed charge	Total rates	Annual rates increase	Annual % change
			LV	CV	CV	Fixed	CV	CV	Fixed				
155,000	385,000	2022/23	545.86	141.10	212.21	859.00	9.86	76.73	466.00	222.00	2,532.76		
155,000	385,000	2023/24	590.80	165.97	270.00	909.50	9.63	61.48	461.00	222.00	2,690.38	157.62	6.22%
[Industrial - 1 SUIP]													
290,000	550,000	2022/23	1,021.29	201.58	303.16	2,577.00	14.08	109.62	699.00	666.00	5,591.72		
290,000	550,000	2023/24	1,105.36	237.11	385.72	2,728.50	13.75	87.84	691.50	666.00	5,915.77	324.05	5.80%
[Retail – 3 SUIP]													
345,000	910,000	2022/23	1,214.99	333.52	501.59	859.00	23.30	181.36	466.00	222.00	3,801.75		
345,000	910,000	2023/24	1,315.00	392.30	638.18	909.50	22.75	145.33	461.00	222.00	4,106.06	304.31	8.00%
[Retail -1 SUIP]													
Median property													
240,000	410,000	2022/23	845.21	150.27	225.99	859.00	10.50	81.71	466.00	222.00	2,860.67		
240,000	410,000	2023/24	914.78	176.75	287.53	909.50	10.25	65.48	461.00	222.00	3,047.30	186.62	6.52%
[1 SUIP]													

Paekākāriki Rating Area Commercial examples 2023/24 rates inclusive of GST (excluding districtwide volumetric water supply rates)												
Land value (LV)	Capital value (CV)	Rating year	DW general rate	Commercial rate	DW roading rate	Community facilities rate	Local community rate	Stormwater charge	Water fixed charge	Total rates	Annual rates increase	Annual % change
			LV	CV	CV	Fixed	CV	CV				
360,000	385,000	2022/23	1,267.81	141.10	212.21	859.00	33.84	76.73	222.00	2,812.70		
360,000	385,000	2023/24	1,372.18	165.97	270.00	909.50	31.84	61.48	222.00	3,032.97	220.28	7.83%
[Retail - 1 SUIP]												
360,000	760,000	2022/23	1,267.81	278.54	418.91	2,577.00	66.80	151.47	666.00	5,426.54		
360,000	760,000	2023/24	1,372.18	327.64	532.99	2,728.50	62.85	121.37	666.00	5,811.52	384.99	7.09%
[Commercial/Retail - 3 SUIP]												
1,100,000	1,920,000	2022/23	1,472.02	703.68	1,058.30	1,718.00	168.77	382.66	444.00	5,947.43		
1,100,000	1,920,000	2023/24	1,593.24	827.71	1,346.50	1,819.00	158.78	306.62	444.00	6,495.86	548.43	9.22%
[Commercial -2 SUIP]												
Median property												
300,000	745,000	2022/23	1,056.51	273.04	410.64	1,718.00	65.49	148.48	444.00	4,116.16		
300,000	745,000	2023/24	1,143.48	321.17	522.47	1,819.00	61.61	118.98	444.00	4,430.71	314.55	7.64%
[2 SUIP]												

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Disclosure Statement for the year ending 30 June 2024

The purpose of this statement is to disclose Council's planned financial performance in relation to various benchmarks to enable the assessment of whether Council is prudently managing its revenue, expenses, assets, liabilities, and general financial dealings.

Council is required to include this statement in its annual plan in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014, (the regulations). Refer to the regulations for more information, including definitions of some of the terms used in this statement.

Benchmark	Quantified Limit / Target	Planned	Met
Rates affordability			
• Rates (Income) affordability	\$92.4 million	\$90.8 million	Yes
• Rates (increase) affordability	9.0%	7.8%	Yes
Debt affordability benchmark	\$331 million	\$255 million	Yes ¹
Balanced budget benchmark	100%	104%	Yes ²
Essential services benchmark	100%	296%	Yes ³
Debt servicing benchmark	10%	6.6%	Yes

1. The quantified limit for planned net debt is 280% of Total Operating Income, with a preferred limit of 250%. Net debt as at June 2024 is forecast to be 215% of total operating income.
2. Council meets the balanced budget benchmark for the year if revenue (excluding development and financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant and equipment) for the year exceeds operating expenses (excluding losses on derivative financial instruments and revaluations of property, plant and equipment) for the year. The balanced budget benchmark is "met" if the measure is greater than or equal to 100%.
3. Council meets the essential services benchmark for a year if capital expenditure on network services for the year equals or is greater than depreciation on network services for the year. The essential services benchmark is "met" if the measure is greater than or equal to 100%.

Forecast rating units

	2022/23	2023/24	Total capital value 2022/23	Total land value 2022/23	Total forecast capital value 2023/24	Total forecast land value 2023/24	Forecast growth
			\$000	\$000	\$000	\$000	
Rateable units	25,568	25,763	19,790,703	10,627,087	19,958,974	10,675,902	0.7%
Non-rateable units	845	866	750,718	390,025	757,637	395,912	
Total	26,413	26,629	20,541,421	11,017,112	20,716,611	11,071,814	

**Contact information**

Main office street address: 175 Rimu Road,
Paraparaumu 5032

Postal address: Private Bag 60601,
Paraparaumu 5254

Phone: 04 296 4700

0800 486 486 (toll free)

Email: Kāpiti.council@Kāpiticoast.govt.nz

Website: www.Kāpiticoast.govt.nz

Facebook: [facebook.com/
Kāpiticoastdistrictcouncil](https://facebook.com/Kāpiticoastdistrictcouncil)



10.2 SETTING OF RATES, DUE DATES AND PENALTIES FOR 2023/24

Kaituhi | Author: **Vicky Silk, Rates Manager**

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

TE PŪTAKE | PURPOSE

- 1 This report requests that the Council set the rates, due dates and penalties regime for the 2023/24 financial year.

HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 Setting of rates, due dates and penalties regime for the 2023/24 financial year.

TE TUKU HAEPAHA | DELEGATION

- 3 Only the Council can set the rates, due dates and penalties regime for the 2023/24 financial year.

TAUNAKITANGA | RECOMMENDATIONS

- A That the Council set the following rates under Section 23 of the Local Government (Rating) Act 2002, on rating units in the Kāpiti Coast District (District) for the financial year commencing on 1 July 2023 and ending 30 June 2024:

(1) Districtwide General Rate

A Districtwide general rate set under section 13(2)(b) of the Local Government (Rating) Act 2002, assessed on a differential basis on all rateable rating units in the District as follows:

- a rate of 0.38116 cents in the dollar (inclusive of GST) of land value on every rating unit in the urban rating area of the District as per the Council's rating area maps;
- a rate of 0.14484 cents in the dollar (inclusive of GST) of land value on rating units in the rural rating area Category R1 as defined in the Funding Impact Statement;
- a rate of 0.08386 cents in the dollar (inclusive of GST) of land value on rating units in the rural rating area Category R2 as defined in the Funding Impact Statement;
- a rate of 0.26681 cents in the dollar (inclusive of GST) of land value on rating units in the rural rating area Category R3 as defined in the Funding Impact Statement.

(2) Districtwide Community Facilities Rate

A Districtwide targeted rate for community facilities, set under section 16(3)(a) and 16(4)(b) of the Local Government (Rating) Act 2002, assessed on a differential basis on all rateable rating units in the District as follows:

- all rateable rating units other than Accommodation/Hospitality and Motels and camping grounds - \$909.50 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Accommodation/Hospitality (other than motels and camping grounds) - \$1,819.00 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Motels and camping grounds - \$272.85 (inclusive of GST) per separately used or inhabited part of a rating unit.

(3) Districtwide Roothing Capital Value Rate

A Districtwide targeted rate for rooothing, set under section 16(3)(a) and 16(4)(a) of the Local Government (Rating) Act 2002, assessed on all rateable rating units in the District as follows:

- a rate of 0.07013 cents in the dollar (inclusive of GST) of capital value on all rateable rating units in the District.

(4) Districtwide Stormwater Rate

A Districtwide targeted rate for stormwater, set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, on all rateable rating units in the District's stormwater rating areas as per the Council's stormwater rating area maps as follows:

- a rate of 0.01597 cents in the dollar (inclusive of GST) of capital value on all rating units.

(5) Districtwide Water Supply Fixed Rate

A Districtwide targeted rate set under section 16 of the Local Government (Rating) Act 2002, assessed on all rating units connected or capable of being connected to the District's water supply, assessed on a differential basis as below. The Districtwide water supply fixed rate is invoiced as a daily rate for convenience.

- General - \$222.00 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Medium Scale - \$199.80 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Large Scale - \$177.60 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Accommodation/Hospitality – \$444.00 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Serviceable - \$222.00 (inclusive of GST) per rating unit not connected to the district's water supply, but within 100 metres of a water main and capable of being connected.

(6) Districtwide Water Supply Volumetric Rate

A Districtwide targeted rate set under Section 19(2)(a) of the Local Government (Rating) Act 2002 on each rating unit which is provided with a metered water supply service.

- Volumetric rate of water consumed or supplied - \$1.19 (inclusive of GST) per cubic metre.

(7) Hautere/Te Horo Water Supply Rate

A targeted rate for water supply set under section 19(2)(a) of the Local Government (Rating) Act 2002 per unit of water supplied by the Hautere/Te Horo water supply.

- A fixed charge of \$420.00 (inclusive of GST) per unit of allocation to the Hautere/Te Horo water supply (annual allocation of 1 unit = 1 cubic metre of water per day).

(8) Districtwide Wastewater Disposal Rate

A Districtwide targeted rate for wastewater disposal, set under section 16(3)(b) and 16(4)(b) on rating units in the Waikanae, Paraparaumu, Raumati and Ōtaki rating areas, as per the Council's rating area maps.

- General - \$461.00 (inclusive of GST) per rating unit connected to the sewerage system.
- Community - \$230.50 inclusive of GST) per water closet or urinal connected to the sewerage system.
- Educational – \$207.45 (inclusive of GST) per water closet or urinal connected to the sewerage system.
- Recreational - \$115.25 (inclusive of GST) per water closet or urinal connected to the sewerage system.
- Large Scale Commercial/Residential - \$230.50 (inclusive of GST) per water closet or urinal connected to the sewerage system, where there is more than one water closet or urinal.

- Serviceable - \$230.50 (inclusive of GST) per rating unit not connected to the sewerage system but within 30 metres of a sewer main and capable of being connected.

(9) Paraparaumu/Raumati Community Rate

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.00181 cents in the dollar (inclusive of GST) of capital value on all rating units in the Paraparaumu and Raumati urban and rural rating areas as per the Council's rating area maps.

(10) Waikanae Community Rate

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.00186 cents in the dollar (inclusive of GST) of capital value on all rating units in the Waikanae urban and rural rating areas as per the Council's rating area maps.

(11) Ōtaki Community Rate

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.00250 cents in the dollar (inclusive of GST) of capital value on all rating units in the Ōtaki urban and rural rating areas as per the Council's rating area maps.

(12) Paekākāriki Community Rate

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.00827 cents in the dollar (inclusive of GST) of capital value on all rating units in the Paekākāriki urban and rural rating areas as per the Council's rating area maps.

(13) Commercial Rate

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.04311 cents in the dollar (inclusive of GST) of capital value assessed on all Commercial rating units (as defined in the Funding Impact Statement Rating Policies).

(14) Water Conservation Device Loan Rate

A targeted rate on those rating units that have received an interest free loan (up to \$5,000 plus GST) for approved water conservation devices from the Council that has not yet been fully repaid, set at 10% of the amount of the original loan plus GST.

- B That the Council agrees all property rates (including Hautere/Te Horo Water Supply Rate, but excluding Districtwide Water supply fixed and volumetric rates) be payable in four equal instalments due on:

Instalment	Due Dates	Penalty Dates
Instalment One	7 September 2023	8 September 2023
Instalment Two	7 December 2023	8 December 2023
Instalment Three	7 March 2024	8 March 2024
Instalment Four	7 June 2024	10 June 2024

All payments made will be receipted against the earliest outstanding rate amount in accordance with authorised accounting procedures.

- C That the Council agrees water rates (excluding Hautere/Te Horo Water Supply Rate) be invoiced separately on a quarterly basis dependent on when the relevant meter is read. Due dates for each area are specified below:

Area	Water Meters invoiced During	Due Date	Penalty Date
Paraparaumu/Raumati/Raumati Beach/Raumati South/Paekākāriki	Jul-23	28-Aug-23	29-Aug-23
	Oct-23	27-Nov-23	28-Nov-23
	Jan-24	26-Feb-24	27-Feb-24
	Apr-24	27-May-24	28-May-24
Otaki/Peka Peka/Waikanae Beach	Aug-23	27-Sep-23	28-Sep-23
	Nov-23	4-Jan-24	5-Jan-24
	Feb-24	27-Mar-24	28-Mar-24
	May-24	26-Jun-24	27-Jun-24
Waikanae/Nikau Valley/Otaihanga/Paraparaumu Beach	Sep-23	26-Oct-23	27-Oct-23
	Dec-23	24-Jan-24	25-Jan-24
	Mar-24	26-Apr-24	29-Apr-24
	Jun-24	26-Jul-24	29-Jul-24

All payments made will be receipted against the earliest outstanding water rate amount in accordance with authorised accounting procedures

- D That the Council apply the following penalties on unpaid rates in accordance with sections 57 and 58 of the Local Government (Rating) Act 2002:
- a charge of ten per cent (10%) on so much of any property rate instalment that has been assessed after 1 July 2023 and which remains unpaid after the due dates as per paragraph B, to be added on the penalty dates as per paragraph B.
 - a charge of ten per cent (10%) on so much of any property rates (including previously applied penalties) assessed before 1 July 2023 which remain unpaid on 6 July 2023. The penalty will be added on 7 July 2023.
 - a charge of ten per cent (10%) will be added to any portion of a current water rates invoice that remains unpaid after the due date specified. Penalty will be added on the penalty dates shown as per paragraph C.
- E That the Council agrees property and water rates be payable by cash, and eftpos at any of the following places:
- Paraparaumu, Civic Building, 175 Rimu Road, Paraparaumu
 - Waikanae Service Centre, Mahara Place, Waikanae
 - Ōtaki Service Centre, Ōtaki Library, Main Street, Ōtaki
 - New Zealand Post agencies, countrywide
 - Westpac Bank, countrywide
 - Greater Wellington Regional Council, 100 Cuba Street, Te Aro, Wellington
 - Greater Wellington Regional Council, 34 Chapel Street, Masterton

Alternatively, payment of rates can be made to the Council by direct debit, internet banking, direct credit, telephone banking and credit card through the Council's website.

TŪĀPAPA | BACKGROUND

- 4 The Council must first adopt its 2023/24 Annual Plan before it can legally set the rates in accordance with the relevant provisions of the Funding Impact Statement Rating Policies for the 2023/24 financial year and its Revenue and Financing policy.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 5 The setting of rates for the 2023/24 financial year follows the adoption of the 2023/24 Annual Plan and is not in itself a matter that triggers the Council's significance and engagement policy.

Ngā kōwhiringa | Options

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

Tangata whenua

- 7 There are no tāngata whenua considerations arising from this report.

Panonitanga āhuarangi | Climate change

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

Ahumoni me ngā rawa | Financial and resourcing

- 9 The total rates revenue requirement for the 2023/24 financial year is \$104.458 million (inclusive of GST) but excludes the water conservation device loan rate.

The districtwide water supply fixed rate and districtwide water supply volumetric rates will remain the same in 2023/24 as those rates set for 2022/23.

Ture me ngā Tūraru | Legal and risk

- 11 The Funding Impact Statement – Rating Policies and this report have been subject to a full and detailed legal review from Simpson Grierson.
- 12 Following the Local Government Commission's final determination on our District's elected representation arrangements released on 6th April 2022, new separate community boards for Raumati and Paraparaumu were introduced from October 2022.
- 13 Community Boards for Paraparaumu and Raumati are rates funded through a targeted combined Paraparaumu/Raumati Community rate.
- 14 Legal advice sought from Simpson Grierson on the rating impacts of the introduction of new community boards, advised that Council's representation arrangements are separate and independent from Council's rating system.
- 15 Consultation with the community would be required to introduce new targeted rates to fund each new community board separately.
- 16 Communicating a proposal to introduce new targeted community rates through the 2023/24 Annual Plan Information campaign would not have met the audit requirements for consultation.
- 17 Funding of the Paraparaumu and Raumati Community Boards will continue for 2023/24 through the existing targeted Paraparaumu/Raumati Community rate as outlined in the Funding Impact Statement – Rating Policies.
- 18 Alternative options will be presented to the community for consideration, as part of the Rating system review planned alongside the 2024-34 Long Term Plan.
- 19 A copy of the setting of rates, due dates and penalties regime resolution will be made available on the Council's website within 20 days of adoption.

Ngā pānga ki ngā kaupapa here | Policy impact

- 20 This report is governed by the provisions of the Funding Impact Statement – Rating Policies.

21 No policy changes are proposed for the 2023/24 financial year.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

22 There are no engagement plans required for this report.

Whakatairanga | Publicity

23 A media release is planned subsequent to the Council adopting its 2023/24 Annual Plan.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

10.3 DELEGATION OF THE WELLINGTON REGION WASTE MANAGEMENT AND MINIMISATION PLAN (WMMP) CONSULTATION PROCESS TO THE WELLINGTON REGION WASTE MANAGEMENT AND MINIMISATION PLAN JOINT COMMITTEE (JC).

Kaituhi | Author: **Robbie Stillwell, Waste Projects Manager**

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

TE PŪTAKE | PURPOSE

- 1 The purpose of this report is to request Council to delegate to the Wellington Region Waste Management and Minimisation Plan Joint Committee (Joint Committee) the authority to approve the draft Wellington Region Waste Management and Minimisation Plan (WMMP) (2023-2029) for consultation, and to undertake hearings and deliberations.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

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

TE TUKU HAEPAPA | DELEGATION

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

TAUNAKITANGA | RECOMMENDATIONS

- A. That Council delegates the authority to the Wellington Region Waste Management and Minimisation Plan Joint Committee to:
 - Approve the draft Wellington Region Waste Management and Minimisation Plan (2023-2029) for public consultation and
 - Hear and deliberate on submissions received on the draft Wellington Region Waste Management and Minimisation Plan (2023-2029).

TŪĀPAPA | BACKGROUND

- 4 On 15 December 2022 Council agreed to formally proceed with reviewing and preparing a new Wellington Region WMMP (2023-2029) in collaboration with the other seven councils in the Wellington region.
- 5 Council's Joint Committee representative is Councillor Prvanov with Councillor Halliday as the alternate representative. Regular progress updates on the development of this plan have been provided to the Wellington Region Waste Management and Minimisation Plan Joint Committee (Joint Committee).
- 6 The WMMP includes regional components such as a shared vision, objectives, policies, and methods. It also includes local action plans which specify the activities planned to be undertaken by each Council to meet the objectives of the WMMP, including how these activities will be funded.
- 7 Under section 44 of the Waste Minimisation Act 2008 and as part of the development of the new WMMP, councils are required to use the special consultative procedure as set out under section 83 of the Local Government Act 2002 (LGA 2002) to consult on the draft WMMP. This includes preparing a statement of proposal for public consultation alongside the draft WMMP,

receiving submissions on the draft proposal and providing a hearing opportunity for submitters that want to speak to their submission. This can be done virtually.

HE KŌRERORERO | DISCUSSION

- 8 Consultation on the draft WMMP (2023-2029) including individual council and regional local action plans is planned to take place in August 2023, with the final WMMP for 2023-2029 to be adopted by each council in late 2023.
- 9 The Joint Committee oversees the implementation of the WMMP and its statutory review. Its representatives will update their respective Councils and possibly seek input into draft WMMP.
- 10 In 2017, the Joint Committee recommended to councils that the draft WMMP be consulted on, but each council ran its own special consultative procedure including individual hearings. The Joint Committee was involved in deliberations on regional components with deliberations held at each individual council on local components.
- 11 For this 2023 review and the development of the new WMMP, officers from the eight councils recommend that the Joint Committee takes responsibility for the special consultative procedure on behalf of all councils.
- 12 Officers from the eight councils are therefore requesting that their elected members' delegate their responsibility for the WMMP consultation process to the Joint Committee. This delegation will centralise the WMMP consultation process and help ensure that the consultation process is efficient, effective, and consistent across the region.
- 13 By delegating this authority, the Joint Committee will be responsible for undertaking the special consultative procedure as set out in section 83 of the LGA 2002 and as required under section 44 the Waste Minimisation Act 2008.
- 14 The responsibility to manage the special consultative procedure will rest with Wellington City Council (WCC) as the host of the Joint Committee. There is work underway to ensure that WCC has the resources available to undertake this function. This could include staff support or temporary secondments from other councils in the region.
- 15 Officers across the region will work collaboratively to develop material to enable the public to make their views known in line with the requirements of the LGA. This will be via public notices, our website, social media channels and reference material in Council buildings. Officers are considering holding specific public drop-in sessions to engage hard to reach communities.
- 16 Following the special consultative procedure process, the Joint Committee will provide a report back to Council recommending that Council adopts the Wellington Region WMMP (2023-2029).

He take | Issues

- 17 No issues are being presented as part of this report.

Ngā kōwhiringa | Options

- 18 Based on the requirements under the WMA and LGA 2002 there are two options for undertaking consultation on the WMMP.

Table 1: Options

Kōwhiringa Options	Hua Benefits	Tūrarua Risks
Option A (recommended) <ul style="list-style-type: none"> Agree to delegate the authority to conduct the special consultative 	<ul style="list-style-type: none"> This option ensures that the special consultative procedure is undertaken in an efficient, effective, and consistent manner 	<ul style="list-style-type: none"> Loss of some aspects of control over the process

procedure for the WMMP to the Joint Committee.	alongside our regional partners within the review timeframes. Under this option elected members will still be informed of the feedback from communities on the draft WMMP via officers.	
<p>Option B (not recommended)</p> <ul style="list-style-type: none"> Agree that Kāpiti Council will undertake the special consultative procedure process as an individual council. 	<ul style="list-style-type: none"> The Council is familiar with undertaking consultation under the special consultative procedure. 	<ul style="list-style-type: none"> Opting to conduct the consultation as an individual council risks being out of step with our regional partners, with efficiencies and consistency to be gained by undertaking this consultation through the Joint Committee. Staff resources are limited and there are constraints on staff availability to manage this process. Council may not be able to meet the deadlines for the WMMP review set for the Region by the Waste Minimisation Act and the Ministry for the Environment.

Tangata whenua

- 19 The Local Action Plan (LAP) has been presented for discussion to the Taiao Committee of Te Ātiawa ki Whakarongotai and has been submitted for final approval.
- 20 Engagement with Ngāti Toa has been undertaken, led by Porirua City Council. Kāpiti's LAP has been submitted to Ngāti Toa for final approval, alongside Porirua and Wellingtons.
- 21 Ngā Hapū o Ōtaki were informed and updated on the WMMP project at Te Whakaminenga o Kāpiti on March 28.
- 22 The WMMP aims to support Mana Whenua vision and priorities for the Kāpiti Coast District, as outlined in the Councils' Long-term Plan 2021-2041. These priorities are:
 - Kaitiakitanga – sustaining the environment and people
 - Ūkaipōtānga – identity
 - Whanaungatanga – connectedness
 - Pūkengatanga – preserving, creating, teaching and knowledge
 - Manaakitanga – supporting each other.

Panonitanga āhuarangi | Climate change

- 23 Climate change is a key consideration in the development of the Wellington Region WMMP and the respective council Local Action Plans. Transitioning to a circular economy reduces the Wellington Regions carbon emissions and will contribute positively to carbon reduction goals.
- 24 The Wellington Region WMMP determines the direction and activities that Council will focus on over a six-year period in relation to waste management and resource recovery. The development of a new plan contributes to the Council's response to the climate crisis by seeking to reduce the amount of waste going to landfill. In turn this will reduce overall emissions of waste to landfill.

Ahumoni me ngā rawa | Financial and resourcing

- 25 Funding for the review process of the Wellington Regional WMMP and the actions proposed in this WMMP are predominately sourced from Waste Levy income received from the Ministry of the Environment
- 26 Additional investment in actions from this plan and other waste minimisation activities can also be made through the LTP.

Ture me ngā Tūraru | Legal and risk

- 27 It is a statutory requirement under section 44 of the Waste Minimisation Act 2008 to use the special consultative procedure for the development of the WMMP, as set out under section 87 of the Local Government Act 2002.

Ngā pānga ki ngā kaupapa here | Policy impact

- 28 The Regional WMMP (2023) will supersede the regional WMMP (2017).

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

- 29 Consultation on the WMMP (2023) is required to follow the special consultative procedure required under section 83 of the Local Government Act 2002. Officers are preparing for this consultation to be conducted in August 2023.
- 30 An Engagement Working Group has been formed with officers from all 8 Councils to develop consultation material.
- 31 As part of the consultation and hearing process, officers will work with the Joint Committee and our Councils Communication and Engagement team to ensure that Kāpiti residents, businesses and mana whenua are supported to provide submissions and take part in the hearing process.
- 32 Officers are considering holding specific public drop-in sessions to engage hard to reach communities.

Whakatairanga | Publicity

- 33 A Consultation Approach Plan will be developed to clearly set out the process to develop and manage consistent messaging across the Wellington Region and allow streamlining of engagements and communications. All programme and consultation communications will be endorsed by the WMMP Project Team and signed off by the WMMP Steering Group

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

10.4 COUNCIL'S CORPORATE EMISSIONS REDUCTION TARGETS

Kaituhi | Author: **Miriam Randall, Sustainability Advisor**

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

TE PŪTAKE | PURPOSE

- 1 This report recommends re-setting the emissions target and outlines the proposed emissions reductions projects to 2032 for Council.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Points A to F in the Recommendation section of this report can be used as executive summary as it summaries the key points of this report.

TE TUKU HAEPAPA | DELEGATION

- 3 Under section A.2, Council has authority to consider this matter.

TAUNAKITANGA | RECOMMENDATIONS

- A. That Council re-sets its current organisational carbon emissions target of 'striving for carbon neutrality by 2025'.
- B. That Council sets a new long-term target for its organisational emissions of 'net zero emissions by 2050'.
- C. That Council sets a mid-term reduction target for its category 1 and 2 emissions of 'achieving further emissions reduction of 15.5% by 2032.
- D. That Council notes that these 'further reductions' are on top of the 70% emissions reductions already achieved in categories 1 and 2 emissions, since 2010.
- E. That Council notes that these proposed further emissions will be achieved through implementation of planned projects that are and will be funded through the current Long Term Plan 2021 and the Long Term Plan 2024
- F. That Council notes the Kāpiti Coast District Council's organisational emissions reduction plan for 2032 in appendix 1 or this report.

Following discussion of these recommendations at the Climate and Environment Subcommittee meeting on 15 June, the Subcommittee decided to include these further recommendations to Council:

- G. That the Kāpiti Coast District Council consider increasing the weighting for emissions reductions in the procurement of goods and services.
- H. That the Climate and Environment Subcommittee identifies the following as possible future initiatives that could be considered by Council:
 - i. That only full EVs be added to the Council's light vehicle fleet from 1 January 2025.
 - ii. That the use of fossil gas be eliminated across all Council activities by 1 January 2026.
 - iii. To build on its emissions reporting requirement for contractors with a support programme to help local SME contractors to reduce their emissions.
 - iv. That government funding be sought to deliver on Council's Emissions Reduction goals.

TŪĀPAPA | BACKGROUND

- 4 Council has been measuring its GHG emissions since 2009/10 under Toitū Envirocare's Carbon Reduce certification programme. As has been reported to Council previously, the baseline changed in 2019 when Council was required to include (estimated) emissions from biological wastewater treatment in its total gross emissions profile. Including this increase in emissions, Council has achieved an overall reduction in its gross emissions of 64% by the end of June 2022 (12 years after Council started measuring).
- 5 In the most recent carbon audit, over the 2021/22 year Council's gross emissions were 4,459 tCO₂-e. Gross emissions are measured and reported under three scopes – now called categories in line with the latest ISO standard changes.

Category 1 are so called *direct emissions*, caused by council services delivery. For example, the treatment of wastewater and water, fuel use by our council fleet and heating council buildings with gas. Category 2 are so called *indirect emissions* from the production and supply of electricity used by council for its services delivery. Categories 3-6 are *supply chain emissions* that come from emissions of services that are contracted out or from the production of products that Council buys.

Out of Council's gross emissions over the 2021/22 year category 1 emissions are 3156 tCO₂-e, which is 70% of the total and category 2 emissions are 1092 tCO₂-e, which is 25% of the gross total. Emissions from water and wastewater treatment are Council's largest emissions source in category 1 and emissions from energy use (category 1) is Council's second largest emissions source. Up until and including the 2021/22 year, Council has only measured and reported on a small portion of category 3-6 emissions and these were 210 tCO₂-e over the 2021/22 year.

- 6 In February 2022 Council was briefed on 'further reduction options and carbon offsetting options' based on a report that was commissioned to consider further projects and actions that Council could take towards the target of striving for 'carbon neutrality by 2025'.
- 7 Council was informed back in 2022 that this short term and carbon neutral target could not be achieved for a number of reasons. The outcomes of this briefing were:
- 6.1 That Council signalled that it did not want to purchase Renewable Energy Certificates from Meridian to offset its (category 2) energy emissions.
 - 6.2 Council noted that a solar feasibility study would be carried out and that the outcomes of that study would be considered when proposing a target reset in 2023. This study was completed in end of October 2022, following Council annual emissions audit which takes place early October.
- 8 In December 2022 Toitū Envirocare published its new (draft) technical requirements for their audit and certification programmes. The final requirements will be published by June 2023, but Toitū has confirmed that new requirements about target setting will not change in the final publication. As Council is a Toitū Envirocare member and participates in its Carbon Reduce programme since 2010 and intends to continue to do this, Council will need to meet these new technical requirements and set new targets in accordance with these requirements.
- 9 Council is now required to set a long-term target, as well as a separate target for its category 1 (direct) and category 2 (indirect) emissions in line with current best practice, for the medium term and long term. Council has until December 2025 to set these long term and medium-term target, but as Council was already going to resets its carbon neutral target, it is proposed to set these targets now.
- 10 Council is also required to expand measuring and reporting on category 3 to 6 (supply chain) emissions and set a target for these emissions by December 2025. Toitū has provided a tool to produce a first crude estimate of category 3-6 emissions, based on the dollar value of

Council's largest contracts. Using this tool, the first estimate of Council's category 3-6 emissions is 6,909 tCO₂-e. This is substantially more than Council's current gross emissions measured and audited of 4,459 tCO₂-e.

- 11 This is a 60% increase of Council's carbon footprint, and a work programme will be developed and implemented to establish data requirements through contracts and procurement to start measuring and reporting of these emissions as part of the annual emissions audit. It is proposed to set this Category 3 target in 2025 as per Toitū requirements, so that staff can deliver this work programme first and achieve a more sophisticated level of data gathering and interpretation before a target is set.

HE KŌRERORERO | DISCUSSION

12 Reset the 2025 target

In May 2019 Council declared a Climate Emergency and adopted the target of 'striving for carbon neutrality by 2025'. This was done during a public meeting and following a proposal from local climate action groups. Council wanted to acknowledge the urgent nature of climate action needed and adopt the aspirational target for its organisation emissions. Later that same year however, new requirements to include emissions from biological wastewater treatment came into effect, which meant that council's organisation emissions nearly doubled, impacting Council's ability to work towards a 2025 target.

The only way to achieve 'carbon neutrality by 2025' would be for Council to purchase a large amount of carbon credits and also to continue to do this into perpetuity. In earlier briefings Council signalled a preference for further reduction work rather than the purchasing of credits to offset its organisational emissions and for that reason it was proposed in February 2022 to reset this 2025 target in 2023.

13 Setting an overall long-term gross emissions target and a long-term emissions reduction target.

It is proposed to adopt a long-term target for Council's gross organisational emissions of 'net zero by 2050'. This is in line with current best practice and Toitū Envirocare's technical requirements.

This overall net zero target assumes that emissions should be reduced by 90% from the baseline year by 2050, which means that the 10% remaining emissions would be offset by either forestry or other sequestration options or by the purchase of carbon credits.

14 Setting a new baseline year

Council's original baseline year was the 2009/10 year with a target year that ended in June 2022. A new baseline year was adopted in the 2019/20 year when council had to include the emissions from biological wastewater treatment.

To meet the new technical requirements, a new baseline year needs to be adopted to enable setting of a new medium-term target which covers a 10 year period. It is proposed to adopt 2022 as the new baseline year to set a new 10 year reduction target against as the latest audit data enables Council to reflect further planned emissions reductions most accurately.

15 Setting a short-term 'further reductions' target against a new base line year for category 1 and 2 emissions.

Staff and Toitū have discussed the 'negative' implications of Council following 'general' advice as captured in the new guidelines from Toitū and reduction pathway models available for target setting. These models use 2020 as first available baseline year and set targets of

usually around 40% reduction by 2030 for the various categories against that 2020 baseline year. These models were developed for participants that are at the start of their reduction journey, not for participants like our Council who started their journey now 13 years ago.

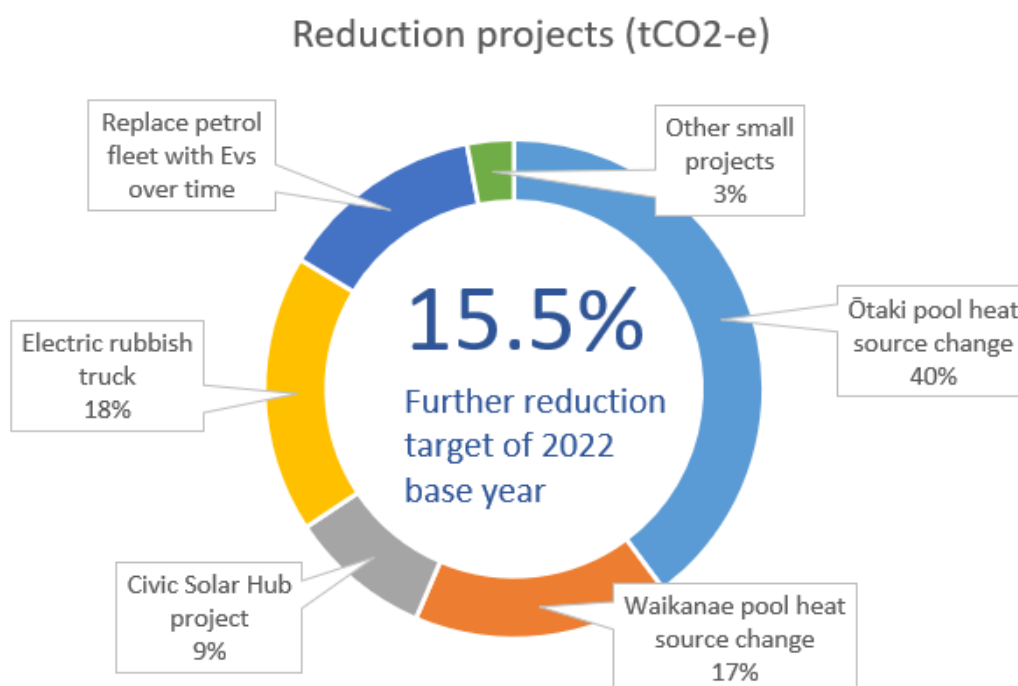
Larger emissions reductions are usually made earlier in a journey – the so called ‘low hanging fruit’; reduction projects that lead to large emissions reductions usually for relatively lower investment. For our council it is clear that those types of projects have already been delivered (for example LED lighting throughout our district or the change to a wood pellets dryer at the waste water treatment plant). It was already noted to Council in 2019 that going forward the reduction cost per tonne of CO₂-e reduced would increase.

Toitū acknowledges that using the ‘standard’ approach of the technical requirements and these models would not acknowledge nor cover the 70% emissions reduction in categories 1 and 2 that Council has already achieved by the 2021/22 year. For that reason, it’s proposed to set a ‘further reductions target’ rather than just a ‘reductions target’.

16 Proposed short term ‘further reductions target’ for category 1 and 2 emissions:

Toitū had clearly indicated that Council should set a target it is confident it can deliver on when it comes to its organisation emissions, using a new baseline year set after 2020. As discussed above, Toitū confirmed that for our Council that it should therefore be a ‘further reductions target’.

- 17 The proposed further reductions target for category 1 and 2 is 15.5% by 2032 – against a baseline year of 2022. This means reducing emissions in cat 1 and 2 by 661 tCO₂-e, which will be achieved through the delivery of 4 key projects and BAU services delivery by 2032.



18 Achieving the proposed ‘further reductions target’

The reduction projects that are proposed to help Council achieve this target are captured in Council’s Reduction Plan which is attached as Appendix 1. This used to be a separate plan but is now being incorporated in the 2022/23 Inventory Report used as part of the Carbon Reduce programme.

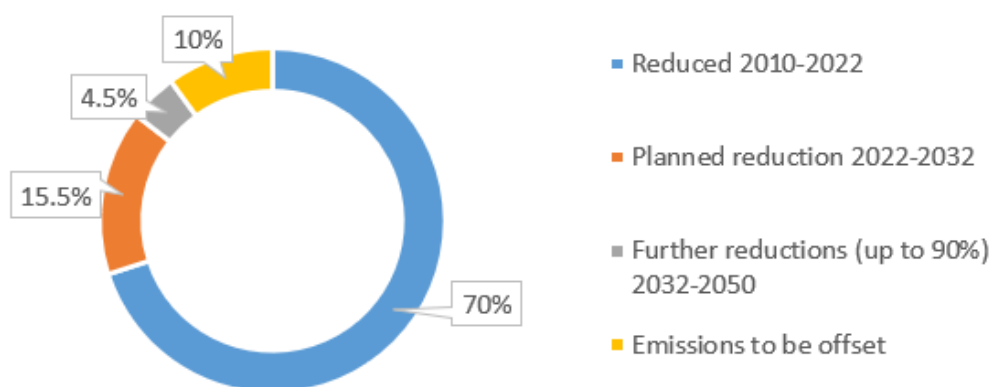
- 19 It is important to note that to achieve the proposed target, all proposed reduction projects will have to be further developed, funded through LTPs and implemented.

At this moment, the Ōtaki Pool fuel switch and energy efficiency improvements project (part of the larger Ōtaki Pool Project) has been planned and budgeted for in the current 2021 Long Term Plan. The physical works are planned to start in October 2024.

- 20 The other projects that will need to be implemented to achieve the proposed target will have to be funded as part of the Long Term Plans 2024 and 2027. Business cases for Council's approval will be proposed as part of this process.
- 21 A high level total estimate of costs for the 4 capital projects is \$6-8m. In addition an on-going annual capital investment would be \$150,000 to continue decarbonisation of the council fleet for the next 10 years.
- 22 These projects have been proposed because from a cost per tonne of CO₂-e reduced perspective, these projects are considered affordable for Council and are also setting a visible example in the community of Council leading the way.
- 23 With affordability in mind, at this point in time no further projects have been included in this target setting although if further funding was available then more decarbonisation projects could be undertaken.
- 24 It should be noted that a feasibility study has been undertaken for a solar farm project in Ōtaki on land adjoining the WWTP. Although there is real potential for both energy cost savings (payback period of 8 years and life of 30 year) and carbon reductions (offsetting ¼ of council's electricity emissions), there is a high investment threshold of a minimum of \$3.5 million. As the largest part of Council's electricity emissions are related to the treatment of water and wastewater and the outcomes of the reform in relation to carbon emissions is yet unknown, it is suggested this project could be revisited and considered in LTP 2027.

When Council achieves this short term 'further reductions' target in 2032, it will have reduced its category 1 and 2 emissions by a total of 85.5% against two baseline years.

Cat 1 & 2 emissions reductions achieved and planned



25 Target for category 3-6

The introduction of increased supply chain emissions reporting will cause the councils total emissions to increase by an estimated 7,000 tCO₂-e annually. As this is the first estimate

that has ever been produced, it has been proposed to develop a work programme for value chain emissions and to set the target later, but before December 2025. Setting this target later will allow for further research and early engagement with large contracts to help establish an achievable and calculated target.

26 **Recommendations G and H from Climate and Environment Subcommittee (CES)**

On 15 June this paper presented to CES where the report was discussed and the recommendations debated. After debate, additional recommendations were proposed to be included in the report to Council. These new recommendations were debated and passed and have been added to this report as recommendations G and H. The recommendations reflect CES's intention of increasing Council's efforts with regard to emission from contracts and to identify further possible initiatives that could be considered by Council.

The following information can be provided for further discussions in relation to these recommendations;

27 Recommendation G - that the Climate & Environment Subcommittee recommends to Council that the Kāpiti Coast District Council consider increasing the weighting for emissions reductions in the procurement of goods and services.

Staff refers to paragraph 12 of this report where it's clarified that a work programme will get underway establish data requirements through contracts and procurement to start measuring and reporting on value chain emissions of the goods and services Council procures. In order to set value chain reduction targets and implement this further as part of procurement, more extensive data gathering is the first step when developing a target to be set for these emissions by 2025.

- 28 Some data gathering is already done via contracts, as Council's current Procurement Policy and manual include 'broader outcomes' requirements that Councils wants to deliver on through contracts; social, economic and environmental outcomes. Contractors are asked to set out how their company and the proposed contract can contribute to delivering on these outcomes. A spreadsheet is provided to staff to assess the tender proposals. The three outcomes are weighted once together as part of this process (usually at 10%), emission don't have a separate weighting. Separate weighting and/or increased weighting could be considered once there is more data available to understand the financial and in turn budget implications of embedding emissions reductions choices/actions in Council contracts.

Recommendation H i. to iv.:

- 29 With regard to H. i 'that only full EVs be added to the Council's light vehicle fleet from January 2025' it's important to note that the fleet decarbonisation programme is underway since 2021 and that it is the intention to exchange the majority of light vehicles to EV and continue to fund this decarbonisation programme (paragraph 22 of this report).

The only exception that may have to be made is for vehicles that are used for Council's emergency response. If in case of an emergency there is no power and the response relies on a limited number of generators, charging EVs is not something that can be prioritised.

- 30 With reference to recommendation H.ii: 'that the use of fossil gas be eliminated across all Council activities by 1 January 2026' it needs to be noted that this report proposes to take fossil gas out of the Ōtaki and Waikanae pools by changing to heat pump systems within the next 6 years (LTP 2024 and LTP 2027). The Aquatic Centre has indirect heating through the roof membrane and a heat pump as main heating sources, with a fossil gas heating option only as a back-up option available. When that comes up for renewal phasing fossil gas out will also be considered for this pool.

Next to the three pools council has about 8 to 9 gas connections mostly in changing rooms in sports grounds (showers) and a couple of community halls. The team is already working with the Property Team to plan for and fund change to other heat sources through Council's Long Term Plan and Annual Plan processes. The cost of alternative heat sources in light of usage

and frequency are considered on an ongoing basis, as well as staff resourcing to develop and deliver these projects.

- 31 With regard to recommendation H iii, *'to build on its emissions reporting requirement for contractors with a support programme to help local SME contractors to reduce their emissions'*, staff refers to the considerations about recommendation G. above. In addition it is noted that contractors will receive guidance about tendering and procurement requirements through the contractor portal that is available on the website, and that is continuously under development to add more 'tools' and 'guidance' for contractors to.
- 32 Regarding recommendation H iv. *'That government funding be sought to deliver on Council's Emissions Reduction goals'* it can be confirmed that staff is seeking funding where available for emissions reduction projects, but that this ability to submit applications is impacted sometimes by lack of staff resources. Staff has been successful recently in obtaining central government funding; in 2022 staff collaborated with Porirua City Council and Hutt City Council and provided a joint application for funding for the establishment of resource recovery sites to the Ministry for the Environment. Kāpiti was granted \$200,000 which will become available in October and will be used at the Kāpiti Zero Waste Hub site in Otaihangā. Staff will continue to monitor funding options.

He take | Issues

- 33 Council is required by Toitū to use a more recent baseline for its new target setting. Therefore, Council's historic emissions reduction achievement will be separately reported from Council's future reduction achievements as they are calculated against on different baselines. This will make the story telling in reporting more nuanced in the future.
- 34 In discussion with Toitū, acknowledging Council's historic achievements of 70% it is better for council to adopt a realistic target for category 1 and 2 (15.5%) which may seem low, but it should be noted that this target is in addition to an existing 70% reduction on category 1 and 2 that has already been achieved.

Ngā kōwhiringa | Options

Table 1: Table Name

- 35 There are no options for this report.

Tangata whenua

- 36 The matters in this report relate to operational planning, funding and technical requirements that Council needs to adhere to remain in the Toitū Envirocare Carbon Reduce programme, of which Council has been a member since 2010. It also reflects Council's strategic approach with regard to the wish to further reduce its organisation emissions, which is a decision that Council made in 2010.
- 37 Mana whenua representatives were invited to the briefings that were held with Council in February 2022 and 2023, and were present at the discussion of this paper in the Climate and Environment Subcommittee meeting on 15 June.
- 38 Since the matters in this report are mandatory for council to consider and largely operational as based on Council's ability to plan and fund further emissions reduction actions in collaboration with activity management through their work programmes, no specific engagement has taken place on these matters. Further consultation on projects will take place through LTP processes and an assessment on the need for individual projects to require tangata whenua consultation will be made on a case-by-case bases.

Panonitanga āhuarangi | Climate change

- 39 The decision to adopt new targets will have a direct impact on the organisation's emissions footprint. The proposed new science aligned targets help to give effect to the Climate Emergency Action Framework as well as ensuring that council is doing its bit to try to keep global warming below 1.5c. Adopting new targets will help to demonstrate leadership to the Kāpiti community.

Ahumoni me ngā rawa | Financial and resourcing

- 40 The current estimated cost of planned projects is at a minimum of \$6-8million to achieve the midterm target. These projects are forecast over the next two LTP cycles and it is likely that with inflation the final cost of many of the projects could increase depending on how many years it takes to plan, action and complete each project.
- 41 It should also be noted that the more emissions reduction projects are completed the more expensive remaining projects can be. This is because the projects with the best emissions reduction potential in relation to investment are generally done first (the low hanging fruit). Council has delivered its 'low hanging fruit' projects between 2010 and 2018 and the remaining further emissions reductions are relatively more costly or more difficult to remove.

Ture me ngā Tūraru | Legal and risk

- 42 There are no legal considerations.
- 43 If these targets are not met there could be a reputational risk to council. Making claims on emissions reduction and target setting needs to be followed up with action and accountability.

Ngā pānga ki ngā kaupapa here | Policy impact

- 44 There are no impacts to Council policies identified.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 45 As this is an operational change that is being required from an external auditing contractor it has not met the requirements for public consultation or an engagement process.

Te mahere tūhono | Engagement planning

- 46 An engagement plan is not needed to implement this decision. Council will communicate this decision through its established communication channels.

Whakatairanga | Publicity

- 47 Council will use its established communications channels to inform the community of this decision and to explain the rationale for why it made this decision.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Emissions Reduction Plan 2022/32 (Chapter two of the Emissions Inventory Report) [1](#)

EMISSIONS REDUCTION PLAN

FOR KĀPITI COAST DISTRICT COUNCIL

2022/2023



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PAGE 1 OF 5

1.1. EMISSIONS REDUCTION PROJECTS

To achieve the reduction targets identified in 7, specific projects have been identified to achieve these targets, and are detailed in **Error! Reference source not found.** below.

Table 8: Projects to reduce emissions

Measure	Detail	Estimated emissions reduction	Target date	Responsibility	Funding source	Status at March 2023
Solar Farm - Ōtaki adjacent to WWTP	Described below	Estimated annual reduction is 298 tCO ₂ e.	2027/28	Miriam Randall/ Nienke Itjeshorst	LTP	Feasibility study is complete, LTP budget bid will be submitted for LTP 2024.
Establish a Solar Hub	Described below	Estimated reduction of up to 61 tCO ₂ e annually	2026/27	Miriam Randall / Kelvin Irvine	Budget proposed in draft 2024 LTP	Feasibility study is complete, LTP budget bid will be submitted for LTP 2024.
Reduce vehicle fleet emissions	Described below	Hope to achieve a 25-30 tCO ₂ e reduction over the next two - three years.	30/06/2026	Miriam Randall/ Tony Martin	Continue the Additional budget that was provided in LTP 2021 in to 2024 LTP	The fleet policy specifies that one of the renewal criteria for vehicles is that they should not be older than 7 years. All vehicles that can be swapped to EV should be done so thought this process.
Install heat recovery units- and electric heat source at Ōtaki Pool	Described below	Estimated annual reduction is 263 tCO ₂ e.	30/06/2025	Steve Millar/ Dave Hardy	Budget proposed in draft 2024 LTP	Works are currently planned for 2024/25.
Upgrade Ōtaki Pool building envelope	Described below	Not known	30/06/2025	Steve Millar/ Dave Hardy	Budget proposed in draft 2024 LTP	Currently planned for 2024/25
Pool heat source change at Waikanae	Described below	Estimated at reduction of up to 110 tCO ₂ e	30/07/2029	Steve Millar/ Dave Hardy	Budget proposed in draft 2027 LTP	An updated feasibility will be required ahead of a 2027 LTP budget bid.

SPECIFIC EMISSIONS REDUCTION PROJECTS

1. SOLAR FARM NEXT TO THE ŌTAKI WASTE WATER TREATMENT PLANT AND A SOLAR HUB ON THE ROOFS OF COUNCIL OWNED BUILDINGS

In 2022 Council commissioned a solar feasibility study for two projects, a 'solar farm' on land adjoining the wastewater treatment plant and for a 'solar hub' which would see solar panels placed on the roofs of the Paraparaumu library, Civic centre, Maple building and the Aquatic centre.

The solar farm would be installed on land airmarked for sustainability and waste minimisation purposes (it is not subject to 3 waters changes). A 1,880 kWp ground mounted solar farm could be constructed that would generate electricity equal to one quarter of councils current annual consumption. This electricity would be uploaded to the grid and council would receive both a financial return as well as 'electricity credits' which would then offset the equivalent emissions from grid electricity purchased.

The solar hub would feed solar generated electricity into the council buildings they are installed on therefor reducing the amount of electricity that needs to be purchased from the grid. This reduces the emissions that are incurred for grid electricity purchase. It is expected that the solar hub would be able to generate roughly the same amount of electricity as is used in the Library Maple and Civic buildings (473,000.0kWh p.a generated and only 344,730.87kWh p.a used), however as the Aquatic centre uses a heat pump system and its electricity demand could not be met by small roof area that could hold solar panels on that building.

There will be some electricity uploaded to the grid during peak sunlight hours from this hub. This upload to grid would result in some additional financial payback but would unlikely be of high enough volume to warrant registering these as energy credits.

With both projects implemented this will result in an average annual reduction in emissions of 32% based on the 2021/22 audit results. This would leave the council with (6,869,216.00 kWh p.a) 68% of its emissions from electricity still to address.

It should be noted that if 3 waters proceed in its current form then all emissions associated with 3 waters activity will move to the new entity when it is established, and this will result in electricity emissions reducing by 58% for the council. If both the hub and farm are then implemented on top of this there will be a further electricity reduction of 32% leaving the council with only (994,316 kWh p.a) 10% remaining of its 2021/22 electricity footprint.

2. VEHICLE FLEET OPTIMISATION AND DECARBONISATION

In the 2021-41 LTP, budget was approved to purchase 6-7 more Electric or Low Emission Vehicles (on top of the 3 that were already in the fleet) over the three year LTP period. This funding was in addition to the existing plant and vehicle replacement budget so that we could accelerate the transition. Currently the fleet has 8 full EV vehicles and 3 plugin hybrid vehicles. To continue this work, a new LTP budget bid will be put forward to allow the continued decarbonisation of the fleet. We are looking to replace an average of 3 additional vehicle per year with an EV or low emissions vehicle until all 92 vehicles are replaced (this does not equate to 3 new EV every year for 27 years rather it bridges the financial gap between replacing with an ICE vs and EV). It should be noted that some vehicles such as 4wd utes do not have a suitable electric alternative available in the market yet, so development of this technology will impact when some vehicles can be swapped.

3. INSTALL HEAT RECOVERY UNITS, HEAT PUMP AND BUILDING ENVELOPE IMPROVEMENTS AT ŌTAKI POOL

In late 2019, a feasibility study was commissioned to explore the options for emissions reduction at Ōtaki Pool. A recommendation was made to install air-to-air heat exchange units on the pool's exhaust air fans, which have no heat recovery at present, so that the recovered heat could support the space heating of the pool.

In addition, a new heat pump system is planned to replace the old condensing gas boiler for the pool. This will require a building extension to have sufficient space in the plant room to house this unit. It is estimated that these two projects will result in a 263 tCO₂e emission reduction annually. This project is planned for 2025 so the full result will likely be seen in the 2026/27 audited emissions inventory.

When the Otaki main pool hall was rebuilt in 2017 there was insufficient budget to also upgrade the changing rooms and plant room. These are a source of heat loss from the building. Funding for an upgrade of this part of the building has been approved as part of the pool upgrade project and will be done alongside the heat recover and heat source upgrades. It is not known what emissions reduction impact this project will have.

4. CHANGING THE HEAT SOURCE TO AN ELECTRIC HEAT PUMP AT WAIKANAE POOL

In 2017 a feasibility study was carried out on the possibility of switching the condensing gas boiler in the Waikanae pool to an electric heat pump. This replacement was not done at the time as there was an urgent need to replace the boiler when it broke and there not enough money in the budget for the electric option. Now the boiler is still relatively new making a replacement before the boilers end of life a weak financial business case. However, once works are complete at the Ōtaki Pool the focus will shift to improving Waikanae heat source. It is expected that the switching of the Waikanae heat source will be budgeted for in the 2027-2047 LTP. The cost for this project is currently estimated at \$800,000 to 1,000,000 however an updated feasibility study will be required ahead of an LTP bit.

Table 1 highlights emission sources that have been identified for improving source the data quality in future inventories.

TABLE 1. PROJECTS TO IMPROVE DATA QUALITY

Emissions source	Actions to improve data quality	Responsibility	Completion date
Waste to landfill operational waste	Work with waste pickup providers and transfer stations to get more accurate waste weights and categories	Property Manager, Aquatics Manager, Operations Manager	30/06/2023

The emissions inventory chapter identified various emissions liabilities (see **Error! Reference source not found.** section).

Table 2 details the actions that will be taken to prevent GHG emissions from these potential emissions sources.

TABLE 2. PROJECTS TO PREVENT EMISSIONS FROM LIABILITIES

Liability source	Actions to prevent emissions	Responsibility	Completion date
Refrigerants	Review maintenance schedule and renewals plan to reduce leak risks.	Property Manager, Aquatics Manager	Ongoing

Liability source	Actions to prevent emissions	Responsibility	Completion date
Forestry	N/A Council owned forests are not commercial, they are mostly native planted forests or rejuvenating areas. There is very little that can be done to reduce risk of loss.	Team Leader Environment and Ecological Services	Ongoing

1.2. STAFF ENGAGEMENT

Councils carbon reduction commitments are communicated to staff through annual reporting and the intranet. Key staff and operational business units are engaged by the Sustainability and Resilience team to work on projects to help reduce council's emissions. The inventory report is used to inform project planning discussions.

1.3. KEY PERFORMANCE INDICATORS

The Council monitors its progress on emissions reduction through the two KPIs below:

- 1. Emissions per ratepayer unit: The total number of ratepayer units this financial year 21/22 was 25,465 and the emissions per ratepayer unit were 0.18 tCO₂-e*
- 2. Emissions per million of Operating Revenue: This years operating revenue was 104.8 million and the emissions per million of Operating Revenue was 42.86 tCO₂-e*

10.5 WASTE MANAGEMENT AND MINIMISATION PLAN (2023) - LOCAL ACTION PLAN, REGIONAL ACTIONS, AND OBJECTIVES

Kaituhi | Author: **Robbie Stillwell, Waste Projects Manager**

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

TE PŪTAKE | PURPOSE

- 1 This paper requests that Council provides feedback on the Kāpiti local action plan, the regional actions, and objectives for inclusion in the draft Wellington Region Waste Management and Minimisation Plan (2023-2029) for public consultation in August 2023.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

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

TE TUKU HAE PAPA | DELEGATION

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

TAUNAKITANGA | RECOMMENDATIONS

- A. That Council provides feedback on the Kāpiti Local Action for inclusion in the draft WMMP for consultation in August.
- B. That Council provides feedback on the draft Regional Action Plan and proposed objectives.

TŪĀPAPA | BACKGROUND

- 4 The WMMP is Council's Waste Strategy and promotes effective and efficient waste management and minimisation across the region and establishes a related set of waste reduction targets. This plan needs to be reviewed every six years.
- 5 On 15 December 2022 Council agreed to formally proceed with reviewing and preparing a new Wellington Region WMMP (2023-2029) in collaboration with the other seven councils in the Wellington region. A review is a statutory requirement and if timeframes are not met, waste levy payments to Council's may be withheld.
- 6 The WMMP includes regional components such as a shared vision and objectives. It also includes local action plans which specify the activities planned to be undertaken by each Council to meet the objectives of the WMMP, including how these activities will be funded.
- 7 Elected members on the Wellington Region Waste Management and Minimisation Joint Committee will be kept informed at key points to enable decision making on a new draft plan. Council's Joint Committee representative is Councillor Prvanov with Councillor Halliday as the alternate. Elected members from each Council will also provide information back to their respective Councils, as each Council will be required to formally adopt the new plan.
- 8 Councils aim to develop a future focused plan that sets the direction for the period 2023-2029 and beyond. This is an opportunity for the new WMMP to adopt circular economy principles and look beyond waste management and minimisation. This would help to identify opportunities that create value for Wellington communities and mana whenua, and that support a 'just transition' to a circular and low-carbon regional economy.
- 9 A circular economy is an alternative to the traditional linear economy in which we keep resources in use for as long as possible, extract the maximum value from them whilst in use, then recover and regenerate products and materials at the end of each service life. When a product is designed for the longest use possible, and can be easily repaired,

remanufactured, or recycled (or used, composted and nutrients returned) we consider it to have a circular life cycle.

HE KŌRERORERO | DISCUSSION

- 10 The draft WMMP will be ready for public consultation in August 2023. The WMMP will include local action plans from each council in the Wellington Region, as well as a regional vision, objectives, targets, and regional actions.
- 11 In a separate report, also scheduled for today's Council meeting, Council is asked to delegate its authority to consult through the special consultative procedure to the WMMP Joint Committee.
- 12 If Council delegates this authority, the Joint Committee will approve the final draft WMMP for consultation and this draft will include both the Local Action Plan (LAP) and the proposed regional actions and objectives that this reports discusses.
- 13 Nonetheless, it is considered appropriate by all participating Councils to ask their respective Councils for feedback on the draft LAP, the draft regional actions and the proposed objectives, before these will be approved by the Joint Committee for consultation as part of the draft WMMP.
- 14 The draft Local Action Plan is attached to this report as Appendix 1.
- 15 The draft LAP was presented in draft form to the Climate and Environment Subcommittee on 2 May 2023. The Subcommittee didn't propose any changes or amendments to the proposed draft LAP.
- 16 It has also been presented to Ātiawa ki Whakarongotai and Ngāti Toa for feedback and is now waiting for final approval.
- 17 The LAP needs to continue to support Council's "business as usual" waste minimisation activities including: our education programmes, levy grants process, waste minimisation education campaigns like Love your Compost, Waste Minimisation officer staffing, bylaw implementation, data collection, and resource recovery Infrastructure (including the Otaihangā Zero Waste Hub).
- 18 Several workshops took place earlier this year to guide development of the WMMP, with industry representatives, community groups, council staff, and other organisations. The outcomes of these workshops have contributed to the development of the draft WMMP vision, the draft WMMP objectives, and the draft regional actions.
- 19 Councils must have regard to *Te rautaki para - Waste Strategy* when developing a WMMP. The vision, principles, targets, and circular economy framework of the Waste Strategy are reflected in the draft WMMP and Kāpiti local action plan.
- 20 The draft regional actions and the draft objectives for the WMMP are attached to this report as Appendix 1.

He take | Issues

- 21 The timeframe to provide feedback prior to public consultation in August is limited.

Ngā kōwhiringa | Options

- 22 As this is a report presented to receive feedback, no options are proposed.

Mana whenua

- 23 The LAP has been presented for discussion to the Taiao Committee of Te Ātiawa ki Whakarongotai and has been submitted for final approval.
- 24 Kāpiti's LAP has been submitted to Ngāti Toa for final approval, alongside Porirua and Wellington.

- 25 Ngā Hapū o Ōtaki were informed and updated on the WMMP project at Te Whakaminenga o Kāpiti on March 28 and to date we have not received any further feedback.
- 26 The draft regional actions and draft objectives have only been finalised last week and have not been presented separately to mana whenua at this point in time.
- 27 The WMMP aims to support Mana Whenua vision and priorities for the Kāpiti Coast District, as outlined in the Councils' Long-term Plan 2021-2041. These priorities are:
- Kaitiakitanga – sustaining the environment and people
 - Ūkaipōtānga – identity
 - Whanaungatanga – connectedness
 - Pūkengatanga – preserving, creating, teaching and knowledge
 - Manaakitanga – supporting each other.

Panonitanga āhuarangi | Climate change

- 28 Climate change is a key consideration in the development of the Wellington Region WMMP and the respective council Local Action Plans. Transitioning to a circular economy reduces the Wellington Regions carbon emissions and will contribute positively to carbon reduction goals.
- 29 The Wellington Region WMMP determines the direction and activities that Council will focus on over a six-year period in relation to waste management and resource recovery. The development of a new plan contributes to the Council's response to the climate crisis by seeking to reduce the amount of waste going to landfill. In turn this will reduce overall emissions of waste to landfill.

Ahumoni me ngā rawa | Financial and resourcing

- 30 Funding for the review process of the Wellington Regional WMMP and the actions proposed in this WMMP are predominately sourced from Waste Levy income received from the Ministry of the Environment.

Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

- 31 It is a statutory requirement under section 44 of the Waste Minimisation Act 2008 to use the special consultative procedure for the development of the WMMP, as set out under section 87 of the Local Government Act 2002.

Ngā pānga ki ngā kaupapa here | Policy impact

- 32 The Regional WMMP (2023-2029) will supersede the regional WMMP (2017).

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

- 33 Consultation on the WMMP (2023-2029) is required to follow the special consultative procedure required under section 83 of the Local Government Act 2002. Officers are preparing for this consultation to be conducted in August 2023.
- 34 An Engagement Working Group has been formed with officers from all 8 Councils to develop consultation material.
- 35 As part of the consultation and hearing process, officers will work with the Joint Committee and our Councils Communication and Engagement team to ensure that Kāpiti residents, businesses and mana whenua are supported to provide submissions and take part in the hearing process.

- 36 Officers are considering holding specific public drop-in sessions to engage hard to reach communities.

Whakatairanga | Publicity

- 37 A Consultation Approach Plan will be developed to clearly set out the process to develop and manage consistent messaging across the Wellington Region and allow streamlining of engagements and communications. All programme and consultation communications will be endorsed by the WMMP Project Team and signed off by the WMMP Steering Group.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Kapiti Draft Local Action Plan, Draft Regional Actions, and draft Objectives [↓](#)

Key/Definitions

Waste Hierarchy

- **Reduce, rethink, redesign** - Reduce the resources being used and redesign to avoid producing waste
- **Reuse, repair, repurpose** – Keep things in use for as long as possible without significant reprocessing
- **Recycle, compost, anaerobic digestion** – Process materials to make the same or different materials of similar value when reuse is no longer possible
- **Recover value** – Recovery any remaining value sustainably without increasing emissions (e.g. chemical recycling, renewable energy)
- **Dispose** – For any truly residual waste, treat to remove or reduce potential harm before final disposal

Objectives

1. Waste and resource recovery systems support a reduction in greenhouse gas emissions.
2. There is collective responsibility within the Wellington region for our resources and environment.
3. There is better influence and advocacy for waste outcomes in the Wellington region.
4. Residents, businesses, and other organisations are encouraged to reduce waste.
5. Waste and resource recovery services and systems are in place to increase material circularity.
6. It is accessible and convenient for residents and businesses to divert their waste.
7. Waste and resource recovery systems are traceable and transparent.
8. Waste disposal infrastructure is treated as finite and provides resilience in the waste management system.
9. Residual waste is managed safely and effectively in accordance with best practice.

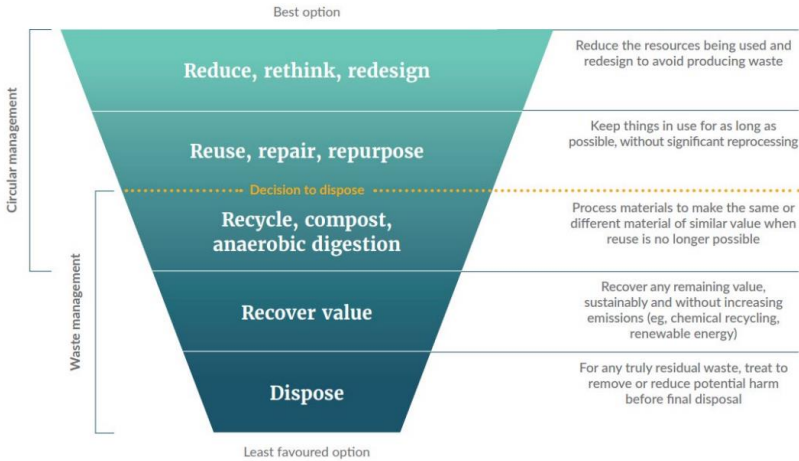
Role of council

- **Provider:** The Council’s core role is to invest and maintain civic infrastructure and facilities, which provide the foundation for businesses and residents to thrive.
- **Funder:** We provide support for businesses and communities by funding initiatives which will help our city to avoid, reuse, recycle and recover resources and waste.
- **Partner:** We also partner with others to achieve waste minimisation outcomes, recognising where local providers can deliver alongside Council.
- **Facilitator:** We bring people together to discuss issues, share ideas and connect people. This includes working with schools, communities and businesses to rethink waste.
- **Advocate:** We advocate on behalf of our city and communities where we have no direct control. For example, through submitting to central government agencies and Parliament select committees on waste and environmental legislation and regulation changes.
- **Regulator:** Our regulatory teams provide services such as liquor licensing and building consenting which are important for business success

Funding options

Could include, but not limited to:

- General Rates
- Targeted rates
- Waste Levy
- User Charges
- Private sector funding
- Grants



Regional Action Plan

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
1	Reduce, rethink, redesign	Fund regional resources for the implementation of the Waste Management and Minimisation Plan (2023-2029), for example, human resources, research, and funding the formulation of the next WMMP. Where appropriate, look for opportunities to collaborate with other organisations to fund regional projects or initiatives.	All	Funder	Waste Levy General Rates	Ongoing
2	Reduce, rethink, redesign	Establish a regional framework to support collaboration between the 8 councils across the Wellington region on the development and implementation of regional waste management and minimisation projects and initiatives.	All	Partner	Waste Levy General Rates	Ongoing
3	Reduce, rethink, redesign Reuse, repair, repurpose	Establish a regional framework to support collaboration and connections between, councils, community groups, businesses, and other organisations. Where appropriate, look for opportunities to collaborate on and support the design and delivery of regional waste management and minimisation projects and initiatives.	Objective 2 Objective 3 Objective 4 Objective 5	Partner, Facilitator	Waste Levy General Rates Private funds	2024
4	Reduce, rethink, redesign Reuse, repair, repurpose	Advocate for policies and initiatives at a national level that will improve outcomes for reuse and waste reduction initiative in the Wellington region. For example, product stewardship schemes, container return schemes, and right to repair.	Objective 2 Objective 3	Advocate	Waste Levy General Rates	Ongoing
5	Reduce, rethink, redesign Reuse, repair, repurpose	Support, fund, and deliver regionally consistent behaviour change messaging, communications, and education programmes that focus on waste minimisation and responsible consumption.	Objective 2 Objective 3 Objective 4	Funder, Facilitator	Waste Levy General Rates	2024 - 2025
6	Reuse, repair, repurpose Recycle, compost, AD	Investigate, consider, trial, and implement options for establishment or improvement of regional infrastructure and services. This could include, but is not limited to, options for organic waste, C+D waste, biosolids, materials recovery facilities, and a region wide resource recovery network.	Objective 1 Objective 5 Objective 6	Partner	General Rates Targeted Rates User Charges Waste Levy Private funding Grants	Ongoing
7	Reduce, rethink, redesign Reuse, repair, repurpose Recycle, compost, AD Dispose	Continue to implement the regionally consistent solid waste management and minimisation bylaws and review current regulatory tools to ensure they are achieving the desired outcomes.	Objective 4 Objective 5 Objective 7	Regulator	General Rates User charges Waste levy	Ongoing
8	Reduce, rethink, redesign Reuse, repair, repurpose Recycle, compost, AD Dispose	Investigate and implement methodologies to consistently measure and record material flows across the region.	Objective 7	Regulator	Waste Levy General Rates	2024 - 2025
9	Dispose	Implement consistent monitoring of litter across the region, including at-risk natural areas such as rivers and beaches to understand the extent of the issue and consider remediation & further actions.	Objective 2 Objective 9	Partner	Waste Levy General Rates	2025 - 2026
10	Dispose	Ensure the Wellington region has a disaster management plan that identifies risks and hazards to landfills and other waste and resource recovery infrastructure in the region and provides information on how waste generated due to a disaster will be managed.	Objective 2 Objective 8 Objective 9	Provider	General Rates User Charges	Ongoing
11	Dispose	Investigate, consider, develop, and implement a regional waste disposal plan which considers the lifecycle of landfills and other waste infrastructure in the region and provides possible disposal options for residual waste in the long term. Plan should also consider options for supporting the private industry to manage other materials in the long term, such as cleanfill, contaminated soils and wet soils.	Objective 2 Objective 6 Objective 7 Objective 8 Objective 9	Provider, Facilitator	General Rates User Charges	2025 - 2026

Kāpiti Coast Action Plan

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
1	Reduce, rethink, redesign	Educate residents in waste Minimisation by providing information and resources via workshops, talks, the Council website, social media, newspapers, pamphlets, and posters.	Objective 4	Facilitator	Waste Levy General Rates	Ongoing
2	Reduce, rethink, redesign	Provide educational support to educational institutions on waste minimisation, which may include the Zero Waste Education programme, Paper4Trees, cloth nappies trial for pre-schools and Enviroschools.	Objective 4	Provider, Funder, Facilitator	Waste Levy	Ongoing
3	Reduce, rethink, redesign	Support principles of Te Ao Māori and provide support to local iwi groups. This may include education programmes, grants, and event waste management.	Objective 3 Objective 4	Partner	Waste Levy General Rates	Ongoing
4	Reduce, rethink, redesign Reuse, repair, repurpose	Provide annual contestable waste minimisation grants for community groups.	Objective 4 Objective 6	Funder, Facilitator	Waste Levy	Ongoing
5	Reduce, rethink, redesign Reuse, repair, repurpose	Provide annual contestable Business Waste Minimisation Grants and explore options for streamlining the business Grants process.	Objective 4 Objective 6	Funder	Waste Levy	Ongoing
6	Reduce, rethink, redesign Reuse, repair, repurpose Recycle, compost, anaerobic digestion	Assist educational institutions with waste minimisation projects, which may include waste audits, setting up recycling systems, composting and worm farms.	Objective 4	Facilitator	Waste Levy	Ongoing
7	Reduce, rethink, redesign Reuse, repair, repurpose Recycle, compost, anaerobic digestion	Implementation of the Bylaw: section 13 Events: Event managers must submit an event waste management and minimisation plan to the council for approval. Waste team assesses and approves the plan, and provided support with resource bookings, advice, planning meetings etc. Consider options to increase number of post-event waste audits being submitted.	Objective 5 Objective 6	Regulator	Waste Levy	Ongoing
8	Reduce, rethink, redesign Reuse, repair, repurpose Recycle, compost, anaerobic digestion	Support, create, or increase engagement on targeted educational campaigns and projects, which may include niche recycling programmes (batteries, e-waste, car seats), Love Food Hate Waste Campaigns, Waste Free Parenting/Period programmes, Love your Compost, Illegal Dumping reduction.	Objective 4	Facilitator	Waste Levy	Ongoing
9	Reduce, rethink, redesign Reuse, repair, repurpose Recycle, compost, anaerobic digestion	Work with local businesses to achieve waste reduction. Support and develop Pakihi Toitū o Kāpiti – Sustainable Business Kapiti – including the Business Waste Consultancy Programme.	Objective 4 Objective 6	Facilitator	Waste Levy General Rates	2023 – onwards
10	Reduce, rethink, redesign Reuse, repair, repurpose Recycle, compost, anaerobic digestion	Advocate for better outcomes for waste. Comply with MfE's national direction for waste management and minimisation in Aotearoa. Consider and respond to Government legislative changes, including the Aotearoa Waste Strategy, Waste Minimisation Act, Litter Act, and Resource Management Reforms.	Objective 3	Advocate	Waste Levy General Rates	Ongoing
11	Reuse, repair, repurpose Recycle, compost, anaerobic digestion	Explore options for satellite Zero Waste/Recycling hubs in the District.	Objective 6	Partner	Waste Levy General Rates	Ongoing
12	Reuse, repair, repurpose	Maintain or develop new leases for Council land, including using closed landfills for resource recovery. Continue to support waste minimisation groups with peppercorn leases, including Zero Waste Otaki and Otaihangā Zero Waste Hub.	Objective 4 Objective 5	Partner	Lease Revenue (income)	Ongoing
13	Recycle, compost, anaerobic digestion	Continue to support green waste diversion from landfill by composting or other methods.	Objective 1 Objective 5	Partner	Waste Levy General Rates	Ongoing
14	Recycle, compost, anaerobic digestion Recover value	Explore options for diversion of biosolids from landfill, which may include vermicomposting, in-vessel composting. (In collaboration with wastewater team).	Objective 1 Objective 5	Provider, Partner	Waste Levy General Rates	Ongoing
15	Dispose	Continue aftercare of closed landfills, including alternate leachate treatment methods for Otaihangā, maintenance of wetlands, and planting of native trees.	Objective 9	Provider	General Rates	Ongoing

Regional Waste Management and Minimisation Plan (2023-2029) Vision and Objectives:

The vision for this WMMP is:

Working together to reduce waste and maximise the value of materials – for people, environment, and economy.

Regional Objectives:

To support the vision, this WMMP includes nine objectives that reflect the priorities, issues, and opportunities identified by the councils and the stakeholders engaged as part of developing this WMMP. These objectives aim to strike the right balance between ambition and action and are considered to be SMART.

The order in which they are presented is not a reflection of their importance.

Objective 1: Waste and resource recovery systems support a reduction in greenhouse gas emissions.

Objective 2: There is collective responsibility within the Wellington region for our resources and environment.

Objective 3: There is better influence and advocacy for waste outcomes in the Wellington region.

Objective 4: Residents, businesses, and other organisations are encouraged to reduce waste.

Objective 5: Waste and resource recovery services and systems are in place to increase material circularity.

Objective 6: It is accessible and convenient for residents and businesses to divert their waste.

Objective 7: Waste and resource recovery systems are traceable and transparent.

Objective 8: Waste disposal infrastructure is treated as finite and provides resilience in the waste management system.

Objective 9: Residual waste is managed safely and effectively in accordance with best practice.

10.6 ELECTED MEMBER TRAINING AND DEVELOPMENT PLAN

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

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

TE PŪTAKE | PURPOSE

- 1 This report seeks Council's approval of the Elected Member Training and Development Plan for the 2022-2025 triennium.

HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

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

TE TUKU HAE PAPA | DELEGATION

- 3 The Council has the authority to consider this matter.

TAUNAKITANGA | RECOMMENDATIONS

- A. That Council adopts the proposed training plan at Appendix 1 'Elected Member Training and Development Plan 2022-2025' to guide training for the remainder of the triennium.
- B. That Council:
 - B.1 approves the recertification of Cr Prvanov as Hearing Commissioner in the 2023/2024 financial year to ensure her certification remains up to date.
 - B.2 confirms the attendance of the Mayor, Deputy Mayor, Cr Halliday, Cr Handford, and Cr Prvanov to the 2023 Local Government New Zealand Conference (26-28 July).
- C. That Council authorises the Mayor to approve attendance at the Local Government New Zealand Conference and for the RMA Training - 'Making Good Decisions' courses in financial years two and three of the plan.

TŪĀPAPA | BACKGROUND

- 4 Following the election, elected members were invited to participate in a two-month induction programme designed to equip them with key skills and knowledge required for their governance roles. Induction sessions completed included in-house briefings, workshops, and bus tours which covered operational, cultural, strategic, legal and governance aspects.
- 5 External sessions and workshops held by Local Government New Zealand and Te Rūnanga o Toa Rangātira were also part of the programme.
- 6 Feedback on the induction programme was sought from Elected Members via a survey in early December 2022 which included specific questions to identify future training and development opportunities for Elected Members.
- 7 The feedback received from the survey as well as discussions with a number of Elected Members, the Mayor, a review of the induction sessions provided at the start of the triennium and a review of the training sessions provided in past triennia have informed the development of the Elected Member Training and Development Plan 2022 – 2025 (the Plan).
- 8 The Future for Local Government report released on 20 June 2023 makes findings on the particular skills and capabilities that elected members will need to make good long-term decisions for communities in an increasingly complex operating environment. This includes a programme tailored to the specific needs of members, and relevant training areas could include:

- 8.1 Complex intergenerational decision-making with communities and the role of democracy and representation
 - 8.2 Understanding and empowering diversity and understanding a range of cultural frames
 - 8.3 Te Tiriti o Waitangi
 - 8.4 Governance skills, including how to lead, collaborate, and steward effectively with others.
 - 8.5 Subject-specific education and training, which could include fiscal management, wellbeing frameworks, and the specific regulatory roles of local government.
- 9 Many of these suggestions are captured within the proposed plan such as Te Tiriti training and governance skills; however, Councillors may wish to consider whether any of the additional specific FFLG suggestions should also be incorporated within the training programme.

HE KŌRERORERO | DISCUSSION

- 10 The Plan has been developed for the period from 1 July 2023 until the end of the current triennium at 10 October 2025. Training and development provided to Elected Members to date has not been included in the plan.
- 11 The remainder of the triennium has been split into three distinct training periods for the purposes of the Plan:
- 11.1 2023/24 Financial Year from 1 July 2023 to 30 June 2024
 - 11.2 2024/25 Financial Year from 1 July 2024 to 30 June 2025, and
 - 11.3 1 July 2025 to 10 October 2025 (three-month period covering remainder of triennium).

Training and Development Plan 2022-2025

- 13 The following training and development is included within the proposed Plan:

Local Government New Zealand

Ākona Learning Platform

- 15 Local Government New Zealand (LGNZ) now offers a newly launched online learning platform called Ākona which contains numerous online training modules for Elected Members.
- 16 The Ākona learning platform currently offers a range of modules, including: The Good Governance Guides, The Good Mayors & Chairs Guide, Standing Orders, Code of Conduct, Guide to Community Boards, Te Tiriti o Waitangi, and Tax Guide for Elected Members. LGNZ has also confirmed that additional modules will be added to the platform as it is further developed.
- 17 The proposed Plan has budgeted for the Ākona learning platform across all three financial years. At a cost of \$8,500.00 per annum all Elected Members will have access to the platform.

Working with Media and Social Media Workshop

- 18 The Plan includes a workshop presented by LGNZ which covers the operational nature of various media in Aotearoa New Zealand, communicating and interacting with the media, and safely navigating social media and the role it plays within in the community. At a cost of \$6,000.00 all remaining elected members that have not yet received media related training, will be able to access the workshop.

Local Government New Zealand Annual Conference

- 19 LGNZ hold the annual LGNZ Conference in July each year. The proposed Plan has allocated provisions for the attendance of the Mayor and four Councillors across all three financial

years of the plan. The cost estimate for this is approximately \$14,000.00 per annum for conference attendance, flights and accommodation.

RMA Training – ‘Making Good Decisions’ Course

- 20 Council currently has three Elected Members accredited as Hearing Commissioners. The current accredited members are the Mayor, Cr Jocelyn Prvanov and Ōtaki Community Board Member Jackie Elliott.
- 21 Following completion of the ‘Making Good Decisions’ course the Mayor and Community Board Member Jacquie Elliott became qualified as panel chairs, and Cr Prvanov as a panel member.
- 22 Cr Jocelyn Prvanov’s accreditation will expire in March of the 2023/24 financial year. Cr Prvanov may wish to recertify, or an alternative member may be nominated to become accredited as Hearing Commissioners.
- 23 Community Board Member Jackie Elliott has recently become re-accredited in early 2023 and the Mayor’s accreditation will not lapse until 2026.
- 24 While independent hearing commissioners are often requested for RMA hearings, ensuring a number of elected members are also trained provides for additional flexibility and capacity for conducting hearings. The training course also provides learnings that Elected Members can also broadly apply to other Council related business and decision-making.
- 25 The ‘Making Good Decisions’ course is priced at \$2,244.00 per person.
- 26 The proposed Plan allows for two Elected Members to complete the course each financial year.

Te Tiriti o Waitangi, Te Ao Māori, and Te Reo Māori

- 28 For the upcoming financial years, provisions have been made in the plan for various sessions on Te Tiriti o Waitangi, Te Ao Māori and Matauranga Māori refresher sessions as well as access to the Education Perfect Te Reo course.

Legal and Governance Training Sessions

- 29 While the Plan does not include specific Legal and Governance sessions, a Legal Briefing by Simpson Grierson is planned for early 2024. The cost for this briefing will be covered by the activity budget and has therefore not been included in the costings of the Plan. Additional legal briefings on key risk areas for elected members will be arranged as required and therefore, have not been included in the plan.
- 30 Governance related modules are on offer through Ākona, so no additional provisions have been made.

Whakawhānautanga – Team Building Sessions

- 31 Feedback from the induction survey indicated that team building sessions held as part of the induction were seen as valuable. It is proposed that these sessions will continue in the form of Councillor Only Sessions and Community Board pre-meetings, in conjunction with regular Committee and Community Board meetings. As these sessions are not facilitated at present no additional funding provisions have been made in the Plan.

Community Board Training

- 32 Each Community Board has a specific training budget of \$4,207.00. The purpose of these training budgets is to address specific training needed by each community board, for example, a strategic planning session. This is to be determined by each board.
- 33 Community Boards also have a separate budget for attendance at the bi-annual LGNZ Community Board Conference, which is not set out in the Plan.

2025-2028 Triennium

- 34 In the final year of the Plan provision is made for the recurring costs of attending the 2025 LGNZ Conference, Making Good Decisions Course (RMA Training) and use of the Ākona online platform.

He take | Issues

- 35 The proposed Plan includes a range of training and development options covering a number of different focus areas. It builds upon the induction programme, training provided in the previous triennium (2019-2022) and feedback collated from the post-induction survey.
- 36 Notable changes from last triennium's training plan are the inclusion of training and development opportunities relating to Te Tiriti o Waitangi, Te Ao Māori, Te Reo Māori, media and social media, and the omission of the NZ Institute of Director's training covering governance and strategy. The latter is due to similar training and resources available through Local Government New Zealand's new Ākona platform.

Ngā kōwhiringa | Options

- 37 There are no options set out in the report. Elected members may amend the training plan as required if needs change to what is set out in the adopted plan.

Mana whenua

- 38 During the induction programme, Councillors were invited to attend a cultural competency workshop run by Te Rūnanga o Toa Rangātira which covered Ngāti Toa history, the Treaty Partnership and engagement tools. This was in addition to in-house sessions run by Council's Iwi Partnerships team, and a session Statutory Obligations under Te Tiriti o Waitangi delivered by Buddle Finlay.
- 39 The first year of the proposed Plan includes further opportunities for elected members to develop their knowledge of Te Tiriti o Waitangi, Te Ao Māori, and Te Reo Māori. The second year also has provisions for refresher training and development sessions to enhance cultural understanding.
- 40 Continued investment into developing elected members knowledge of Te Ao Māori and Te Tiriti o Waitangi obligations gives effect to Council's commitment to the partnership with its mana whenua Ātiawa ki Whakarongotai, Ngā Hapū o Ōtaki and Ngāti Toa Rangātira.
- 41 As the plan is specifically for Elected Members and provisions for training for Appointed Mana Whenua representatives falls under a different budget, mana whenua have not specifically been consulted in developing this plan. Council Officers have instead socialised any training provided to Elected Members in Te Ao and Mātauranga Māori with the Iwi Partnerships team and will continue to do so ahead of offering further training to ensure it is adequate and provided in a culturally safe manner.

Panonitanga āhuarangi | Climate change

- 42 There are no climate change considerations relevant to this report.

Ahumoni me ngā rawa | Financial and resourcing

- 43 The elected member training budget for has been set for the 2023/24 Financial Year at \$50,589. The budgets for future years will be set through the long-term plan and annual plan processes and therefore may be subject to change.
- 44 The anticipated budget for financial years 2023/24 and 2024/25 (to end of triennium) for training proposed in the Plan is set out below:
- 2023/24 Financial Year: \$50,589
 - 2024/25 Financial Year: \$52,006
 - 1 July 2025 – 10 October 2026 (remainder of triennium): \$82,138.

- 45 Each community board has a separate training and LGNZ conference budget in addition to the above training budget covering all Elected Members. While the overall budget above is set for Councillor training, invites to Community Board members will be extended for any sessions that are costed at a per session rate or per annum rate to ensure such training opportunities can be accessed by as many Elected Members as possible.
- 46 The budgets are sufficient to cover training set out in the Plan with a small provision to allow for additional individual Elected Member training and development requests. It is recommended that any individual requests are reviewed and approved by the Mayor.

Ture me ngā Tūraru | Legal and risk

- 47 There are no additional legal or operational risk considerations.

Ngā pānga ki ngā kaupapa here | Policy impact

- 48 There are no policy considerations.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

- 49 Not required for this report.

Whakatairanga | Publicity

- 50 A copy of the Plan will be available to the public as part of the agenda for the Council meeting and upon request.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Appendix 1 - Elected Member Training and Development Plan 2022-2025 [↓](#)

APPENDIX 1 - ELECTED MEMBER TRAINING AND DEVELOPMENT PLAN

Training Events and Courses	Approximate Costings	Comments
ANNUALLY		
Annual LGNZ Conference	\$ 14,000.00	The costings include registration fees, flights, and accommodation) for the Mayor and four Councillors.
RMA Certification	\$ 4,488.00	The costing includes attendance at the Making Good Decisions training course in Wellington for two Elected Members annually.
Ākōna Online Learning Platform	\$ 9,775.00	Cost package is for all Elected Members per annum.
ONLY FOR FINANCIAL YEAR 2023/2024		
Education Perfect - Te Reo Course	\$ 1,089.00	Course cost is \$99.00 per person for a nine month access.
Te Tiriti o Waitangi – Treaty Workshops	\$ 5,000.00	Exact pricing and options for a local supplier to provide a Kāpiti context to the training are still being explored.
Media Training	\$ 6,000.00	Various options from half-day sessions for all Elected Members to smaller group sessions are explored.
ONLY FOR FINANCIAL YEAR 2024/2025		
Refresher Sessions	\$ 15,000.00	Estimated costings for refresher sessions on Legal, Health and Safety, Civil Defence and Emergency Management, Leadership, Te Ao Māori and Community Engagement.

Total Cost for FY 2023/24	\$ 46,352.00
Total Cost for FY 2024/25	\$ 43,263.00
Total Cost for 2025	\$ 28,263.00

Additionally, a Legal Briefing in early 2024 will also be offered to Elected Members. The cost of approximately \$6,000.00 for this briefing will be covered by a different budget and has therefore not been calculated into the overall costings presented in this plan.

COMMUNITY BOARD SPECIFIC TRAINING	
Paekākāriki Community Board	\$ 4,207.00
Raumati Community Board	\$ 4,207.00
Paraparaumu Community Board	\$ 4,207.00
Waikanae Community Board	\$ 4,207.00
Ōtaki Community Board	\$ 4,207.00

10.7 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 23 May 2023 to 20 June 2023.

HE WHAKARĀPOPOTO | 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 Raumati Community Board meeting on 30 May 2023:
 - That the Raumati Community Board notes the Initiatives grant application received from Bruce Henderson on behalf of Kāpiti Cycling Action and recommends Council request officers to work with Kāpiti Cycling Action to further develop the Raumati Bikebus proposal as a pilot programme to be considered for funding during the development of the 2024-44 Long Term Plan.
- C. That the Council considers the following recommendation from the Climate and Environment Subcommittee meeting on 15 June 2023:
 - That the Climate and Environment Subcommittee notes that the CWB Terms of Reference will be brought to Council in July 2023, and recommends to Council to invite CWB representatives and Janice Hill to provide a comprehensive update at this Council meeting also, focussing on the CWB network and master plan that has been diligently developed by CWB representatives and Council staff.

TŪĀPAPA | BACKGROUND

- 4 During the period of 23 May 2023 to 20 June 2023, Standing Committee and Community Board meetings took place on the following dates:

Paraparaumu Community Board	Tuesday, 23 May 2023
Raumati Community Board	Tuesday, 30 May 2023
Grants Allocation Committee – Community Grants	Thursday, 1 June 2023
Campe Estate Committee	Thursday, 8 June 2023
Climate and Environment Subcommittee	Thursday, 15 June 2023

Ōtaki Community Board	Tuesday, 20 June 2023
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5 Items discussed at each of the meetings listed in paragraph 4 are noted below:

5.1 On Tuesday, 23 May 2023 the Paraparaumu Community Board met to discuss:

- Maclean Park Update
- Consideration of Applications for Funding

5.2 On Tuesday, 30 May 2023 the Raumati Community Board met to discuss:

- Raumati Seawall Update
- Consideration of Applications for Funding

5.3 On Thursday, 1 June 2023 the Grants Allocation Committee – Community Grants met to discuss:

- Consideration of Applications for Funding

5.4 On Thursday, 8 June 2023 the Campe Estate Committee met to discuss:

- Consideration of Applications for Funding

5.5 On Thursday, 15 June 2023 the Climate and Environment Subcommittee met to discuss:

- Update on Cycleways, Walkways and Bridleways
- Update on Reserve Management Plan
- Kāpiti Coast District Council's Response to Whaitua and Te Mana o Te Wai
- Council's Corporate Emissions Reduction Targets

5.6 On Tuesday, 20 June 2023 the Ōtaki Community Board met to discuss:

- Update on Takutai Kāpiti
- Consideration of Applications for Funding

6 In addition, the following meetings took place:

Te Whakaminenga o Kāpiti	Tuesday, 20 June 2023
Kāpiti Coast Older Persons' Council	Wednesday, 31 May 2023

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

7.1 On Tuesday, 20 June 2023 Te Whakaminenga o Kāpiti met to discuss:

- Kāpiti Housing Steering Group Terms of Reference
- 2022-2023 Māori Economic Development Fund
- Ngā Take Tārewa | Matters Under Action
- He Kōrero Hou Mō Ngā Iwi | Iwi Updates
- Age Friendly Approach
- Māori Economic Development Grants 2022/23 Recipients
- Update on the Wainuiwhenua project

- Maramataka 2023-24

7.2 On Wednesday, 31 May 2023, the Kāpiti Coast Older Persons' Council met to discuss:

- Update from the Project Management Office
- Older Persons' Council Work Plan
- Age Friendly Strategy
- Recruitment of new members

HE KŌRERORERO | DISCUSSION

He take | Issues

- 8 Within the reports and recommendations considered by Standing Committees and Community Boards from 23 May 2023 to 20 June 2023, there were two recommendations made to Council.
- 9 One recommendation was made at the Raumati Community Board meeting on 30 May 2023 in relation to a grant application from Kāpiti Cycling Action to establish the Raumati Bikebus programme.

9.1 The recommendation was:

- 9.1.1 That the Raumati Community Board notes the Initiatives grant application received from Bruce Henderson on behalf of Kāpiti Cycling Action and recommends Council request officers to work with Kāpiti Cycling Action to further develop the Raumati Bikebus proposal as a pilot programme to be considered for funding during the development of the 2024-44 Long Term Plan.

- 10 The second recommendation was made at the Climate and Environment Subcommittee meeting on 15 June 2023 in relation to the update given by the Cycleways, Walkways and Bridleways Advisory Group.

10.1 The recommendation was:

- 10.1.1 That the Climate and Environment Subcommittee notes that the CWB Terms of Reference will be brought to Council in July 2023, and recommends to Council to invite CWB representatives and Janice Hill to provide a comprehensive update at this Council meeting also, focussing on the CWB network and master plan that has been diligently developed by CWB representatives and Council staff.

10.2 Council officers note that:

- 10.2.1 If the Council agrees to this recommendation, officers can arrange for an update on the Cycleways, Walkways and Bridleways network plan to be added into that agenda item.

Ngā kōwhiringa | Options

- 11 Options are not required for this report.

Tangata whenua

- 12 Mana whenua were not specifically consulted for this report.

Panonitanga āhuarangi | Climate change

- 13 There are no climate change considerations relevant to this report.

Ahumoni me ngā rawa | Financial and resourcing

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

Ture me ngā Tūraru | Legal and risk

15 There are no legal considerations relevant to this report.

Ngā pānga ki ngā kaupapa here | Policy impact

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

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

17 An engagement plan is not required for this report.

Whakatairanga | Publicity

18 No publicity is required with regards to this report.

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 25 May 2023 be accepted as a true and correct record.

APPENDICES

1. Confirmation of 25 May 2023 Council Minutes [↓](#)

COUNCIL MEETING MINUTES

25 MAY 2023

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
COUNCIL MEETING
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON THURSDAY, 25 MAY 2023 AT 9.32AM**

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

IN ATTENDANCE: Mr André Baker, Mr Bede Laracy, Mr Michael Moore, Mr Glen Olsen, Mr Mark de Haast, Mr Huriwai Paki, Mr Sean Mallon, Ms Janice McDougall, Mr Mike Mendonça, Ms Susan Owens, Mr Peter Bollman, Mr Dave Hardy, Ms Kate Coutts, Ms Steffi Haefeli, Ms Anna Smith, Ms Emma Haxton, Ms Claire Rewi, Ms Jing Zhou, Ms Paula Reardon, Mr Cam Butler

WHAKAPĀHA | APOLOGIES: Mayor Janet Holborow, Ms Kim Tahiwī, Ms Denise Hapeta

LEAVE OF ABSENCE: Cr Liz Koh, Mr Richard Mansell

1 NAU MAI | WELCOME

Deputy Mayor Lawrence Kirby welcomed everyone to the meeting.

2 KARAKIA | COUNCIL BLESSING

André Baker opened the meeting with karakia.

3 WHAKAPĀHA | APOLOGIES

APOLOGY

RESOLUTION CO2023/51

Moved: Cr Rob Kofoed
Seconder: Cr Sophie Handford

That the apologies received from Mayor Holborow, Kim Tahiwī, Denise Hapeta, the apology for lateness of Cr Cooper be accepted, and the additional leave of absence of Mr Richard Mansell be noted.

CARRIED

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

No declarations of interest were made.

COUNCIL MEETING MINUTES

25 MAY 2023

5 TE WHAKATAKOTO PETIHANA | PRESENTATION OF PETITION

No petitions were presented.

6 NGĀ WHAKAWĀ | HEARINGS

There were none.

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

Huriwai Paki arrived 9:37am.

Cr Cooper arrived 9:39am.

Mr Conrad Petersen spoke to his submission on access to meetings for hearing impaired ratepayers and answered questions from members.

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)

The Chair noted that the resolution made by the Strategy and Operations Committee Meeting of Thursday 18 May 2023 to support a remit on Elected Member receiving Kiwisaver was processed by staff. It transpired that another remit on the topic had already been proposed by Hamilton City Council and had the required support. Members discussed the topic and requested to sight the remit ahead of moving a motion. Item - Motion Janet Holborow/Sophie Handford - was moved to another part of the minutes.

9 TE PŪRONGO A TE KORORMATUA | MAYOR'S REPORT

There was no Mayor's Report submitted at this meeting.

10 PŪRONGO | REPORTS**10.1 WAIKANAE LIBRARY AND SERVICE CENTRE - COMMUNITY ENGAGEMENT**

Peter Bollman Project Manager Ōtaki Growth Infrastructure, and Mike Mendonça, Group Manager Place and Space introduced the report and answered questions from members.

RESOLUTION CO2023/52

Moved: Cr Nigel Wilson

Seconder: Cr Jocelyn Prvanov

Note the changing shape of libraries indicates a need for multi-functional space that becomes a social hub for the entire community.

Note that Council officers have investigated three options together with separate scenarios to replace the Waikanae Library and Service Centre with a Community hub.

Approve the following options being included in the community engagement programme to be

Page 2

COUNCIL MEETING MINUTES

25 MAY 2023

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.

Note that Options 2 and 3 require funding over and above the current LTP budget.

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.

CARRIED

Item - 10.2 Ōtaki Youth Space - was moved to another part of the minutes. Janice McDougall, Group Manager People and Partnerships, introduced Emma Haxton, Contractor to Connected Communities Claire Rewi, Senior Advisor Connected Communities, and Whetu Campbell (Wellington Community Fund). Emma Haxton made a short presentation on the proposed Ōtaki Youth Space. This item was then adjourned to be reintroduced at a later point in the meeting to have questions raised by mana whenua answered.

10.3 ŌTAKI SOCIAL INVESTMENT

Janice McDougall, Group Manager People and Partnerships introduced Claire Rewi, Senior Advisor Connected Communities, and Whetu Campbell (Wellington Community Fund). Mr Campbell and Emma Haxton introduced the project and the report and answered questions from members.

RESOLUTION CO2023/53

Moved: Cr Shelly Warwick

Seconder: Cr Nigel Wilson

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.

Notes that Council staff will work in collaboration with Ngā Hapū o Ōtaki and philanthropic funders to develop and implement the full funding process.

CARRIED

Cr Kathy Spiers left the meeting at 10:55 am.

Cr Kathy Spiers returned to the meeting at 10:56 am.

Cr Glen Cooper left the meeting at 11:01 am.

Cr Glen Cooper returned to the meeting at 11:21 am.

The meeting adjourned at 11:24 am and resumed at 11:41am.

This item was raised as a matter of an urgent nature and was re-introduced following a resolution made at the Strategy and Operations Committee Meeting of Thursday 18 May 2023.

RESOLUTION CO2023/54

Moved: Cr Nigel Wilson

COUNCIL MEETING MINUTES

25 MAY 2023

Seconded: Cr Sophie Handford

- A. "That the Council propose a remit to Local Government New Zealand (LGNZ) for the upcoming Annual General Meeting to be held in July 2023, and seeks five other Councils to sign in support. The remit asks LGNZ, Local Government NZ to lobby on our behalf for Government to enable all Local Government elected members in Aotearoa NZ to be eligible for KiwiSaver benefits included with their remuneration'.
- B. That Council notes that Hamilton City Council has also proposed a remit to LGNZ requesting a change to legislation to allow for organisations to deduct KiwiSaver from Elected Member's salaries. And that instead of progressing with the remit proposed by the Strategy, Operations and Finance Committee, Council has decided to support this remit which already has the required support.

For: Crs Glen Cooper, Martin Halliday, Sophie Handford, Lawrence Kirby, Jocelyn Prvanov, Shelly Warwick and Nigel Wilson

Against: Crs Rob Kofoed and Kathy Spiers

CARRIED 7/2

CARRIED

10.5 2023/24 ANNUAL PLAN ADOPTION OF FEES & CHARGES

Paula Reardon and Jing Zhou asked that the report be taken as read, and answered questions from members.

RESOLUTION CO2023/55

Moved: Cr Shelly Warwick

Seconded: Cr Sophie Handford

That the Council receives and notes this report, including Appendix 1 Schedule of User Fees and Charges 2023/24 to this report.

That the Council notes the exceptions to the User Fees and Charges 2023/24 as outlined in paragraph 13 of this report.

That the Council adopts the 2023/24 Schedule of User Fees and Charges, attached as Appendix 1 to this report.

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.

CARRIED

10.4 REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND COMMUNITY BOARDS

RESOLUTION CO2023/56

Moved: Cr Shelly Warwick

Seconded: Cr Nigel Wilson

That the Council receives this report.

COUNCIL MEETING MINUTES

25 MAY 2023

That Council supports 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.

CARRIED

Item - 10.5 2023/24 Annual Plan Adoption of Fees & Charges - was moved to another part of the minutes.

10.2 ŌTAKI YOUTH SPACE

Discussion on this item was resumed and Emma Haxton and Janice McDougall answered questions from members.

RESOLUTION CO2023/57

Moved: Cr Rob Kofoed

Seconder: Cr Shelly Warwick

- A. That 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 Council notes long term options for a youth space will be explored by Council and the provider over the course of the project.
- C. That Council note:
 - C.1. That Ātiawa ki Whakarongotai, Ngā Hapū o Ōtaki and Ngāti Toa Rangatira will caucus to consider this paper and the full recommendations, and;
 - C.2. That Ātiawa ki Whakarongotai and Ngāti Toa Rangatira would also like to be able to add their support and input for the tangata whenua considerations sections in papers in the future.

CARRIED

10.6 CONFIRMATION OF COMMUNITY BOARD REPRESENTATIVE

RESOLUTION CO2023/58

Moved: Cr Nigel Wilson

Seconder: Cr Jocelyn Prvanov

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.

CARRIED

COUNCIL MEETING MINUTES

25 MAY 2023

10.7 APPOINTMENT OF A MANA WHENUA REPRESENTATIVE TO THE RISK AND ASSURANCE COMMITTEE**RESOLUTION CO2023/59**

Moved: Cr Martin Halliday

Seconder: Cr Nigel Wilson

- 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.

CARRIED**11 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****11.1 CONFIRMATION OF MINUTES****RESOLUTION CO2023/60**

Moved: Cr Sophie Handford

Seconder: Cr Nigel Wilson

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

CARRIED**12 TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA | CONFIRMATION OF PUBLIC EXCLUDED MINUTES****13 PURONGO KĀORE E WĀTEA KI TE MAREA | PUBLIC EXCLUDED REPORTS****RESOLUTION TO EXCLUDE THE PUBLIC****PUBLIC EXCLUDED RESOLUTION CO2023/61**

Moved: Cr Jocelyn Prvanov

Seconder: Cr Sophie Handford

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:

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COUNCIL MEETING MINUTES

25 MAY 2023

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	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 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	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
CARRIED		

RESOLUTION CO2023/63

Moved: Cr Jocelyn Prvanov

Seconder: Cr Shelly Warwick

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

CARRIED

The Kaunihera | Council meeting went into public excluded session at 12:31pm.

The Kaunihera | Council came out of public excluded session at 12:32pm.

The Deputy Mayor asked André Baker to close the Kaunihera | Council meeting with karakia at 12:33pm.

.....
HEAMANA | CHAIRPERSON

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RESOLUTION TO EXCLUDE THE PUBLIC

PUBLIC EXCLUDED RESOLUTION

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
13.1 - 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