



# **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, 31 August 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 31 August 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 KAPITI COAST DISTRICT COUNCIL - SPEED MANAGEMENT PLAN 2023-33 (FINAL)

Kaituhi | Author: **Ron Minnema, Transport Safety Lead**

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

#### TE PŪTAKE | PURPOSE

- 1 The purpose of this report is to update Council on the feedback received from the community and stakeholders on the Kāpiti Coast District Council – *Speed Management Plan 2023 – 2033* (For consultation) and make several recommendations for Council's consideration.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 The public and stakeholders were invited to submit on the 'Draft *Speed Management Plan* (SMP) 2023-33: For Consultation' between and including 24 April and 9 June 2023.
- 3 415 submissions were received, and as a result:
  - 3.1 Twelve (12) of the twenty - nine (29) proposals were amended.
  - 3.2 An additional round of consultation is proposed for Paekākāriki Village with the results being reported back to Council on the following options:
    - 3.2.1 Option 1 – Implement 30km/h Permanent speed limit throughout Paekākāriki (new option)
    - 3.2.2 Option 2 – Implement 30km/h Variable speed limit around Paekākāriki School (as consulted).
- 4 Waka Kotahi has advised that the draft SMP is 'we well set out and easy to follow and the staged approach is clear'.

#### TE TUKU HAEPAPA | DELEGATION

- 5 Council has the delegation to accept this report.

#### TAUNAKITANGA | RECOMMENDATIONS

- A. Council receives this report.
- B. Council approves the *Speed Management Plan* (August) excluding Paekākāriki Village.
- C. Council approves a second round of consultation involving the two speed management options for Paekākāriki Village with consultation commencing on 4 September and concluding on 15 September 2023.
- D. Note that:
  - D.1 If approved by Council submissions on the two options involving Paekākāriki Village will open on 4 September and close on 15 September 2023.
  - D.2 Following receipt of submissions, the *Speed Management Plan* (August) will be amended and presented to Council for adoption in October 2023 with a covering report.
  - D.3 Once adopted this will enable (1) the *Speed Management Plan* to be submitted for inclusion in the Wellington *Regional Speed Management Plan* (2) budgets for speed related infrastructure to be included in the LTP (3) Council to include bids for speed related infrastructure in the Regional Land Transport Plan 2024 – 27
  - D.4 At the October 2023 meeting approve the *Speed Management Plan* (October) to include Paekākāriki Village reflecting the preferred option post the second round of

consultation without the remaining sites being relitigated as they would have been approved at the 31 August 2023 meeting of Council.

## TŪĀPAPA | BACKGROUND

- 6 Council at its meeting of 23 March 2023 considered the 'Kapiti Coast District Council – Speed Management (Consultative Draft)' report and passed the following resolutions:
  - 6.1 That Council agrees to consult on the Kāpiti Coast District Council – *Speed Management Plan 2023 – 2033* (For consultation).
  - 6.2 That Council notes that:
    - 6.2.1 if approved by Council submissions on the *Speed Management Plan* will open on 24 April and close on 9 June 2023.
    - 6.2.2 following the receipt of submissions, the *Speed Management Plan* will be amended, and a final version will be presented to Council for adoption. Once adopted this will enable (1) the *Speed Management Plan* to be submitted for inclusion in the Wellington *Regional Speed Management Plan* (2) budgets for speed related infrastructure to be included in the LTP (3)<sup>1</sup>.
- 7 At the Council briefing held on 11 July 2023 elected members considered the feedback and recommendations to amend the proposals included in 'Kāpiti Coast District Council – *Speed Management Plan 2023 – 2033* (For consultation)'.- 8 As a result, the Kāpiti Coast District Council – *Speed Management Plan 2023 – 2033* (For consultation)' has been updated to include the recommendations from the Council briefing resulting in 'Kāpiti Coast District Council – *Speed Management Plan 2023 – 2033* (August 2023)' which is appended as attachment 1.
- 9 Significant changes from the consultative draft have been highlighted in yellow in the August version of the *Speed Management Plan*.

## HE KŌRERORERO | DISCUSSION

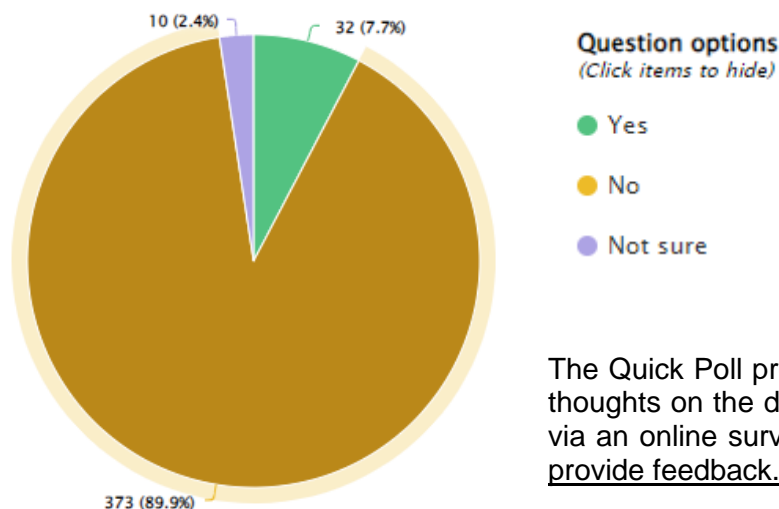
- 10 Council sought feedback from the community and key stakeholders on the 'Draft *Speed Management Plan* (SMP) 2023-33: For Consultation' in accordance with the Communications and engagement plan on:
  - 10.1 Part A: What Council proposes to implement to the end of 2027 comprising the high benefit areas.
  - 10.2 Part B: What Council is planning to implement beyond 2027.
- 11 The community and stakeholders provided feedback on each part of the *Speed Management Plan* and via a Quick Polls online survey.
- 12 The results are summarised in attachment 2 and discussed in turn as follows.

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<sup>1</sup> Council to include bids for speed related infrastructure in the Regional Land Transport Plan 2024 – 27.

13 **Quick Polls Online Survey - Do you think we've got the Speed Management Plan right?**

Do you think we've got the *Speed Management Plan* right?



The Quick Poll provided a snapshot of peoples thoughts on the draft *Speed Management Plan* via an online survey without any opportunity to provide feedback.

Feedback was received from 415 submitters.

14 **Part A: Do you agree with the proposed Speed Management Plan?**

<ul style="list-style-type: none"> <li>• Yes - 61</li> <li>• No - 136</li> <li>• In part - 20</li> <li>• Not answered - 9</li> <li>• <b>Total - 226</b></li> </ul>	<p>Submitters were provided with the opportunity to provide feedback on the <i>Speed Management Plan</i> via an online survey <u>with the opportunity to provide feedback</u>.</p> <p>Approximately two thirds of respondents do not agree with the <i>Speed Management Plan</i> noting that the views varied from (1) No absolutely not to (2) No, it needs to go further.</p> <p>The results are summarised in <u>attachment 4</u> with a detailed breakdown of submissions in <u>attachment 5</u>.</p>
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15 **Part A: Submission Summary – All sites**

16 Submissions were received via several sources for each of the twenty-nine (29) sites as outlined below.

No	Source	Description
1	Haveyoursay survey (Refer attachments 5 and 6)	Each submitter had the opportunity to select one of the following and provide a comment: <ul style="list-style-type: none"> <li>a. Yes, you have it about right.</li> <li>b. You need to do more.</li> <li>c. You need to do less.</li> <li>d. Other.</li> </ul>
2	Pre SMP (Refer attachment 3)	Speed related issues raised prior to the Speed Management consultation process commencing. The feedback is <u>recorded as a comment</u> as it lacks the structure outlined in 1.

3	Haveyoursay - email (Refer attachment 7)	Each submitter had the opportunity to provide feedback on the proposals but without the structure outlined in 1. The feedback is <u>recorded as a comment</u> as it lacks the structure outlined in 1.
4	Haveyoursay – Pins on Maps (Refer attachment 8)	Each submitter had the opportunity to drop a pin onto a GIS map that formed part of the <a href="#">A Speed Management Plan for the Kāpiti Coast   Have Your Say   Kāpiti Coast (kapiticoast.govt.nz)</a> . The feedback is <u>recorded as a comment</u> as it lacks the structure outlined in 1.

17 The feedback from 1 to 3 above has been recorded as comments.

18 As a result, amendments were made to 12 proposals as outlined in Table 2, attachment 2.

19 **Part B: Option Summary beyond 2027**

20 The community was requested to rank four options in order of preference (with 1 being the preferred option) thereby providing a focus for Speed Management beyond 2027.

21 The results are summarised in the following table.

Option	Description	No of submissions <sup>2</sup> ranked option as '1'	% of Total	% Cumulative	Rank
3	Road Corridors	44	51	51	1
1	Expand school zones	34	39	90	2
4	Reduce speeds - all roads	6	7	97	3
2	Expand areas	3	3	100	4
	<b>Totals</b>	<b>87</b>	<b>100</b>	<b>100</b>	<b>-</b>

22 Refer to attachment 6 for a detailed breakdown of submissions.

23 **Part C: Other feedback – for future consideration**

24 Other feedback received from the community that did not relate to either Part A or Part B of the *Speed Management Plan* and is summarised in Table 3 (attachment 2) and has been included in the *Speed Management Plan* for future consideration.

25 Refer to attachments 3, 7 and 8 for a detailed breakdown of submissions.

**He take | Issues**

26 There are a number of issues that are discussed in turn.

27 **Issue 1: Public feedback**

27.1 Most of the feedback received does not support the *Speed Management Plan*.

27.2 For Part A of the *Speed Management Plan*:

27.2.1 There is strong support for the proposals that involve schools.

27.2.2 The support varies between communities and within communities. For example, similar schemes (30km/h permanent area wide) were proposed for Paekākāriki

<sup>2</sup> 100 submissions received but 13 submissions did not rank their option clearly, and as a consequence have been excluded from the analysis.

Village and Waikanae Beach, with submitters in Paekākāriki Village in support and Waikanae Beach in opposition.

27.2.3 Council is required to implement Twenty-one (21) of the Twenty-nine (29) proposals as outlined in Land Transport Rule: Setting of Speed Limits 2022, i.e schools and reviewing changing speed limits on roads with a 70km/h speed limit.

27.3 For Part B of the *Speed Management Plan*:

- (1) There is strong support for Road Corridors followed by Expanding school zones, i.e:
  - (a) Road corridors – install infrastructure along road corridors to reduce travel speeds and to provide opportunities for pedestrians to cross road corridors safely.
  - (b) Expanding school zones - expand school zones to approximately 1km for primary and 2.25km for primary and high schools respectively, being the distance that most students are prepared to cycle or walk.

## 28 **Issue 2: Paekākāriki Village**

28.1 Council consulted on a proposal to implement a 30km/h Variable Speed Limit around Paekākāriki School.

28.2 Most of the feedback received supports extending the 30km/h speed zone beyond what was outlined in the draft proposal.

28.3 It is unclear whether the views from the submitters reflects the entire population of Paekākāriki Village and whether emergency services and public transport providers were contacted and had the opportunity to provide feedback.

29 Waka Kotahi is unlikely to certify the *Speed Management Plan* if there is uncertainty as to what option would be implemented.

## Ngā kōwhiringa | Options

30 There are a number of options available to address each issue which is discussed in turn.

### 31 **Issue 1: Public feedback**

32 Without a certified *Speed Management Plan* Council will have no mechanism to change speed limits.

33 Council has the discretion to approve the scope of the *Speed Management Plan* which has been prepared using a conservative staged approach.

34 As outlined in the *Speed Management Plan* under 'Next Steps':

34.1 Council will be updated annually on progress in delivering the *Speed Management Plan*.

34.2 Members of the community who indicated that they wish to be kept informed of progress in implementing the *Speed Management Plan* will be kept updated.

34.3 Engagement with the community is scheduled to commence in 2025 with the objective of developing concepts that can form the basis of the next *Speed Management Plan*.



35 **Issue 2: Paekākāriki Village**

36 Two options exist.

Option	Description	Pro's	Con's
1	Implement area wide 30km/h speed limit through Paekākāriki Village.	Reflects the feedback from most of the submitters.	May not reflect the views of Paekākāriki Village as this proposal was not consulted on.
2	Implement 30km/h Variable Speed limit around Paekākāriki School	Does not reflect the feedback received from most of the submitters.	May not reflect the views of Paekākāriki Village

37 To address the uncertainty, it is proposed that:

37.1 “a second round of consultation is undertaken to confirm which option the community supports including feedback from emergency services and public transport providers”.

37.2 The second round of consultation is scheduled to be carried out between 4 and 15 September 2023.

37.3 The Paekākāriki Community Board is formally advised of the proposed second round of consultation at its meeting of 22 August 2023.

37.4 The results of the consultation together with a recommended option are reported back to Council on 26 October 2023 for consideration and decision on which option shall be included in the final version of the *Speed Management Plan*.

38 Noting both issues, it is recommended that Council:

38.1 Approve the *Speed Management Plan* (August) excluding Paekākāriki.38.2 At its October 2023 meeting approve the *Speed Management Plan* (October) to include Paekākāriki reflecting the preferred option from the second round of consultation without the remaining sites being relitigated.

39 In anticipation of Council approving the second round of consultation involving Paekākāriki Village, consultation will commence on 4 September and conclude on 15 September 2023.

**Tangata whenua**40 Waka Kotahi's *Speed Management Guide* recommends that 'Maori must be engaged with from the development stage of the plan'.

41 Iwi representatives were invited to the Council briefings held on 7 February 2023 and 11 July 2023.

42 *The Speed Management Plan*:

42.1 has identified marae which would benefit from a safe and appropriate speed limit on the road frontage.

42.2 includes proposals to install bilingual school traffic signs.

42.3 includes proposals to install 'marae' signs.

43 Council is continuing to engage with mana whenua iwi with Access and Transport scheduled to discuss the *Speed Management Plan* at the 12 September 2023 meeting of 'Te Whakaminenga o Kapiti'.**Panonitanga āhuarangi | Climate change**44 Adoption of the *Speed Management Plan* will contribute to addressing climate change by creating a sustainable low carbon, safe and healthy land transport system.

- 45 Setting safe speed limits that are appropriate for the comfort and safety of people travelling by active modes or accessing public transport can have a significant impact on generating a 'shift' by reducing car dependence and making environmentally friendly modes more appealing and accessible.
- 46 The plan aligns with the Government Policy Statement on Transport where climate change is one of the key strategic priorities.

### Ahumoni me ngā rawa | Financial and resourcing

- 47 The estimated cost of this Plan has been updated from the Consultative Draft.

High-benefit areas	2021 – 2024 <sup>3</sup>	2024 - 2027
Streets around schools	\$548,300	\$2,241,000
Corridors	\$8,400	\$0
Areas with high concentrations of active road users	\$0	\$383,000
<b>Base Programme (A)</b>	<b>\$556,700</b>	<b>\$2,624,000</b>
Road Corridors (B)	\$0	\$351,000 (See note 1)
<b>Total (A + B)</b>	<b>\$556,700</b>	<b>\$2,975,000</b>

Note 1: Crossing points on Te Moana Road, Tutere Street and Mazengarb Road.

- 48 The Base programme as reported in March 2023 reflects the changes in the concepts following receipt of feedback has increased as follows:
- 48.1 2021 – 2024 (\$330,000 to \$556,700).
- 48.2 2024 – 2027 (1,660,000 to \$2,624,000)
- 49 Several projects identified in Part B of the *Speed Management Plan* (beyond 2027) have been brought forward for delivery in 2024 – 2027 as outlined above in Note 1.
- 50 The required resources to deliver the *Speed Management Plan* will be reviewed which may result in the continued use of external consultants.

### Ture me ngā Tūraru | Legal and risk

- 51 Land Transport Rule: Setting of Speed Limits 2022 (the 'Rule') requires Councils to use reasonable efforts to implement new speed limits for at least 40% of all schools directly accessed from roads under its control by 30 June 2024 with the balance of schools completed by 31 December 2027.
- 52 Several risks have been identified with planning and implementing Speed Management in accordance with the 'Rule'. For example:
- 52.1 A change in government which could result in the current 'Rule' being amended.
- 52.2 Available resources.
- 52.3 Public acceptance of any proposed changes.
- 52.4 Funding uncertainty as the proposals outlined in the *Speed Management Plan* are based on receiving funding assistance from Waka Kotahi.
- 53 To manage the risks outlined above a conservative staged approach has been adopted that focuses on:

<sup>3</sup> Funded from existing budgets.

- 53.1 Twenty schools as required by the 'Rule'.
- 53.2 Three road corridors.
- 53.3 Six areas where there are high concentrations of active road users.

#### Ngā pānga ki ngā kaupapa here | Policy impact

- 54 Adoption of the *Speed Management Plan* aligns with the Kapiti Coast District Council Sustainable Transport Strategy (2022).

### TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 55 Feedback received during the consultation process was considered and as a result:
  - 55.1 Several of the proposals that comprised Part A (What Council proposes to implement up to the end of 2027) were amended.
  - 55.2 Two options were identified as a priority for Part B (What Council is planning to implement beyond 2027).
- 56 A list has been compiled of submitters who wish to remain updated and engaged on Speed Management.

#### Te mahere tūhono | Engagement planning

Council consulted on the *Speed Management Plan* in accordance with clause 3.9 (2) of Land Transport Rule: Setting of Speed Limits 2022, i.e., in accordance with the consultation principles specified on Section 82 of the Local Government Act 2002 as specified. [Whakatairanga | Publicity](#)

- 58 The community and stakeholders were consulted in accordance with the Communications and engagement plan.
- 59 A Communications and engagement plan has been prepared for the second round of consultation on the two Paekākāriki Village options and will be implemented subject to Council approval.

### NGĀ ĀPITI HANGA | ATTACHMENTS

- 1. Attachment 1: Speed Management Plan [↓](#)
- 2. Attachment 2: Submission Summary (under separate cover) [⇒](#)
- 3. Attachment 3: Pre Speed Management Plan Consultation (under separate cover) [⇒](#)
- 4. Attachment 4: Submission Summary - Do you agree with the Speed Management Plan? (under separate cover) [⇒](#)
- 5. Attachment 5: Submission Summary - Part A -haveyoursay - Respondents 1 to 226 (under separate cover) [⇒](#)
- 6. Attachment 6: Submission Summary - Part B - haveyoursay - Respondents 1 to 100 (under separate cover) [⇒](#)
- 7. Attachment 7: Submission Summary - haveyoursay e-mails - Part A and C (under separate cover) [⇒](#)
- 8. Attachment 8: Haveyoursay - Pins on Maps - Part A and C (under separate cover) [⇒](#)

Kāpiti Coast District Council  
August 2023

# Speed Management Plan 2023-2033



[kapiticoast.govt.nz](https://www.kapiticoast.govt.nz)

  
**Kāpiti Coast**  
DISTRICT COUNCIL  
Me Huri Whakamuri, Ka Titiro Whakamua



Speed Management Plan 2023-2033

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# Introduction

## Setting safe and appropriate speeds for Kāpiti Roads

The way speed is managed on our roads is changing.

Government rules introduced last year require a new approach to speed management all over New Zealand, with a focus on making sure we have safe and appropriate speeds on all roads.

Safe and appropriate speeds are travel speeds that are appropriate for the function, design safety and use of the road.

Speed kills. In the event of a crash, regardless of its cause, the speed of the impact is the most important factor influencing whether people in the crash survive.

All around New Zealand, many posted speed limits are higher than they should be, and in Kāpiti there have been community calls for changes to 'safe' speeds for many years.

Our transport network of roads and pathways is used by many people, of all ages and abilities, in different ways and for different purposes. Given ours is a growing and increasingly busy community, it has never been more important to make sure our roads are safe for everyone.

This document introduces the first '*Speed Management Plan*' for the Kāpiti Coast.

It outlines how the transport network is expected to look in 10 years' time and provides a three-year implementation programme for high-benefit areas – school zones, town centres and road corridors.

Consultation was undertaken on the Draft Speed Management Plan between April and June 2023. The feedback received has been considered and where appropriate incorporated into the plan.

### Our vision is:

**A connected and efficient multi-modal transport network, safe for people of all ages and abilities to be on or around.**

# Background

The Government has identified better speed management as vital to improving road safety and reducing the harm and costs of crashes in New Zealand.

Guidance on achieving safer speeds is outlined in the new *Land Transport Rule: Setting of Speed Limits 2022 (the 'Rule')*.

The Rule requires all Road Controlling Authorities, like the Kāpiti Coast District Council, to develop and consult on long-term *Speed Management Plans* to be used in the setting of speed limits. The Speed Management Plans will guide the development, sharing and certification of speed limit changes.

Adopted by the Government as part of the *Tackling Unsafe Speeds Programme*, the Rule will contribute to the aims of the *Road to Zero* strategy (New Zealand's road safety strategy for 2020–30) by taking a whole-of-network approach where speed is considered alongside investments in safety infrastructure.

The *Road to Zero* strategy has a vision 'where everyone, whether they're walking, cycling, driving, motorcycling or taking public transport, can get to where they are going safely'. It targets a reduction of 40 percent in annual deaths and serious injuries by 2030.

As the owners and managers of more than 400km of roads and 400km of footpaths and shared paths, the Kāpiti Coast District Council has an important role in contributing towards achieving this target. We support the aims of the *Road to Zero* strategy wholeheartedly.

This Kāpiti Coast *Speed Management Plan (the first)* covers the period between 2023 and 2033 and will be updated with community input every three years.



# Why does speed management matter?

Safe and appropriate speed limits give people the best chance of survival without serious injury if they are involved in a crash.

The likelihood of someone being killed in a crash, if struck by a vehicle at 50km/h, is 80 percent. At 30km/h it is 10 percent. Refer to Figure 1 for further details.

Figure: 1: Death and injury percentages

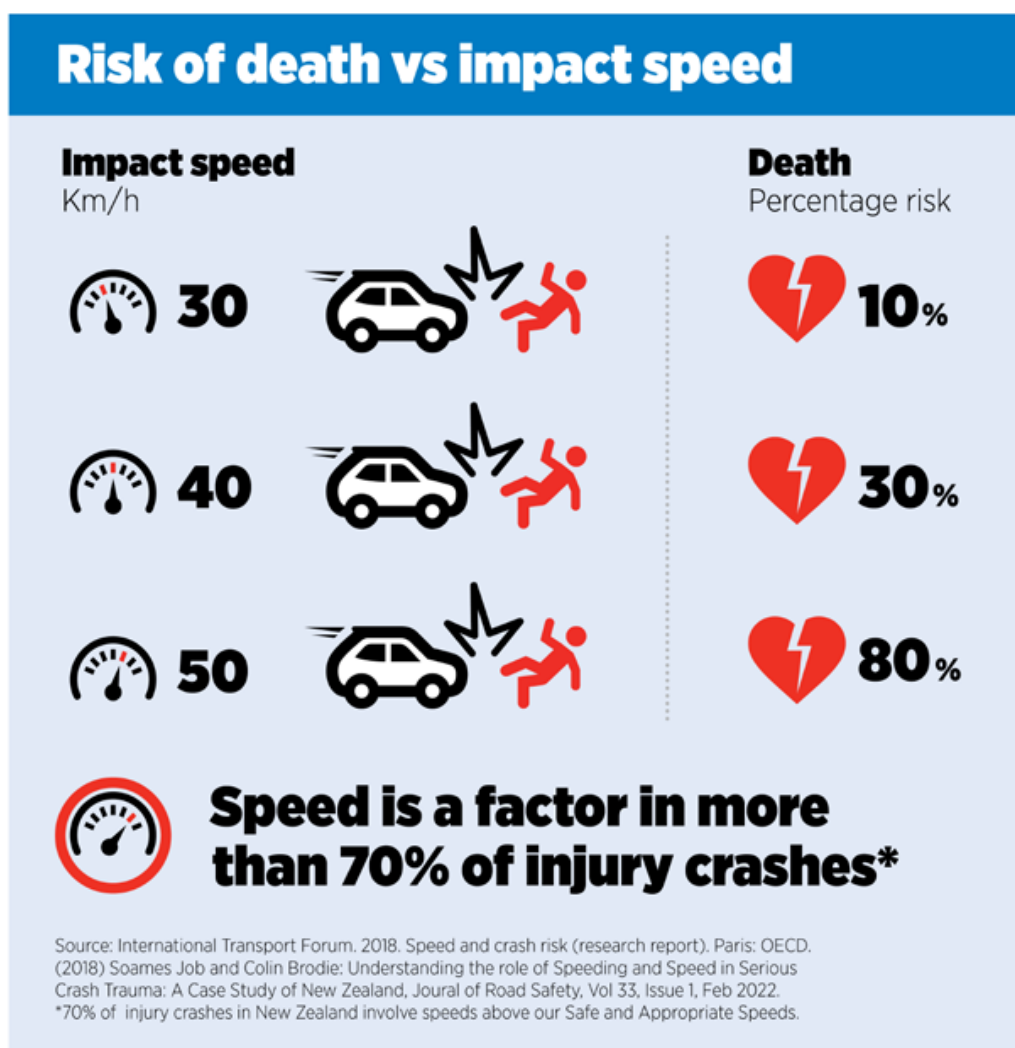


Image credit: Auckland Transport.

Safer speeds work. In Auckland, deaths and serious injuries on roads and streets reduced by 30 percent and 21 percent respectively after safe and appropriate speeds were implemented in June 2020. In comparison, across all Auckland roads for

the time period (24 months), road deaths increased by 9 percent.

Approximately 71 percent of injury crashes recorded nationally have involved speeds higher than New Zealand's safe and appropriate limits.

## What's the situation in Kāpiti?

Between 2000 and 2022, 23 deaths, 235 serious injuries and 991 minor injuries were reported on Kāpiti roads.

Overall, in that period, there was a slight decrease in the number of crashes and injury crashes in Kāpiti. After a peak in 2017 of a reported high of 16 (five deaths and 11 serious injuries), the number reduced to 10 (one death and nine serious injuries) in 2022.

Safe and appropriate speeds not only reduce the risk of crashes but also make the transport network safe for all users – both young and old – for those using active transport modes – like enabling children riding bikes to school on the road to do so safely.

The Council has heard from the community that safer roads are a priority. Many resident-developed outcome statements<sup>1</sup> seek calmer and safer speeds and our communities have been asking for measures to improve road safety, especially around schools.

Consultation during the Speed Limit Review in 2018/19 saw a majority of the 224 submitters support lower speeds across the district.

This *Speed Management Plan* supports these objectives and in some cases is the key mechanism for achieving them.

<sup>1</sup> Local outcome reports - Kāpiti Coast District Council ([kapiticoast.govt.nz](http://kapiticoast.govt.nz))

# Land Transport Rule: Setting of Speed Limits 2022

The Rule was introduced in 2022 and is the main driver of this process.

The Rule makes the setting of speed limits more efficient for Road Controlling Authorities (e.g., Kāpiti Coast District Council). It enables a network approach rather than a piecemeal, road-by-road approach, which will improve speed management planning and consultation.

The Rule requires Road Controlling Authorities to have a 10-year vision for local speed limits, and a three-year implementation programme for applying safe and appropriate speed limits and implement speed related infrastructure.

*Speed Management Plans* take a more holistic approach to network management where speed management is considered alongside investment in infrastructure. They empower Road Controlling Authorities to set speed limits for roads within their jurisdictions while also encouraging regional coordination.

For the Kāpiti Coast District Council, the Rule:

- allows flexibility in producing *Speed Management Plans*
- requires all Wellington region Road Controlling Authorities to develop and consult on their own plans, which will eventually form the basis of the Regional *Speed Management Plan*

- requires Road Controlling Authorities to use reasonable efforts to reduce speed limits around schools by 31 December 2027, with an interim target of 40 percent of schools by 30 June 2024.

In addition, the Rule:

- requires Regional Transport Committees to coordinate input from Road Controlling Authorities in developing regional *Speed Management Plans* to align with the Regional Land Transport Planning (RLTP) process. The RLTP sets the direction for transport in the region for the next 10-30 years. It identifies regional priorities and sets out the transport projects we intend to invest in.
- introduces regional speed management planning on a three-year cycle that aligns with the National Land Transport Programme which is a three-year programme that sets out how Waka Kotahi NZ Transport Agency, working with its partners, plans to invest the National Land Transport Fund (NLTF) to create a safer, more accessible, better connected and more resilient land transport system that keeps New Zealand moving.

# Speed Management

## Developing a Speed Management Plan

*Speed Management Plans* align with Road to Zero and the current Government Policy Statement on Land Transport'. Waka Kotahi NZ Transport Agency (Waka Kotahi) has identified 'high benefit areas' as immediate priorities for Road Controlling Authorities.

The Waka Kotahi *Speed Management Guide* outlines how Plans should be developed to deliver consistently safe and appropriate speed limits that are aligned with the *Road to Zero* strategy.

Figure 2 and Table 1 draws together the requirements of the Rule, four principles designed to be applied together, and the One Network Framework, which categorises safe and appropriate speed limit ranges for New Zealand's streets and roads.

Figure 2: Speed management principles



**Table 1: One Network Framework safe and appropriate speed limits (SAAS)**

Category	Description	SAAS (km/h)
Activity streets (urban)	These streets provide access to shops and services by all modes. They have a significant movement demand as well as place, so competing demands need to be managed within the available road space.	30 - 40
Local streets (urban)	These streets provide quiet and safe residential access for people of all ages and abilities, and foster community spirit and local pride.	30
Main streets (urban)	These streets have an important place function and a relatively important movement function. They support businesses, on-street activity and public life and connect with the wider transport network.	30 - 40
Urban connectors	These streets provide the safe, reliable and efficient movement of people and goods between regions and strategic centres and mitigate the impact on adjacent communities.	40 - 60
Peri-urban roads (Rural)	These roads primarily provide access from residential property on the urban fringe, where the predominant adjacent land use is residential, but usually at a lower density than in urban residential locations.	50 - 80
Rural roads	These roads primarily provide access to rural land for people who live there and support the land-use activities being undertaken.	60 - 80
Rural connectors	These roads provide the links between rural roads and interregional connectors (State highways).	60 - 100

## Notes

- 1 A safe and appropriate speed limit will typically be at the lower end of the range, unless design and infrastructure criteria are met to justify a higher speed limit. Refer to 'Speed Management Guide Road to Zero Edition – Table 4 (Waka Kotahi, July 2022)
- 2 Beaches are not covered by the One Network Framework. Refer to the KCDC Bylaws - Kāpiti Coast District Council ([kapiticoast.govt.nz](http://kapiticoast.govt.nz))

# The Government Policy Statement on Land Transport

*Speed Management Plans* must also align with the Government Policy Statement (GPS) on land transport (2021/22–2030/31), which sets the Government's strategic priorities for land transport investment over a 10-year period.

The GPS also sets out how money from the National Land Transport Fund will be spent on activities such as public transport, state highway improvements, local roads and road safety. Transport spending needs to meet the strategic priorities as outlined in the GPS.

Two of the strategic priorities relate directly to safety:

- Developing a transport system where no one is killed or seriously injured.
- Developing a low-carbon transport system that supports emission reductions while improving safety and inclusive access.

**Table 2: Government Policy Statement – strategic priorities**

GPS 2021 strategic priorities	
Safety <sup>2</sup>	Developing a transport system where no-one is killed or seriously injured.
Better travel options	Providing people with better transport options to access social and economic opportunities.
Climate change <sup>3</sup>	Developing a low carbon transport system that supports emissions reductions, while improving safety and inclusive access.
Improving freight connections	Improving freight connections for economic development.

<sup>2</sup> – aligns with Outcome 2: Safer Communities (Kapiti Coast District Council: Sustainable Transport Strategy, March 2022)

<sup>3</sup> – aligns with Outcome 5: Addressing climate change (Kapiti Coast District Council: Sustainable Transport Strategy, March 2022)

The *Speed Management Plan* aligns with the GPS strategic priorities. This will allow the Council to apply for funding for speed-related infrastructure through the National Land Transport Programme (NLTP). This funding will assist the Council in implementing the Plan and achieving a safer transport network. The initial submission for the 2024–27 NLTP is due in September 2023.

Although the Plan has a strong focus on safety, it will also contribute to the other priorities. This is expanded on in Table 3.

**Table 3: Kāpiti Coast District Council Speed Management Plan alignment with the GPS priorities.**

GPS priority	Alignment
Safety	In line with the Road to Zero strategy and the 2021 GPS, the Plan is working towards a local transport network where no one is killed or seriously injured.  The Plan seeks to improve safety on our roads through reduced speed limits and associated infrastructure in benefit areas.
Better travel options	The focus on schools and urban areas and road corridors will lead to safe and appropriate speeds that will also encourage more people to walk, cycle and use other forms of active transport.
Climate change	Managing speeds can encourage more active travel, which can in turn can help reduce vehicle kilometres travelled and carbon emissions.
Improving freight connections	Speed reductions will lead to reduced crashes on the local transport network, making journeys more reliable. For routes used regularly by freight and public transport, safe and appropriate speed limits and infrastructure will be considered while ensuring the safe movement of all road users along and across the road corridor.

# Priorities

This *Speed Management Plan* outlines what a transport network could look like in 10 years and provides a three-year implementation programme.

Because implementing safe and appropriate speed limits nationally is likely to take some time, Waka Kotahi has identified **high benefit areas** for speed management interventions to be implemented in the short to medium term. These cover approximately 25 percent of all New Zealand roads where the safe and appropriate speed limits are less than the posted speed limits. They are:

- road corridors where lowering speed limits to align with the safe and appropriate speed limits will produce the most safety benefits.
- all streets surrounding schools, including streets outside school frontages and within 100m of school boundaries. These streets are likely to be subject to lower variable speed limits in the short term and lower permanent speed limits in the long term.

- areas where the highest concentrations of active road users are expected, such as town centres, employment areas, other commercial areas and surrounding local streets.

Under the Rule, Road Controlling Authorities are required to:

- use reasonable efforts to implement new speed limits for:
  - at least 40 percent of all schools directly accessed from roads under their control by 30 June 2024
  - the remaining schools by 31 December 2027

- confirm that the speed limit for roads with a posted speed limit of 70km/h is safe and appropriate or propose to change to be other than 70km/h.



# The role of Infrastructure

In the past, infrastructure was installed to reduce speeds on individual streets and roads in some town centres, for example speed humps on Marine Parade at Paraparaumu Beach.

In the long term, many areas on the Kāpiti Coast may have existing speed limits reduced to safe and appropriate speed limits.

How these speed limits are implemented will vary from place to place. It is not feasible, practical, or indeed desirable to build traffic-calming (e.g., speed humps, raised safety platforms) infrastructure everywhere.

The current focus is on installing infrastructure focused on the high-benefit areas. Infrastructure, like speed humps and raised safety platforms, will be used where it will be most effective.

We will also look at using temporary or semi-permanent infrastructure to support safe and appropriate speed limit changes in urban roads and streets.

## Responsibilities

*Speed Management Plans* are a tool for developing, sharing and certifying proposed speed limit changes. Accordingly, several organisations are involved in their formulation.

**Table 4: Organisation, roles and timing**

Organisation	Role	Timing
Road Controlling Authorities	Provide information ( <i>Speed Management Plans</i> ) to Regional Transport Committees to enable the development of Regional Speed Management Plans.	September 2023
Regional Transport Committees	Consolidate information from Road Controlling Authorities into a regional <i>Speed Management Plan</i> and provide a forum for addressing regional boundary consistency issues.	December 2023

# Kapiti Coast District Council Speed Management Plan

## Staged approach

This is the Kāpiti Coast District Council's first *Speed Management Plan*.

We have developed a staged approach to implementing any changes to the transport network. This will (1) allow us to identify what works and what does not and apply that information when reviewing the Plan (2) help us to deliver the Plan with the resources available (3) and allow us to focus on the high-benefit areas. These are:

- streets around schools
- road corridors
- areas where there are high concentrations of active road users, such as town centres, and marae.

We have:

- prioritised changes that need to be made in the next 10 years, with an initial focus on addressing safety in the high benefit areas identified by Waka Kotahi.
- investigated roads where proposed speed limits differ from Waka Kotahi's assessments as to what is safe and appropriate.

Once the Director of Land Transport has certified this *Speed Management Plan*, Waka Kotahi can publish the Plan, following which Kāpiti Coast District Council can implement the changes in speed limits.

This *Speed Management Plan* has two parts:

- **Part A** – What the Council proposes to implement up to the end of 2027, comprising high priority high-benefit areas.
- **Part B** – What the Council is planning to implement beyond 2027.

Speed-management infrastructure implemented now does not preclude further changes being made in the future.

**Table 5: High-benefit timeline summary**

Part	Timeline	High-benefit area description
A	2023-24	<ul style="list-style-type: none"> <li>• Road corridors with a focus on roads with 70km/h speed limits</li> <li>• Marae</li> <li>• Schools with variable speed limits</li> </ul>
B	2024-27	<ul style="list-style-type: none"> <li>• Schools with permanent speed limits</li> <li>• Marae</li> <li>• Areas with high concentrations of active road users</li> </ul>
C	2027 onwards	<ul style="list-style-type: none"> <li>• Road corridors</li> <li>• Expand school zones</li> </ul>

Changes to speed limits on state highways (some of which will become local roads and managed by Kāpiti Coast District Council) are outlined in the Waka Kotahi 'Interim State Highway Speed Management Plan 2023 – 2024: Consultative Draft' and are likely to come into effect in 2023 once certified by the Director of Land Transport.

Over the years we have continued to receive requests from the community for traffic-calming measures and lower speed limits for specific areas and individual streets.

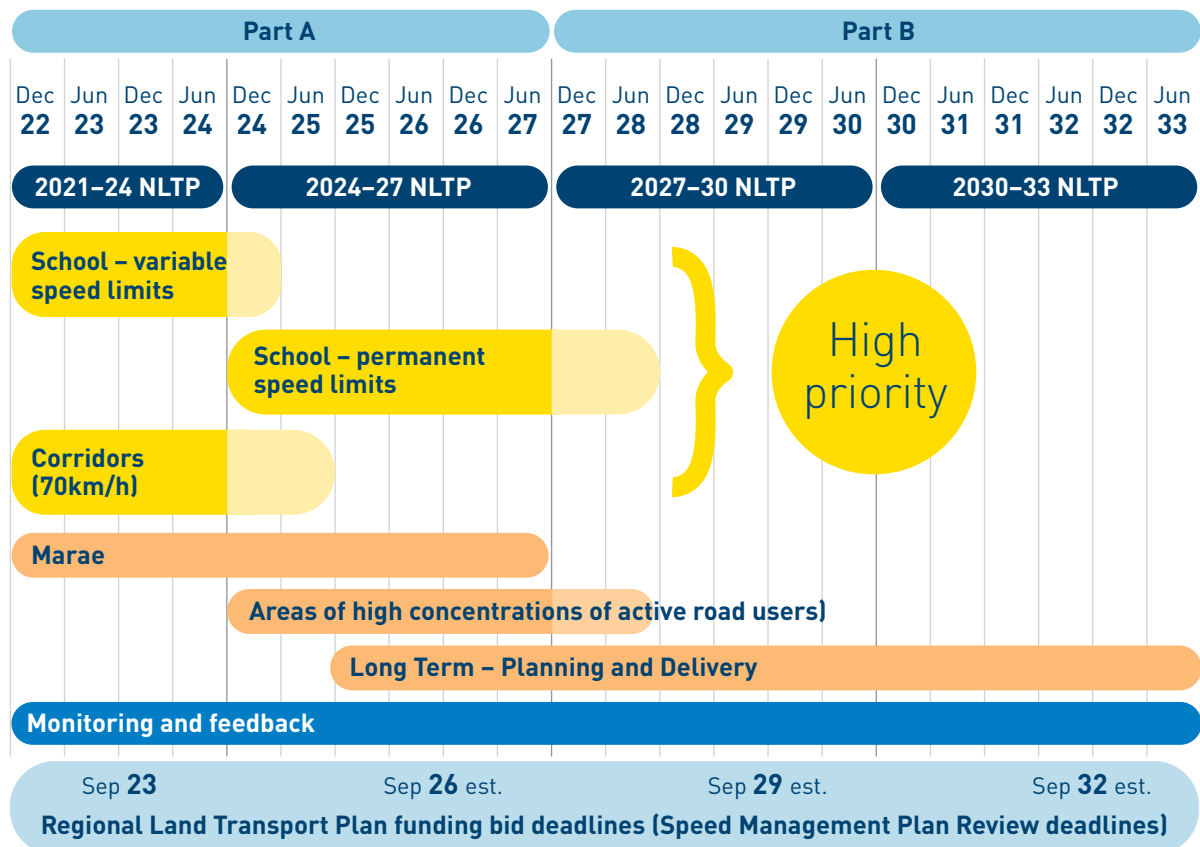
Each request is assessed to determine whether it fits under one of the above high-benefit areas, and where a request aligns with a high-benefit area it has been included in the three-year Implementation Plan.

Otherwise, there is an opportunity for it to be considered for inclusion in future *Speed Management Plans*.

# Timeline

The timeline for the planning and delivery of the high-benefit areas is illustrated in Table 6 and may be altered to take advantage of or complement the delivery of other high-benefit areas.

**Table 6: Speed Management Plan timeline**



Note: Marae included with other High Benefit Areas

# Review

The *Speed Management Plan* will be reviewed every three years. This will allow the inclusion of requests for speed management infrastructure in the Wellington Regional Land Transport Plan funding bids. The first deadline for funding bids is September 2023.

As a result:

- the deadline for this *Speed Management Plan* to be finalised is September 2023. This will enable the inclusion of speed-related infrastructure in the 2024–27 Regional Land Transport Plan that signals to Waka Kotahi the projects for which the region is seeking funding.
- planning for the review of the Plan for inclusion in the 2027–30 Regional Land Transport Plan is likely to start in 2025 or early 2026 to meet the estimated September 2026 deadline.



# Part A:

## Speed Management Plan

### High-benefit areas – selection criteria

The criteria used to assess high benefit areas are outlined as follows, with concepts illustrating the proposed scope of works provided in Appendix A.

#### Road corridors

Roads:

- identified by Waka Kotahi as 'high benefit'.
- with existing 70km/h speed limits that must be reviewed by Road Controlling Authorities with the proposed speed limits to be other than 70km/h.
- where the proposed speed limits differ from Waka Kotahi's assessments of what is safe and appropriate.

#### Streets around schools

All 20 schools within the Kāpiti Coast District have been identified by Waka Kotahi as high-benefit areas. This means the Council is required to use reasonable efforts to implement new speed limits for:

- at least 40 percent of all schools directly accessed from roads under its control by 30 June 2024.
- the remaining schools by 31 December 2027.

It is proposed that either variable or permanent 30km/h speed limits be installed as per the criteria outlined in Table 7.

Table 7: Streets around school's criteria

Type	Criteria	Infrastructure (examples)
<b>30km/h Variable Speed Limit</b> (by the end of June 2024)	Installed on roads adjoining schools where significant increases in traffic (vehicle, cycle and pedestrian) are generated immediately before and after school by the schools. During other periods, volumes of all traffic are low.	<ul style="list-style-type: none"> <li>Standard treatments</li> <li>Signs, markings, variable speed limit signs (LED/ static). On occasion</li> <li>Zebra crossings on raised safety platforms <b>or at grade.</b></li> </ul>
<b>30km/h Permanent Speed Limit</b> (by the end of December 2027)	Installed on roads adjoining schools where additional traffic (vehicle, cycle and pedestrian) is generated continuously by adjacent land uses (for example, shops, transport hubs, car parks).	<ul style="list-style-type: none"> <li>Signs, markings, painted threshold treatments, humps, zebra crossings on raised safety platforms.</li> </ul>

## Marae

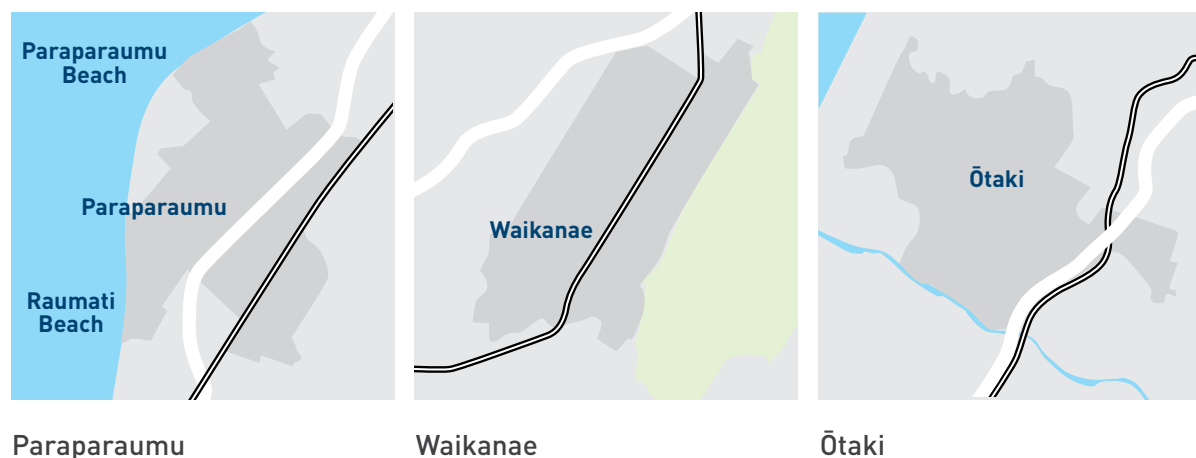
The Kāpiti District has four marae: Whakarangotai (Waikanae), Raukawa (Ōtaki), Te Pou o Tainui (Ōtaki) and Katihiku (Te Horo).

Except for Katihiku, which is accessed from a private road, marae have been identified as benefiting from **either variable** or permanent 30km/h speed limits on the roads fronting them.

## Areas

Areas that have been identified by Waka Kotahi as 'high benefit' are illustrated in Figure 3.

Figure 3: Potential 'high benefit' areas (Source: Waka Kotahi)



In accordance with the staged approach, it is proposed that:

- safe and appropriate speed limits will not be applied to the entire area of the high-benefit areas highlighted above.
- 30km/h safe and appropriate speed limits will be implemented in several areas where there are high concentrations of active road users.

## Monitoring and trials

To assess the effectiveness of any changes and to apply lessons to future *Speed Management Plans*, speeds will be monitored before and after installation and the results reported to the Council and the community.

In addition, we will seek feedback from the community on the effectiveness of road treatments, and there may be opportunities to trial some treatments to assist in reducing speeds.



# Part B:

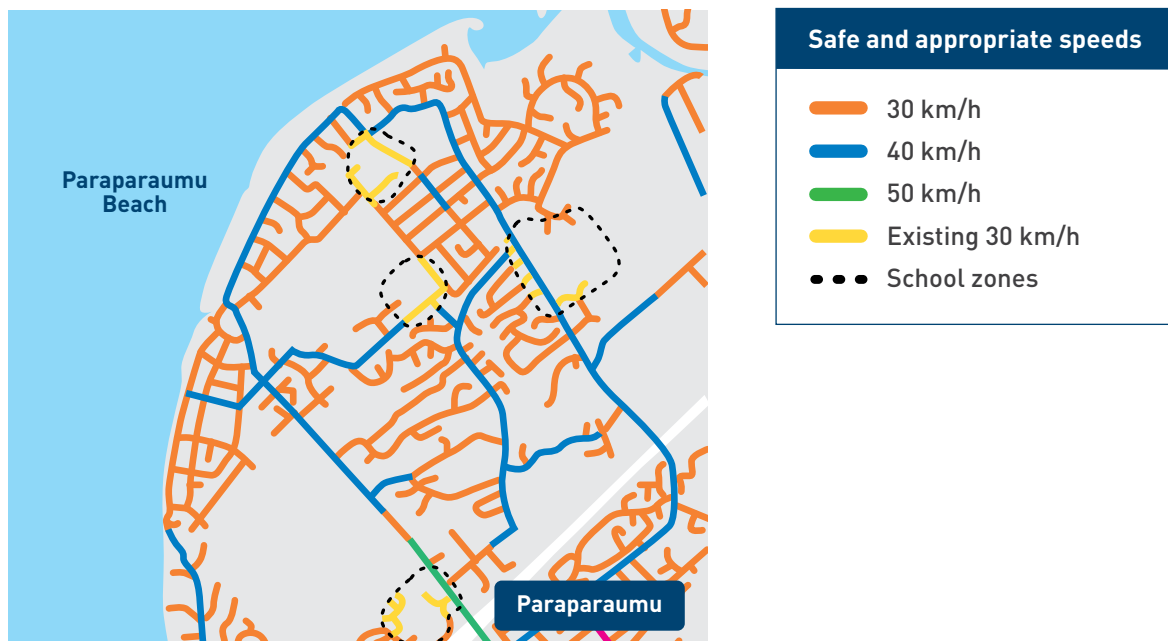
## Speed Management Plan

### Planning

The second part of our *Speed Management Plan* covers what the Council **plans** to do beyond 2027 to meet Waka Kotahi requirements. This step change reflects community feedback received during the consultation process on the draft Speed Management Plan.

If the safe and appropriate speeds outlined by Waka Kotahi are implemented on all roads within the Kāpiti District, speed limits in the future (the 'end state') could look like the example shown in Figure 4.

Figure 4: Paraparaumu – Safe and appropriate speeds EXAMPLE based on full implementation



Reaching the end state will take some time and will be the subject of future *Speed Management Plans*.

The challenge for the Kāpiti Coast is to identify how and when we will get to the 'end state' and applying the lessons learned from implementing the Plan in the different stages.

At this point we are:

- proposing to install traffic-calming devices such as Pedestrian Refuges on road corridors where infrastructure is required to complement safe and appropriate speed limits as illustrated for example in Figure 5.
- not proposing to install traffic-calming devices on all roads, as illustrated in Figure 6.

**Figure 5: What's in –  
Traffic-calming devices on relevant roads**



**Figure 6: What's out –  
Traffic-calming devices on all roads**



During the consultation phase on the *Draft Speed Management Plan: 2023–2033* the public were invited to submit feedback on the following options, ranking the options in order of preference.

**Table 8: Part B Options**

Option	Name	Description
1	<b>Expand school zones</b>	<ul style="list-style-type: none"> <li>Extend the existing speed-limit buffer around schools to 1km for primary schools and 2.25km approx. for high schools. This is the distance that most students are prepared to walk or cycle.</li> </ul>
2	<b>Expand areas</b>	<ul style="list-style-type: none"> <li>Implement a 30km/h zone area for defined neighbourhoods and extend the existing speed limit buffer around town centres to 400m as this is generally accepted as an appropriate walking distance.</li> </ul>
3	<b>Road corridors</b>	<ul style="list-style-type: none"> <li>Install infrastructure along road corridors to reduce travel speeds along the road corridor and/or to provide opportunities for pedestrians/ cyclists to cross the road corridors safely. For example (1) Construct Pedestrian Refuges (2) Extend kerbs at intersections to slow the entry/ exit speeds of vehicles.</li> <li>These road corridors are classified as Urban Connectors, e.g. The Parade, Mazengarb Road, Arawhata Road, Kapiti Road, Te Moana Road, Park Avenue, Aotaki Street, Waerenga Road and Mill Road.</li> </ul>
4	<b>Reduce speeds on all roads</b>	<ul style="list-style-type: none"> <li>Reduce speed limits on all roads within the Kāpiti District to safe and appropriate speed limits.</li> </ul>

The options ranked in priority order are:

**Figure 7: Road corridors (rank 1)**



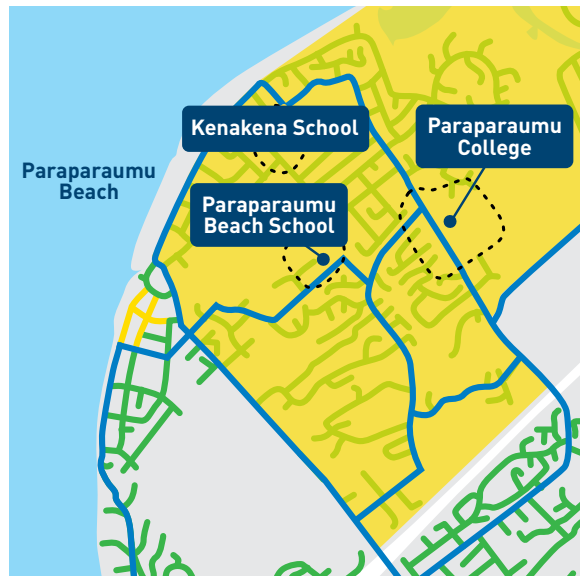
- Install infrastructure along road corridors to reduce travel speeds along the road corridor and/or to provide opportunities for pedestrians/ cyclists to cross the road corridors safely. For example:

- Construct pedestrian refuges.
- Extend kerbs at intersections to slow the entry/ exit speeds of vehicles.
- Variable speed limits where appropriate.

- 50 km/h existing road corridor
- 50 km/h existing local roads
- 30 km/h existing local roads
- Potential Crossing Point

Note: Option excludes speed limits delivered outside schools 2024 to 2027

**Figure 8: Expand school zones (rank 2)**



Extend the existing buffer around schools to 1km for primary schools and 2.25km approx. for high schools. This is the distance that most students are prepared to walk or cycle.

- This will improve safety for students and the community and further encourage and create the opportunity for children to walk and bike to school safely.
- Tools that could be utilised to give effect to the buffer include reduced speed limits and/or infrastructure such as footpaths and pedestrian refuges.

- 50 km/h existing road corridor
- 50 km/h existing local roads
- 30 km/h existing local roads

buffer approx. 2km from Paraparaumu College, excluding road corridors

Note: Option excludes speed limits delivered outside schools 2024 to 2027

Other feedback received from the community included requests for reduced speed limits that did not fit into Part A or Part B of the *Speed Management Plan*. These requests are summarised in Table 9 for future consideration.

**Table 9: Other feedback by Community Board and Road/ Street**

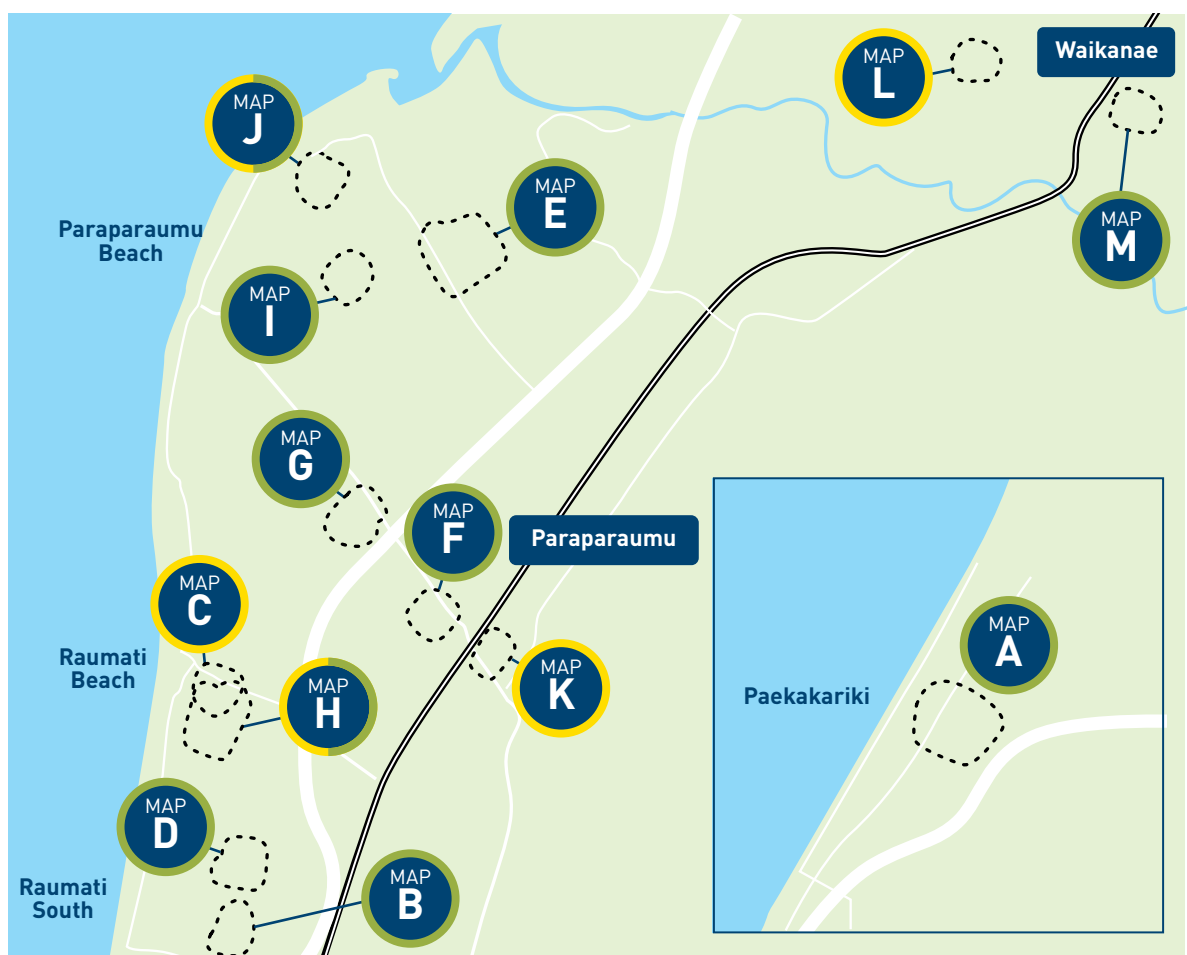
Road/ Street	Otaki	Paekakariki	Paraparaumu	Raumati	Waikanae
Alexander Street				✓	
Aotaki Street	✓				
Arawhata Road			✓		
Blue Gum Road			✓		
Elizabeth Street					✓
Field Way					✓
Gear Rd	✓				
Hadfield Street	✓				
Kapanui Road					✓
Kapiti Road			✓		
Kirk Street	✓				
Kohekohe Road					✓
Koromiko Road					✓
Langdale Avenue			✓		
Linwood Avenue			✓		
Mahaki Road			✓		
Manly Street			✓		
Marine Parade	✓				
Mazengarb Road			✓		
Menin Road				✓	
Mill Road	✓				
Ngarara Road					✓
Old Hautere Rd	✓				
Old SH1 (Otaki)	✓				
Old SH1 (Waikanae)					✓
Otaki Gorge Rd	✓				
Park Avenue					✓

Road/ Street	Otaki	Paekakariki	Paraparaumu	Raumati	Waikanae
Pekapeka - Te Horo Beach					✓
Pukenamu Road					✓
Rahui Road	✓				
Rangiuru Road	✓				
Raukawa Street	✓				
Ruahine Street			✓		
Reikorangi Road					✓
Rimu Road			✓		
Rosetta Road - entire length				✓	
School Rd	✓				
Tasman Road	✓				
Taylors Rd	✓				
Te Moana Rd					✓
The Parade		✓			
The Drive			✓		
Winiata Way	✓				

## Implementation programme

A high-level implementation programme covering the period to the end of 2027 focusing on the high-benefit areas is illustrated in Figures 9 – 12 and Tables 10 – 12. Detailed concepts for the high-benefit areas as identified for the Kāpiti Coast are illustrated in Appendix A.

**Figure 9: Implementation programme – schools (Paekākāriki/Paraparaumu/Waikanae)**



Refer to Appendix A for concept plans

Table 10: Implementation programme – Schools#1

Map	School	Proposed speed limit	Timing
<b>A</b>	Paekākāriki School (Option 2) <sup>4</sup>	30km/h variable	<b>2021 - 24</b>
<b>A</b>	Paekākāriki Village (Option 1) <sup>5</sup>	30km/h permanent through the Village	<b>2024 - 27</b>
<b>B</b>	Te Rā Waldorf School and Te Rāwhiti Kindergarten	30km/h variable	<b>2021 - 24</b>
<b>C</b>	Raumati Beach School	30km/h permanent	<b>2024-27</b>
<b>D</b>	Raumati South School	30km/h variable	<b>2021-24</b>
<b>E</b>	Paraparaumu College	30km/h variable	<b>2021-24</b>
<b>F</b>	Kāpiti School	30km/h permanent	<b>2021-24</b>
<b>G</b>	Our Lady of Kāpiti School	30km/h variable	<b>2021-24</b>
<b>H</b>	Kāpiti College	30km/h variable	<b>2021 - 24</b>
		30km/h permanent	<b>2024 - 27</b>
<b>I</b>	Paraparaumu Beach School	30km/h variable	<b>2021-24</b>
<b>J</b>	Kenakena School	30km/h variable	<b>2021-24</b>
		30km/h permanent	<b>2024-27</b>
<b>K</b>	Paraparaumu School	30km/h permanent	<b>2024-27</b>
<b>L</b>	Kapakapanui	30km/h permanent	<b>2024-27</b>
<b>M</b>	Waikanae School	30km/h variable	<b>2021-24</b>

Note:

<sup>1</sup> The preferred option for Map A is to be confirmed.

**Refer to Appendix A for concept plans**

<sup>4</sup> – Consulted on as part of the *Draft Speed Management Plan*.

<sup>5</sup> – Included as an option following the majority of the feedback supporting an area wide speed limit reduced throughout the village.



Figure 10: Implementation Programme - Schools (Ōtaki#1)

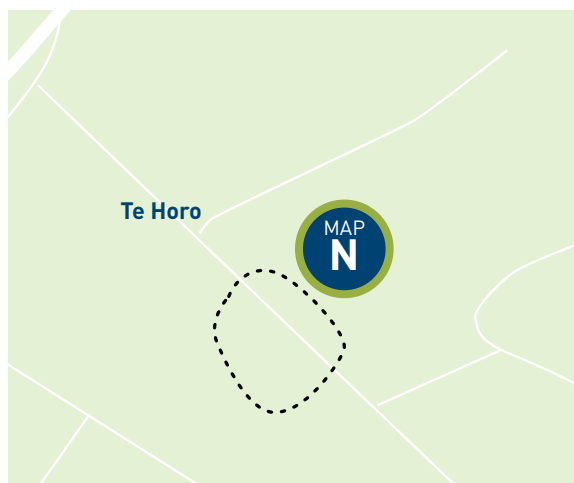


Figure 11: Implementation Programme - Schools (Ōtaki#2)

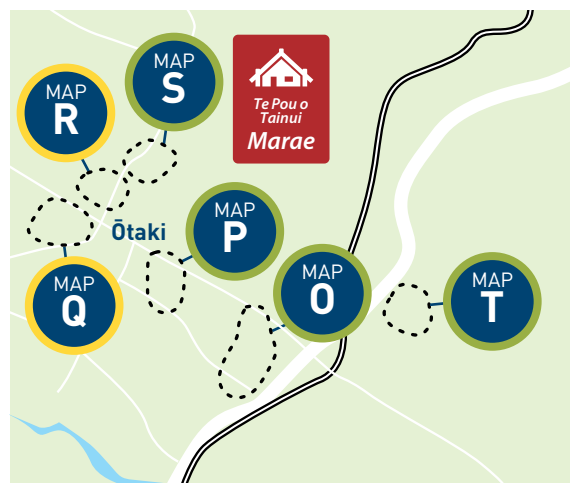


Table 11: Implementation programme – Schools#2

Map	School	Proposed speed limit	Timing
<b>N</b>	Te Horo School	30km/h variable	2021–24
<b>O</b>	Ōtaki College	30km/h variable	2021–24
<b>P</b>	Ōtaki School	30km/h variable	2021–24
<b>Q</b>	Te Kura-a-iwi Whakatupuranga Rua Mano	30km/h permanent	2024–27
<b>R</b>	Te Kura Kaupapa Māori o Te Rito	30km/h permanent	2024–27
<b>S</b>	St Peter Chanel School	30km/h variable	2021–24
<b>T</b>	Waitohu School	30km/h variable	2021–24

Refer to Appendix A for concept plans

Table 12: Implementation programme – Road corridors

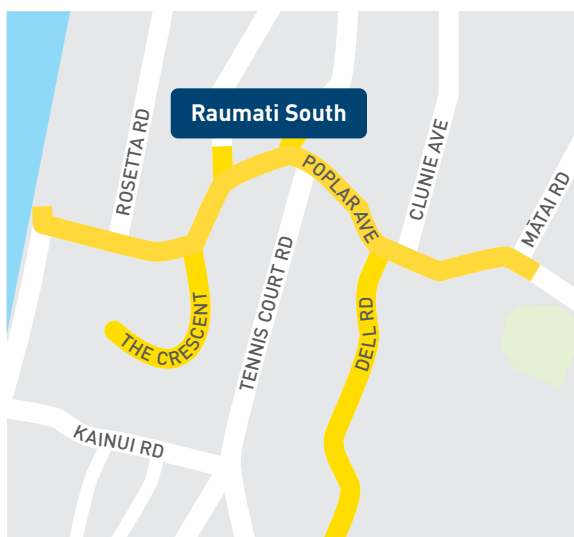
Roads	Current speed limit (km/h)	Safe and appropriate speed limit (km/h)	New speed limit (km/h)	Comments
Valley Road (From 221 Valley Road south to end at Waterfall Road)	80	60	60	High-benefit road corridor (MegaMaps, Waka Kotahi)
Riverbank Road (Old SH1 to 80m southeast of Titoki Street)	70	40	50	Interim measure, as reducing the speed limit to the safe and appropriate speed limit (40km/h) would result in a speed limit that is out of context with the adjacent speed limits. The reduced speed limit would add approximately 22 seconds to a trip along the length of this part of Riverbank Road.
Riverbank Road (35m west of Aotaki Street to 65m south of Rangiu Road)	70	60	60	The reduced speed limit would add approximately 11 seconds to a trip along the length of this part of Riverbank Road.
Peka Peka Road (94 Peka Peka Road to 62m east of Paetawa Road)	80	80	60	The safe and appropriate speed limit has not taken into account the fact that this road is part of the Kāpiti Coast Cycle Route, which is used heavily by cyclists who have to ride partly in the traffic lane due to the lack of a sealed shoulder. The reduced speed limit would add approximately 26 seconds to a trip along the length of this part of Peka Peka Road.

Refer to Appendix A for concept plans

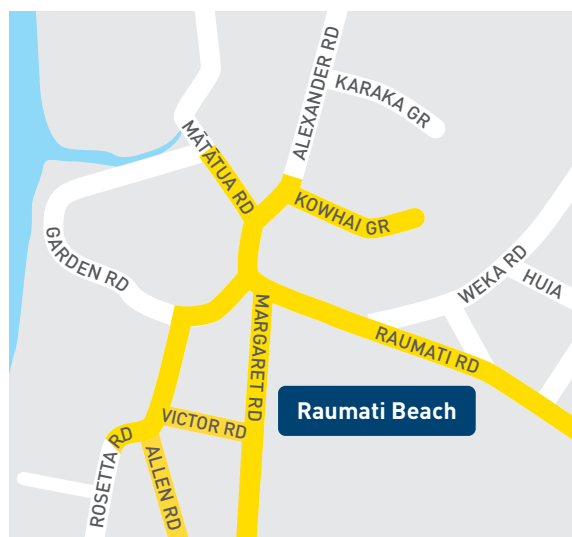
30km/h safe and appropriate speed limits will be implemented in several areas where there are high concentrations of active road users.

**Figure 12: Implementation programme – Areas with high numbers of active road users**

#### Raumati South village



#### Raumati village



#### Waikanae Beach village



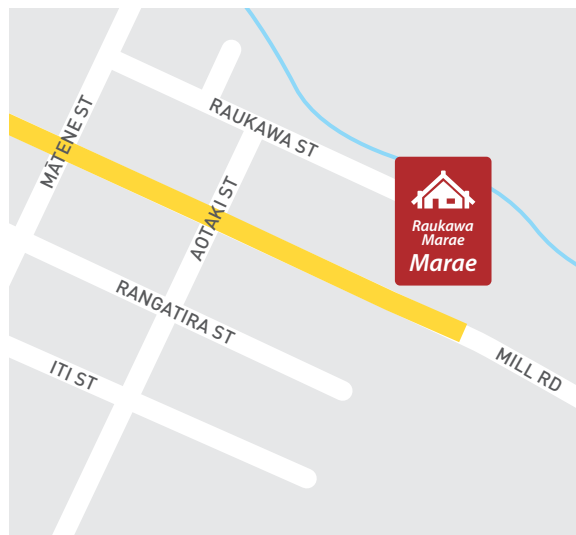
#### Waikanae Town centre



 30 km/h speed limit

Refer to Appendix A for concept plans

## Ōtaki Town centre



## Te Horo Beach



 30 km/h speed limit

## What would it cost?

**Table 13: Speed Management Plan – cost estimate for Part A**

High-benefit areas	2021–24 <sup>6</sup>	2024–27
Streets around schools	\$548,300	\$2,241,000
Road corridors	\$8,400	\$0
Areas with high concentrations of active road users	\$0	\$383,000
Base Programme (A)	\$556,700	\$2,624,000
Road Corridors (B)	\$0	\$351,000 (See note 1)
Total (A + B)	\$556,700	2,975,000

Note 1: Crossing points on Te Moana Rd, Tutere Street, and Mazengarb Road

**Refer to Appendix A for concept plans**

<sup>6</sup> – From existing budgets

If the Council is unsuccessful in obtaining Waka Kotahi funding assistance for the 2024–27 period through the Regional Land Transport Plan process, there are two options:

- **Option 1:**  
Reduce the scope of works to reflect the level of funding assistance provided by Waka Kotahi.
- **Option 2:**  
Make no change to the scope of works, with the shortfall in funding being topped up by Council.

## Adjacent Road Controlling Authorities

Kāpiti Coast District Council borders three other Road Controlling Authorities with a number of roads that straddle both. These roads are listed in Table 14 with the existing posted speed limit, safe and appropriate speed limit and a comment where warranted.

**Table 14: Adjacent RCA's**

No	Road	RCA	Existing posted speed limit km/h	Safe and appropriate speed limit km/h	Comment
1	Waitohu Valley Road	Horowhenua DC	80	60	Refer to Note 1
		Kapiti Coast DC	60	60	-
2	Akatarawa Road	Upper Hutt CC	50	60	-
		Kapiti Coast DC	50	60	-
3	Paekakariki Hill Road	Porirua CC	60	60	-
		Kapiti Coast DC	60	60	-

Note 1:

Horowhenua District Council will continue to review speed limits within the District every three years, in line with the Land Transport Rule: Setting of Speed Limits 2022. Priorities for future Speed Management Plans have not yet been decided. It is likely that the speed limit on Waitohu Valley Road will be considered at the same time as those on other rural roads and the timing of this will be determined following consultation with the community, direction from elected members, and after considering priorities outlined by Waka Kotahi and Horizons Regional Council.

## Next Steps

Some key steps are listed for Part A and part B of the Speed Management Plan as listed in Table 15.

**Table 15: Key steps**

Part	Step	Description	Timing
<b>A</b>	Schools - Variable Speed Limits	Implement Variable Speed Limits	By June 2024
<b>A</b>	Marae - Variable Speed Limits	Implement Variable Speed Limits	By June 2024
<b>A</b>	Road Corridors - Permanent Speed Limits	Implement Permanent Speed Limits	By June 2024
<b>A</b>	Areas - Permanent Speed Limits	Confirm extent of speed limit, location of infrastructure	First half of 2024
<b>A</b>	Schools - Permanent Speed Limits	Confirm extent of speed limit, location and type of infrastructure	First half of 2024
<b>A</b>	Areas - Permanent Speed Limits	Commence design	Second half 2024
<b>A</b>	Schools - Permanent Speed Limits	Commence design	Second half 2024
<b>B</b>	Road corridors points	Develop concept designs that can be used as the basis for future consultation	2025
<b>B</b>	Streets around schools	Commence engagement with schools with the objective of developing concepts that can form the basis of future consultation	2025

In addition, the Access and Transport team will:

- Update Council annually on progress in delivering the Speed Management Plan.
- Update members of the community who indicated that they wished to be kept informed of progress in implementing the Speed Management Plan.
- Update both Council and members of the community on the results of monitoring before and after implementation.

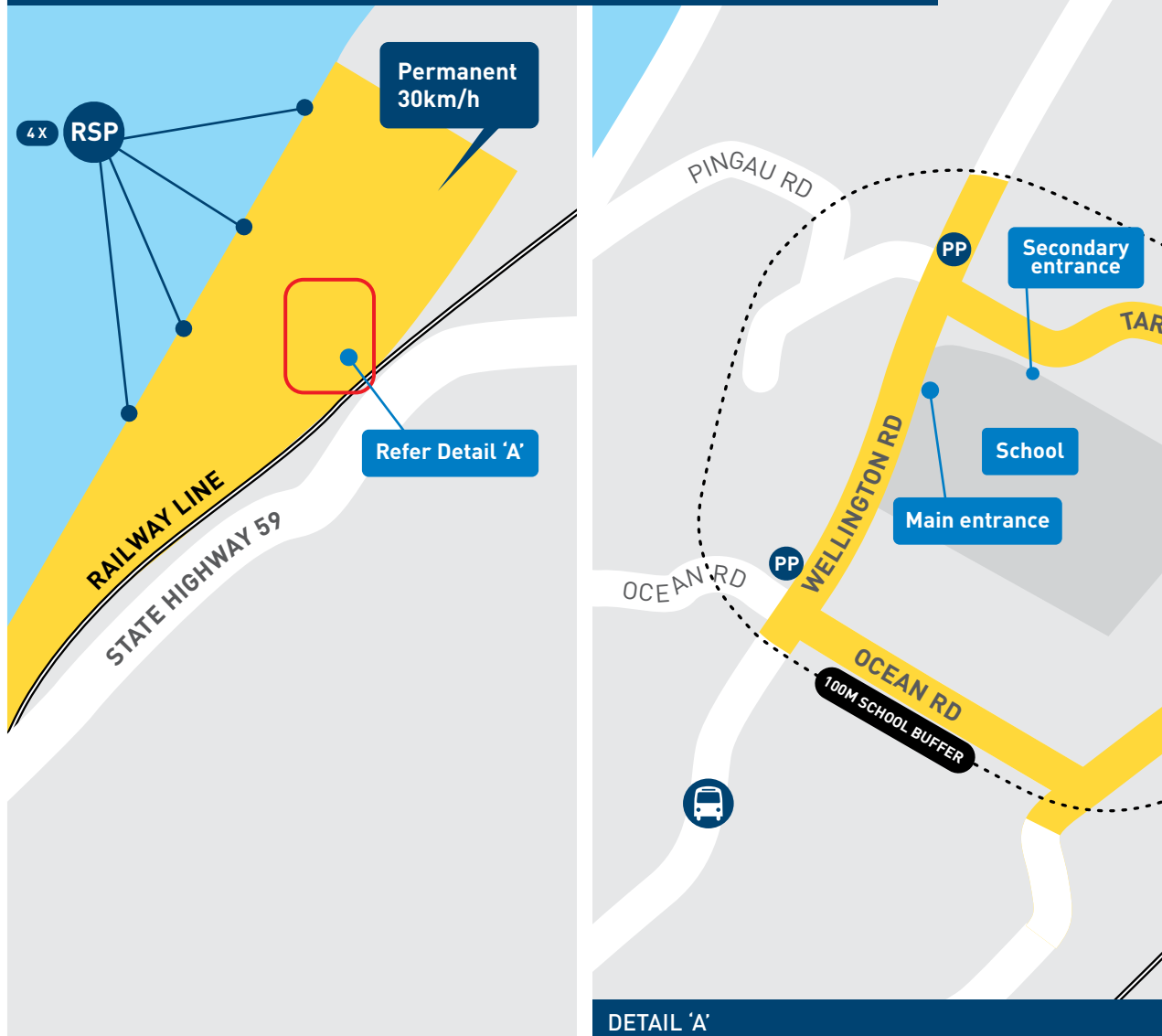
**36**

Speed Management Plan 2023-2033

# Appendix A: Concept Plans



## A:PAEKĀKĀRIKI – OPTION 1; PAEKĀKĀRIKI VILLAGE



For installation by 2024–27



Pedestrian Platform



Construct Hump/  
platform

## A:PAEKĀKĀRIKI – OPTION 2; PAEKĀKĀRIKI SCHOOL



### For installation by June 2024



New signs installed  
(See notes)



Install Static Variable School speed limit signs

NOTE:

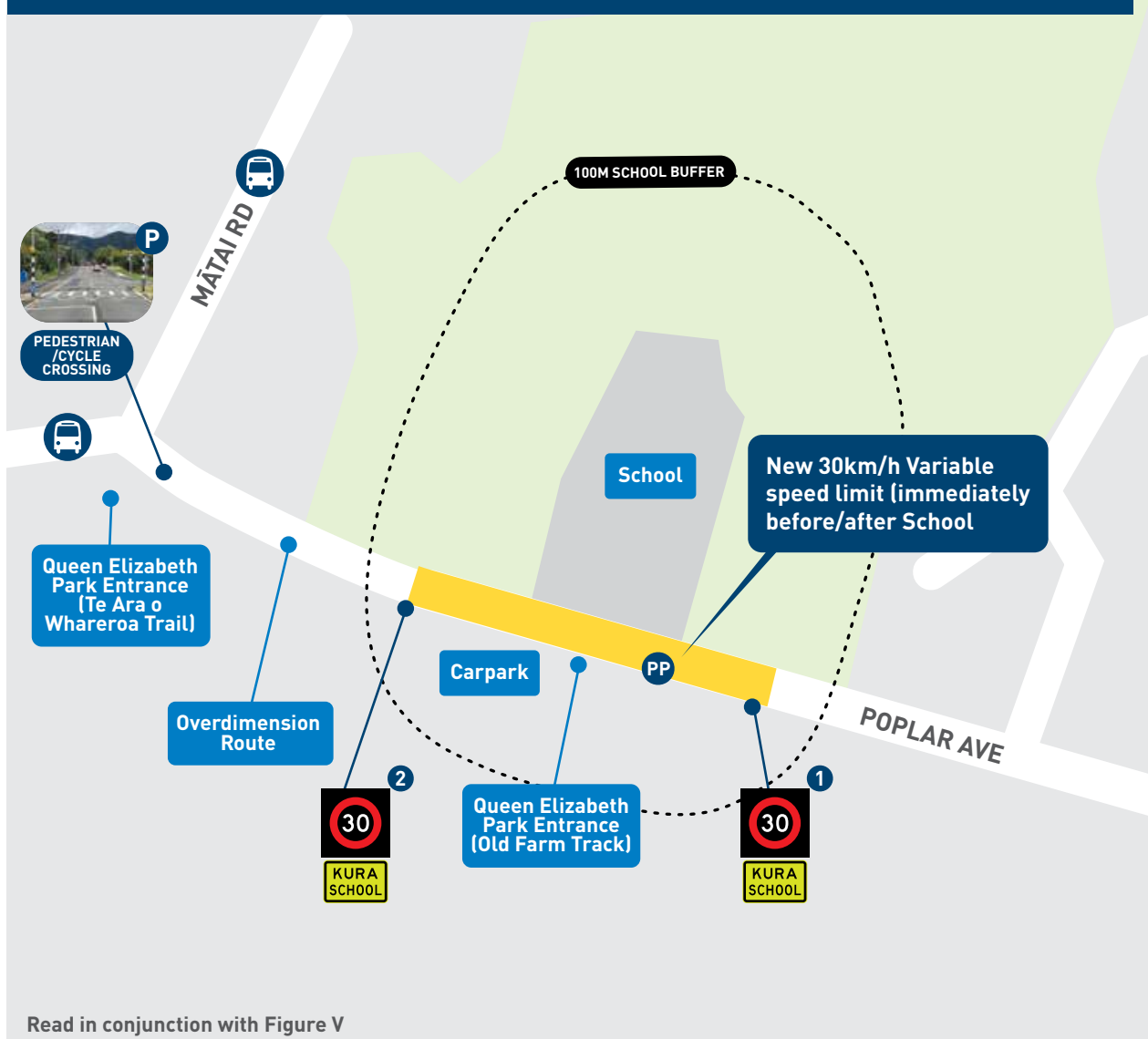
- 1 New sign replacing existing 'School Zone' sign at existing location.
- 2 New sign, new location.
- 3 Timing of when Variable School speed limits apply to be confirmed.

### For installation by 2024-27



Pedestrian Platform

## B: TE RĀ WALDORF SCHOOL AND TE RĀWHITI KINDERGARTEN



### For installation by June 2024



New signs installed  
(See notes)



Dual cycle/  
pedestrian  
crossing on  
raised platform

#### NOTE:

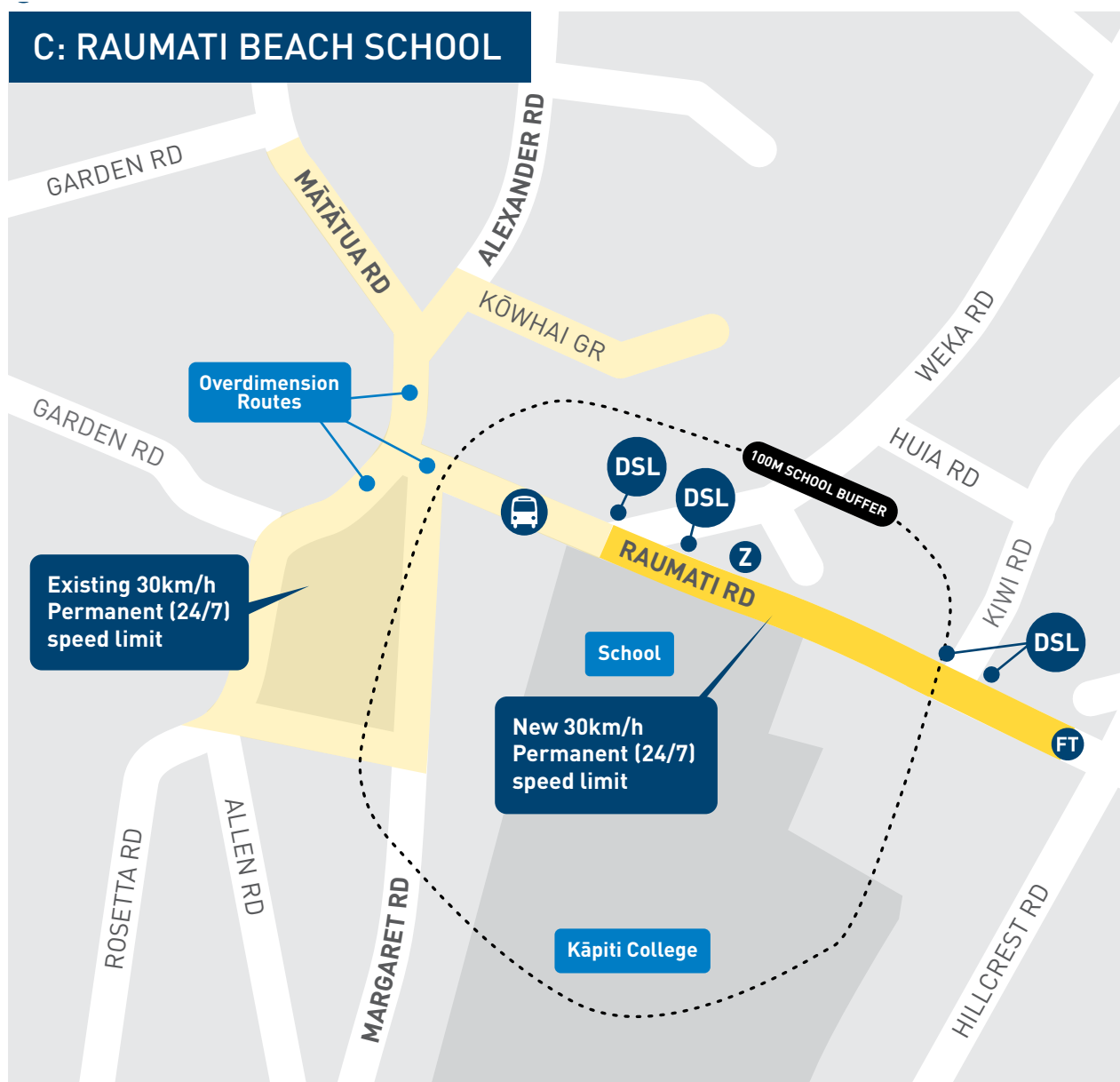
- 1 New sign replacing existing 'School Zone' sign at existing location.
- 2 New sign, new location 135m east of Matai Road.

### For installation by 2024–27



Pedestrian  
Platform

## C: RAUMATI BEACH SCHOOL



### For installation 2024-27



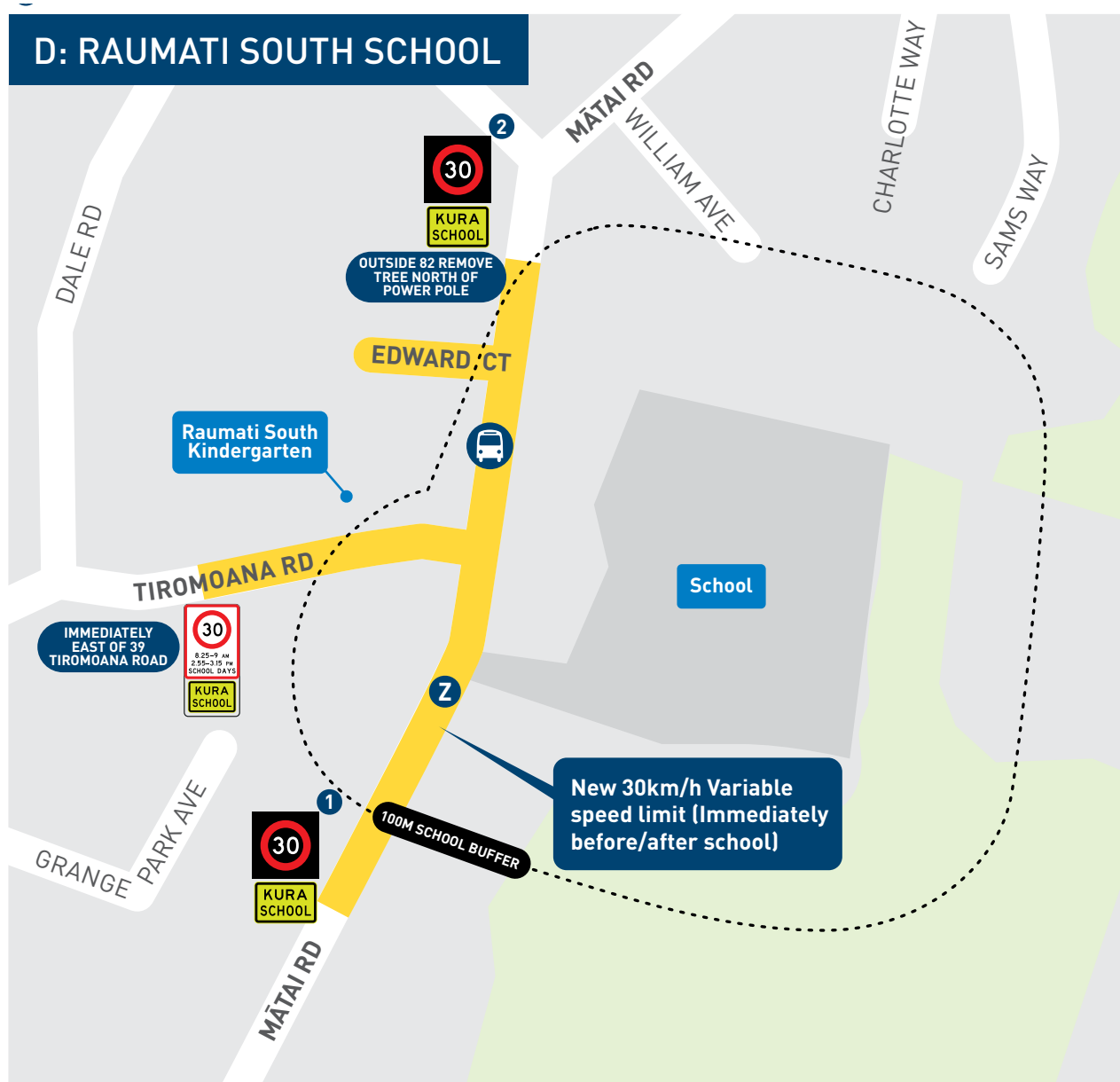
Supply and install double sided speed limit signs, e.g., 30/50



Reconstruct existing Zebra Crossing on Raised Safety Platform



Flush Threshold treatment, e.g., 30/50 (immediately west of Gold Coast Apartments)



#### For installation by June 2024



Install Kura School Variable (See notes)



Install Static Variable School speed limit signs

NOTE:

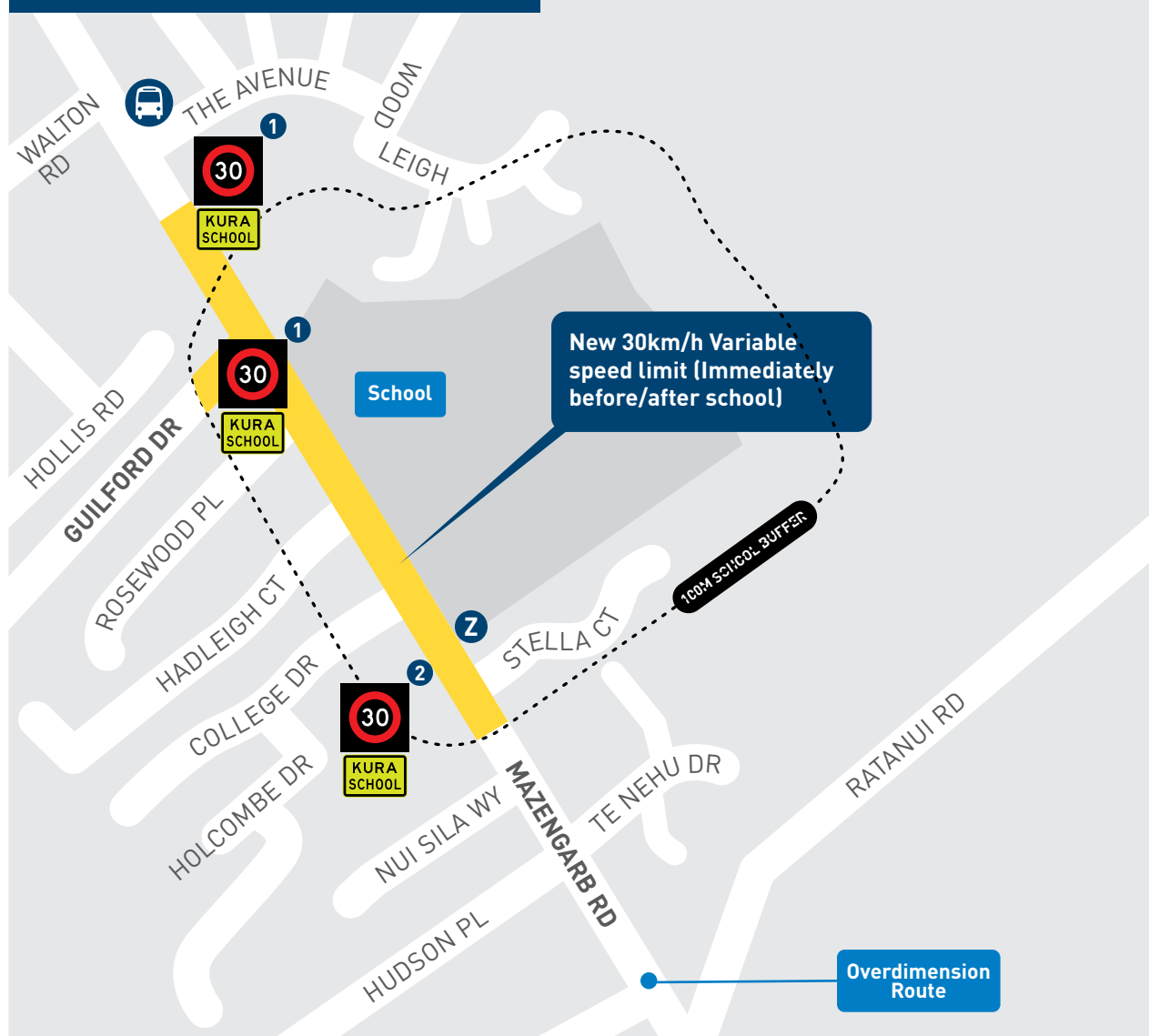
- 1 New sign replacing existing 'School Zone' sign at existing location.
- 2 New sign, new location.
- 3 Timing of when Variable School speed limits apply to be confirmed.

#### For installation 2024-27



Reconstruct existing Zebra Crossing on Raised Safety Platform

## E: PARAPARAUMU COLLEGE



## For installation by June 2024



Install Kura School Variable  
(See notes)

NOTE:

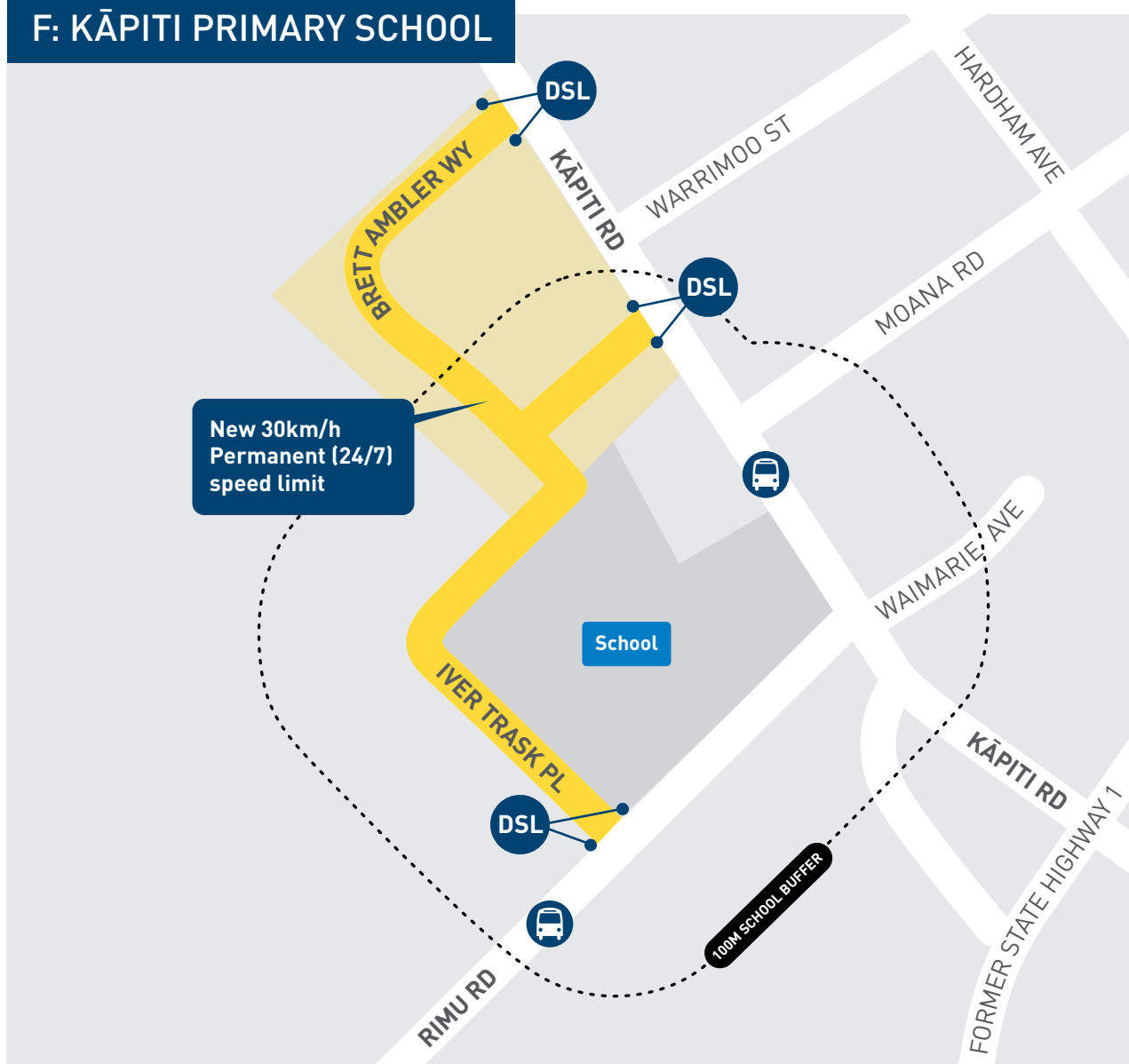
- 1 New sign replacing existing 'School Zone' sign at existing location.
- 2 New sign, new location.

## For installation 2024-27



A new Zebra Crossing at existing crossing point, includes lighting upgrade, no Raised Safety Platform

## F: KĀPITI PRIMARY SCHOOL

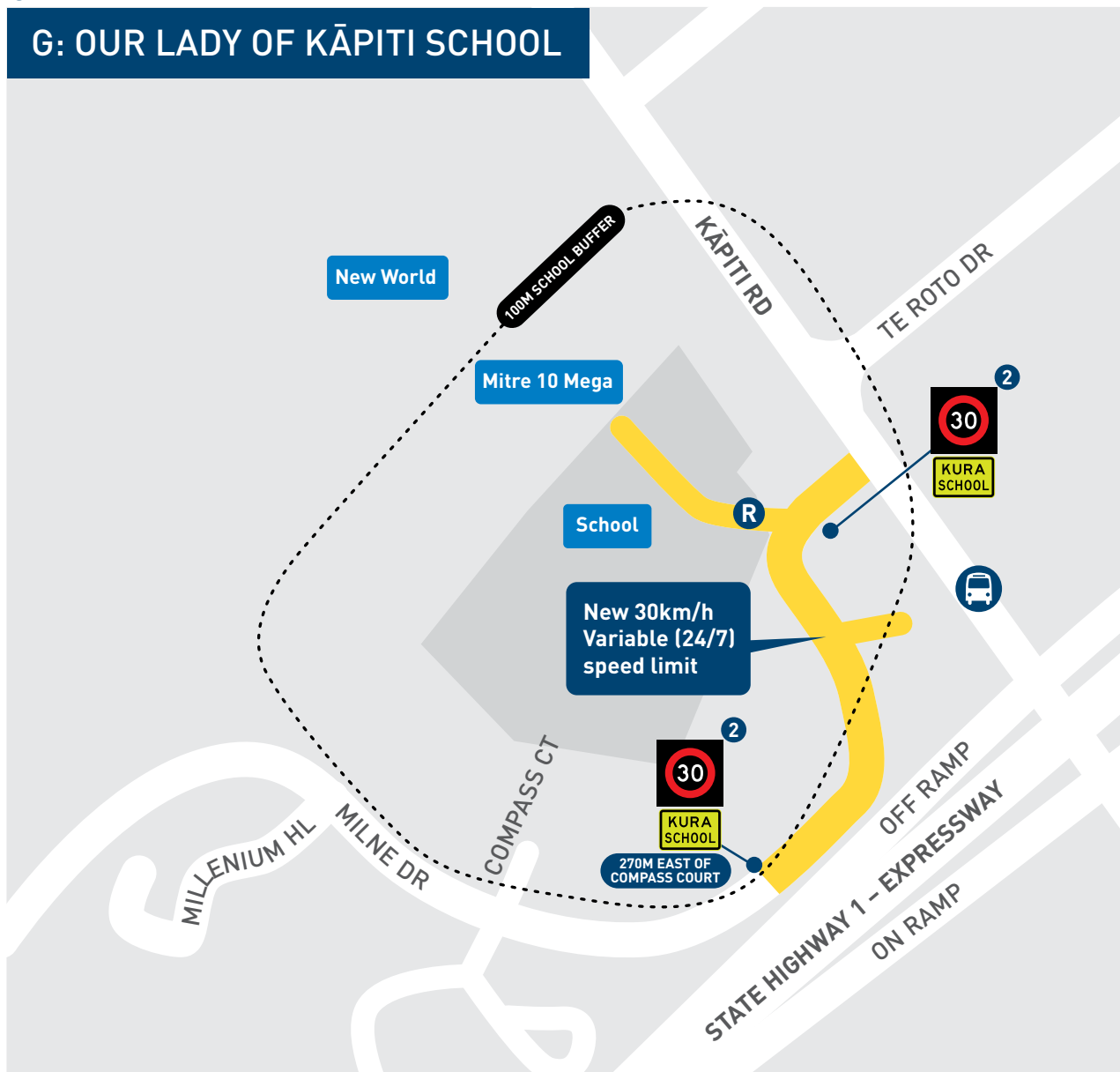


For installation by June 2024



Supply and install double sided speed limit signs

## G: OUR LADY OF KĀPITI SCHOOL



### For installation by June 2024



New signs installed  
(See notes)

NOTE:

**2** New sign, new location.

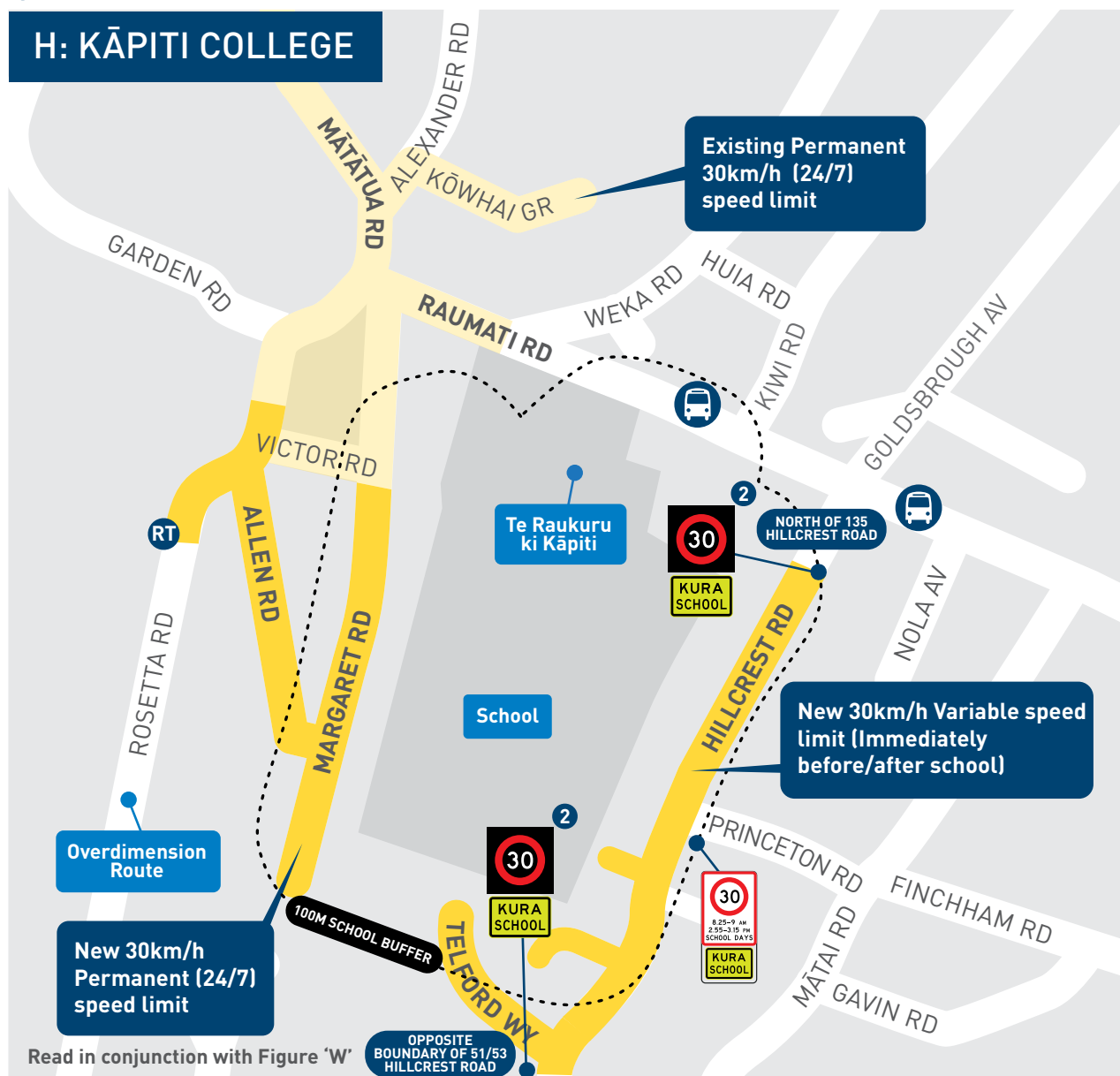
### For installation 2024-27



**R**

Construct Pedestrian  
Refuge plus Kerb  
Crossing ramps, and  
lighting upgrade





**For installation by June 2024**



Install Kura  
School  
Variable  
(See notes)



## Install Static Variable School speed limit signs

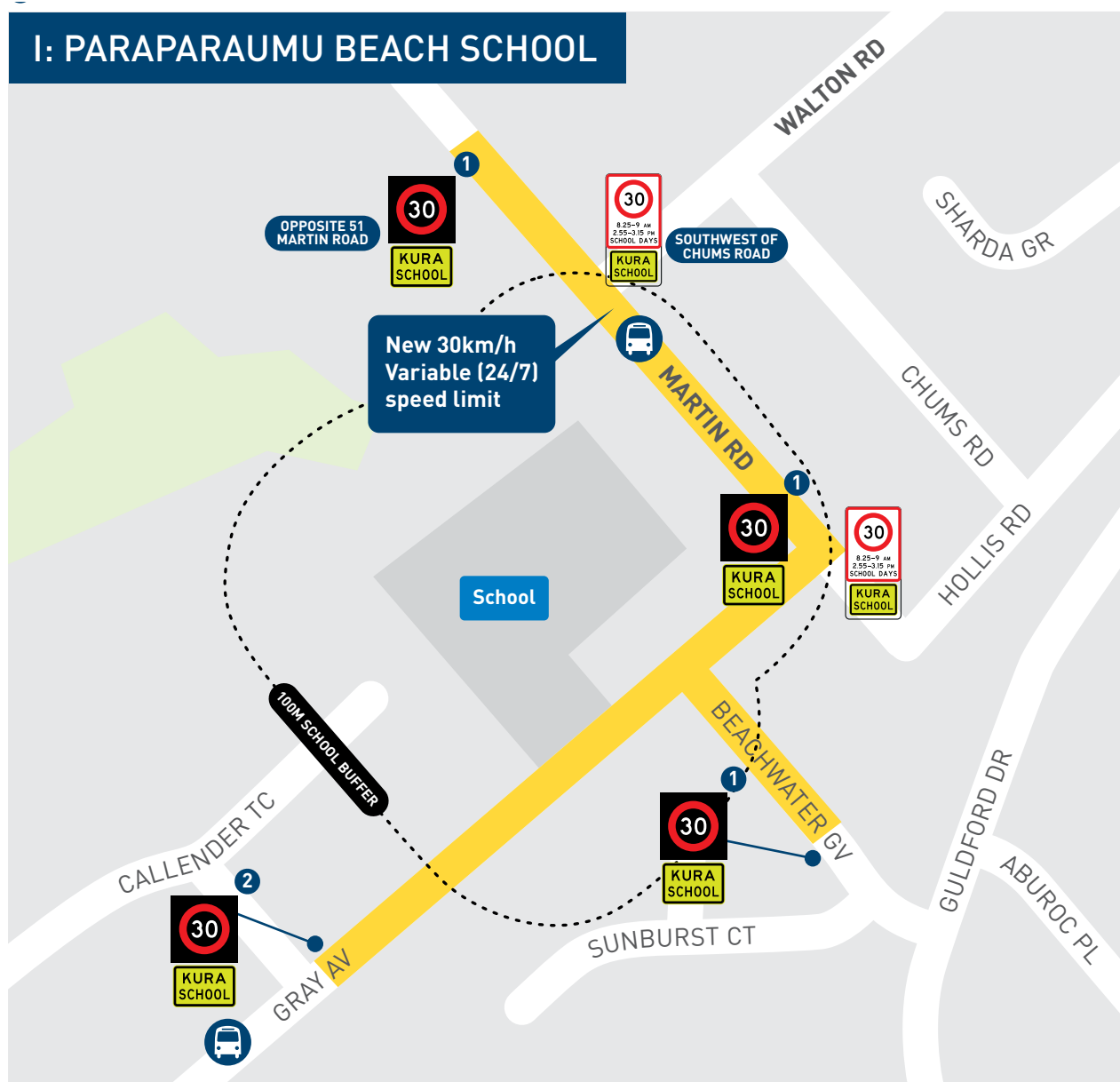
NOTE:

- 2 New sign, new location.
- 3 Timing of when Variable School speed limits apply to be confirmed.

**For installation 2024-27**

Raised  
Threshold  
Treatment

## I: PARAPARAUMU BEACH SCHOOL



### For installation by June 2024



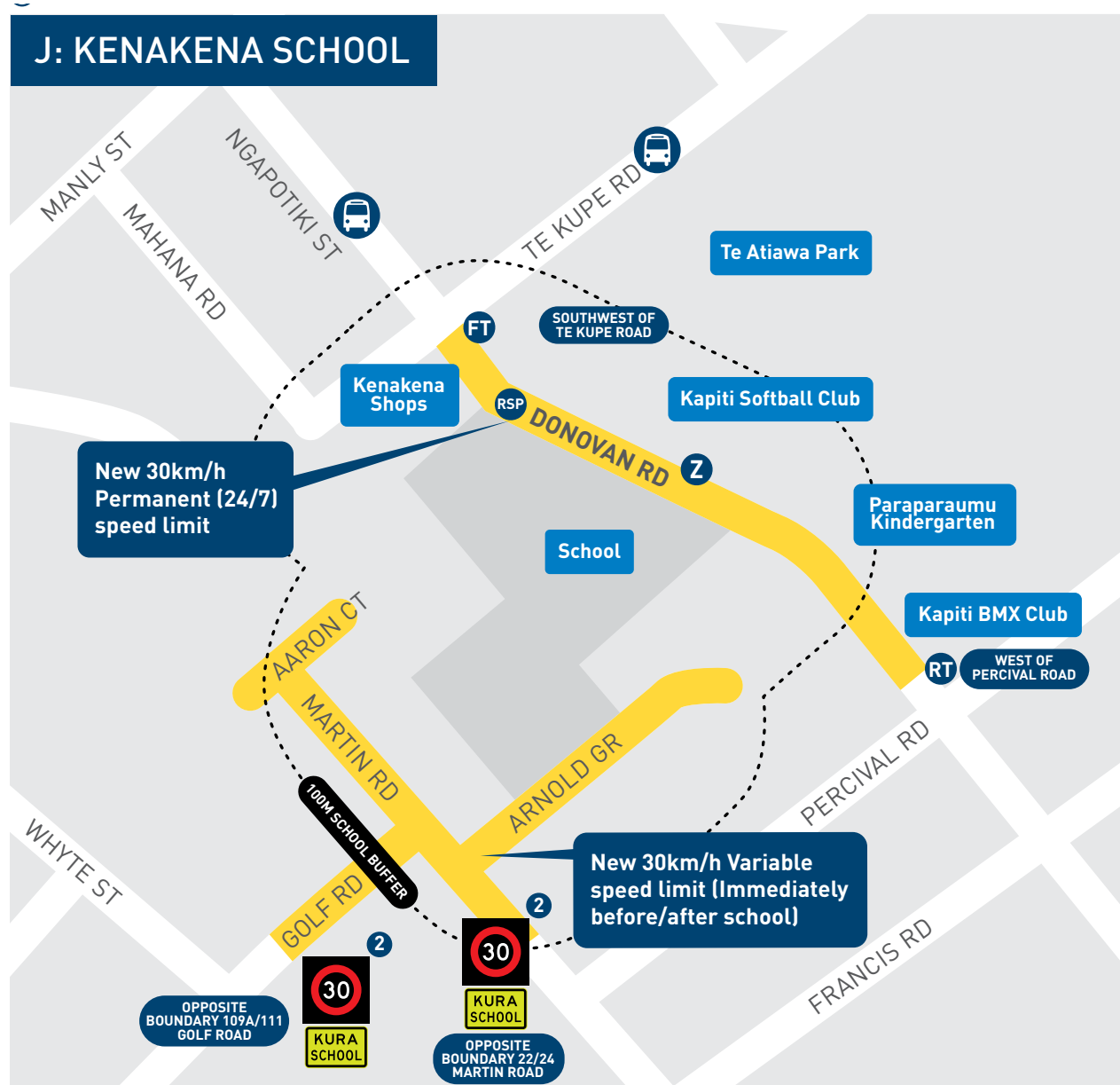
Install Static  
Variable School  
speed limit signs



Install Kura  
School  
Variable  
(See notes)

#### NOTE:

- 1 New sign replacing existing 'School Zone' sign at existing location.
- 2 New sign, new location.
- 3 Timing of when Variable School speed limits apply to be confirmed.



#### For installation by June 2024



Install Kura School Variable (See notes)

NOTE:

- 2 New sign, new location.

#### For installation 2024–27



Flush Threshold treatment, e.g., 30/50



Construct Raised Safety Platform



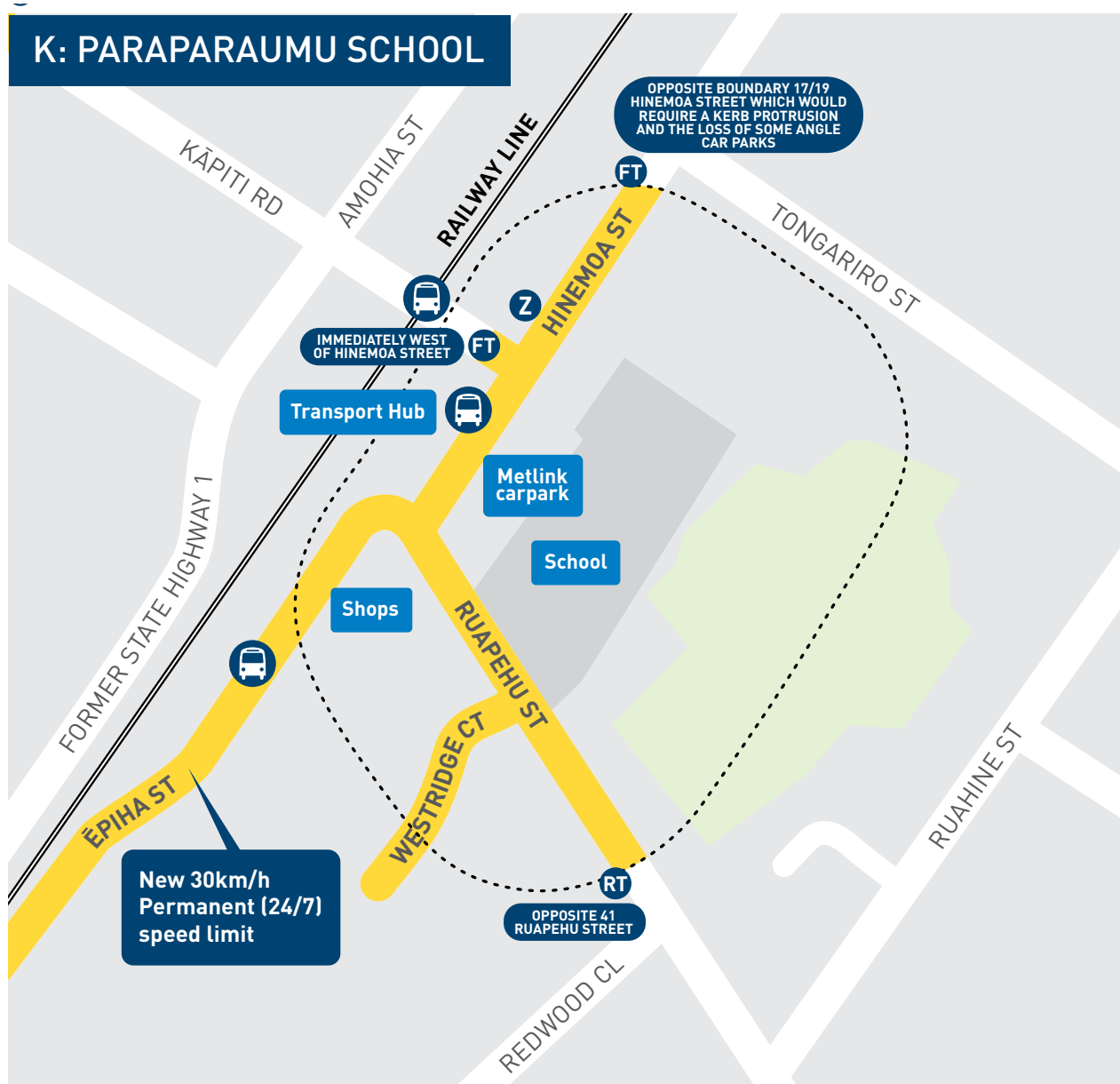
Reconstruct existing Zebra Crossing on Raised Safety Platform



Raised Threshold Treatment

48

Speed Management Plan 2023–2033



#### For installation 2024–27



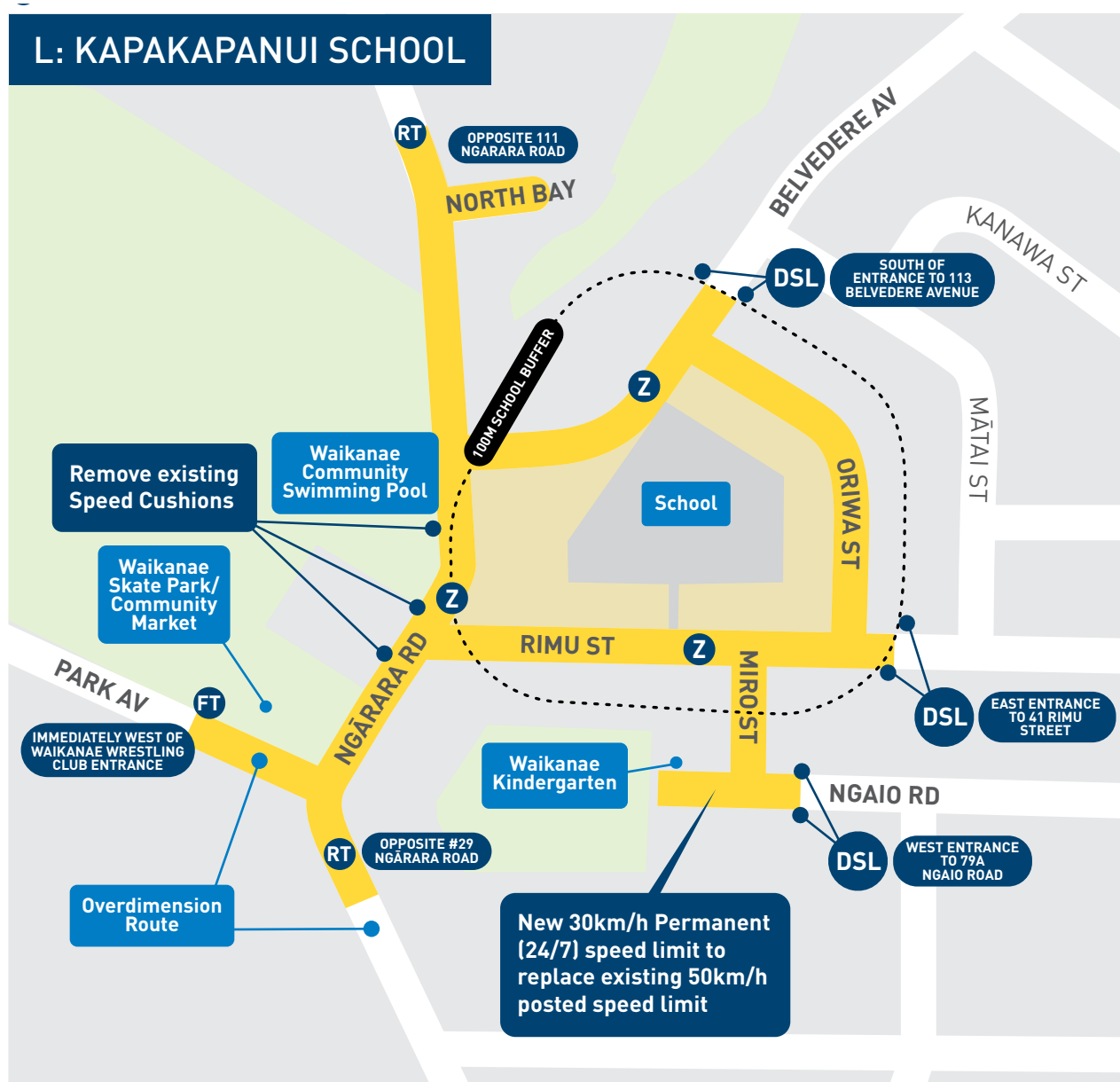
Reconstruct existing Zebra Crossing on Raised Safety Platform



Raised Threshold Treatment



Flush Threshold treatment, e.g., 30/50



#### For installation 2024–27

**DSL**

Supply and install double sided speed limit signs, e.g., 30/50

**Z**

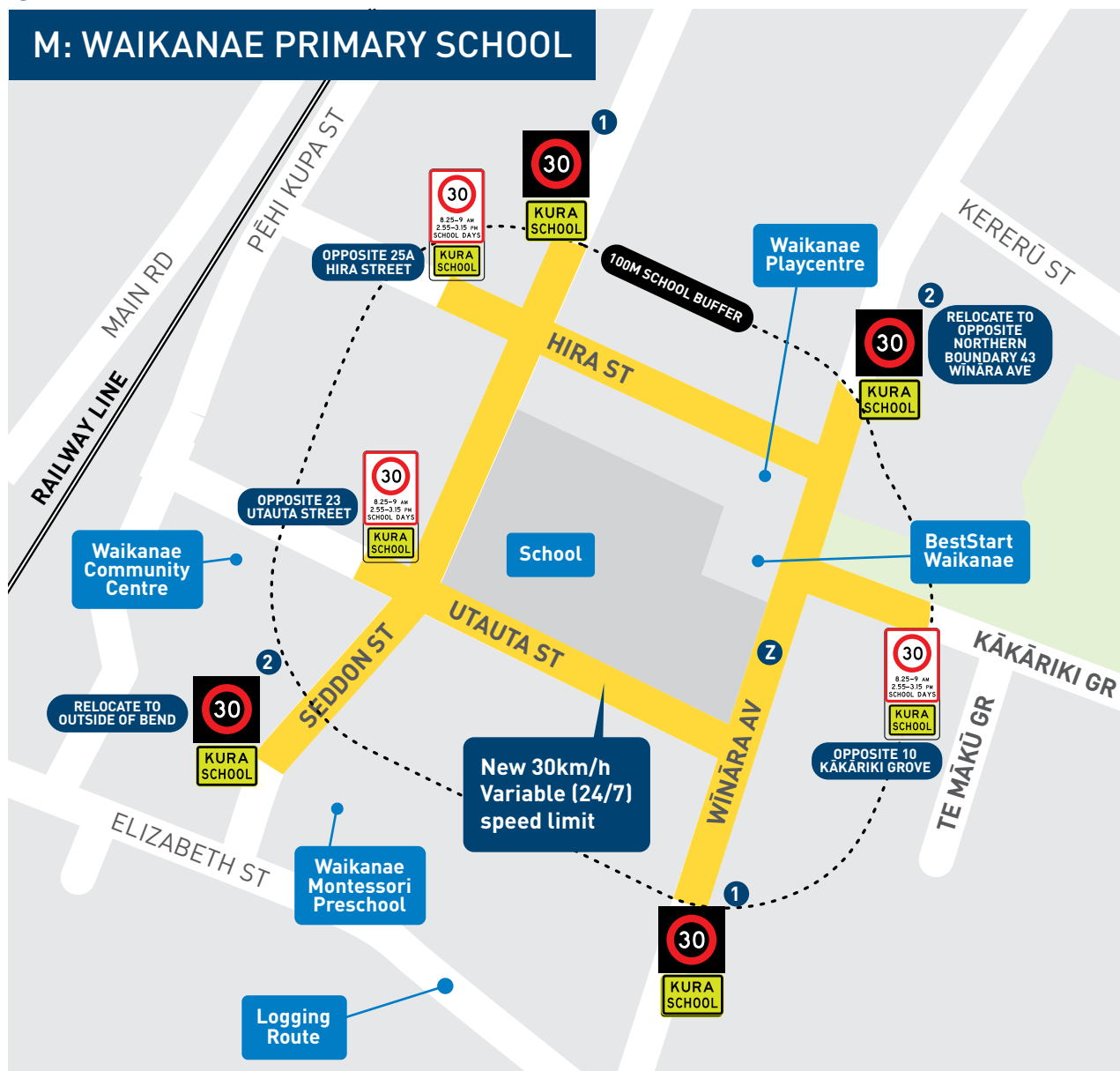
Reconstruct existing Zebra Crossing on Raised Safety Platform

**FT**

Flush Threshold treatment, e.g., 30/50

**RT**

Raised Threshold Treatment



#### For installation by June 2024



Install Kura School Variable (See notes)



Install Static Variable School speed limit signs

NOTE:

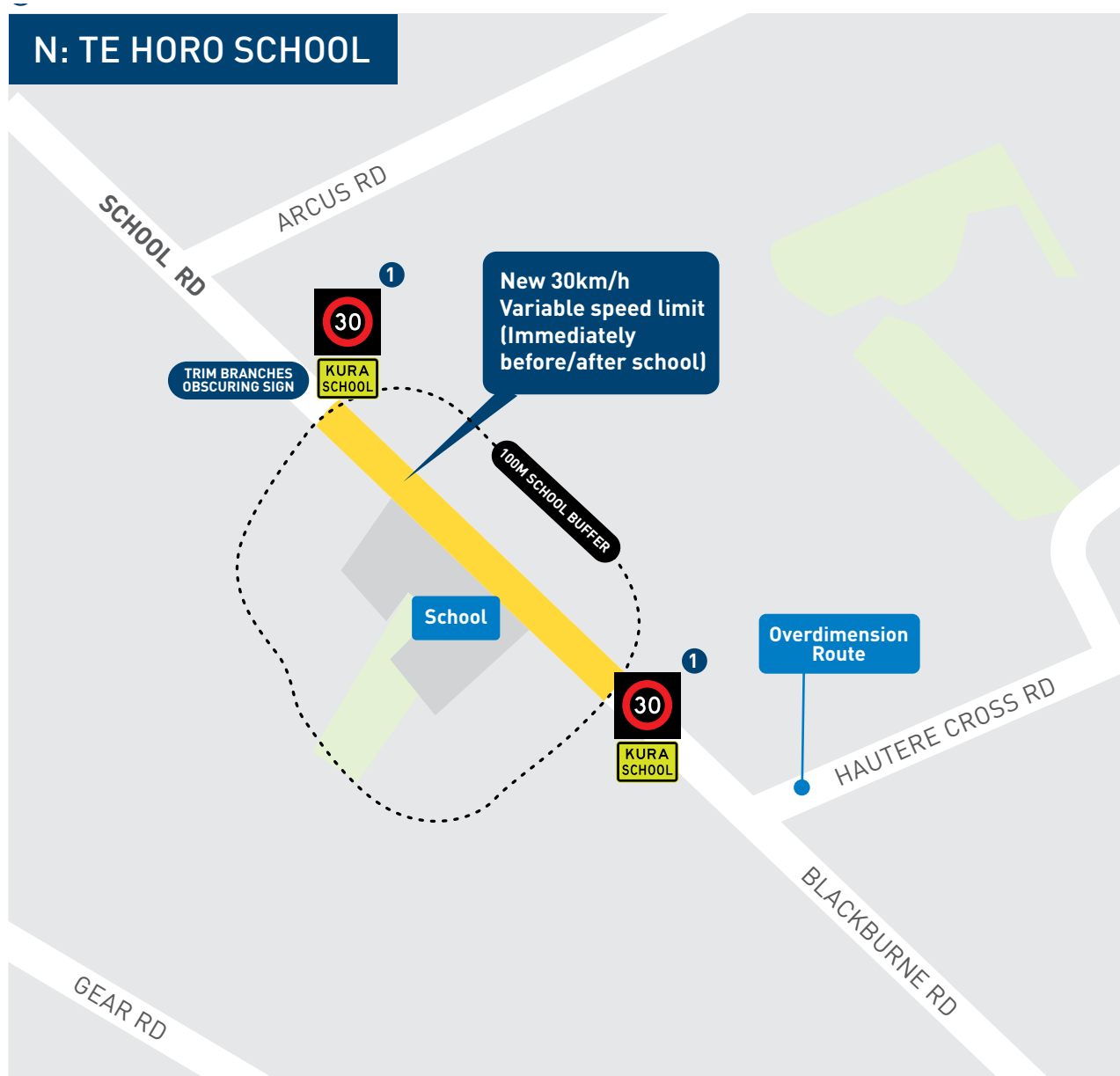
- 1 New sign replacing existing 'School Zone' sign at existing location.
- 2 New sign, new location.
- 3 Timing of when Variable School speed limits apply to be confirmed.

#### For installation 2024-27



Z

Zebra Crossing at existing Kea Crossing including lighting



#### For installation by June 2024



Install Kura  
School  
Variable  
(See notes)

NOTE:

- 1 New sign replacing existing 'School Zone' sign at existing location.



## New 30km/h Variable speed limit (Immediately before/after school)

**New 30km/h Variable speed limit (Immediately before/after school)**

School

100M SCHOOL BUFFER

**RAILWAY LINE**

**For installation 2024–2027**



Install  
Kura  
School  
Variable  
(See notes)



Install  
Static  
Variable  
School  
speed  
limit signs

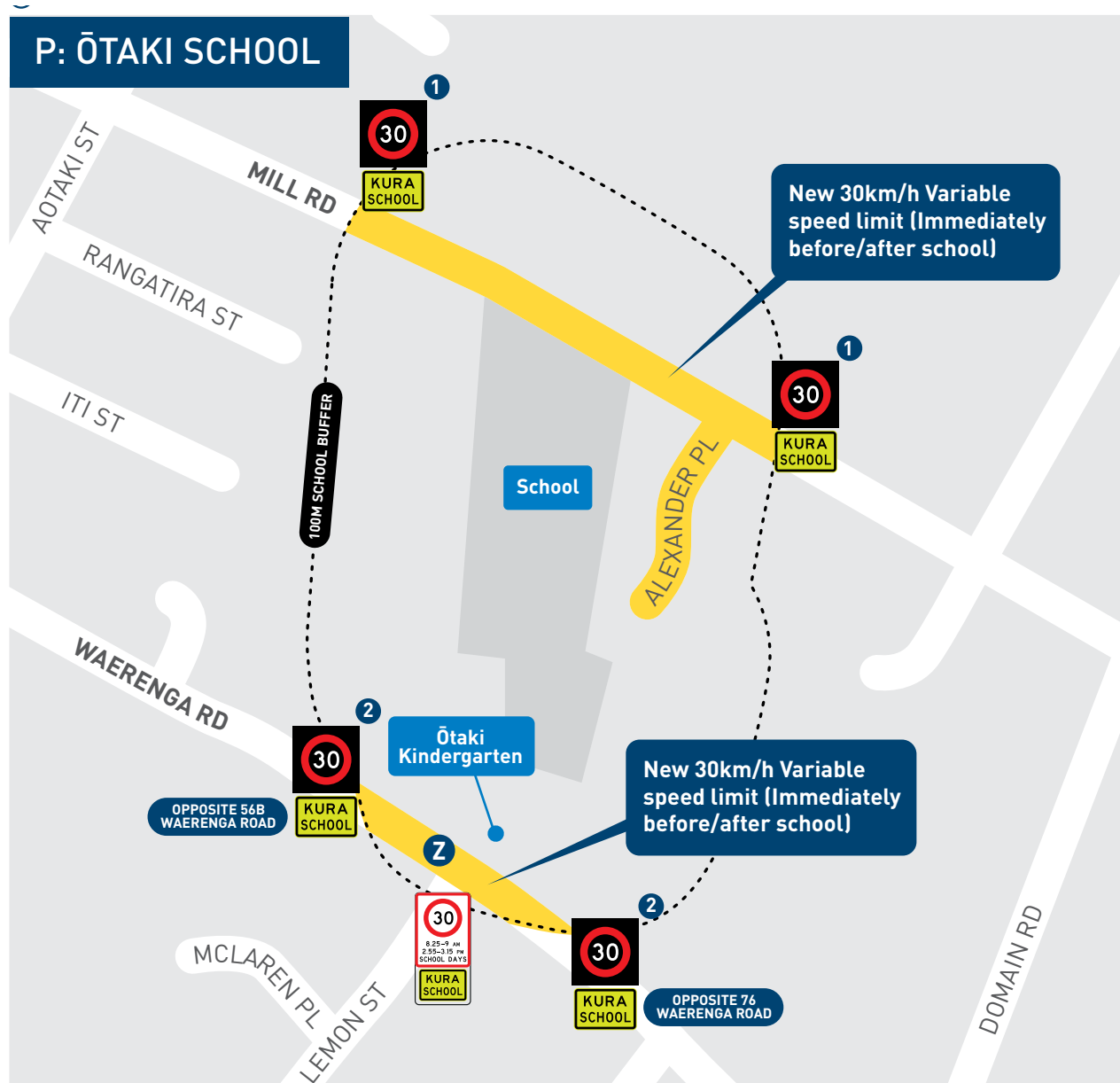
NOTE:

- 1 New sign replacing existing 'School Zone' sign at existing location.
- 2 New sign, new location.
- 3 Timing of when Variable School speed limits apply to be confirmed.



- 1 Reconstruct existing Zebra Crossing on Raised Safety Platform by end of June 2027
- 2 Remove existing Zebra Crossing. Construct new Zebra Crossing on Raised Safety Platform near 160 Waerenga Road.





#### For installation by June 2024



Install Kura School Variable  
(See notes)



Install Static Variable  
School speed  
limit signs

#### NOTE:

- 1 New sign replacing existing 'School Zone' sign at existing location.
- 2 New sign, new location.
- 3 Timing of when Variable School speed limits apply to be confirmed.

#### For installation 2024-27



**Z**

Reconstruct existing Zebra Crossing on Raised Safety Platform

## Q: TE KURA-Ā-IWI WHAKATUPURANGA RUA MANO



For installation 2024-27



Raised Threshold Treatment

## R: TE KURA KAUPAPA MĀORI O TE RITO



### For installation 2024–27



Supply and install double sided speed limit signs, e.g., 30/50

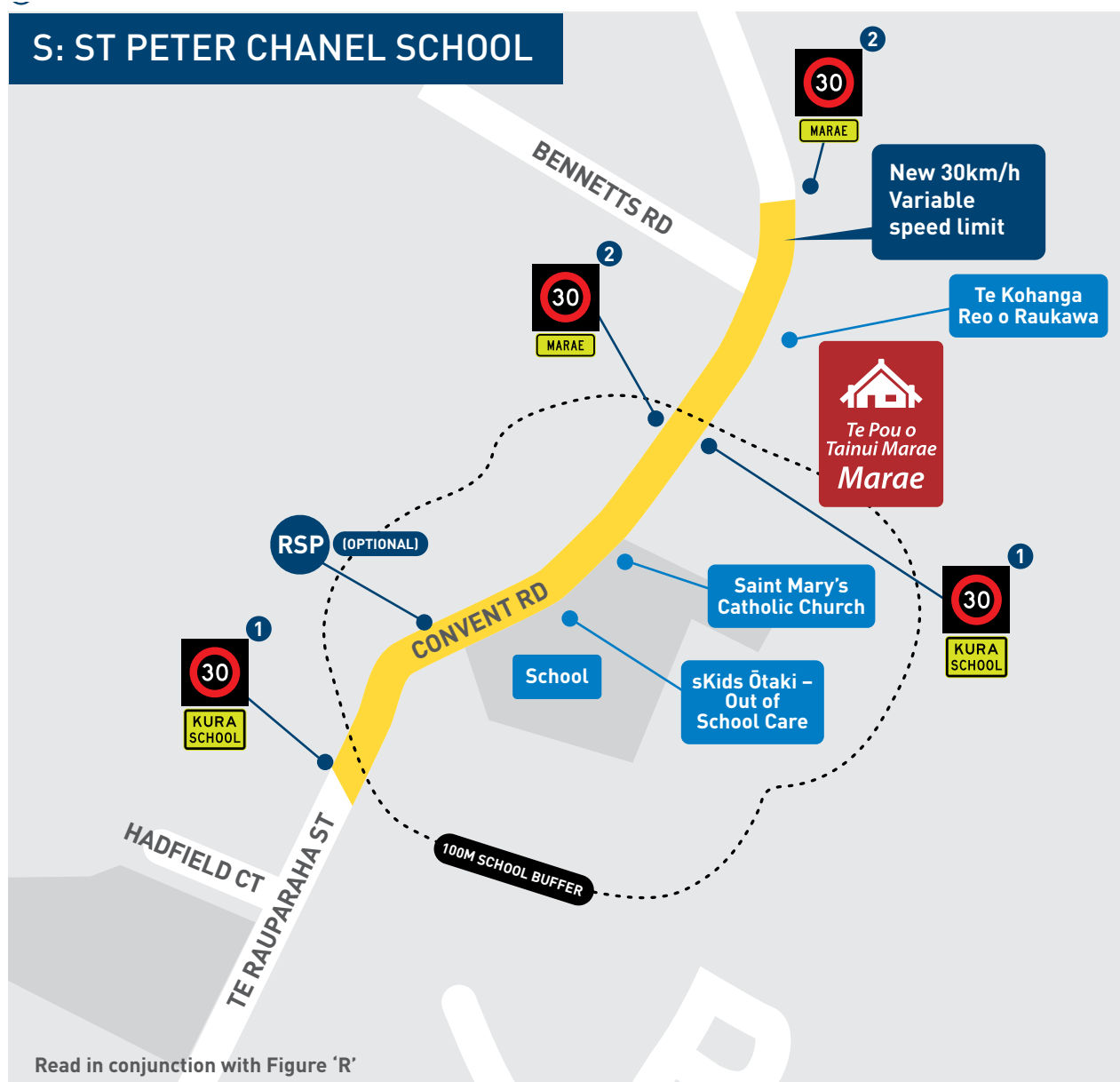


Construct Raised Safety Platform



Raised Threshold Treatment

## S: ST PETER CHANEL SCHOOL



## For installation by June 2024



New signs installed  
(See notes)

NOTE:

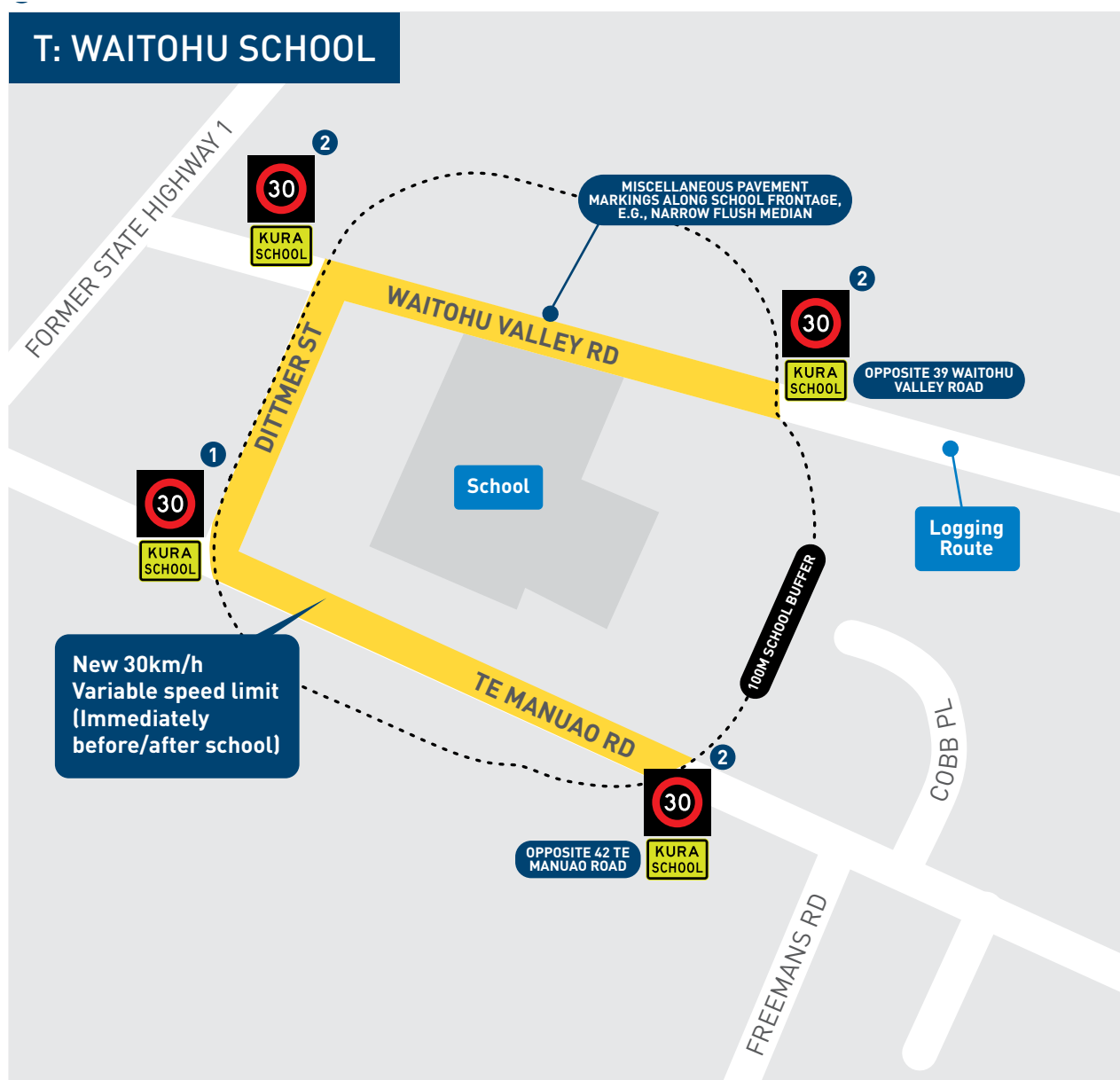
- 1 New sign replacing existing 'School Zone' sign at existing location.
- 2 New sign, new location.

## For installation by 2024-27



Construct Hump/  
platform

## T: WAITOHU SCHOOL



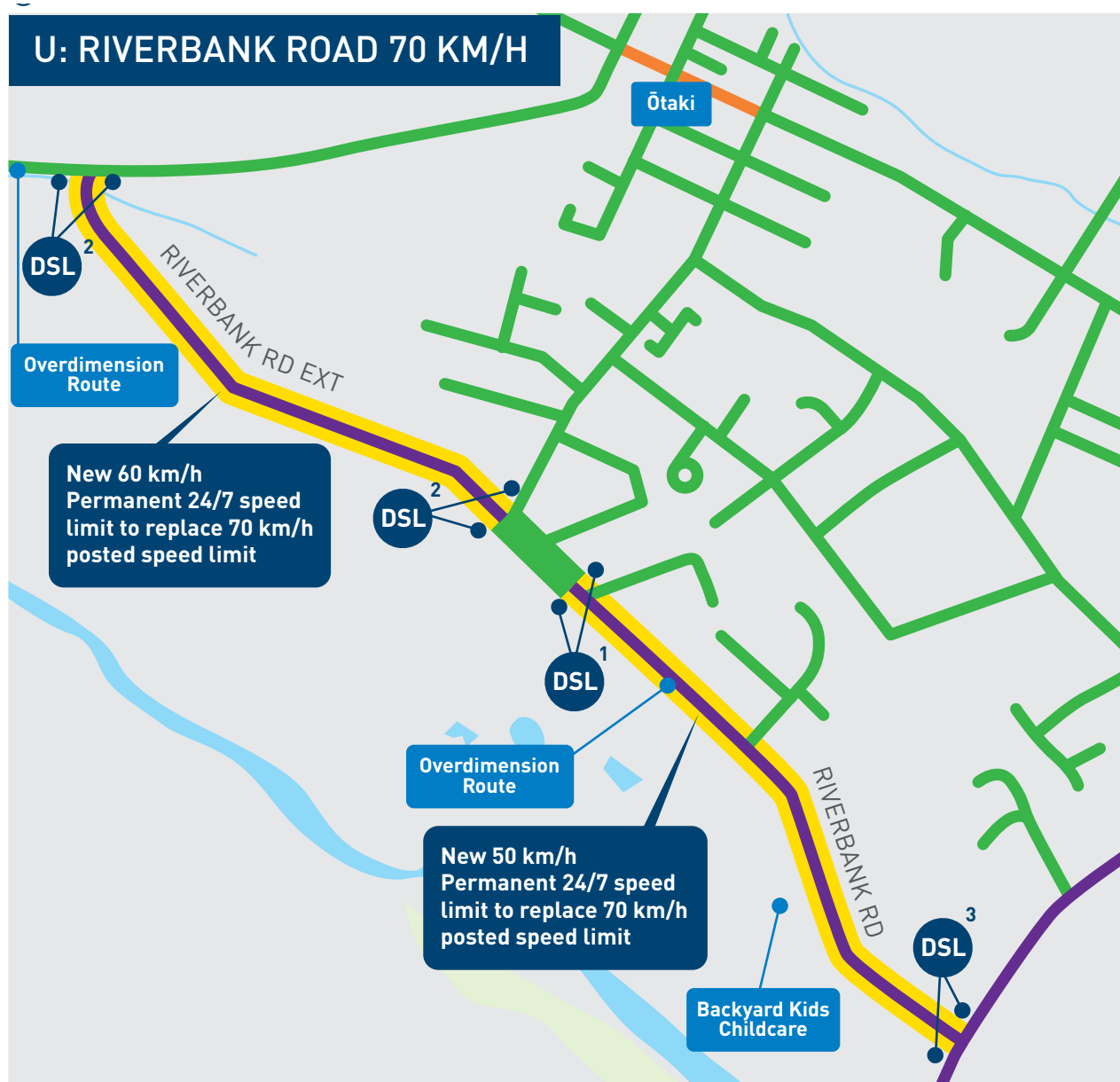
### For installation by June 2024



Install Kura  
School  
Variable  
[See notes]

#### NOTE:

- 1 New sign replacing existing 'School Zone' sign at existing location.
- 2 New sign, new location.



#### For installation by June 2024



Supply and install double sided speed limit signs, e.g., 50/50, 50/60 or 50/70

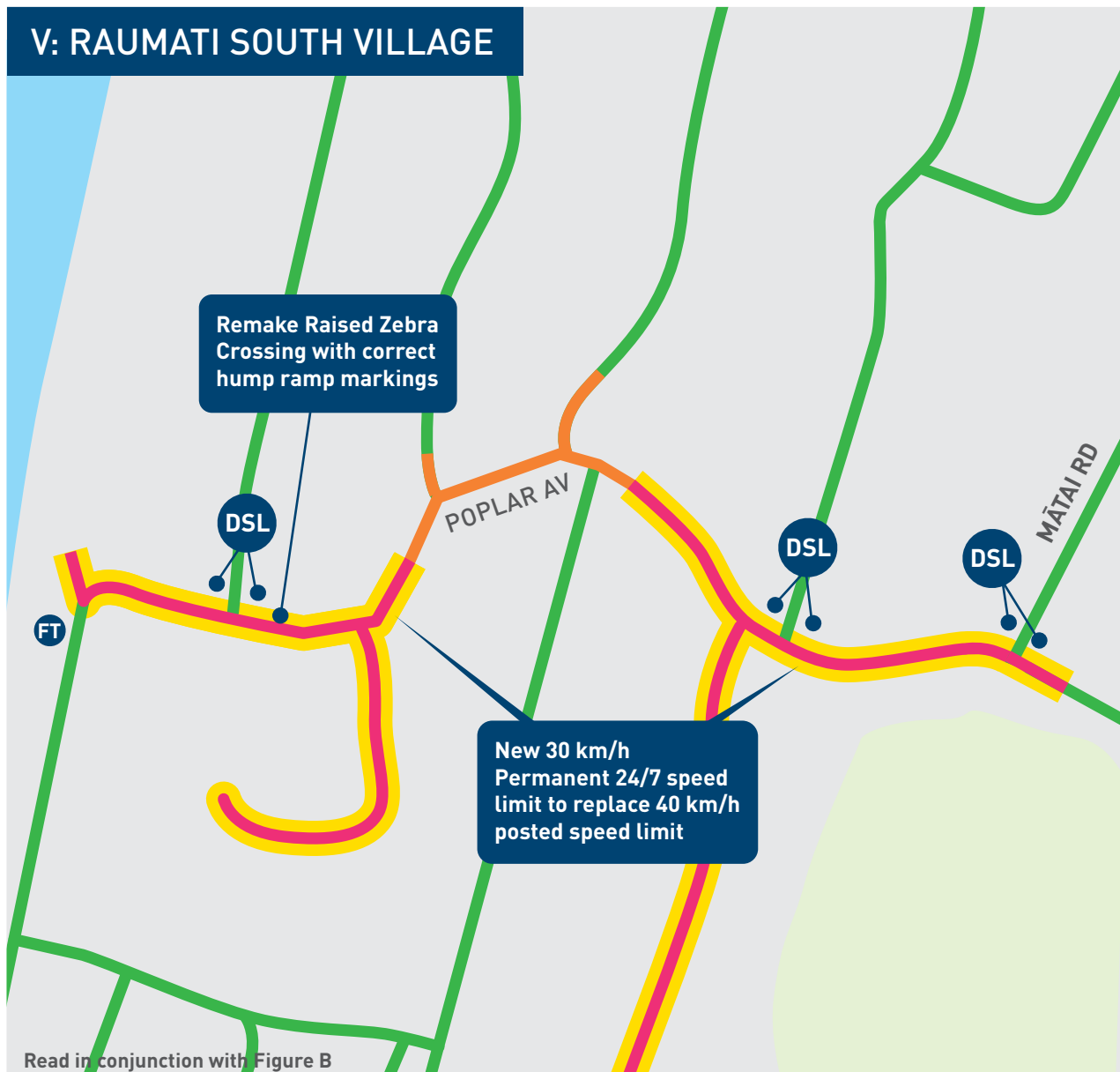
#### Existing posted speed limits

- 30 km/h
- 50 km/h
- 70 km/h

#### Proposed speed limit

- 50/60 km/h

## V: RAUMATI SOUTH VILLAGE



### For installation 2024–27



### Existing posted speed limits

- 30 km/h
- 40 km/h
- 50 km/h

### Proposed speed limit

- 30 km/h

## W: RAUMATI BEACH VILLAGE



### For installation 2024–27



Construct Hump/  
Platform



Raised Threshold  
Treatment

### Existing posted speed limits

- 20 km/h
- 30 km/h
- 50 km/h

### Proposed speed limit

- 30 km/h



## X: WAIKANAE BEACH VILLAGE



### For installation 2024–27



Supply and install double sided speed limit signs, e.g., 30/50



Flush Threshold treatment, e.g., 30/50



Construct Raised Safety Platform

### Existing posted speed limits

50 km/h

### Proposed speed limit

30 km/h

## Y: ŌTAKI TOWN CENTRE



## For installation 2024–27



New Threshold treatment,  
e.g., 30/50



Install  
marae signs  
(location  
to be  
confirmed)

## Existing posted speed limits

- 30 km/h
- 50 km/h

## Proposed speed limit

- 30 km/h



#### For installation 2024–27



Supply and install double sided speed limit signs, e.g., 30/50

Install marae signs (location to be confirmed)

New Threshold treatment (T), e.g., 30/50

#### Existing posted speed limits

50 km/h

#### New speed limit

30 km/h

## AA: TE HORO BEACH



## For installation 2024–27



Supply and install double sided speed limit signs, e.g., 30/80



Raised Threshold Treatment



Construct Raised Safety Platform

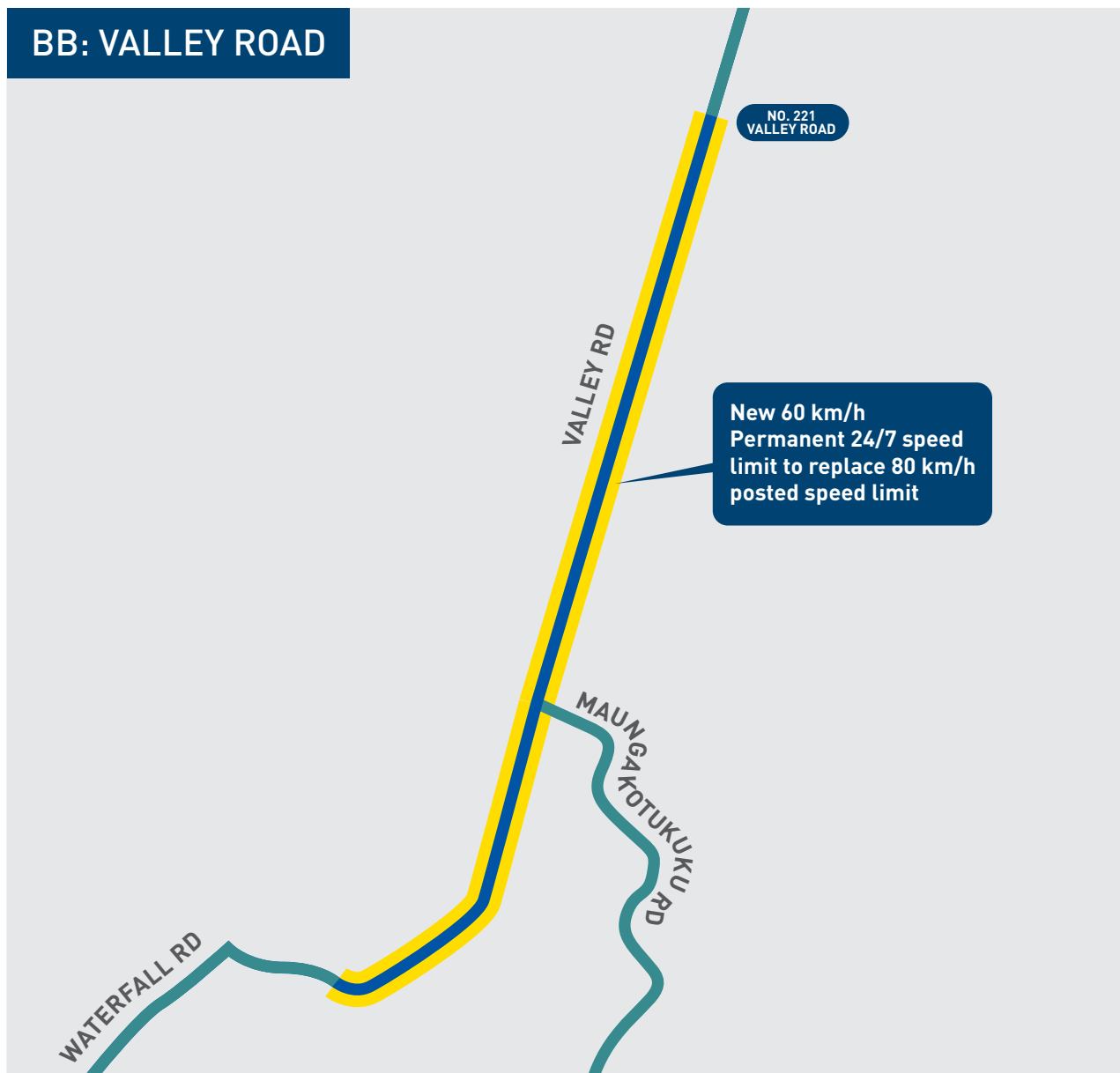
## Existing posted speed limits

- 50 km/h
- 60 km/h
- 80 km/h

## New speed limit

- 30 km/h

## BB: VALLEY ROAD



Existing posted speed limits	New speed limit
<ul style="list-style-type: none"> <li>60 km/h</li> <li>80 km/h</li> </ul>	<ul style="list-style-type: none"> <li>60 km/h</li> </ul>

## CC: PEKAPEKA ROAD



Existing posted speed limits	New speed limit
<ul style="list-style-type: none"> <li>50 km/h</li> <li>60 km/h</li> <li>80 km/h</li> </ul>	<ul style="list-style-type: none"> <li>60 km/h</li> </ul>

[kapiticoast.govt.nz](http://kapiticoast.govt.nz)



**10.2 ADOPTION OF NEW CODE OF CONDUCT 2022-2025 TRIENNIUM**

Kaituhi | Author: **Jessica Mackman, Senior Advisor, Democracy Services**

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

**TE PŪTAKE | PURPOSE**

- 1 For Council to consider the adoption of a new Code of Conduct for the 2022 – 2025 triennium. The proposed draft code appended in Appendix 1 is based on the new 2022 model standard Code of Conduct developed by Local Government New Zealand.

**HE WHAKARĀPOOTO | EXECUTIVE SUMMARY**

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

**TE TUKU HAEPAPA | DELEGATION**

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

**TAUNAKITANGA | RECOMMENDATIONS**

- A. That Council adopt the Code of Conduct appended at Appendix 1 for the 2022-2025 triennium.

AND

- B. That Council adopt a two-step complaints of alleged breaches assessment process.

AND

- C. That Council adopt that recommendations from independent investigators are binding on Council in the resolution of a Code of Conduct complaint.

OR

That Council adopt that recommendations from independent investigators are not binding on Council in the resolution of a Code of Conduct complaint.

**TŪĀPAPA | BACKGROUND****Why does Council need a Code of Conduct**

- 4 The provisions of the Local Government Act (LGA) 2002 (“the Act”) require a local authority to adopt a Code of Conduct for members of the local authority (Clause 15, Schedule 7 of the LGA 2002 appended at Appendix 2).
- 5 The Act specifies the contents of a Code of Conduct (“the Code”) which ‘must define the expectations about the manner in which members may conduct themselves while acting in their capacity as members’; including the behaviour of members towards each other, staff and the public. The Act further specifies that a Code must also define how members are to manage information received in their capacity as elected members.
- 6 While most disagreements and complaints may be managed through effective relationships between the Mayor, elected members and staff, a Code is an instrument that can be used when this is insufficient to resolve an issue.
- 7 Kāpiti Coast District Council last adopted its current version of the Code in January 2020. However, the content of the current version has remained largely unchanged with only minor amendments since the Council’s initial adoption in the 2010-2013 triennium and has not been updated with any model content in the interim. This means that Council’s Code contains different content to other Codes adopted by territorial authorities around the country.



- 8 Each triennium, Local Government New Zealand (LGNZ) has provided councils with model Code of Conduct versions considering any learnings taken from code of conduct complaints and breaches as well as general feedback on complexities concerning interpretation and application experienced by Councils.
- 9 In October 2022, LGNZ released Te Tikanga Whanonga a LGNZ: The Local Government Code of Conduct; an updated model code developed over three years following feedback from councils around Aotearoa New Zealand.
- 10 Each triennium, LGNZ encourages councils to formally review their existing Code of Conduct and either amend, or re-adopt it, to ensure that the Code is fully endorsed by all members.
- 11 A Code may be amended at any time though cannot be revoked unless it is replaced by a new Code. An amendment of the Code, or the adoption of a new Code, requires a resolution supported by no less than 75 percent of the members present at the meeting at which the amendment is considered. Unless a Code is amended, the existing Code of Conduct will remain in place.

### **The Proposed New Code of Conduct – based on the LGNZ Model**

- 12 The proposed Code at Appendix 1, which is based on the model code suggested by LGNZ, provides an opportunity for our new Council to shape and adopt a Code with refreshed, up-to-date content that is in line with current best practice.
- 13 The purpose of the new Code is to enhance the effectiveness of the Council and provide for good local governance of the Kāpiti Coast District by promoting effective decision-making and community engagement; enhancing the credibility and accountability of the Council to its communities; and developing a culture of mutual trust, respect, and tolerance between members of the Council and between the members and management.
- 14 The Code sets boundaries on the standards of behaviour of members towards each other, the Chief Executive and staff, the general public, and the media and provides a means of resolving situations when elected members breach those standards. The Code also provides direction around the disclosure of information that members receive in their official roles and information which impacts on the ability of the Council to give effect to its statutory obligations.
- 15 The Code is a self-regulating instrument which governs day-to-day and less formal relationships and supported by other mechanisms such as the Governance Structure and Delegations 2022-2025, the Local Governance Statement 2022-2025 and Standing Orders. The Code is most effective when “owned” by elected members and if the drafting of such a code takes into consideration their feedback and input.
- 16 The new proposed Code also contains procedural steps on how to manage complaints in relation to the Code. So, should Council adopt the proposed new Code, members should also decide a process for managing alleged breaches of the Code. This process will be appended to the adopted Code and the document will be formatted for release.

### **What is new in the 2022 LGNZ Model Code**

- 17 Te Tikanga Whanonga a LGNZ: The Local Government Code of Conduct contains several significant changes to previous model Codes released by LGNZ, including:
  - 17.1 A focus on managing specific types of behaviors, such as bullying or harassment, regardless of the place or platform on which the member is engaging, such as social media, in meetings, or interactions between members.
  - 17.2 An explicit description of unacceptable behaviours.
  - 17.3 Acknowledgement of Te Tiriti o Waitangi as the foundational document for Aotearoa New Zealand and a description of Te Tiriti principles and how they apply to councils.
  - 17.4 An acknowledgement of the principles of good governance.

- 17.5 An amended approach to investigating and assessing alleged breaches of the Code designed to ensure the process is independent and focused on serious rather than minor or trivial complaints.

### **What is the difference between Council's current Code and the proposed new Code of Conduct**

- 18 Council's current Code of Conduct has remained largely unchanged since the 2010-2013 triennium which means there are a number of differences between the current Code and the proposed new Code including:
- 18.1 The addition of a Members' Commitment section specifically highlighting general behaviour expected of members at all times at the beginning of the Code of Conduct.
  - 18.2 The addition of a section dedicated to Te Tiriti o Waitangi to respect the significance of the principles of Te Tiriti.
  - 18.3 The use of Te Reo throughout to embed our use of the language and align the Code with other Governance documents.
  - 18.4 An increase in behaviour-based and less procedural components given Council has separate policies that specify procedure. For example, the declarations of interest section is very short and no longer contains procedural components. The process of how to declare interests is separately governed by policy and thus inclusion of the process would create unnecessary duplication.
  - 18.5 A reduction to essential items not covered elsewhere, for example, the new version no longer includes items covered by legislation, Standing Orders, the Governance Structure 2022-2025 or the Local Governance Statement 2022-2025.
  - 18.6 A defined approach to investigating and assessing alleged breaches of the Code at the lowest level of resolution possible. The existing Code's approach is directive with no flexibility, and any complaint has to be dealt with in the same manner regardless of the perceived severity of the alleged breach.

### **Steps taken to develop the draft Code of Conduct presented to Council**

- 19 Council officers reviewed the existing Code against the new LGNZ model and after consulting with LGNZ included a section on social media in the proposed Code appended in Appendix 1.
- 20 Following this review, Council officers held a briefing and workshop with elected members and mana whenua representatives to work through the elements of the proposed Code. Staff incorporated key feedback into the LGNZ 2022 model Code to produce a proposed new Code of Conduct (appended at Appendix 1).

## **HE KŌRERORERO | DISCUSSION**

### **He take | Issues**

- 21 Council is asked to consider the adoption of the proposed Code appended as Appendix 1 to bring the Code in line with current best practise and LGNZ's proposed model Code of Conduct.
- 22 Aside from considering whether to adopt the new proposed Code, elected members are also asked to consider adopting a process for determining, investigating and ruling on alleged breaches of the Code.
- 23 The following principles will guide the investigation into, and assessment of, complaints made against a member for breaching the Code of Conduct:
- 23.1 The complaints process will be independent, impartial, and respect members' privacy.
  - 23.2 Members will be given due notice that an investigation is underway and will be provided with an opportunity to be heard.

- 23.3 Members will have a right to seek independent advice, be represented, and, if they choose, be accompanied by a support person throughout the process.
- 23.4 Complaints will be resolved at the lowest level of resolution as possible, with priority given to finding a mediated settlement.
- 23.5 Complainants, and members subject to a complaint, will have access to advice and support for the time it takes to find a resolution. For example, by enabling both parties to access Council's Employee Assistance Programme (EAP) or elected members' equivalent.

### **Options for Managing Alleged Breaches of the Code of Conduct**

- 24 Any complaints made under the Code, even complaints in relation to members' conduct not specifically mentioning the Code, will upon adoption of the Code be managed in accordance with the process appended to the Code. Council is asked to adopt a process for managing alleged breaches under the Code as suggested by LGNZ and as part of this Council should determine the following when adopting the Code of Conduct:
  - 24.1 Whether a complaints process will be a single or two-step assessment process; and
  - 24.2 Whether recommendations from an independent investigator will be binding or non-binding.

#### *A single step or two step complaints assessment process*

- 24.3 In a single step assessment process, the Chief Executive refers all complaints directly to an independent investigator who determines whether the complaint is valid and, if so, recommends an action or actions which are appropriate to the level of materiality or significance of the breach.
- 24.4 In a two-step assessment process, the Chief Executive refers all complaints to an initial assessor who determines whether the complaint is valid and, if so, can refer the complaint to the Mayor or relevant Chairperson or recommend that the parties undertake mediation. Where the nature of the breach is significant and where mediation is not an option (or not agreed to) then the initial assessor will refer the complaint to an independent investigator, who may also re-assess the complaint.
- 24.5 Council Officers recommend a two-step process to maintain the principle of ensuring complaints are resolved at the lowest level of resolution as possible, with priority given to finding a mediated settlement, is met. A two-step process also allows for efficiencies in cost and for an approach to be taken that is appropriate to the particular complaint.

#### *Binding or non-binding recommendations from an investigator*

- 24.6 It is important that the process for investigating an alleged breach of the Code of Conduct must be politically independent and be seen to be politically independent. The perception of independence and objectivity may be lost if it is ultimately elected members who decide the nature of the action to be taken when a complaint is upheld. This perception can be avoided if Council agree to be bound by an independent investigator's recommendations.
- 24.7 On the other hand, if Council agrees that it will be bound by an independent investigator's recommendations, Council will not have flexibility to adopt another approach if the findings are deemed inappropriate to the issue. Code of Conduct complaints can also be political issues and as such, Council may wish to retain the ability to make the final decision on an investigator's recommendations. The risk of this being an issue for Council is lessened by a two-step complaints process where complaints are resolved at an appropriate level as complaints referred to an independent investigator will likely be complaints with a level of seriousness where there is merit in an independent investigation.

- 24.8 Should Council resolve that the recommendations from an independent investigator are binding, the Chief Executive's report together with the investigators report and recommendations are presented to Council for noting only.
- 24.9 Should Council resolve that the recommendations from an independent investigator are non-binding, the Chief Executive's report together with the investigators report and recommendations are presented to Council for consideration.
- 25 The draft Code of Conduct appended to this report contains all of the above options with the specific options on a one or two-step complaints process and binding investigator recommendations highlighted in yellow until a resolution by Council determines which option will be documented in the final Code.

### Ngā kōwhiringa | Options

#### **Council decides not to adopt the new Code of Conduct**

- 26 Council can decide not to adopt the proposed new Code of Conduct. This would mean that members continue to be bound by the current Code and any breaches of the Code would be managed through the existing process. The existing Code has largely remained unchanged since it was first adopted over a decade ago and thus does not take into consideration any learnings and feedback from Councils and LGNZ in relation to complaints and breaches. The complaints resolution process in the current code takes a 'one-size-fits-all' and does not allow for complaints to be resolved at the lowest level possible. While complaints under the Code have been infrequent in recent triennia, they have the potential to be divisive, time-consuming and expensive, so having the option to resolve complaints at the lowest appropriate level offers benefits.
- 27 Council Officers recommend that Council choose to adopt the new Code of Conduct rather than adopting this option as the current version of the Code is no longer aligned with best practice.

#### **Council decides to adopt a new Code of Conduct**

- 28 Council can decide to adopt the proposed Code AND select either a single or two-step complaints assessment process; and resolve that any decision from an independent investigator is to be either binding or non-binding.
- 29 Council Officers recommend the adoption of the new Code and the adoption of a two-step complaints process to maintain the principle of ensuring complaints are resolved at the lowest level of resolution as possible, with priority given to finding a mediated settlement, is met.
- 30 Three are advantages and disadvantages of investigator recommendations being binding or non-binding on Council. As such, Council Officers do not have a specific recommendation on whether investigator recommendations should be binding. It is noted that severe breaches of the Code have the potential to be divisive and impact relationships between parties involved in the complaint so if Council opt for any recommendations to be binding this would remove any potential for members to be involved in the final decision on management of the complaint.

#### **Community Boards adopting the new Code of Conduct**

- 31 Community Boards will be asked to adopt the new Code separately. Council Officers have engaged with Community Board Chairs and have invited all Community Board Members to the briefing and workshop sessions on the topic to ensure feedback from Community Boards was also captured.
- 32 While Community Boards could theoretically decide to adopt a different Code of Conduct to Council, Council Officers recommend against doing so as all elected members, and appointed members, in the region connected to Council in their various capacity should be governed by the same Code. If a Community Board decided to adopt a different Code to

Council, it would complicate the management of alleged breaches considerably and would harm the cohesion of all elected members.

### **Tangata whenua**

- 33 Council's mana whenua partners were invited to attend a briefing and workshop to contribute to the proposed new Code of Conduct and were encouraged to provide feedback following the circulation of the draft Code to Councillors, mana whenua representatives and Community Board members via email.
- 34 Mana whenua representatives are expected to comply with the Code of Conduct as a term of their appointment to Council and its Committees and Subcommittees for the 2022-2025 triennium. After confirmation of appointment by Council, mana whenua representatives and other appointed members receive an appointment letter setting out this expectation.

### **Panonitanga āhuarangi | Climate change**

- 35 There are no climate change or environment considerations for this report.

### **Ahumoni me ngā rawa | Financial and resourcing**

- 36 There are no direct financial considerations for this report though Council must ensure that members who make a complaint under the Code of Conduct are not left to meet any costs created by doing so. Members, those who make complaints, and those who are subject to a complaint, should be given appropriate and reasonable support.
- 37 Complaints made under the Code may incur a cost if an external independent assessor and/or investigator is required to be engaged. Assessors and investigators will be engaged as required and on a case-by-case basis so precise costs are difficult to determine. The costs of assessment and investigatory services will be met by Council.

### **Ture me ngā Tūraru | Legal and risk**

- 38 Any failure to observe the provisions of the Code of Conduct may result in the following:
  - 38.1 Exposing the Council to litigation.
  - 38.2 Invalidating insurance of indemnity for members.
  - 38.3 Exposing individual members to responsibility for loss under section 46 of the Local Government Act.
- 39 In cases where a breach of the Code is found to involve regulatory or legislative requirements, the Chief Executive will refer the complaint to the relevant agency.

### **Ngā pānga ki ngā kaupapa here | Policy impact**

- 40 The relevant policies that elected members must have an understanding of have been referenced in the Code of Conduct document. These policies are:
  - 40.1 Council's Media Communications Protocol
  - 40.2 Council's Members' Declaration of Interest Policy
- 41 These policies will be updated as required and provided to Council for adoption or noting.

## **TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**

### **Te mahere tūhono | Engagement planning**

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

**Whakatairanga | Publicity**

- 43 The proposed Code of Conduct, if adopted, will be uploaded to Council's website and will be available for the community to access.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Draft Code of Conduct [↓](#)
2. Clause 15, Schedule 7 of the LGA 2002 [↓](#)





# NGĀ TIKANGA WHANONGA CODE OF CONDUCT 2022-2025 TRIENNIUM

[kapiticoast.govt.nz](https://kapiticoast.govt.nz)

As adopted by Council on .....

I whakamanahia e te Kaunihera i te ra .....2023

  
**Kāpiti Coast**  
DISTRICT COUNCIL  
Me Huri Whakamuri, Ka Titiro Whakamua

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## A. KUPU WHAKATAKI | INTRODUCTION

The Kāpiti Coast District Council adopts this code of conduct in accordance with Clause 15, Schedule 7 of the Local Government Act 2002 (LGA).

The Code of Conduct sets standards for the behaviour of members towards other members, staff, the public, and the media. It is also concerned with the disclosure of information that members receive in their capacity as members.

Members must comply with this Code of Conduct.

The purpose of this Code of Conduct is to:

- Enhance the effectiveness of the Kāpiti Coast District Council and provide for good local government of the Kāpiti Coast District;
- Promote effective decision-making and community engagement;
- Enhance the credibility and accountability of the Council to its communities; and
- Develop a culture of mutual trust, respect, and tolerance between members of the council and between the members and management.

### NGĀ HERENGA A NGĀ MEMA | MEMBERS' COMMITMENT

These commitments apply when conducting the business of the Council as its representative or the representative of an electorate, and communicating with other members, the media, the public, or staff. By adopting the Code of Conduct members agree that they will:

1. treat all people fairly,
2. treat all other members, staff, and members of the public, with respect,
3. share with the Council any information received that is pertinent to the ability of the Council to properly perform its statutory duties,
4. operate in a manner that recognises and respects the significance of the principles of Te Tiriti o Waitangi and Council's Memorandum of Partnership with mana whenua in the district,
5. make it clear, when speaking publicly, that statements reflect their personal view, unless otherwise authorised to speak on behalf of the Council,
6. take all reasonable steps to undertake the duties, responsibilities, and workload expected of a member,
7. not bully, harass, or discriminate unlawfully against any person,
8. not bring the Council into disrepute,
9. not use their position to improperly advantage themselves or anyone else or disadvantage another person,
10. not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Council,
11. not disclose information acquired, or given, in confidence, further to their position as a member of Council.

**Please note:** a failure to act in accordance with these commitments may result in a complaint being taken against a member.

## B. HŌKAITANGA | SCOPE

This Code of Conduct applies to all members including members of any Community Board that has agreed to adopt it.

The Code applies to the behaviour of members towards:

- Each other;
- The chief executive and staff;
- The media; and
- The general public.

It is also concerned with the disclosure of information that members receive in their capacity as elected members and information which impacts on the ability of the Council to give effect to its statutory responsibilities.

This Code can only be amended (or substituted by a replacement Code) by a vote of at least 75 per cent of members present at a meeting when an amendment to the Code is being considered. The Code should be read in conjunction with the Council's Standing Orders, Governance Structure and Delegations, and Governance Statement.

## C. NGĀ WHAKAMĀRAMA | DEFINITIONS

For the purposes of this Code "member" means an elected or appointed member of:

- the governing body of the local authority,
- any committee or sub-committee of the local authority,
- any local board of the local authority, or
- any community board of the local authority.

Local authority means the Council, local board or community board which has adopted this Code.

## D. TE TIRITI O WAITANGI | THE TREATY OF WAITANGI

The Kāpiti Coast District Council commits to operating in a manner that recognises and respects the significance of the principles of Te Tiriti o Waitangi and acknowledges the following principles:

1. Tino Rangatiratanga: The principle of self-determination provides for Māori self-determination and mana motuhake. This requires local authorities to be open to working with mana whenua partners in the design and delivery of their work programmes,
2. Partnership: The principle of partnership implies that local authorities will seek to establish a strong and enduring relationship with iwi and Māori, within the context of iwi and Māori expectations. Kaunihera should identify opportunities, and develop and maintain ways, for Māori to contribute to kaunihera decisions, and consider ways kaunihera can help build Māori capacity to contribute to council decision-making,
3. Equity: The principle of equity requires local authorities to commit to achieving the equitable delivery of local public services,

4. Active protection: The principle of active protection requires local authorities to be well informed on the wellbeing of iwi, hapū and whānau within their respective rohe,
5. Options: The principle of options requires local authorities to ensure that its services are provided in a culturally appropriate way that recognises and supports the expression of Te Ao Māori.

Kāpiti Coast District Council has committed to a partnership with mana whenua through a Memorandum of Partnership with mana whenua, which governs the relationship between Council and mana whenua setting out key principles and requirements for parties to adhere to.

## E. NGĀ MĀTĀPONO O TE MANA URUNGI PAI | PRINCIPLES OF GOOD GOVERNANCE

Members recognise the importance of the following principles of good governance.

- **Public interest:** members should act solely in the public interest.
- **Integrity:** members should not act or take decisions to gain financial or other benefits for themselves, their family, or their friends, or place themselves under any obligation to people or organisations that might inappropriately influence them in their work.
- **Tāria te wā and kaitiakitanga/stewardship:** members should use long-term perspective when making decisions. Decisions, which impact on past, current and future generations, also affect collective well-being.
- **Objectivity:** members should act and take decisions impartially, fairly, and on merit, using the best evidence and without discrimination or bias.
- **Accountability:** members will be accountable to the public for their decisions and actions and will submit themselves to the scrutiny necessary to ensure this.
- **Openness:** members should act and take decisions in an open and transparent manner and not withhold information from the public unless there are clear and lawful reasons for so doing.
- **Honesty:** members should be truthful and not misleading.
- **Leadership:** members should not only exhibit these principles in their own behaviour but also be willing to challenge poor behaviour in others, wherever it occurs.

## F. NGĀ WHANONGA | BEHAVIOURS

To promote good governance and build trust between the local authority, its members, and citizens, members **agree** to the following standards of conduct when they are:

- conducting the business of the local authority,
- acting as a representative of the local authority,

- acting as a representative of their electorate,
- communicating with other members, the media, the public and staff, and
- using social media and other communication channels.

Where a member's conduct falls short of these standards, members accept that they may be subject to a complaint made under the council's "Process for alleged breaches of the Code of Conduct" appended to the Code of Conduct document.

#### F.1 KAUANUANU | RESPECT

Members will treat all other members, staff, and members of the public, with respect.

Respect means politeness and courtesy in behaviour, speech, and writing. Debate and differences are all part of a healthy democracy. Members can challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. Members must not, however, subject individuals, groups of people or organisations to personal attack.

When members interact with the public, they should treat them politely and courteously. Offensive behaviour lowers the public's expectations of, and confidence in, the Council. In return, members have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening, members are entitled to stop any conversation or interaction in person or online and report them to the Council, the relevant social media provider or the police.

#### F.2 TE WHAKAWETI, TE WHAKATĪWHETA ME TE WHAKATOIHARA | BULLYING, HARASSMENT, AND DISCRIMINATION

Members will treat all people fairly and will not:

- bully any person,
- harass any person, or
- discriminate unlawfully against any person.

For the purpose of the Code of Conduct, **bullying** is offensive, intimidating, malicious, or insulting behaviour. It represents an abuse of power through means that undermine, humiliate, denigrate, or injure another person. It may be:

- a regular pattern of behaviour, or a one-off incident,
- occur face-to-face, on social media, in emails or phone calls, happen in the workplace, or at work social events, and
- may not always be obvious or noticed by others.

**Harassment** means conduct that causes alarm or distress, or puts people in fear of violence, and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

**Unlawful discrimination** occurs when a person is treated unfairly, or less favourably, than another person because of any of the following<sup>1</sup>:

age	skin, hair, or eye colour	race
disability	employment status	ethical belief
ethnic or national origin	family status	marital status
political opinion	religious belief	gender identity
sex	sexual orientation	

### F.3 TE TUARI MŌHIOHIO | SHARING INFORMATION

Members will share with the Council any information received that is pertinent to the ability of the Council to properly perform its statutory duties.

Occasionally members will receive information in their capacity as members of the governing body, which is pertinent to the ability of the Council to properly perform its statutory duties. Where this occurs, members will disclose any such information to other members and, where appropriate, the chief executive.

Members who are offered information on the condition that it remains confidential and cannot be shared, will inform the person making the offer that they are under a duty to disclose such information, for example, to a governing body meeting in public exclusion. or when Council receive an official information request specifically asking for the information.

This section is to reflect members statutory duties to Council in the positions they are elected to, as well as other statutory obligations that may require disclosure such as the Local Government Official Information and Meetings Act 1987. Examples of the types of information that members may need to share under this section include information regarding legal risks or litigation involving Council that ratepayers or other members of the community may raise.

### F.4 TE WHAKAATU I NGĀ WHAKAĀRO WHAIARO KI TE MAREA | EXPRESSING PERSONAL VIEWS PUBLICLY

Members, except when authorised to speak on behalf of the Council, will make it clear, when speaking to the media, on social media, or in hui and presentations, that statements reflect their personal view. Members must adhere to the Council's Media Communications Protocol.

The media play an important role in the operation and efficacy of local democracy and need accurate and timely information about the affairs of the Council to fulfil that role. Members are free to express a personal view to the media and in other public channels at any time, provided the following rules are observed:

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<sup>1</sup> See Human Rights Commission <https://www.govt.nz/browse/law-crime-and-justice/human-rights-in-nz/human-rights-and-freedoms/>

- they do not purport to talk on behalf of the Council, if permission to speak on behalf of the authority has not been given to them,
- their comments must not be inconsistent with the Code, for example, they should not disclose confidential information or criticise individual members of staff, and
- their comments must not purposefully misrepresent the views of the Council or other members.

### **Communicating on social media**

The following principles are designed to help you when engaging in personal or unofficial capacity online on topics of interest to Council.

- Social media pages or profiles controlled by members and used for making observations relevant to their role as an elected members should be open and transparent and uphold behaviour that is consistent with the expectations of the Code of Conduct.
- When participating in social media members must exercise sound judgment and common sense. Anything posted online that is factually incorrect or misleading has the potential to erode trust and confidence in that can potentially damage the Council's image.
- Members should exercise caution when blocking any posts on any form of social media that they have control over unless there is clear evidence that the posts are actively abusive. Blocking constructive debate or feedback can be seen as bringing the whole Council into disrepute.
- If abusive or inflammatory content is being shared on social media pages or profiles controlled by members, then members (as moderators of the page) may reserve the right to delete or moderate these comments, and ban accounts or refer them to the Harmful Digital Communications legislation. Elected members are encouraged to contact the Council's Communications and Engagement Manager should they need advice on how to address abusive or inflammatory content.
- Members should be an "advocate" for compliments and criticism. Elected Members are one of its most important advocates for monitoring the social media landscape. If they come across positive or negative remarks about the Council or its activities online they are encouraged to share them with the governing body.
- Members should let the subject matter experts respond to negative posts. Should members come across negative or critical posts about the Council or its activities they should consider referring the posts to the responsible Group Manager or Council's Communications and Engagement Manager.
- Should members come across posts about Council's activities that are factually incorrect they are encouraged to seek advice from the responsible Group Manager or Council's Communications Manager and correct the misinformation where it is practical and safe to do so.
- Members should take care mixing political (Council) and personal lives. The public may find it difficult to separate personal and Council personas. Commenting online in

any forum, particularly if their opinion is at odds with what Council is doing, can bring them into conflict with the Code of Conduct should it not be clear that they are their personal capacity. If they are commenting in a professional capacity as a member they are advised to disclose their name and position on the post.

### **Communicating with the media**

The Mayor is the first point of contact for the Council view on any policy issue. The Mayor is authorised to make statements accurately reporting decisions of Council meetings. If the Mayor is absent, or unable to act, the matter may be referred to the Deputy Mayor or to the relevant Committee or Subcommittee Chairperson for a response.

The Mayor may refer any matter to the relevant Committee or Subcommittee chairperson, a member, or to the chief executive for comment.

Committee and Subcommittee chairpersons and Ward Councillors are authorised to make statements accurately reporting decisions of their respective committees, subcommittees or wards.

The chief executive is responsible for reporting to the media on policy implementation and operational matters.

### **F.5 KIA RITE TE NUI O NGĀ HUA MAHI | PROVIDE REASONABLE CONTRIBUTION**

Members will take all reasonable steps to undertake the duties, responsibilities, and workload that can be fairly expected of them in their position.

Being a member is a position of considerable trust, given by the community to act on their behalf. To fulfil the expectations of the constituents and contribute to the good governance of the district it is important that members make all reasonable efforts to attend meetings and workshops, prepare for meetings, attend civic events, and participate in relevant training seminars.

The local government workload can be substantial, and it is important that every member contributes appropriately. This requires members to often work as a team and avoid situations where the majority of the work falls on the shoulders of a small number of members.

### **F.6 TE MĀTEATEA | DISREPUTE**

Members will not bring the Council into disrepute.

Members are trusted to make decisions on behalf of their communities and as such their actions and behaviours are subject to greater scrutiny than other citizens. Members' actions also reflect on the Council as well as themselves and can serve to either boost or erode public confidence in both.

Behaviours that might bring a Council into disrepute, and diminish its ability to fulfil its statutory role, include behaviours that are dishonest and/or deceitful. Adhering to this Code does not in any way limit a member's ability to hold the Council and fellow members to account or constructively challenge and express concerns about decisions and processes undertaken by their Council.

**F.7 TE WHIWHI HUANGA WHAIARO I TŌ TŪRANGA |****USE OF POSITION FOR PERSONAL ADVANTAGE**

Members will not use, or attempt to use, their position to improperly advantage themselves or anyone else, or disadvantage another person.

Being a member of a Council comes with certain opportunities and privileges, including the power to make choices that can impact on others. Members must not take advantage of such opportunities to further their own or others' private interests or to disadvantage anyone unfairly. A member found to have personally benefited by information gained as an elected member may be subject to the provisions of the Secret Commissions Act 2010.

**F.8 KIA Ū TE TŌTEKE O NGĀ ĀPIHA KAUNIHERA |****ENSURING THE IMPARTIALITY OF COUNCIL OFFICERS**

Members will not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Council.

Officers work for the Council as a whole and must be politically neutral (unless they are political assistants). They must not be coerced or persuaded to act in a way that would undermine their neutrality. Members can question officers to gain understanding of their thinking and decision-making, however, they must not seek to influence officials to change their advice or alter the content of a report, other than in a meeting or workshop, if doing so would prejudice their professional integrity. Members should:

- make themselves aware of the obligations that the Council and chief executive have as employers and always observe these requirements, such as the obligation to be a good employer, and
- observe any protocols put in place by the chief executive concerning contact between members and employees, and not publicly criticise individual staff.

If a member has concerns about the behaviour of an official, whether permanent or contracted, they should raise those concerns with the Council's chief executive, or, if the concerns are to do with the chief executive, raise them with the Mayor, the council chairperson, or chief executive performance committee.

**F.9 TE Ū KI TE MATATAPU | MAINTAINING CONFIDENTIALITY**

Members will not disclose information acquired, or given, in confidence, further to their position as an elected member, unless:

1. they have the consent of a person (authorised Council officer or other person) to give it,
2. they are required by law to do so,
3. the disclosure is to a third party to obtain professional legal advice, and that the third party agrees not to disclose the information to any other person, or
4. the disclosure is reasonable and in the public interest, is made in good faith, and in compliance with the reasonable requirements of the Council.



**F.10 WHANONGA MATATIKA | ETHICAL BEHAVIOUR**

Members have a responsibility to promote the highest standards of ethical conduct. Accordingly, members will:

- claim only for legitimate expenses as determined by the Remuneration Authority and any lawful policy of the Council developed in accordance with that determination;
- not influence or attempt to influence, any Council employee, officer or member in order to benefit their own, or families personal or business interests;
- only use the Council resources (such as facilities, staff, equipment and supplies) in the course of their duties and not in connection with any election campaign or personal interests; and
- not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the chief executive if any gifts are accepted. Where a gift to the value of \$50 or more is accepted by a member, that member must immediately disclose this to the chief executive for inclusion in the publicly available register of interests.
- approach decision making with an open mind. Members must listen carefully to competing advice and weigh up the pros and cons before making their decision. When hearing formal submissions at a hearing, members should carefully avoid prior public comments, which may indicate a predetermined bias or non-flexible attitude.

In accordance with clause 15(5) of Schedule 7 (LGA 2002) any member who is an “undischarged bankrupt” will notify the chief executive prior to the inaugural meeting or as soon as practicable after being declared bankrupt. The member will also provide the chief executive with a brief explanatory statement of the circumstances surrounding the member’s adjudication and the likely outcome of the bankruptcy.

**G. HE NGĀKAU KŌNATUNATU | CONFLICTS OF INTEREST**

Elected members will maintain a clear separation between their personal interests and their duties as elected members in order to ensure that they are free from bias (whether real or perceived). Members therefore must familiarise themselves with the provisions of the Local Authorities (Members’ Interests) Act 1969 (LAMIA), the Local Government (Pecuniary Interests Register) Act 2022 and Council’s Members’ Declaration of Interest Policy.

Members will not participate in any Council discussions or vote on any matter in which they have a pecuniary or non-pecuniary interest, other than an interest in common with the general public.

## APPENDIX ONE

### TE KAUPAPAHERE O TE KAUNIHERA Ā ROHE O KĀPITI HEI TIROTIRO, HEI WHAKATAU I NGĀ WHAKAPAE KUA TAKAHIA TE TIKANGA WHANONGA **THE KĀPITI COAST DISTRICT COUNCIL'S PROCESS FOR INVESTIGATING AND RULING ON ALLEGED BREACHES OF THE CODE OF CONDUCT**

#### PRINCIPLES

The following principles will guide the investigation into, and assessment of, complaints made against a member for breaching the Code of Conduct:

- The complaints process will be independent, impartial, and respect members' privacy.
- Members will be given due notice that an investigation is underway and will be provided with an opportunity to be heard.
- Members will have a right to seek independent advice, be represented, and, if they choose, be accompanied by a support person throughout the process.
- Complaints will be resolved at the lowest level of resolution as possible, with priority given to finding a mediated settlement.
- Complainants, and members subject to a complaint, will have access to advice and support for the time it takes to find a resolution<sup>2</sup>.

#### WHO CAN MAKE A COMPLAINT?

The Code of Conduct is designed to be a self-regulatory instrument and complaints regarding a breach of the Code can only be made by members themselves, or the chief executive, who can make a complaint on behalf of their staff. On receipt of a complaint, the chief executive must forward the complaint to an independent person, either an independent investigator or an initial assessor, for an assessment.

#### ROLE OF THE INITIAL ASSESSOR

On receipt of a complaint an initial assessor will undertake an assessment to determine the relative merit and seriousness of the complaint, and the nature of the subsequent process that will be followed. The complaint may be dismissed if the initial assessor finds them to be trivial, vexatious, frivolous, or politically motivated.

If a complaint is not dismissed, the initial assessor (or independent investigator in a one-step process) may initiate one of the following:

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<sup>2</sup> For example, by enabling both parties to access a council's Employee Assistance Programme (EAP) or elected members' equivalent.

### **1 Refer to a chair or mayor, deputy mayor**

In the case of a breach that is not serious or amendable to mediation, the initial assessor may refer the person responsible for the alleged breach to the chair or mayor for their advice and guidance. These will not be reported to the local authority. A meeting or meetings with the chair will be regarded as sufficient to resolve the complaint. Where a member is referred to the chair, the initial assessor may also recommend, for the chair's consideration:

- That the member attends a relevant training course.
- That the member work with a mentor for a period.
- That the member tenders an apology.

### **2 Mediation**

If the complaint concerns a dispute between two members, or between a member and another party, the initial assessor may recommend mediation. If mediation is agreed by both parties, then its completion will represent the end of the complaints process. The outcomes of any mediation will be confidential and, other than reporting that a complaint has been resolved through mediation, there will be no additional report to the local authority unless the complaint is referred to an independent investigator, usually due to a failure of the mediation.

### **3 Refer to an independent investigator**

Where the initial assessor finds that the complaint is serious or no resolution can be reached and/or mediation is refused, the initial assessor will refer the complaint to an independent investigator. The independent investigator will be selected from the local authority's independent investigators' panel assembled by the chief executive, or an independent investigator service that is contracted to the kaunihera. Complaints that involve a chairperson or chief executive will be referred directly to the independent investigator.

Complaints that are dismissed, referred to a chairperson, or resolved by mediation, will not be reported to the local authority.

### **ROLE OF THE INDEPENDENT INVESTIGATOR**

The independent investigator will:

- determine whether a breach has occurred,
- if so, determine the seriousness of the breach, and
- determine actions that a local authority should take in response to the breach.

Any recommended actions made in response to a complaint that has been upheld are binding on the local authority. This is to ensure the process for investigation is free of any suggestion of bias and reduces the cost of the complaints process, by reducing the time spent on it, by members and officials.

### **Determining the significance of an alleged breach**

The independent investigator may take whatever actions they need to determine the significance of a complaint, within the budgetary constraints set down, including re-assessing the complaint.

The independent investigator will undertake an investigation appropriate to the scale of the breach, which may include interviews with other affected parties, and prepare a report for the chief executive which will set out the rationale for their findings and may include recommendations for resolving the breach and appropriate penalties.

When considering the issue of significance, the independent investigator will need to consider a range of factors before deciding, such as:

- Was the breach intentional or unintentional?
- Did it occur once or is there a pattern of recurring behaviour?
- Does the breach have legal or financial ramifications for the kaunihera?
- What is the impact of the breach on other elected members, on kaimahi (officials) and on the community in general?

Independent investigator can make a binding rule

On completing their investigation, an independent investigator may dismiss a complaint or make a binding ruling which the governing body will implement. The independent investigator's ruling will be contained in a report to the kaunihera chief executive which will form the basis of a consequent report to the governing body to inform them of the decision and the actions that they may be required to take.

**Please note:** All actions taken in the implementation of a policy must be consistent with the Bill of Rights Act 1990. No appeal right is included in the Code of Conduct. Members who are unhappy with an independent investigator's decision have access to judicial review and/or the Ombudsman's Office.

## COSTS AND SUPPORT

Kaunihera must ensure that members who make a complaint are not left to meet any costs created by doing so. Members, those who make complaints, and those who are subject to a complaint, should be given appropriate and reasonable support.

The costs of assessment and investigatory services will be met by the relevant kaunihera.

## TE TUKANGA WHAKATAU ME TE TIROTIRO I NGĀ AMUAMU PROCESS FOR DETERMINING AND INVESTIGATING COMPLAINTS

### Step 1: Chief Executive receives complaint

All complaints made under this Code of Conduct must be made in writing and forwarded to the chief executive who will refer the complaint to the initial assessor. A complaint does not need to explicitly refer to the Code of Conduct to be a valid complaint, provided it is clear that it relates to the Code of Conduct. The Chief Executive will also:

- inform the complainant that the complaint has been referred to the independent person (named) and refer them to the process for dealing with complaints as set out in the Code of Conduct; and

- inform the respondent that a complaint has been made against them and the name of the independent investigator overseeing the process and refer them to the policy for dealing with complaints as set out in the Code of Conduct.

A complaint by the Chief Executive, or implicating the Chief Executive, must be forwarded to Mayor who will refer the complaint to the initial assessor and delegate other steps to Council Officers.

### Step 2: Initial assessor makes an assessment and arranges mediation

1. The initial assessor will undertake an assessment of the merits of the complaint. If they consider it is not valid, the complaint will be dismissed. The complainant will have no recourse or appeal. Grounds for concluding that a complaint has no merit include that it is trivial, vexatious, frivolous, or politically motivated.
2. The initial assessor may refer the person responsible for the alleged breach to the chair or Mayor or Deputy Mayor for their advice and guidance. These will not be reported to the local authority. A meeting or meetings with the chair may be regarded as sufficient to resolve the complaint. Where a member is referred to the chair, the initial assessor may also recommend, for the chair's consideration.
3. If deemed to have merit, the initial assessor will contact the parties to seek their agreement to independently facilitated mediation. If the parties agree and the issue is resolved by mediation the matter will be closed and no further action is required.
4. If the parties do not agree to mediation, or mediation is unsuccessful in resolving the matter, the initial assessor will refer the complaint to an independent investigator selected from a panel established by the chief executive at the start of the triennium, or service contracted to the local authority. The initial assessor will also inform the complainant and the respondent that the complaint has been referred to the independent investigator and the name of the independent investigator.

### Step 3: Independent investigator to inquire and conclude on the matter

If the complaint is found to be a breach of the Code of Conduct the independent investigator will inform the initial assessor, who will inform the complainant and respondent. The independent investigator will then assess the nature and effect of the breach and prepare a report for the kaunihera on the seriousness of the breach and recommend actions commensurate with that breach. In preparing that report the independent investigator may:

- consult with the complainant, respondent, and any affected parties,
- undertake a hearing with relevant parties, and/or
- refer to any relevant documents or information.

At any stage in their inquiry the independent investigator may find that a breach has not occurred, or the matter should be referred to a relevant agency. If this is the case the independent investigator will inform the initial assessor who will inform the complainant and respondent that the complaint is dismissed or has been referred to a relevant named agency.

On receipt of the independent investigator's report the chief executive, or initial assessor, will prepare a report for the kaunihera, which will meet to consider the findings and implement

any recommended actions. The report will include the full report prepared by the investigator.

#### Step 4: Process for considering the investigator's report

The process for responding to the independent investigator's report will vary according to the adopted Policy for determining and investigating complaints.

##### **Process if the independent investigator's recommendations are binding**

Where the council's policy for determining and investigating complaints provides for an independent investigator's recommendations to be binding on the local authority, then:

- the chief executive's report, containing the independent investigator's recommendations and their full report, will be presented to the governing body for its information only.
- The chief executive's report may also outline the plan for the report's public release, for the governing body's information and comment.
- The report will be received in public meeting unless grounds, such as s.48 LGOIMA, exist for the exclusion of the public.

##### **Process if the independent investigator's recommendations are non-binding**

Where the council's Policy for determining and investigating complaints give an independent investigator the power to make recommendations to the local authority, then:

- the chief executive's report, containing the independent investigator's recommendations and report, will be presented to the governing body, or committee/sub-committee with delegated authority to consider code of conduct complaints,
- The governing body, or local/community board, will ensure that members with an interest in the complaint are not present during the discussion on the independent investigator's recommendations.
- The report will be received in public meeting unless grounds, such as s.48 LGOIMA, exist for the exclusion of the public.
- The chief executive's report may also outline the plan for the report's public release, for the governing body's information and comment.
- The governing body, local/community board, or committee/sub-committee with delegated authority, may accept the investigator's recommendations or, if they believe it is justified, amend the independent investigator's recommendations. As part of these considerations the complainant may be asked to appear before the governing body, board or committee and answer questions from members.
- The penalty or sanction that might be applied will depend on the seriousness of the breach and may include actions set out in Attachment Three.

## TE KŌWHIRI I TE KAIAROTAKE TUATAHI ME TE KAITIROTIRO MOTUHAKE

### SELECTING THE INITIAL ASSESSOR AND INDEPENDENT INVESTIGATOR

#### Selecting an initial assessor

The chief executive is responsible for this. In selecting the initial assessor, the chief executive will consult with the local authority.

The initial assessor should be a person, or a position, that is independent of a local authority's political governance, while also being easily accessible, as their role is crucial if complaints are to be expedited quickly and without controversy. For example:

- The external appointee on a kaunihera's Audit and Risk Committee.
- A member of staff, such as an internal ombudsman or ethics adviser, as long as they have operational independence from the chief executive (similar to the independence afforded an Electoral Officer).
- A retired local authority chief executive.
- A retired local authority politician.
- A member of the public with relevant experience and competency.

#### Selecting an independent investigator<sup>3</sup>

The chief executive is responsible for compiling a panel or list of independent investigators.

At the beginning of each triennium the chief executive, in consultation with the kaunihera, will compile a list of independent investigators. In selecting them, a chief executive may consider:

- the council's legal advisers,
- a national service specialising in public sector integrity,
- a national service providing assessment and investigation services, or
- an individual with relevant skills and competencies.

**Please note:** Given the litigious nature of some code of conduct disputes independent investigators should have relevant liability insurance, provide on their own behalf or by the local authority. The chief executive also needs to ensure that investigations are undertaken within budgetary limits negotiated in advance.

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<sup>3</sup> At time of publication LGNZ is exploring options for the establishment of a national investigation and assessment service.

## NGĀ MAHI KA WHĀIA PEA INA WHAKATAUHIA TĒTAHI TAKAHANGA ACTIONS THAT MAY BE APPLIED WHEN A BREACH HAS BEEN CONFIRMED

Where a complaint that the Code of Conduct was breached has been upheld, any actions taken against the member found to be in breach should be consistent with the following principles.

Actions should be commensurate with the seriousness of the breach.

Actions should be applied in a manner that is culturally appropriate and safe for the members involved.

Actions should, to the degree practical, contribute to an inclusive culture in the local authority by focusing on constructive mediation, learning, and member improvement.

In determining a response to a breach of the Code of Conduct, one or more of the following could be selected:

1. That no action is required.
2. That the member meets with the mayor/chair for advice.
3. That the member attends a relevant training course.
4. That the member agrees to cease the behaviour.
5. That the member work with a mentor for a period.
6. That the member tenders an apology.
7. That the member participates in voluntary mediation (if the complaint involves a conflict between two members).
8. That the local authority sends a letter of censure to the member.
9. That the local authority passes a vote of no confidence in the member.
10. That the member loses certain kaunihera-funded privileges (such as attendance at conferences).
11. That the member loses specific responsibilities, such as committee chair, deputy committee chair or portfolio holder.
12. That the member be subject to restricted entry to kaunihera offices, such as no access to staff areas (where restrictions may not previously have existed).
13. That the member be subject to limitations on their dealings with kaunihera staff, other than the chief executive or identified senior manager.
14. That the member be suspended from committees or other bodies to which the member has been appointed.
15. That the member be invited to consider resigning from the council.

**Please note:** Actions 1-6 will typically not be reported to the local authority. Actions 7-15, which have a high degree of public interest, namely democratic representation, should be considered in an open meeting, unless there are grounds, such as those set out in LGOIMA, for not doing so.

### Responses to statutory breaches

In cases where a breach of the Code of Conduct is found to involve regulatory or legislative requirements, the chief executive will refer the complaint to the relevant agency. For example:



- Breaches relating to members' interests (where members may be liable for prosecution by the Auditor-General under LAMIA).
- Breaches which result in the council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under section 44 LGA 2002 which may result in the member having to make good the loss or damage).
- Breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the elected member liable for criminal prosecution).
- Failure to observe the provisions of the Code of Conduct may also result in the following:
  - Expose the Council to litigation
  - Invalidate insurance of indemnity for members
  - Expose individual members to responsibility for loss under section 46 of the Local Government Act

## APPENDIX 2

### NGĀ TURE E WHAKATAKOTO ANA I NGĀ PAEREWĀ MŌ NGĀ WHANONGA MATATIKA **LEGISLATION WHICH SETS STANDARDS FOR ETHICAL BEHAVIOUR**

Clause 15 of Schedule 7 of the Local Government Act (the Act) 2002, requires that the Code of Conduct provides members with a general explanation of the Local Government Official Information and Meetings Act 1987, and any other enactment or rule of law that affects members.

The key statutes that promote ethical behaviour are:

- The Local Government Act 2002 (LGA)
- The Local Government Official Information Act 1987 (LGOIMA)
- The Local Authorities (Members' Interests) Act 1968 (LAMIA)
- The Protected Disclosures (Protection of Whistleblowers) Act 2022,
- The Serious Fraud Office Act 1990
- The Local Government (Pecuniary Interests Register) Act 2022
- The Health and Safety at Work Act 2015
- The Harmful Digital Communications Act 2015

#### **The Local Government Act 2002**

The LGA 2002 is local government's empowering statute. It establishes our system of local government and sets out the rules by which it operates. Those rules include the principles underpinning Council decision-making, governance principles, Te Tiriti obligations as set by the Crown, and the role of the chief executive which is:

1. implementing the decisions of the local authority,
2. providing advice to members of the local authority and to its community boards, if any and
3. ensuring that all responsibilities, duties, and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed, or exercised,
4. ensuring the effective and efficient management of the activities of the local authority,
5. facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001,
6. maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority,
7. providing leadership for the staff of the local authority,
8. employing, on behalf of the local authority, the staff of the local authority (in accordance with any remuneration and employment policy), and
9. negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration and employment policy).

### The Local Government Official Information and Meetings Act 1987

The LGOIMA sets rules for ensuring the public are able to access official information unless there is a valid reason for withholding it. All information should be considered public and released accordingly unless there is a compelling case for confidentiality. Even where information has been classified as confidential, best practice is for it to be proactively released as soon as the grounds for confidentiality have passed.

There are both conclusive and other reasons for withholding information set out in sections 6 and 7 of LGOIMA, which include:

Conclusive reasons for withholding – if making the information available would likely:

- prejudice the maintenance of the law, including the prevention, investigation and detection of offences, and the right to a fair trial; or
- endanger the safety of any person.

Other reasons for withholding – withholding the information is necessary to:

- protect the privacy of natural persons, including that of deceased natural persons;
- protect information where it would disclose a trade secret or would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information;
- in the case of an application for resource consents or certain orders under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu;
- protect information the subject of an obligation of confidence, where making that information available would prejudice the supply of similar information (and it is in the public interest for this to continue), or would be likely otherwise to damage the public interest;
- avoid prejudice to measures protecting the health or safety of members of the public;
- avoid prejudice to measures that prevent or mitigate material loss to members of the public;
- maintain the effective conduct of public affairs through free and frank expression of opinions between or to members and local authority employees in the course of their duty or the protection of such people from improper pressure or harassment;
- maintain legal professional privilege;
- enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- prevent the disclosure or use of official information for improper gain or improper advantage.

Regarding these 'other' reasons, a public interest balancing test applies. In these cases the Council must consider whether the withholding of that information is outweighed by other considerations that render it desirable, in the public interest, to make that information available. Decisions about the release of information under LGOIMA need to be made by the appropriately authorised people within each Council, and elected members must work within the rules adopted by each Council.

The LGOIMA also sets the rules that govern public access to meetings and the grounds on which that access can be restricted, which occurs when meetings consider matters that are confidential.

### **The role of the Ombudsman**

An Ombudsman is an Officer of Parliament appointed by the Governor-General on the recommendation of Parliament. An Ombudsman's primary role under the Ombudsmen Act 1975 is to independently investigate administrative acts and decisions of central and local government departments and organisations that affect someone in a personal capacity. Ombudsmen investigate complaints made under LGOIMA.

Anyone who has a complaint of that nature about a local authority may ask an Ombudsman to investigate that complaint. Investigations are conducted in private. The Ombudsman may obtain whatever information is considered necessary, whether from the complainant, the chief executive of the local body involved, or any other party. The Ombudsman's decision is provided in writing to both parties.

If a complaint is sustained, the Ombudsman may recommend the local authority takes whatever action the Ombudsman considers would be an appropriate remedy. Any such recommendation is, however, not binding. Recommendations made to the local authority under this Act will, in general, become binding unless the local authority resolves otherwise. However, any such resolution must be recorded in writing and be made within 20 working days of the date of the recommendation.

### **The Local Authorities (Members' Interests) Act 1968**

#### **Pecuniary interests**

The LAMIA provides rules about members discussing or voting on matters in which they have a pecuniary interest and about contracts between members and the council. LAMIA has two main rules, referred to here as the contracting rule (in section 3 of the LAIMA) and the participation rule (in section 6 of the LAIMA).

- The **contracting rule** prevents a member from having interests in contracts with the local authority that are worth more than \$25,000 in any financial year, unless the Auditor-General approves the contracts. Breach of the rule results in automatic disqualification from office.
- The **participation rule** prevents a member from voting or taking part in the discussion of any matter in which they have a financial interest, other than an interest in common with the public. The Auditor-General can approve participation in limited circumstances. Breach of the rule is a criminal offence, and conviction results in automatic disqualification from office.

Both rules have a complex series of subsidiary rules about their scope and exceptions.

The LAMIA does not define when a person is "concerned or interested" in a contract (for the purposes of section 3) or when they are interested "directly or indirectly" in a decision (for the purposes of section 6). However, it does set out two situations where this occurs. These are broadly where:

- a person's spouse or partner is "concerned or interested" in the contract or where they have a pecuniary interest in the decision; or
- a person or their spouse or partner is involved in a company that is "concerned or interested" in the contract or where the company has a pecuniary interest in the decision.

However, in some situations outside the two listed in the Act a person can be "concerned or interested" in a contract or have a pecuniary interest in a decision, for example, where a contract is between the members family trust and the Council.

### **Non-pecuniary conflicts of interest**

In addition to the issue of pecuniary interests, which are addressed through the LAMIA, there are also legal rules about conflicts of interest more generally. These are rules that apply to non-pecuniary conflicts of interest and include the common law rule about bias. To determine if bias exists, consider this question: Is there a real danger of bias on the part of the member of the decision-making body, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?

The question is not limited to actual bias but relates to the appearance or possibility of bias. This is in line with the principle that justice should not only be done but should be seen to be done. Whether or not a member believes that they are not biased is irrelevant. The focus should be on the nature of any conflicting interest or relationship, and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- statements or conduct indicate that a member has predetermined the decision before hearing all relevant information (that is, they have a "closed mind"), or
- a member has close relationship or involvement with an individual or organisation affected by the decision.

### **Seeking exemption from the Auditor-General**

Members who have a financial conflict of interest that is covered by section 6 of the LAMIA, may apply to the Auditor-General for approval to participate. The Auditor-General can approve participation in two ways.

1. Section 6(3)(f) allows the Auditor-General to grant an exemption if, in their opinion, a member's interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor when voting or taking part in the discussion.
2. Section 6(4) allows the Auditor-General to grant a declaration enabling a member to participate if they are satisfied that:
  - a. the application of the rule would impede the transaction of business by the council; or
  - b. it would be in the interests of the electors or residents of the district/region that the rule should not apply.

More information on non-pecuniary conflicts of interest and how to manage them can be found in the Auditor-General's Guidance for members of local authorities about the law on conflicts of interest.

### Protected Disclosures (Protection of Whistleblowers) Act 2022

The Protected Disclosures (Protection of Whistleblowers) Act 2022 is designed to facilitate the disclosure and investigation of serious wrongdoing in the workplace, and to provide protection for employees and other workers who report concerns. A protected disclosure occurs when the discloser believes, on reasonable grounds, that there is, or has been, serious wrongdoing in or by their organisation, they disclose in accordance with the Act, and they do not disclose in bad faith.

A discloser is a person who has an employment type relationship with the organisation they are disclosing about and includes current and former employees, homeworkers, secondees, contractors, volunteers, and board members. Serious wrongdoing includes:

- an offence
- a serious risk to public health, or public safety, or the health or safety of any individual, or to the environment
- a serious risk to the maintenance of the law including the prevention, investigation and detection of offences or the right to a fair trial
- an unlawful, corrupt, or irregular use of public funds or public resources
- oppressive, unlawfully discriminatory, or grossly negligent or that is gross mismanagement by a public sector employee or a person performing a function or duty or exercising a power on behalf of a public sector organisation or the Government

Council needs to have appropriate internal procedures that identify who in the organisation a protected disclosure may be made to, describe the protections available under the Act, and explain how the organisation will provide practical assistance and advice to disclosers. A discloser does not have to go through their organisation first. An appropriate authority can include the head of any public sector organisation and any officer of Parliament, such as the Ombudsman and Controller and Auditor-General. Ombudsmen are also an “appropriate authority” under the Protected Disclosures (Protection of Whistleblowers) Act 2022.

### The Serious Fraud Office Act 1990

The Serious Fraud Office (SFO) is the lead law enforcement agency for investigating and prosecuting serious financial crime, including bribery and corruption. The SFO has an increasing focus on prevention by building awareness and understanding of the risks of corruption – noting that the extent of corruption is influenced by organisational frameworks and support given to staff. The SFO encourages organisations to adopt appropriate checks and balances and build a culture based on ethics and integrity.

The four basic elements of best practice organisational control promoted by the SFO involve:

- Operations people with the right skills and experience in the relevant areas, with clear accountability lines.
- Risk mitigation to manage risks that can't be eliminated through segregation, discretion reduction, delegations, management oversight, and audit.

- Basic standards of behaviour moderated by a Code of Conduct, ongoing interests and gift processes (not simply annual declaration), plenty of opportunities and ways to speak up, disciplinary options, training and support.
- Design and oversight based on a clear understanding of operational realities (design, governance, management, audit, investigation, business improvement, and legal).

#### **The Local Government (Pecuniary Interests Register) Act 2022**

Following passage of the Local Government (Pecuniary Interests Register) Amendment Bill in 2022, a local authority must now keep a register of the pecuniary interests of their members, including community and local board members. The purpose of the register is to record members' interests to ensure transparency and strengthen public trust and confidence in local government processes and decision-making. Registers must comprise the following:

- the name of each company of which the member is a director or holds or controls more than 10% of the voting rights and a description of the 30 main business activities of each of those companies,
- the name of every other company or business entity in which the member has a pecuniary interest, other than as an investor in a managed investment scheme, and a description of the main business activities of each of those companies or business entities,
- if the member is employed, the name of each employer of their employer and a description of the main business activities of those employers,
- the name of each trust in which the member has a beneficial interest,
- the name of any organisation or trust and a description of the main activities of that organisation or trust if the member is a member of the organisation, a member of the governing body of the organisation, or a trustee of the trust, and the organisation or trust receives funding from the local authority, local board, or community board to which the member has been elected,
- the title and description of any organisation in which the member holds an appointment by virtue of being an elected member,
- the location of real property in which the member has a legal interest, other than an interest as a trustee, and a description of the nature of the real property,
- the location of real property, and a description of the nature of the real property, held by a trust if the member is a beneficiary of the trust and it is not a unit trust (disclosed under subclause 20) or a retirement scheme whose membership is open to the public.

Each council must make a summary of the information contained in the register publicly available; and ensure that information contained in the register is only used or disclosed in accordance with the purpose of the register; and is retained for seven years.

#### **The Health and Safety Act at Work Act 2015**

The Health and Safety at Work Act 2015 aims to create a new culture towards health and safety in workplaces. A council is termed a Person Conducting a Business or Undertaking (PCBU) - all involved in work, including elected members, are required to have a duty of

care. Elected members are “officers” under the Act and officers are required to exercise due diligence to ensure that the PCBU complies with its duties. However, certain officers, such as elected members, cannot be prosecuted if they fail in their due diligence duty. Despite this, as officers, the key matters to be mindful of are:

- stepping up and being accountable,
- identifying and managing your risks,
- making health and safety part of your organisation’s culture, and
- getting your workers involved.

Councils have wide discretion about how these matters might be applied, for example:

- adopting a charter setting out the elected members’ role in leading health and safety – with your chief executive,
- publishing a safety vision and beliefs statement,
- establishing health and safety targets for the organisation with your chief executive,
- ensuring there is an effective linkage between health and safety goals and the actions and priorities of your chief executive and their senior management, or
- having effective implementation of a fit-for-purpose health and safety management system.

Elected members, through their chief executive need to ensure their organisations have sufficient personnel with the right skill mix and support, to meet the health and safety requirements. This includes making sure that funding is sufficient to effectively implement and maintain the system and its improvement programmes.

### **The Harmful Digital Communications Act 2015**

The Harmful Digital Communications Act (HDCA) was passed to help people dealing with serious or repeated harmful digital communications. The Act covers any harmful digital communications (like text, emails, or social media content) which can include racist, sexist and religiously intolerant comments – plus those about disabilities or sexual orientation and sets out 10 communication principles for guiding communication online. Under the Act a digital communication should not:

- disclose sensitive personal facts about an individual
- be threatening, intimidating, or menacing
- be grossly offensive to a reasonable person in the position of the affected individual
- be indecent or obscene
- be used to harass an individual
- make a false allegation
- contain a matter that is published in breach of confidence
- incite or encourage anyone to send a message to an individual for the purpose of causing harm to the individual
- incite or encourage an individual to commit suicide
- denigrate an individual by reason of colour, race, ethnic or national origins, religion, gender, sexual orientation or disability



More information about the Act can be found at [Netsafe](#).

**Clause 15, Schedule 7 of the Local Government Act 2002****15 Code of conduct**

- (1) A local authority must adopt a code of conduct for members of the local authority as soon as practicable after the commencement of this Act.
- (2) The code of conduct must set out—
  - (a) understandings and expectations adopted by the local authority about the manner in which members may conduct themselves while acting in their capacity as members, including—
    - (i) behaviour toward one another, staff, and the public; and
    - (ii) disclosure of information, including (but not limited to) the provision of any document, to elected members that—
      - (A) is received by, or is in the possession of, an elected member in his or her capacity as an elected member; and
      - (B) relates to the ability of the local authority to give effect to any provision of this Act; and
  - (b) a general explanation of—
    - (i) the [Local Government Official Information and Meetings Act 1987](#); and
    - (ii) any other enactment or rule of law applicable to members.
- (3) A local authority may amend or replace its code of conduct, but may not revoke it without replacement.
- (4) A member of a local authority must comply with the code of conduct of that local authority.
- (5) A local authority must, when adopting a code of conduct, consider whether it must require a member or newly elected member to declare whether or not the member or newly elected member is an undischarged bankrupt.
- (6) After the adoption of the first code of conduct, an amendment of the code of conduct or the adoption of a new code of conduct requires, in every case, a vote in support of the amendment of not less than 75% of the members present.
- (7) To avoid doubt, a breach of the code of conduct does not constitute an offence under this Act.

### 10.3 WAIKANAE LIBRARY AND SERVICE CENTRE - SUMMARY OF COMMUNITY ENGAGEMENT

Kaituhi | Author: **Ian Littleworth, Libraries and Cultural Services Manager**

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

#### TE PŪTAKE | PURPOSE

1. This report summarises the recent community engagement on options for the Waikanae Library (and Service Centre), and outlines areas where further analysis is sought to inform decision making.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

2. The former Waikanae Library building was closed in November 2018 due to poor air quality, and a temporary library opened nearby in Mahara Place in July 2019. A project is underway to provide a permanent facility, which is to be a multi-functional space that becomes a social hub for the entire community.
3. On 25 May 2023 Council approved community engagement on three options:
  - Option 1 - Refurbish and extend the former library.
  - Option 2 - Refurbish the former library and the temporary library.
  - Option 3 - Refurbish both the library buildings and extend the former library.On completion of the engagement officers were to report back recommending an option.
4. Engagement has been completed with analysis and findings in the report at **Attachment 1**. Half the respondents preferred option 1 with the other half preferring options 2 and 3.
5. The engagement identified that the three most important objectives are:
  - To provide opportunities to learn, work and create.
  - To support communities to connect.
  - To create a sense of place and belonging.
7. The three most important issues for Council to consider when deciding which building option to progress were identified as:
  - The library should be a warm, welcoming, and accepting space.
  - The library should be large enough and be a multi-purpose hub for activities.
  - Costs should be managed, and financial impact evaluated for the development of the library.
8. Through the engagement process Te Ātiawa ki Whakarongotai Charitable Trust presented an additional option for Council consideration (option 4), which essentially involves the refurbishment of the temporary library, and to access additional nearby property when and if it becomes available. More detailed evaluation of option 4 has been requested before a recommendation is made.
9. In addition, it has been noted that the sites are located in the Town Centre Zone and that buildings can now potentially be constructed to a height of up to 21 metres (6 stories). Before a recommendation is made, further advice has been requested on the potential for a larger development that could incorporate private capital, commercial and residential accommodation.

## TE TUKU HAEPAPA | DELEGATION

10. Given the high level of community interest in progress with replacement of the Waikanae Library and the potential financial implications it is appropriate for Council to approve the final site option for this facility.

## TAUNAKITANGA | RECOMMENDATIONS

It is recommended that Council:

- A. Receive the report on the community engagement process.
- B. Note that the community engagement supports the development of a multi-functional space that becomes a social hub for the entire community.
- C. Note that community engagement confirms the project objectives and will inform detailed functional planning.
- D. Note the addition of option 4 for further analysis.
- E. Note that further analysis is required to inform advice on the potential to accommodate a larger development.
- F. Note that officers propose to report back on options and funding implications in October 2023.

## TŪĀPAPA | BACKGROUND

### CHANGING SHAPE OF PUBLIC LIBRARIES

11. The nature of library services is changing significantly as they respond to the evolving needs of the communities they serve. The emphasis is now on spaces for people where human interaction with knowledge and ideas have precedence. Books and collections are still important, but the focus is now increasingly on what people do within those spaces to discover, create, connect with, and experience new ideas and learn new skills.

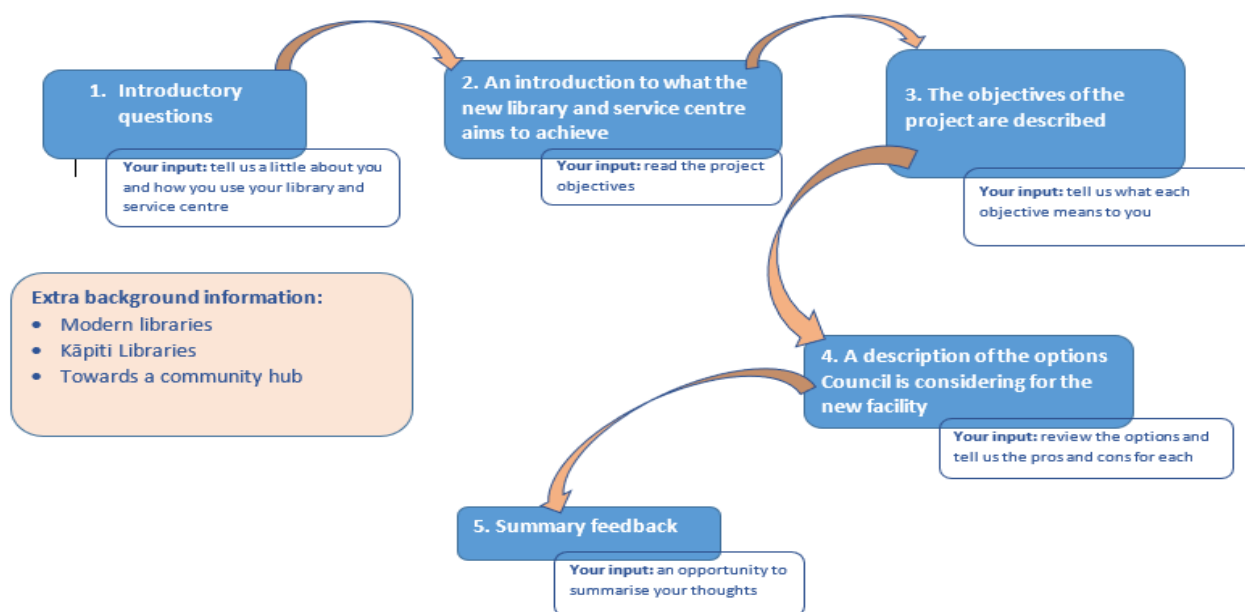
### WAIKANAЕ LIBRARY AND SERVICE CENTRE PROJECT

12. The population catchment for the Waikanae is the combination of Te Horo, Peka Peka, Waikanae Beach, Waikanae Park, Waikanae East, and Waikanae West. These areas combined had a population of 13,000 in 2018 and they are expected to grow to 24,500 people by 2051. The mix of ages is likely to change as people with families and young professionals move to the Kāpiti Coast for lifestyle and the easy commute.
13. In 2022 the opportunity arose for the Council to purchase the building housing the temporary library (9 Mahara Place). The building was purchased by Council as a strategic property.
14. Council has allocated \$13.8m in the 2021 Long Term Plan for a new or upgraded Waikanae Library. A facility brief was prepared by external consultants to explore the possibilities and opportunities that a new facility might deliver, and to determine the area requirements based on industry standards and guidance.
15. The facility brief identified a need for some **2110m<sup>2</sup> – 2425m<sup>2</sup>** to deliver a facility commensurate with the needs and aspirations of the community, today and tomorrow.
16. On 25<sup>th</sup> May 2023 the Council resolved to:
  - 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 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.

## HE KŌRERORERO | DISCUSSION

17. The objectives of the community engagement were to:
- Provide Councillors with community voice on options for the new facility.
  - Build support for Council's decision on the future community hub.
18. Community engagement ran for six weeks from 12 June to 22 July 2023. The process was designed to take people on an engagement journey (illustrated by the diagram below) and seek feedback at points along the journey.
19. Along with seeking feedback on site options, the community engagement provided an opportunity to test the project objectives, whether they resonated with the community and how they envisioned the objectives could be achieved.



20. During this time:
- A community engagement hub was open six days a week in Mahara Place. People were invited to pop in, read the information, comment on the facility objectives and building options, vote by placing counters in a jar for the three objectives which resonated most with them, and fill in a feedback form.
  - Online engagement ran a *Have Your Say* page. It had a similar engagement journey and opportunities for comment as the engagement centre.
  - A stand was established at markets in Waikanae, Paraparaumu, and Paekākāriki to encourage people who live outside Waikanae to comment. A stand was also planned for the Ōtaki market but was cancelled due to bad weather.
  - Community groups were identified and invited to visit the centre.

- Attempts were made to reach people who don't usually engage with Council. This included a display and a lunchtime stand at Paraparaumu College and handing out bookmarks at the Waikanae Train Station (bookmarks included a QR code linking to the *Have Your Say* site).
  - Bookmarks were provided to two Waikanae primary schools to hand out to students.
  - Te Āti Awa ki Whakarongotai was involved throughout the process, including early testing of the engagement process and collateral, hosting a group at the engagement centre, and promotion of the online survey via their regular panui.
  - As a result of community feedback during the first week of engagement, officers developed a brochure which people could take home and fill out. The brochure included the same the engagement exercises as were available in the engagement centre.
21. The engagement was promoted via:
- Local radio, in the local newspaper Kāpiti News, and online via Facebook, Instagram, Neighbourly and Google ad words.
  - Facebook videos which encouraged people to visit the engagement centre and/or comment online.
  - Posters and bookmarks were displayed in all the district's libraries and reception at the Civic building.
22. Research and engagement company PublicVoice analysed the feedback and generated an engagement report (**Attachment 1**).

## COMMUNITY ENGAGEMENT

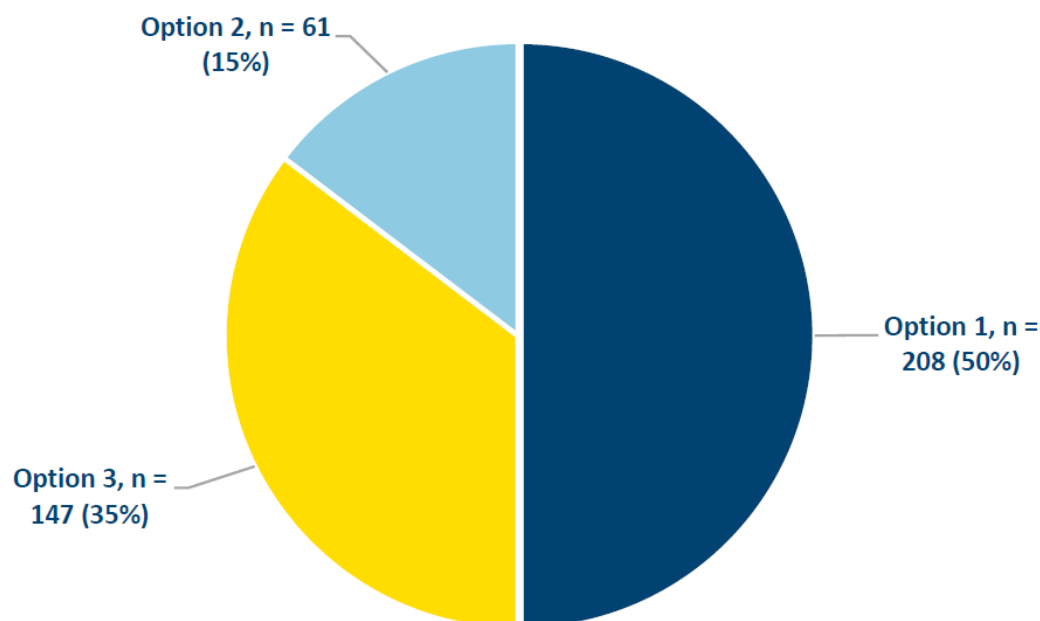
23. More than 500 people visited the engagement centre and officers spoke with dozens more at community markets and other venues. 440 completed feedback forms and online surveys were received, and more than 3000 comments via post-it notes and online.
24. 75% (n=296) of respondents live in Waikanae, 19% (n=75) live in Paraparaumu and the balance (26 people) live in other parts of Kāpiti. 36% of respondents (n=158) were 70 years and older. 25% (n=67) visit the library more than once per week.
25. The top 3 reasons people currently use the library are:
- Borrowing books.
  - Accessing Council services and information.
  - Reading and leisure.
26. People were asked to state the most important consideration for Council when deciding the best option. The three most important issues were identified as:
- The library should be a warm, welcoming, and accepting space.
  - The library should be large enough and be a multi-purpose hub for activities.
  - Costs should be managed, and financial impact evaluated for the development of the library.
27. 23 respondents identified themselves with iwi/hapu affiliation (note this question was not mandatory.) Of the six who identified as Te Ātiawa/ Te Ātiawa ki Whakarongotai, five answered the question about the which building option to proceed with; four selected option 1 and one person who affiliates to Te Ātiawa selected option 3.

**SUMMARY OF FEEDBACK ON OBJECTIVES**

28. We asked the community to provide feedback on the following objectives, and to select their top three:
- Supporting communities to connect
  - Building healthy and resilient individuals and community
  - Creating a sense of place and belong
  - Providing opportunities to learn, work and create
  - Supporting cultural identity and understanding
  - Championing inclusivity
  - An exemplar for sustainable practices
29. The top three with supporting themes were:
- Provide opportunities to learn, work and create:
    - The library should have spaces for talks, classes, and the creative arts.
    - The library should provide flexible spaces for studying, working, and meeting.
    - The library should give access to books, magazines, newspapers, and online resources.
  - Support communities to connect:
    - The library should provide multi-purpose gathering and meeting spaces with technology. These spaces should be soundproof and private.
    - The library should have book clubs and events for adults and children.
    - The library should have children's spaces for playing and reading.
  - Create a sense of place and belonging:
    - The library should provide a warm and welcoming space.
    - The library should have gathering or social places for various groups and activities.
    - The library should be a space for diverse cultural and entertainment events.
30. Engagement feedback indicates that the community supports the concept of a new library/community hub which would have a strong focus on learning and supporting social connection.
31. Council support of these objectives and the community's prioritisation provides strong guidance for Council officers to progress thinking about the functionality within the proposed community hub.

**SUMMARY OF FEEDBACK ON SITE OPTIONS**

32. Community members were asked to rank the three building options in order of their preference and to note what they saw as the pros and cons of each option.
- As their first choice:
- 50% of respondents selected option 1
  - 15% of respondents selected option 2
  - 35% of respondents selected option 3



33. This result was driven mostly by older people. 60% (n=24) of youth respondents (15 or under) selected option 3 as their first choice. In terms of where people live, 53% (n=113) of residents of Waikanae selected option 1, while 33% of Waikanae residents (n=71) selected option 3.

#### Option 1 - Refurbish and extend the former library

Scenario Description	Size m <sup>2</sup>	Capital \$m	Opex \$000	Hua   Benefits	Tūraru   Risks
Refurbish and extend the former library	1302	\$12.6	\$150	<ul style="list-style-type: none"> <li>• Within budget</li> <li>• Low difficulty to build</li> <li>• Short timeframe</li> <li>• 4 star Greenstar</li> </ul>	<ul style="list-style-type: none"> <li>• Only 55-65% of long-term size requirement</li> <li>• Not future proofed</li> <li>• Does not reflect changing shape of libraries</li> </ul>

34. Supporters of option 1 prioritised practicality and cost-effectiveness over expansive designs and grandness. Those opposed to option 1 wanted a future-proofed library which could grow and evolve alongside the community.
35. The top 3 pros identified for option 1 were:
- Affordability
  - Minimal disruption
  - No increase in rates

A quote from the comments: *“Project objectives can be achieved in a smaller space. Lowest cost and most sustainable option. Reusing the old library will revitalise Mahara Place while keeping the library in scale without dominating the area.”*

36. The top 3 cons identified for option 1 were:
- Long-term inadequacy.



- Space constraints.
- Cold space with limited natural light.

A quote from the comments: *“This option will be immediately too small for our community. Not thinking of the future.”*

### Option 2 - Refurbish both former and pop-up library buildings

Description	Size m <sup>2</sup>	Capital \$m	Opex \$000	Hua   Benefits	Tūraru   Risks
Refurbish both former and pop-up library buildings	2018	\$17.4	\$440	<ul style="list-style-type: none"> <li>• Future proofed</li> <li>• Likely to deliver to the changing shape of libraries</li> <li>• Can be staged to enable transition</li> <li>• 4 star Greenstar</li> </ul>	<ul style="list-style-type: none"> <li>• Almost meets minimum size requirement</li> <li>• Increase in capital budget required</li> <li>• Operating across split sites</li> <li>• Increased operating costs</li> <li>• Impact on rates at approx 1%</li> </ul>

37. Supporters of option 2 said it presents a moderate solution, meeting objectives at a lower cost than option 3. It promises to enhance the vibrancy of Mahara Place without significant cost escalations while providing additional space. This option’s utilisation of both facilities allows for diverse building uses and offers flexibility.
38. Criticism was based around its cost implications and potential rates increases. Some community members argue that it may not deliver enough benefits to justify the expenditure, dubbing it as a compromise solution.
39. The top 3 pros identified for option 2 were:
- Efficient use of space
  - Pop-up library is a more inviting space/better location.
  - Acceptable timeline

A quote from the comments: *“The pop-up locations have much more visibility and are a much brighter and lighter space than the old building. More encouraging for people to gather and utilise the facilities.”*

40. The top 3 cons identified for option 2 were:
- Cost and rates concerns
  - Multi-building concern
  - Long-term inadequacy and space constraints

A quote from the comments: *“No different in rates change between this and option 3 – why not go all out?”*

**Option 3 - Refurbish buildings and extend the former library**

Description	Size m <sup>2</sup>	Capital \$m	Opex \$000	Hua   Benefits	Tūraru   Risks
Refurbish buildings and extend the former library.	2436	\$22.7	\$480	<ul style="list-style-type: none"> <li>• Future proofed</li> <li>• Meets long-term size requirement.</li> <li>• Likely to deliver to the changing shape of Libraries.</li> <li>• Can be staged to enable transition.</li> <li>• 4-star Greenstar</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in capital budget required.</li> <li>• Operating across split sites</li> <li>• Increased operating costs.</li> <li>• Impact on rates at approx 1%</li> </ul>

41. Option 3 was the second most popular choice among the community. It is perceived as a valuable asset for an expanding community which could rejuvenate Mahara Place, offering a vibrant, future-proofed community space.
42. Those who didn't like option 3 saw it as excessive and financially burdensome with rate increases and more disruption to Mahara Place.
43. The top 3 pros identified for option 3 were:
- Community appeal and revitalisation.
  - Future oriented.
  - Cost effective.

A quote from the comments: *"The cost is a non-issue. It's not much money for a great facility for the community."*

44. The top 3 cons identified for option 3 were:
- Cost and rates concerns.
  - Multi-building concern.
  - Unnecessary service.

A quote from the comments: *"Too expensive and unaffordable. Council has many other priorities for investment. This amount of space is not needed for 20 years. Stage the expansion of Waikanae Library and make sure other areas get their share of investment."*

45. The feedback on the site options indicates that there is a 50/50 split between those that want a minimal cost option, which can be delivered comparatively quickly, and those that want a more comprehensive option, albeit at a higher cost, that delivers to the outcomes.

**ALTERNATIVE OPTIONS****TE ĀTIAWA KI WHAKARONGOTAI CHARITABLE TRUST**

46. Te Ātiawa ki Whakarongotai Charitable Trust has presented a further option for consideration. Option 4 sees continued use of the temporary library space, (1132m<sup>2</sup>) while preserving the opportunity to expand as other buildings potentially become available.
47. Key elements are:
- Operational costs will be contained in a single building.

- Better location in the centre of Mahara Place to support local small businesses and promote revitalisation.
  - Closest to the marae for connectivity.
  - Balances the cultural thread and anchors more evenly across the township and beyond.
  - Enables exploration of the sale of the former library or being repurposed for other uses.
48. The Trust Board has recommended that this option be further explored by the Council. The Council has indicated that further analysis should be undertaken.

### RESIDENTIAL/COMMERCIAL DEVELOPMENT OPPORTUNITY

49. It has been noted that recent changes to the District Plan provide for denser development in and around town centres. The former and temporary libraries are both in the town centre zone and buildings can now potentially be constructed to a height of 12 metres (3 stories) as a permitted activity, and 21 metres (6 stories) with a resource consent.
50. There may be an opportunity to reorient the library project into a larger development that could incorporate private capital, commercial and residential accommodation. Such a development could assist to revitalise the Waikanae town centre, however there are also significant risks.
51. A residential or commercial co-development is a significant shift that has not been explored in detail and further analysis is required to inform advice.

### He take | Issues

52. The key challenge for the Waikanae Library project, in light of the community engagement, will be to balance the potential cost with the desire to proceed quickly, while remaining focussed on a comprehensive facility that is fit for the future.
53. Option 4 will need to be worked through in more detail, in order to assess it as part of a site options analysis. In this situation we will need to undertake further work on the potential to access additional properties to support this option and the cost implications.
54. The prospect of a larger development, potentially to accommodate further commercial and or residential accommodation will require structural engineering and planning advice on the ability to extend the existing buildings vertically.
55. Additional work has been commissioned to investigate whether the existing buildings are able to support new structural elements for additional floors, and to identify any other structural engineering that may be required to facilitate these options. A report has also been commissioned on the economic feasibility of undertaking a comprehensive refurbishment of the existing structures, or alternatively to demolish and rebuild on site.
56. Officers anticipate that this additional information should be able to be analysed and evaluated in time for advice to be brought to Council in late October 2023.

### Ngā kōwhiringa | Options

#### Mana whenua

57. Te Ātiawa ki Whakarongotai Charitable Trust has been fully engaged in the project to date, both at a project team, and at a project governance level.
58. Engagement with mana whenua continued through the community engagement process and their feedback is reflected in the engagement summary and in the development of this report, and with option 4 in particular.

**Panonitanga āhuarangi | Climate change**

59. There are no obvious adaptation challenges.
60. Each of the site options provides the capability for achieving 4-star Greenstar rating.
61. With respect to mitigation, refurbishment of existing buildings is generally preferable to demolition and rebuild from a carbon perspective. The refurbishment offers an ability to improve performance around energy and water consumption, and to generally embrace more carbon sensitive internal design.

**Ahumoni me ngā rawa | Financial and resourcing**

61. Capex funding of \$13.8m is provided for this project in the current long-term plan.
62. Apart from Option 1, each option will require varying amounts of additional funding to be sought through the long-term plan process, this will form part of the report back in October 2023.

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

63. As a report back on community engagement, no legal risks have been identified or are anticipated.
64. This paper does not have implications on human rights, nor is the paper inconsistent with the New Zealand Bill of Rights Act 1990 and Human Rights Act 1993.

**Ngā pānga ki ngā kaupapa here | Policy impact**

65. None identified.

**TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**

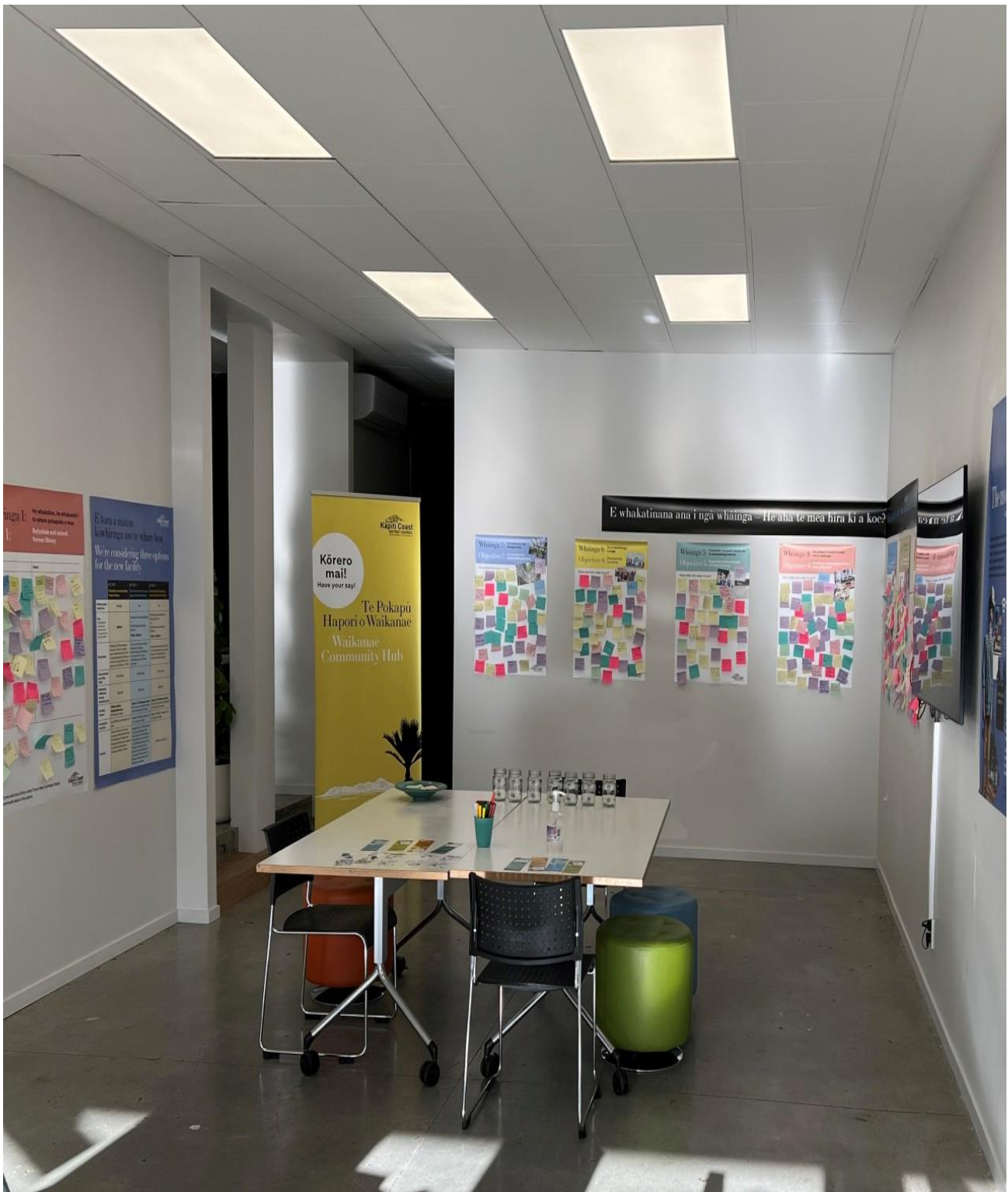
66. An engagement programme has been completed to inform the community about progress and to provide opportunities to comment on the facility objectives, site options and funding implications.
67. A summary of community feedback has been included in this report to help inform Council's decision on which option to progress. This information, together with the analysis report on the community input will be made publicly available.
68. As an engagement process has already been undertaken no further engagement is required to implement the decision from this report.

**Te mahere tūhono | Engagement planning****Whakatairanga | Publicity**

69. Council will use its established communications channels to inform the community of this paper and to explain the next steps for consideration.
70. A brochure and posters are being prepared to provide high level information of the results of the community input, which will provide links to the full report referenced at attachment 1.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Summary of Community Engagement - PublicVoice [🔗](#)



Waikanae Library  
Summary of community engagement  
August 2023

Waikanae Library — Summary of community engagement

**About PublicVoice**

PublicVoice Limited is a leading research and engagement consultancy headquartered in Wellington, New Zealand. We concentrate on public policy research and consultation, providing services to various local and central government agencies throughout New Zealand. To learn more about our work, please visit [www.publicvoice.co.nz](http://www.publicvoice.co.nz).

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Waikanae Library — summary of community consultation

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PublicVoice

1

## Waikanae Library — summary of community engagement

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Waikanae Library — summary of community engagement

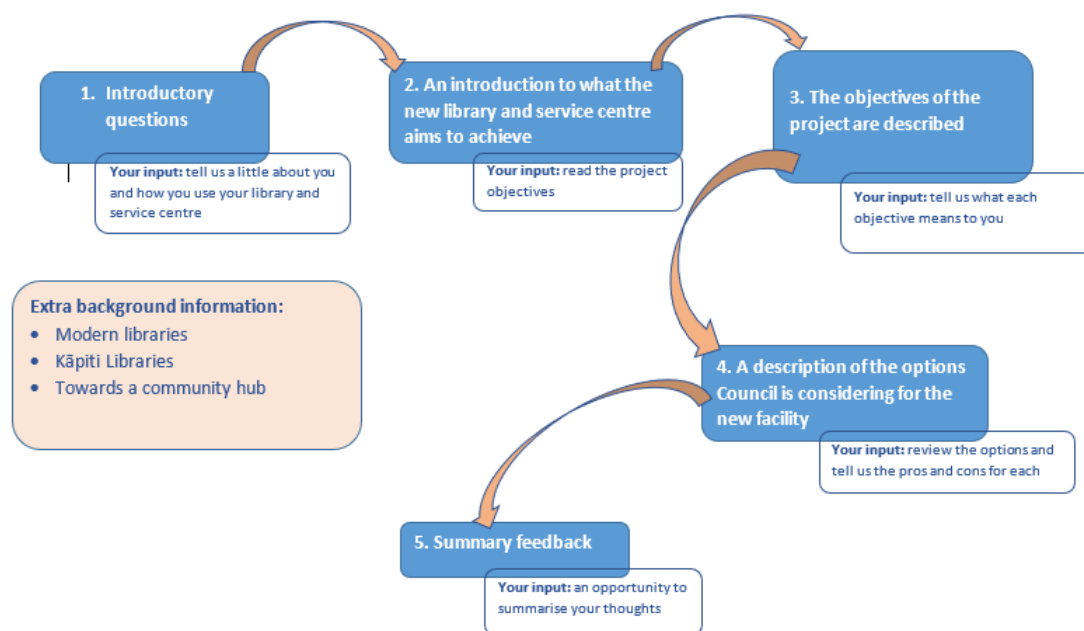
# 1 Executive summary

## 1.1 Introduction

This report summarises the feedback from an engagement process on Waikanae's new library and community hub. The process was designed to give elected members insights into the community sentiment on investing in the new library and community hub and the services they'd like their new facility to deliver.

## 1.2 The engagement process

Engagement ran for six weeks, from 12 June to 22 July 2023. The process was designed to take people on an engagement journey (illustrated by the diagram below) and get feedback at points along the journey.



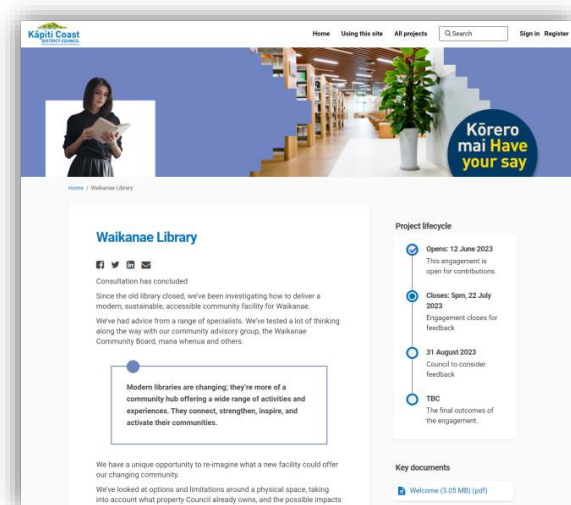
During this time:

- A community engagement hub was open six days a week in Mahara Place. People were invited to pop in, read the information, comment on the facility objectives and building options, vote by placing counters in a jar for the three objectives which resonated most with them, and fill in a feedback form
- Online engagement ran via a Have Your Say page. It had a similar engagement journey and opportunities for comment as the engagement centre



## Waikanae Library — summary of community engagement

- The team ran a stand at markets in Waikanae, Paraparaumu, and Paekākāriki to encourage people who live outside Waikanae to comment. A stand was also planned for the Ōtaki market but was cancelled due to bad weather
- Community groups were identified and invited to visit the centre
- Attempts were made to reach people who don't usually engage with Council. This included a display and a lunchtime stand at Paraparaumu College and handing out bookmarks at the Waikanae Train Station (bookmarks included a QR code linking to the Have Your Say site)
- Bookmarks were provided to two Waikanae primary schools to hand out to students
- Iwi partners, Te Āti Awa ki Whakarongotai, were involved throughout the process, including early testing of the engagement process and collateral, hosting a group at the engagement centre, and promotion of the online survey via their regular pānui
- As a result of community feedback during the first week of engagement, we developed a brochure that people could take home and fill out. The brochure included the same engagement exercises as were available in the engagement centre



The engagement was promoted via:

- Local radio, in the local newspaper Kāpiti News, and online via Facebook, Instagram, Neighbourly and Google ads
- Facebook videos that encouraged people to visit the engagement centre and/or comment online. Among others, Mayor Holborow, Councillor Hanford, Community Board members Richard Mansell and Michael Moore were featured in the videos
- Posters and bookmarks were displayed in all the district's libraries and reception at the Civic building



Waikanae Library — summary of community engagement

## 2 Key findings

Below are the key findings from the community engagement process.

### Preferred options

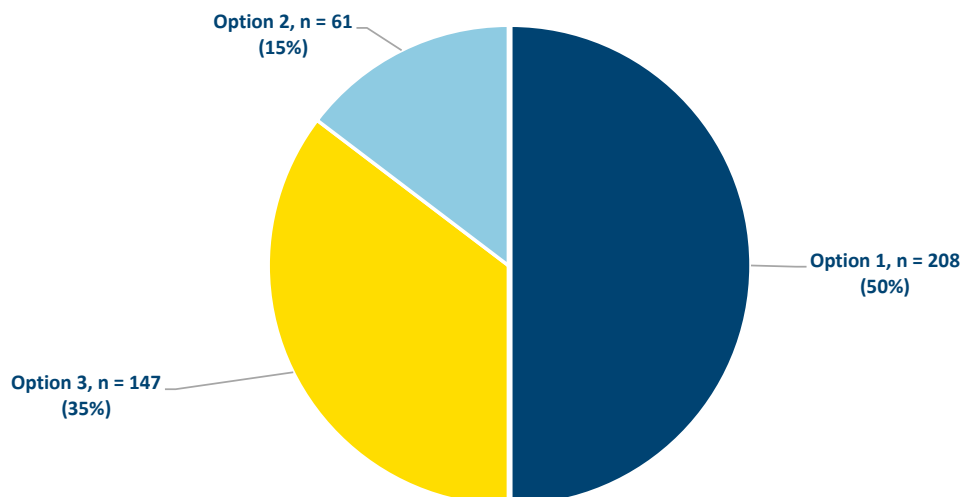


Community members were asked to rank order the three options presented by Council for public consideration. The options were:

1. Option 1, Refurbish and extend the former library
2. Option 2, Refurbish both former and pop-up library buildings
3. Option 3, Refurbish both buildings and extend former library

#### Most preferred option

- 50% of respondents selected option 1, refurbish and extend the former library, as their most preferred option
- 35% of respondents selected option 3, refurbish both buildings and extend former library, as their most preferred option
- 15% of respondents selected option 2, refurbish both former and pop-up library buildings, as their most preferred option



#### Community feedback - key insights

Respondents who lived in Waikane were more likely to prefer option 1, while those who lived outside of Waikane preferred option 3.

Community members were asked to identify the pros and cons of each option. Outlined below are the key insights associated with each option.

## Waikanae Library — summary of community engagement

**Option 1 Pros**

The refurbishment and expansion of the existing Waikanae Library, option 1, is primarily supported for its affordability and minimal disruption to Mahara Place. Many respondents favour this cost-effective alternative, highlighting concerns about potential rate increases. Features such as meeting rooms, a genealogy desk, and an adaptive sensory room were proposed, creating a central cultural hub and a dedicated digital education space. Despite concerns about possible overspending, there's a clear preference for a functional, modest library within budget over grand designs.

**Option 1 Cons**

The main concern with option 1 is its limited size. The community worries about space constraints and its inability to accommodate community growth and future expansions. The community seeks a durable solution that offers a modern, progressive facility and a community hub. Compared with options 2 or 3, option 1 is seen as less capable of delivering this comprehensive solution. The focus is on a future-proofed library that can adapt to the community.

**Option 2 Pros**

Option 2, which suggests enhancing the vibrancy of Mahara Place with moderate adjustments at a lower cost than option 3, is viewed as a balanced choice. It proposes a future-proof solution, potentially enabling phased growth as the community expands. The utilisation of both the existing and pop-up libraries in this plan provides additional space and flexibility, making it attractive due to its increased visibility and open, well-lit spaces. This option aligns well with the community's needs for a cost-effective, minimally disruptive solution that balances functionality and budget considerations.

**Option 2 Cons**

The main criticism of option 2 stems from its cost implications and potential rate increases, with some community members questioning whether it delivers sufficient benefits to justify the expenditure. Its perceived disjointed nature, resulting from the separation of buildings, is a concern for those anticipating future growth. Furthermore, questions regarding the adequacy of digital infrastructure suggest additional space is needed for a multi-purpose hub. Overall, option 2 is seen as a compromise that may not meet long-term community needs and aspirations.

**Option 3 Pros**

Option 3, which proposes a comprehensive expansion of the Waikanae Community Hub/Library, is seen by many as an asset for an expanding community. The greater capacity provides room for growth and diverse use, making it a forward-thinking solution. The potential to transform Mahara Place into a vibrant, multifunctional space resonates with many residents. This option also holds economic benefits as it could serve as a central anchor for the Waikanae Town Centre, stimulating local economic activity. Moreover, as a key social hub, it has the potential to address critical community needs, serving as a safe and welcoming space for all, including children.

**Option 3 Cons**

On the downside, option 3 raises concerns about financial strain, disruption, and potential rate increases. Some community members deem it excessive and are wary of the cost implications. Concerns extend to logistical matters, including adequate parking and accessibility for older individuals. While ambitious and comprehensive, option 3 may pose challenges due to its financial and logistical demands.

Waikanae Library — summary of community engagement

## Most important aspects for Council to consider



The top 3 most important aspects for Council to consider were:

- The library should be a warm, welcoming and accepting space
- The library should be large enough and be a multi-purpose hub for activities
- Costs should be managed and financial impact evaluated for the development of the library

### Community feedback - key insights

The community's vision for the new library combines thoughtful design, practicality, and financial sustainability. It should be welcoming and reflect the local heritage while being modern and multi-purpose with room for future growth. Accessibility is crucial, promoting a sense of community among diverse age groups and backgrounds.

In terms of finances, prudence is emphasised. Sustainable materials and phased expansions are preferred for cost-effectiveness. While opinions vary on refurbishment or expansion, many agree on the importance of financial sustainability and mitigating impacts on local rates.

It was suggested that library services should promote reading and provide high-quality resources. Traditional functions such as book access remain fundamental alongside desires for larger, welcoming spaces. Additional amenities like a café, mobile services, and community areas are sought after.

Future-proofing and cultural inclusivity are prioritised. The library should cater to all age groups, offering specific areas for children, teenagers, and quiet spaces, plus IT resources and youth programmes.

Ultimately, the library is viewed as more than a book repository; it's seen as a community hub for lifelong learning, cultural activities, and meetings. Balancing affordability and efficient space utilisation is vital, reflecting the community's enthusiasm for a dynamic hub that supports Waikanae's growth and diverse needs.

## Project objectives



The project objectives describe what the new facility aims to deliver for our community.

1. Supporting communities to connect
2. Building healthy and resilient individuals and community
3. Creating a sense of place and belonging
4. Providing opportunities to learn, work, and create
5. Supporting cultural identity and understanding
6. Championing inclusivity
7. An exemplar for sustainable practices

Visitors to the physical hub locations were given the opportunity to vote for their preferred objectives by casting chips into glass jars. The chart below displays the results of this voting process. The most popular objective was 'Providing opportunities to learn, work, and create', followed by 'Supporting communities to connect' and then 'Creating a sense of place and belonging'.

## Waikanae Library — summary of community engagement



Waikanae Library — summary of community engagement

### 3 Data analysis methodology

#### 3.1.1 Thematic analysis

PublicVoice undertook the analysis of responses to open-ended survey questions and written feedback. Research analysts identified patterns of meaning, analysed, and interpreted these responses, extracting key themes. Each theme was then examined for frequency, with results presented in table format.

These frequency tables illustrate the number of times a particular theme was mentioned. An exception is made for ideas associated with the objectives: objective frequency is calculated as the sum of mentions of an idea and the number of times it was endorsed by other community members (either via a tick on a post-it note or a 'like' on the 'Have your say' website ideas board).

The methodology underpinning PublicVoice's thematic analysis is based on the approach developed by Braun and Clarke in 2006.<sup>1</sup>

#### 3.2 Reporting

Tables illustrating the frequency of codes associated with each theme have been included to demonstrate the significance of each theme. Table 1 provides an example of how the thematic analysis has been reported. Only the 'top' themes are included in the tables. Any themes with a frequency of less than 3 have been excluded.

Main theme	Sub theme(s)	Frequency
Access books and resources		
	Borrowing books	194
	Reading and leisure	35
	Enjoy quiet/peaceful spaces	31
	Borrowing DVDs, puzzles and games	29
	Read newspapers and magazines	26
	Printing and photocopying services	25
	Use computers and internet/Wi-Fi	15
	Assistance with digital resources	4
	Research and information gathering	3
Community services		
	Access Council services and information	46
	Social interactions with librarians and other users/groups	29
	Justice of the Peace	6
Other		
	Visit Paraparaumu library/do not use the library	17

Table 1: Example of thematic analysis table

<sup>1</sup> Braun and V. Clarke (2006), 'Using thematic analysis in psychology'. *Qualitative Research in Psychology*, 3(2), 77-101.



Waikanae Library — summary of community engagement

## 4 Who we heard from

More than 500 individuals visited the engagement centre and had numerous interactions at community markets and other venues. We collected 437 completed feedback forms and online surveys, alongside over 3000 comments via post-it notes and online survey/idea boards.

Table 2 details the engagement feedback channels and the volume of feedback received.

Engagement channel	n
Ideas about the project objectives (including ideas liked by others)	887
Chips cast in support of preferred objective	674
Engagement hub - self-completed paper forms	216
'Have your say' website - online survey	163
Paraparaumu College - self-completed paper forms	57

Table 2: Source of engagement feedback

### 4.1 Participant location

Figure 1 and Table 3 detail the location of community members who participated in the engagement process. Note: this question was not mandatory, so the data only reflects those who chose to answer this question.

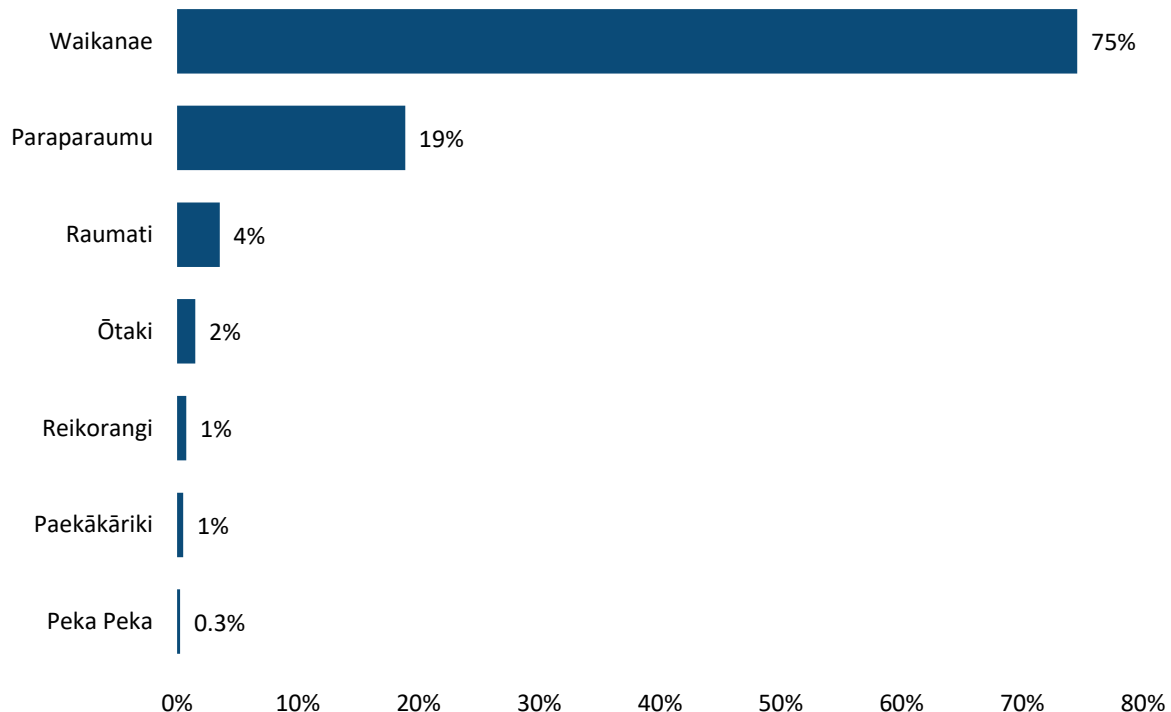


Figure 1: Participant location



Waikanae Library — summary of community engagement

Location	%	n
Waikanae	75%	296
Paraparaumu	19%	75
Ōtaki	2%	14
Raumati	2%	6
Reikorangi	1%	3
Paekakariki	1%	2
Peka Peka	0.3%	1

Table 3: Participant location

## 4.2 Iwi affiliation

Table 4 details the iwi/hapu affiliation of community members who participated in the engagement process. Note: this question was not mandatory, so the data only reflects those who chose to answer this question.

Iwi/hapu	n
Ngāti Tūwharetoa	3
Te Āti Awa	3
Te Atiawa ki Whakarongotai	3
Ngāti Kahungunu	3
Ngāi Tahu	2
Taranaki Ngāti Huia Ki Katihiku	1
Ngāti Mahunga Iwi Taranaki	1
Ngāti Raukawa	1
Te Ati Haunui a Pāpārangi	1
Rongowhakaata	1
Ngāti Ruanui	1
Ngāti Takorehe	1
Ngāti Toa	1
Ngāti Porou	1

Table 4: Iwi affiliation

Waikanae Library — summary of community engagement

### 4.3 Age

Figure 2 and Table 5 detail the ages of community members who participated in the engagement process. Note: this question was not mandatory, so the data only reflects those who chose to answer this question.

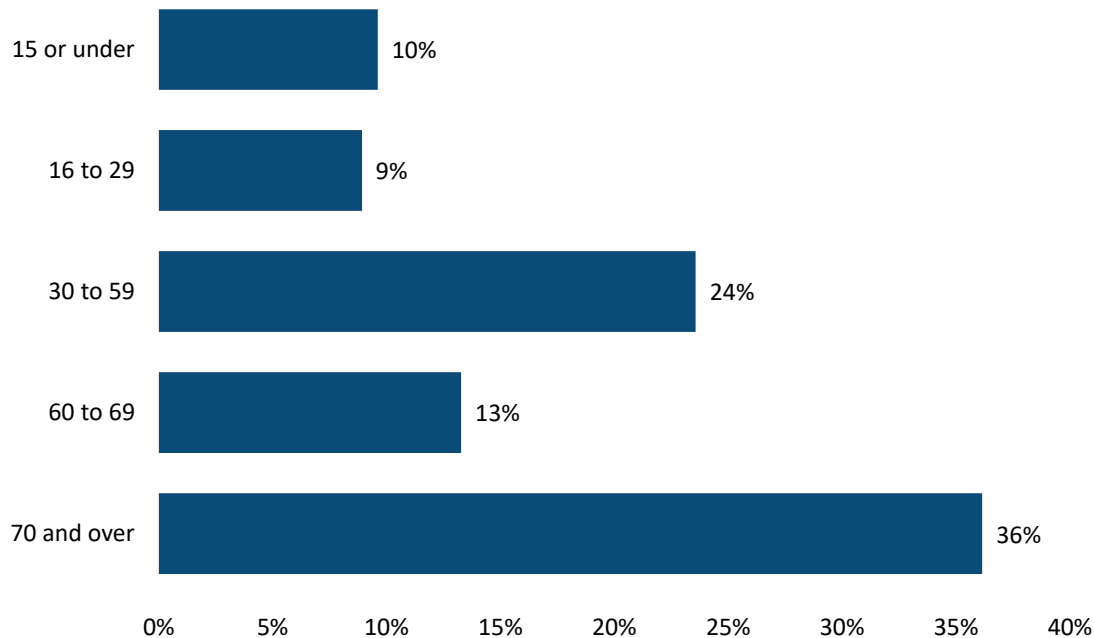


Figure 2: Age

Age	%	n
15 or under	10%	42
16 to 29	9%	39
30 to 59	24%	103
60 to 69	13%	58
70 and over	36%	158

Table 5: Age

Waikanae Library — summary of community engagement

#### 4.4 Frequency of visits

Figure 3 and Table 6 show how frequently community members who contributed to the engagement process visit the library. Note: this question was not mandatory, so the data only reflects those who chose to answer this question.

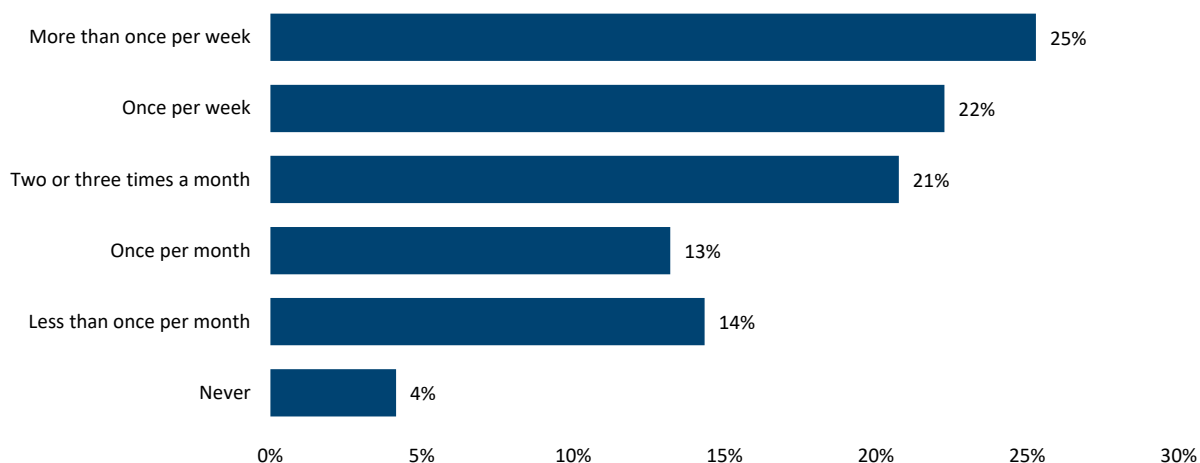


Figure 3: Frequency of visits

	%	n
More than once per week	25%	67
Once per week	22%	59
Two or three times a month	21%	55
Once per month	13%	35
Less than once per month	14%	38
Never	4%	11

Table 6: Frequency of visits

Waikanae Library — summary of community engagement

## Summary of community engagement

### 5 Current use

Community members were asked how they currently use the library. Table 7 details the main uses mentioned by respondents. The top 3 main uses for the library were:

- Borrowing books
- Accessing Council services and information
- Reading and leisure

Main theme	Sub theme(s)	Frequency
Access books and resources		
	Borrowing books	194
	Reading and leisure	35
	Enjoy quiet/peaceful spaces	31
	Borrowing DVDs, puzzles and games	29
	Read newspapers and magazines	26
	Printing and photocopying services	25
	Use computers and internet/Wi-Fi	15
	Assistance with digital resources	4
	Research and information gathering	3
Community services		
	Access Council services and information	46
	Social interactions with librarians and other users/groups	29
	Justice of the Peace	6
Other		
	Visit Paraparaumu library/do not use the library	17

Table 7 Current use of the library

*To see if anyone I know is there. To check on magazines & publications - mainly non-fiction. To check notice boards & other sources of information. I go to Te Takere in Levin to perform music, to eat, to socialise, to see friends & musicians, to see art works of Art & Culture, to read.*

**Social interactions with librarians and other users/groups**

*Hard copy books, chat to librarians to get book recommendations, take part in workshops offering e.g., computer expert session, seed swap etc.*

**Borrowing books**

*Rates & other queries essential for those unable to travel to Paraparaumu easily.*

**Access Council services and information**

Waikanae Library — summary of community engagement

## 6 Location of the new library - preferred option



### 6.1 Location of the new library – most preferred option

Community members were asked to rank order the three options presented by Council. Figure 4, Table 8, and Table 9 highlight the most preferred option for the location of the new library

- 50% of respondents selected option 1, refurbish and extend the former library, as their most preferred option
- 35% of respondents selected option 3, refurbish both buildings and extend former library, as their most preferred option
- 15% of respondents selected option 2, refurbish both former and pop-up library buildings, as their most preferred option

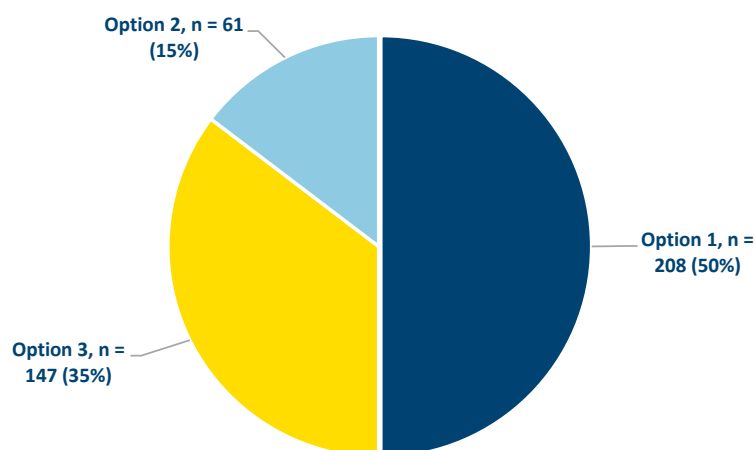


Figure 4: Most preferred library option

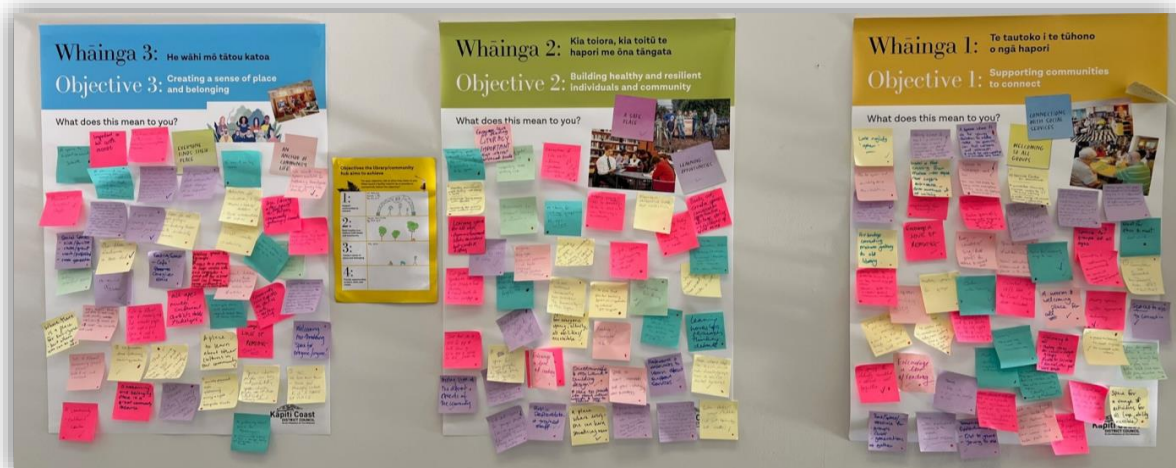
## Waikanae Library — summary of community engagement

	15 or under	16 to 29	30 to 59	60 to 69	70 and over	Total
Option 1 - Refurbish and extend the former library	23% 9	51% 20	47% 48	50% 26	55% 82	50% 208
Option 3 - Refurbish both buildings and extend former library	60% 24	31% 12	38% 39	38% 20	30% 45	35% 147
Option 2 - Refurbish both former and pop-up library buildings	18% 7	18% 7	15% 15	12% 6	14% 21	15% 61

Table 8: Most preferred library option by age

	Waikanae	Outside of Waikanae	Total
Option 1 - Refurbish and extend the former library	53% 152	40% 38	50% 208
Option 3 - Refurbish both buildings and extend former library	33% 94	45% 43	35% 147
Option 2 - Refurbish both former and pop-up library buildings	14% 39	15% 14	15% 61

Table 9: Most preferred library option by location



Waikanae Library — summary of community engagement

## 6.2 Location of the new library – average ranking

Community members could also select their second and third most preferred options. Figure 5, Table 10 and Table 11 highlight the average ranking of all options. 1 = most preferred and 3 = least preferred.

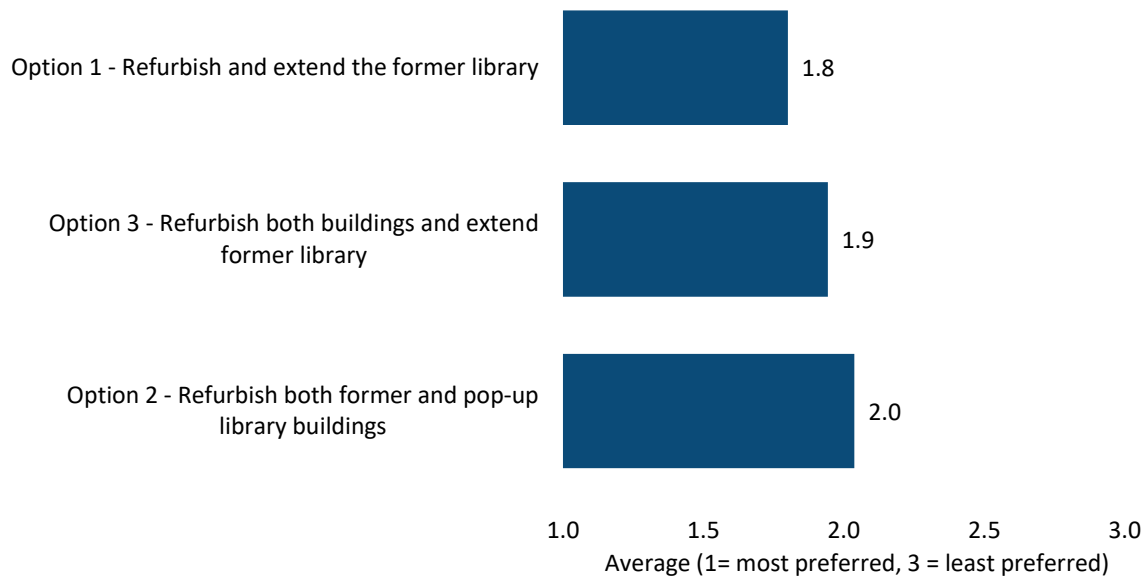


Figure 5: Average ranking

Average	15 or under	16 to 29	30 to 59	60 to 69	70 and over	Total
Option 1 - Refurbish and extend the former library	2.2	1.7	1.9	1.7	1.7	1.8
Option 3 - Refurbish both buildings and extend former library	1.6	2.1	1.8	1.9	2.1	1.9
Option 2 - Refurbish both former and pop-up library buildings	2.2	2.2	2.1	2.0	1.9	2.0

Table 10: Average ranking by age

Average	Waikanae	Outside of Waikanae	Total
Option 1 - Refurbish and extend the former library	1.8	1.9	1.8
Option 3 - Refurbish both buildings and extend former library	2.0	1.8	1.9
Option 2 - Refurbish both former and pop-up library buildings	2.0	2.1	2.0

Table 11: Average ranking by location

Waikanae Library — summary of community engagement

## 6.3 Option 1 – Pros and Cons

### Option 1: Refurbish and extend the former library

<b>Size</b>	1302m <sup>2</sup>
<b>Description</b>	Building is 110% earthquake strength. Can be re-roofed and modified internally. There is space behind the building to extend it, giving 200m <sup>2</sup> more space over two floors = 400m <sup>2</sup>
<b>Cost estimate as at May 2023</b>	\$12.6 million
<b>Estimated additional annual operating cost</b>	\$150,000
<b>Funding impact</b>	Within existing budget allowance. No impact on rates
<b>Complexity and time</b>	Low difficulty, estimated 1 to 2 years
<b>Impacts</b>	Library remains in the pop-up space while former library is refurbished. Builders can access site from back carpark, so minimal construction impact on Mahara Place

#### 6.3.1 Option 1 Pros - overview

The central theme of the community feedback for Option 1 concerning the Waikanae Library is affordability. Many respondents emphasised the importance of cost-effectiveness and staying within the designated budget, expressing concerns about potential rate increases. Option 1, which entails refurbishing and expanding the existing library building, is favoured by many respondents due to its lower cost and minimal disruption to Mahara Place.

Specific features were suggested by some, including the addition of meeting rooms, a genealogy desk, and an adaptive sensory room. Other respondents voiced a desire for a central cultural hub, a dedicated space for digital education, and the incorporation of community centre concepts.

However, concerns have been raised about potential overspending and the accuracy of cost estimates. There is a clear preference for maintaining a functional yet modest library within the council budget. Overall, supporters of option 1 prioritise practicality and cost-effectiveness over expansive designs and grandness.

#### 6.3.2 Option 1 Cons - overview

The primary disadvantage associated with option 1, as identified by the community, is its limited size. Many respondents voiced concerns about this option's space constraints and inability to offer a viable long-term solution. Others expressed unease about the necessity for a space that can expand with the community and the potential for future upgrades.

There were discussions about the crucial task of executing the project correctly and learning from past mistakes made by the Council. The community seeks a long-lasting solution with a modern, forward-thinking facility and a community hub.



### Waikanae Library — summary of community engagement

Option 1 is perceived as less capable of delivering such a comprehensive solution than options 2 or 3. The focus is clearly on a future-proofed library that can grow and evolve alongside the community it serves.

Table 12 details the pros and cons identified by respondents to option 1. The top 3 pros identified for option 1 were:

- Affordability
- Minimal disruption
- No increase in rates

The top 3 cons identified for option 1 were:

- Long-term inadequacy
- Space constraints
- Cold space with limited natural light

Themes	Frequency
<b>Pros</b>	
Affordability	68
Minimal disruption	55
No increase in rates required	35
Size is sufficient	23
Fit for purpose	15
Prefer library to be housed in one building	12
Smaller library is sufficient with access to Paraparaumu	11
Most accessible option	9
Allows for sale/alternative use of the pop-up library	6
Most historic/cultural significance	6
Option complementary to existing buildings	4
Minimal space needed for art as gallery is opposite	4
Digital books will mean future space required will be minimal	3
Can be extended in future	3
<b>Cons</b>	
Long-term inadequacy	18
Space constraints	17
Cold space with limited natural light	3

Table 12 Option 1 – Pros and Cons

#### Option 1 - Pros

*Project objectives can be achieved in a smaller space. Lowest cost and most sustainable option. Reusing the old library will revitalise Mahara Place while keeping the library in scale without dominating the area.*

#### **Affordability**

*Least potential cost and completion time in the best location to both connect with the new Mahara Gallery and gives us one central cultural Hub. The other two options will make a disjointed facility.*

#### **Affordability**

## Waikanae Library — summary of community engagement

*Quickest, least disruptive option that joins the landscaping of Mahara Place - can work on including newly purchased building in future. (but lots more to do to that building including earthquake proofing & relocating tenants)*

**Minimal disruption**

*Waikanae needs a space that can grow with the community, while allowing the businesses in Mahara place to recover from the current construction project. Option one minimises disruption, allows for later expansion as needed, and minimises the need for earthquake strengthening.*

**Minimal disruption**

*We need to keep costs down for ratepayers. We have a main library in Paraparaumu, this should just be a small facility.*

**No increase in rates required**

## Option 1 - Cons

*This option will be immediately too small for our community. Not thinking of the future.*

**Long-term inadequacy**

*Doesn't show confidence & vision for future of Waikanae*

**Long-term inadequacy**

*We need to consider the long term. No point cheaping out and then immediately having to plan an upgrade! Option 1 will already be at capacity!*

**Space constraints**

*Will not be able to cater for multi-use space, limiting who will be interested in using the site.*

**Space constraints**

*Dark space more hidden away*

**Cold space with limited natural light**

Waikanae Library — summary of community engagement

## 6.4 Option 2 – Pros and Cons

### Option 2: Refurbish both former and pop-up library buildings

<b>Size</b>	Refurbish old library (884m <sup>2</sup> ) and refurbish pop-up library (1134m <sup>2</sup> ) TOTAL = 2018m <sup>2</sup>
<b>Description</b>	The pop-up library building requires earthquake strengthening, new windows, and a new roof. Can be refurbished and modified internally.
<b>Cost estimate as at May 2023</b>	\$17.4 million
<b>Estimated additional annual operating cost</b>	\$440,000
<b>Funding impact</b>	Approx. 1% increase on rates for the whole district over the life of the facility (50 years)
<b>Complexity and time</b>	Medium difficulty, staged over 2 to 4 years or longer
<b>Impacts</b>	Staged build – library remains in the pop-up space while former library is refurbished. Then locate community hub in refurbished building while, the pop-up space library space is strengthened and renovated. Some impact on Mahara Place while second building is renovated.

#### 6.4.1 Option 2 Pros - overview

Option 2 presents a moderate solution, meeting objectives at a lower cost than option 3. It promises to enhance the vibrancy of Mahara Place without significant cost escalations while providing additional space. This option's utilisation of both facilities allows for diverse building uses and offers flexibility.

The existing pop-up library praised for its location, outlook, and single-level design, is particularly favourable for older patrons. It provides a prospect for future-proofing and phased growth as the community expands. The current library appears too constrained to incorporate all the desirable features, making the pop-up location more attractive due to its enhanced visibility and bright, airy spaces.

Additional room is necessary to transform it into a multi-purpose hub with separate spaces. However, it becomes a preferred choice if this expansion can be achieved in a cost-effective, less disruptive, and expedited manner. Option 2 aligns with these needs, balancing expansion, functionality, and budget considerations.

#### 6.4.2 Option 2 Cons - overview

Option 2 has received criticism chiefly for its cost implications and potential rate increases. Some community members argue that it may not deliver enough benefits to justify the expenditure, dubbing it a compromise solution and suggesting that option 3 might be better.

Concerns have been raised about the disjointed nature of the library due to the separation of buildings, potentially restricting space for future generations. However, others see it as a pathway to progress with a relatively modest impact.

### Waikanae Library — summary of community engagement

Questions about digital infrastructure also emerged, pointing towards a need for additional space to accomplish the goal of a multi-purpose hub. Option 2 is perceived as a compromise that may fail to serve long-term community needs and aspirations.

Table 13 details the pros and cons identified by respondents to option 2. The top 3 pros identified for option 2 were:

- Efficient use of space
- Pop-up library is a more inviting space/better location
- Acceptable timeline

The top cons identified for option 2 were:

- Cost and rates concerns
- Multi-building concern
- Long-term inadequacy
- Space constraints

Themes	Frequency
<b>Pros</b>	
Efficient use of space	11
Pop-up library is a more inviting space/better location	6
Acceptable timeline	4
Will improve the vibrancy of Mahara Place	3
<b>Cons</b>	
Cost and rates concerns	13
Multi-building concern	5
Long-term inadequacy	5
Space constraints	5

Table 13: Option 2 – pros and cons

### Option 2 - Pros

Utilise both facilities. Enables variety of use of buildings	
<b>Efficient use of space</b>	
Meets objectives at lower cost than option 3	
<b>Cost effective</b>	
Within budget which is important & better than just 1 building	
<b>Cost effective</b>	
The pop up locations have much more visibility and are a much brighter and lighter space than the old building. More encouraging for people to gather and utilise the facilities.	
<b>Pop-up library is a more inviting space/better location</b>	

Waikanae Library — summary of community engagement

*The pop-up library has the best location & is outward looking.*  
**Pop-up library is a more inviting space/better location**

#### Option 2 - Cons

*Option 1 is the better choice currently given the economy, building delays, inflation and rate increases. Optimally, option 3 is a better choice than option 2 given the small difference in cost and rates impact. However, that requires a more positive economic environment. So cut our cloth to suit our purse.*  
**Cost and rates concerns**

*No different in rates change between this and option 3 – why not go all out?*  
**Cost and rates concerns**

*This is the opportunity to finally ensure a long term solution to provide a modern future focused facility that is more than a library but also a community centre. With Waikanae growing, the other options are not fit for long term purpose. Option 1 is very short sighted, and option 2 feels like a compromise. This community can withstand some rates increases to ensure a world standard library that will be enjoyed by all ages current and future. Go for it Waikanae!*  
**Long term inadequacy**

*Too small for changing population & future generations*  
**Long term inadequacy**

*Too small & limits service for future generations*  
**Space constraints**

Waikanae Library — summary of community engagement

## 6.5 Option 3 – Pros and Cons

<b>Size</b>	Refurbish and extend old library (1302m <sup>2</sup> ) and Refurbish pop-up library (1134m <sup>2</sup> ) TOTAL = 2436 m <sup>2</sup>
<b>Description</b>	Combines parts of option 1 and 2. It could be staged over several years for affordability or to match population growth.
<b>Cost estimate as at May 2023</b>	\$22.7 million
<b>Estimated additional annual operating cost</b>	\$480,000
<b>Funding impact</b>	Approx. 1% increase on rates for the whole district over the life of the facility (50 years)
<b>Complexity and time</b>	Medium difficulty, staged over 2 to 4 years or longer
<b>Impacts</b>	Similar to option 2.

### 6.5.1 Option 3 Pros – overview

Option 3 for the Waikanae Community Hub/Library emerged as the second most popular choice among the community. The increased space it offers is perceived as a valuable asset for an expanding community. Option 3 can rejuvenate Mahara Place, offering a vibrant community space with diverse uses for all residents.

The increased capacity also future-proofs the facility for growth and varied use in the years to come. Libraries are recognised as critical community spaces, so a larger space to cater to the growing population is favoured by many.

The Community Hub/Library, intended to serve the community for the future, would limit the need for future investments in long-term assets. The ample space ensures the facility is fit for purpose and robust against future demands.

The Community Hub/Library, serving as a primary economic and social anchor for Waikanae Town Centre, could help boost the local economy. Providing a haven for children who cannot remain at home, the library can serve as a central point of security and comfort.

As an information hub for the future, it caters to a larger and more diverse population. Those who prefer option 3 appear willing to tolerate some rates increases to ensure a world-class library facility that all current and future generations can enjoy.

### 6.5.2 Option 3 Cons - overview

Option 3, which involves refurbishing and expanding the existing library and pop-up library in Waikanae, has been deemed by some as excessive and financially burdensome due to apprehensions around cost, rate increases, and disruption.

Concerns have been raised regarding parking facilities and accessibility for older individuals.

## Waikanae Library — summary of community engagement

Table 14 details the pros and cons identified by respondents to option 3. The top 3 pros identified for option 3 were:

- Community appeal and revitalisation
- Future oriented
- Cost effective

The top 3 cons identified for option 3 were:

- Cost and rates concerns
- Multi-building concern
- Unnecessary service

Themes	Frequency
Pros	
Community appeal and revitalisation	55
Future oriented	44
Cost effective	16
Economic and social opportunities	14
Flexible implementation	7
Multifunctional and inclusive	7
Cons	
Cost and rates concerns	17
Multi-building concern	6
Unnecessary service	6
Disruptive and lengthy process	5
Inefficiency and waste	4
Concern regarding disruption	3

Table 14: Option 3 – pros and cons

### Option 3 - Pros

*The addition of a meaningful community hub to extend the library's services would be welcome. Examples such as Levin & Christchurch should be reviewed and lessons learned by example.*

**Community appeal and revitalisation**

*Visionary approach to revitalising Mahara Place (a taonga) & feeding the future, inspiring young people and showing importance of culture & literacy – it is highly valued*

**Community appeal and revitalisation**

*The most sensible option for a growing town, investing in the wellbeing and enjoyment of a population still supporting a high percentage of returns*

**Future oriented**

*This area is growing in population. Build for the future.*

**Future oriented**

## Waikanae Library — summary of community engagement

*The cost is a non-issue. It's not much money for a great facility for the community*  
**Cost effective**

*A 1% increase in rates for option 3 represents great value for money. As it exists now it already brings people in & they use the existing cafes etc - hopefully this will generate more*  
**Cost effective**

**Option 3 - Cons**

*Option 3 adds to our rates – and is not needed right now*  
**Cost and rates concerns**

*Too expensive and unaffordable. Council has many other priorities for investment. This amount of space is not needed for 20 years. Stage the expansion of Waikanae Library and make sure other areas get their share of investment.*  
**Cost and rates concerns**

*If in two buildings be careful not to separate out functions that will mean separating demographic or community groups. Need to mix them up!*  
**Multi-building concern**

*Meeting the objectives and being able to meet future demands are a priority. I'm unsure about splitting it over two buildings but also feel the original building extension is a good option.*  
**Multi-building concern**

*Probably this is unnecessary. The Paraparaumu Library is not real far away and accessible by train and bus. Do we need another large library/hub here?*  
**Unnecessary service**

*Would be wonderful but is it necessary?*  
**Unnecessary service**



## 7 Most important aspects for Council to consider

A word cloud of terms related to the book 'Building a Future for All'. The words are arranged in a circular pattern, with 'book' and 'people' being the largest and most central. Other prominent words include 'future', 'build', 'hub', 'make', 'option', 'population', 'young', 'good', 'centre', 'there', 'too', 'new', 'get', 'welcome', 'access', 'go', 'room', 'long', 'provide', 'area', 'time', 'just', 'increase', 'meet', 'computer', 'read', 'child', 'old', 'cost', 'facility', and 'read'. The words are in various shades of blue and green, and are of different sizes, reflecting their frequency or importance in the context of the book.

Finally, the library is seen as more than a repository of books - it is envisioned as a community hub for lifelong learning, cultural activities, and community meetings. Affordability and efficient space utilisation are important, mirroring the community's excitement for a vibrant hub that supports Waikanae's growth and serves diverse interests.

## Waikanae Library — summary of community engagement

Table 15 details the most important aspects for Council to consider when they make their final decision. The top 3 most important aspects for Council to consider were:

- The library should be a warm, welcoming, and accepting space
- The library should be large enough and be a multi-purpose hub for activities
- Costs should be managed, and financial impact evaluated for the development of the library

Main theme	Sub theme(s)	Frequency
Space utilisation and functionality		
	Large enough/multi-purpose hub for activities	63
	Gathering/social spaces for various groups/activities	39
	Ensure service/space meets multigenerational needs	28
	Have quiet/peaceful spaces	15
	Comfortable seating and work spaces	12
	Include spaces for the arts	6
	Have flexible spaces/moveable walls	4
	Include bathroom facilities	4
	Separate area for library books	3
Building design and aesthetics		
	Create a warm, welcoming and accepting space	65
	Ensure modern design and facilities	22
	Include green spaces	5
	Inclusive and accessible design	4
	Adequate parking needed	4
Specialised spaces and services		
	Youth spaces and facilities to meet their needs	22
	Children's spaces for playing and reading	18
	Include learning facilities and opportunities	17
	Include music room with instruments	4
	Include gaming rooms with devices	4
	Include an IT hub with sufficient computers	3
	Include CAB and JP spaces for consultations	3
Library services		
	Improve/increase catalogue	34
	Encourage reading and literacy	13
	Include a library café	6
	Ensure efficient service	6
	Council services and information	5
	Extend opening hours	3
Financial considerations		
	Manage costs and evaluate financial impact	52
	Opposed to rates increases	12
	Retain ownership of pop-up library building	3
Project implementation		
	Efficient and quality execution of project	46
	Ensure minimal environmental impact/be sustainable	13
	Minimise service disruption	7
Growth and future-proofing		
	Future proof the facility for a growing population	51

## Waikanae Library — summary of community engagement

Main theme	Sub theme(s)	Frequency
Location and infrastructure		
	Needs visibility and to be a public attraction	25
	Central, well connected location	5
Safety and accessibility		
	Ensure a safe space for all	9
	Structural integrity and safety of the building	8
Community		
	Activities for children and families	6
	Engage with mana whenua	6
Library role and scope		
	Emphasise traditional library services and resources	8

Table 15: Most important for Council to consider

*Realise the opportunity to create a community hub where all of our community are drawn to visit. Celebrate the vision of Wi Parata where all ages of whanau can learn & live together.*

**Large enough/multi-purpose hub for activities**

*A place for everyone - inclusivity incl sensory for neurodiverse/disabled/old/young people*

**Ensure service/space meets multigenerational needs**

*I would like to see a well stocked library, computer, an area for littlies to have their story time, comfy seats for oldies to read the local papers.*

**Comfortable seating and work spaces**

*The community hub should be a busy place with areas for quiet as well as noisy interaction. It should be safe, welcoming and diverse in its offerings as well as its clientele.*

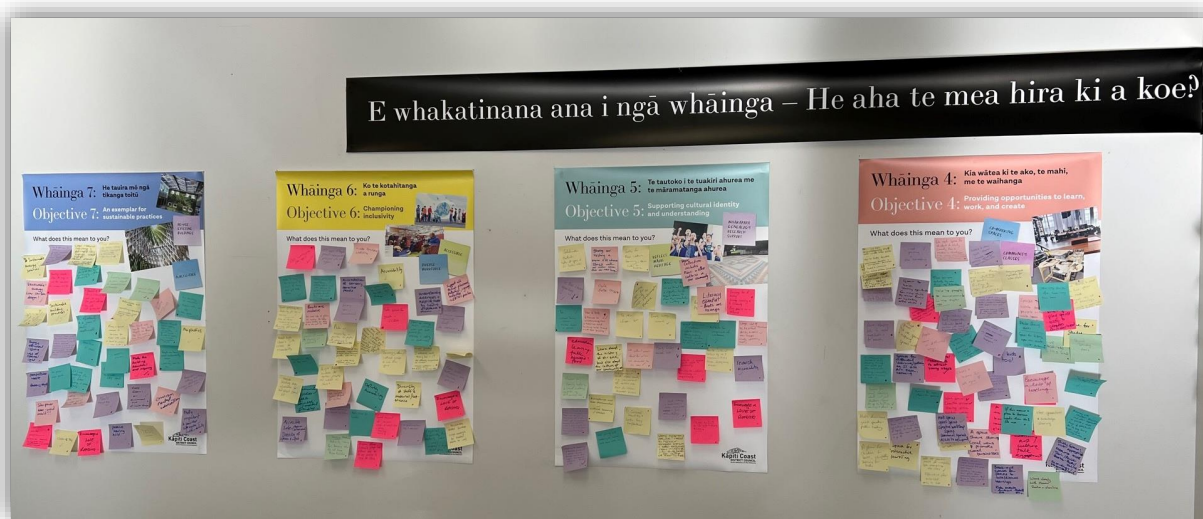
**Gathering/social spaces for various groups/activities**

*Waikanae needs a community hub and library. It would be ideal to have two separate facilities a community hub and library slightly separate but close. We need a space for young people from birth to 20 years old etc. the library is a great place currently for a place to get out of the cold or outdoors and sit somewhere nice, read a book, go on a phone, read a paper. We need a space that you can sit and say nothing even but still belong.*

**Create a warm, welcoming and accepting space**

Waikanae Library — summary of community engagement

## 8 Objectives



The project objectives describe what the new facility aims to deliver for our community. The project objectives are:

1. Supporting communities to connect
2. Building healthy and resilient individuals and community
3. Creating a sense of place and belonging
4. Providing opportunities to learn, work, and create
5. Supporting cultural identity and understanding
6. Championing inclusivity
7. An exemplar for sustainable practices

The community was asked for their feedback regarding each objective. This feedback was then reviewed and analysed for the key themes highlighted below.

### 8.1 Preferred objectives

Visitors to the physical hub locations were given the opportunity to vote for their preferred objectives by casting chips into glass jars. Figure 6 displays the results of this voting process.

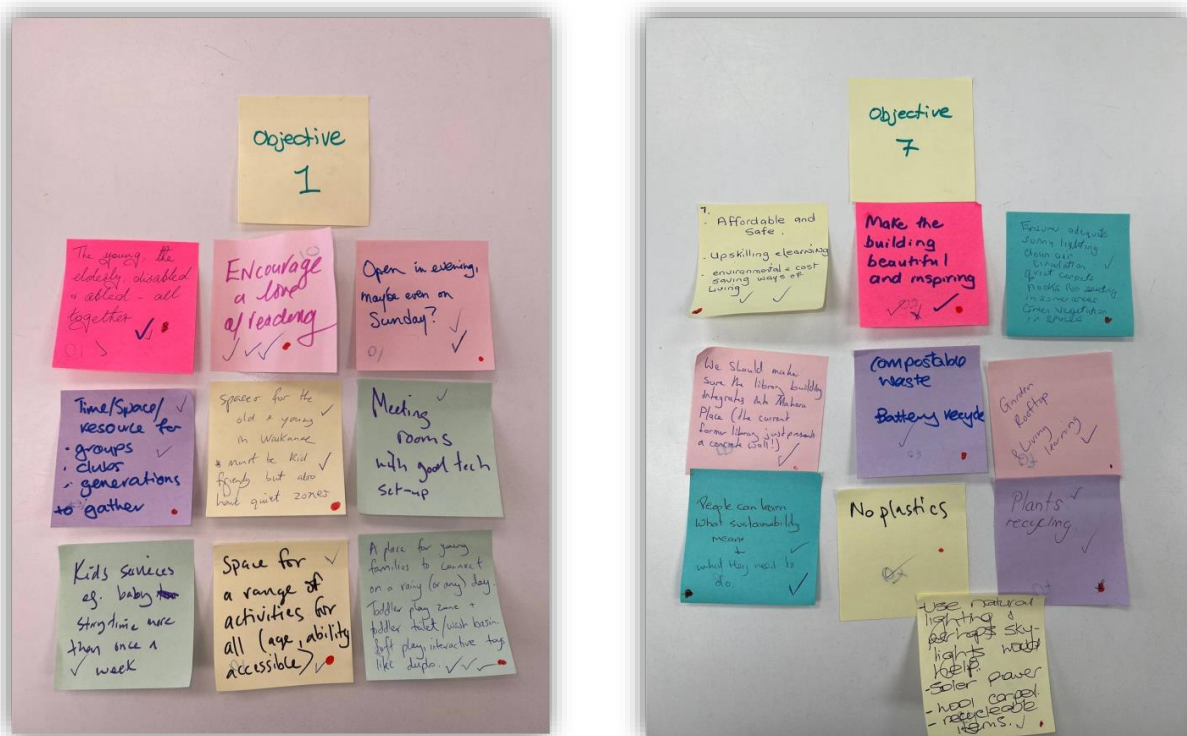
The most popular option was 'Providing opportunities to learn, work, and create', followed by 'Supporting communities to connect' and then 'Creating a sense of place and belonging'.



## Waikanae Library — summary of community engagement



Figure 6 Preferred objectives – results of voting/chip count



Waikanae Library — summary of community engagement

## 9 Objective 1: Supporting communities to connect



### 9.1 Objective 1 community feedback – overview

The community feedback for objective 1 was largely centred around the idea that the new library can serve as a modern, multi-media social hub, fostering community information, development, and discourse. This includes providing meeting rooms suitable for groups of 10-20 people, equipped with basic technology and comfortable seating. The potential of having soundproof booths for quieter discussions or work was also suggested.

The desired library is one which is warm, inviting, welcoming to all, and designed to foster connection. Consideration should be given to a toddler-friendly area, a service centre for assistance, and a wide range of activities suitable for all ages and abilities.

The library should be easily accessible, with flexible spaces that can be used both during the day and at night. It should inspire a love of reading and offer spaces for community organisations to use.

As a central hub for Waikanae, the library must reflect the diversity of New Zealand's cultural groups, possibly through inclusive furnishings or art. A café within the library and late-night opening hours are recommended. Additionally, a foot crossing from the Marae into the square near the carpark entrance should be considered.

Incorporating green technology and using environmentally friendly building materials should be a priority for this project. Lastly, to keep Waikanae and Mahara Place vibrant and bustling, consideration should be given to incorporating retail spaces near the library.

The top 3 themes related to objective 1 were:

1. The library should provide multi-purpose gathering and meeting spaces with technology. These spaces should be soundproof and private.
2. The library should have book clubs and events for adults and children.
3. The library should have children's spaces for playing and reading.



## Waikanae Library — summary of community engagement

Table 16 details the results of the thematic analysis of community feedback related to objective 1. The frequency is the sum of how many times an idea was mentioned and how many times other community members liked an idea. The results are rank-ordered by frequency.

Main theme	Sub theme(s)	Frequency
Community		
	Multi-purpose gathering and meeting spaces with technology	141
	Book clubs and events for adults and children	62
	Children's spaces for playing and reading	53
	Soundproof/private spaces	44
	Spaces for community displays/notices	25
	Youth spaces and facilities to meet their needs	7
	Education spaces for teaching	4
Services and Facilities		
	Family-friendly bathrooms	38
	Extend opening hours	17
	CAB and JP spaces for consultations	15
	Flexible spaces/moveable walls	12
	PA system for larger gatherings	8
	Social services hub	6
	Computer/phone facilities with internet and support	4
	Eco-friendly building	4
	Inter-library services	4
	Comfortable seating and work spaces	3
	Ensure modern design and facilities	3
Inclusion and Representation		
	Disability and pram accessible	19
	Inclusive spaces for all ages	8
	Footpath access from Marae	8
	Variety of art representing all communities	4
Location		
	Central location	16
	Prefer location be used for retail	5
	Bridge connection between old and new library	3

Table 16 Objective 1 – feedback

*Space for a range of activities including social, educational, entertainment for all people in the community.*

**Multi-purpose gathering and meeting spaces with technology**

*Having 'spaces' that people can connect in, in a relaxed way e.g. in a 'coffee club'. Holding events /celebrations of different cultural Description: e.g., Matariki, Diwali*

**Book clubs and events for adults and children**

*A space where it's ok for young children to make noise so parents can feel welcome and relaxed! Must be all weather and available any time!*

**Children's spaces for playing and reading**

Waikanae Library — summary of community engagement

## 10 Objective 2: Building healthy and resilient individuals and community



### 10.1 Objective 2 community feedback - overview

The community feedback for objective 2 revolves around creating a flexible space that can host various learning events and activities for all age groups. The library should serve as a safe, welcoming haven that nurtures a love of reading and provides resources to support a broad spectrum of learning and interests.

Additionally, the library should offer life skills classes and grant access to emerging technology. It should also be a hub for community resources and services, hosting offerings such as the Citizen Advice Bureau, Justice of the Peace (JP), and pop-up health clinics.

The library should be a source of reliable information and maintain an extensive collection of books and DVDs. Furthermore, it should offer meeting spaces for community groups. Overall, the library should respond to the community's diverse needs, aiming to be a well-balanced hub that engages and enlivens all age groups. It should strive to become a vital and dynamic part of the community.

The top 3 themes related to objective 2 were:

1. The library should provide opportunities for learning by providing the learning materials and resources needed.
2. The library should promote community wellbeing by providing community engagement through social spaces.
3. The library should be an inclusive and safe space for everyone.

Table 17 details the results of the thematic analysis of community feedback related to objective 2. The frequency is the sum of how many times an idea was mentioned and how many times other community members liked an idea. The results are rank-ordered by frequency.



## Waikanae Library — summary of community engagement

Main theme	Sub theme(s)	Frequency
Learning facilities and opportunities		
	Encourage reading and literacy	21
	Life skills classes	20
	IT training opportunities	27
	Financial literacy	22
	Gardening, composting and maintenance	8
	Antenatal/parenting classes	7
	Emergency response	6
	Arts and crafts	4
	Learning materials and resources	45
	Sustainability education and resources	6
Promote community well-being		
	Community engagement through social spaces	37
	Inclusive and safe spaces	31
	Youth spaces and facilities	3
Library services		
	CAB and JP spaces for consultations	21
	Ensure space is accessible	3
Resilient, sustainable, and inclusive building design		
	Warm and welcoming space	21
	Sustainable building design	6
Community health		
	Public defibrillator	3

Table 17: Objective 2 – feedback

*The "library hub" should be designed to be a source of trusted information through a range of media: written, oral, aural and visual.*

**Learning materials and resources**

*Supporting youth and all residents to access information and socialise in a safe space*

**Community engagement through social spaces**

*Spaces suitable for everyone young, elderly, all abilities accessible*

**Inclusive and safe spaces**

*A library should be a source of reliable information which is presented in many different ways. Not just books or access to the internet, but facilities for advisory services, displays, talks etc etc. If it's information coming through the library hub, we can trust it is verified and accurate.*

**Learning materials and resources**

Waikanae Library — summary of community engagement

## 11 Objective 3: Creating a sense of place and belonging



### 11.1 Objective 3 community feedback – overview

Community feedback for Objective 3 primarily emphasises the development of a community library that caters to all age groups and various segments of the community. The library should foster a warm and welcoming atmosphere, encompassing quiet spaces and group meeting rooms. Amenities like a kitchen, toilets, and comfortable seating were also mentioned.

The library should be people-centric, maintaining a balance between helpful staff availability for advice and the use of automation. It should reflect local narratives, offering spaces dedicated to art exhibitions and performances and functioning as a hub for community growth. There should be avenues for learning about different cultures, cultivating a love for reading, and adaptable spaces that can accommodate a variety of activities.

Envisioned as more than just a library, it should be a destination offering engaging activities, with the staff acting as connectors to the wider community. Its architectural design should complement the Mahara Gallery, imbuing a strong sense of place and belonging.

The library should be mindful of diverse age groups and those with mobility issues. It should establish strong partnerships with iwi and community groups, providing spaces suitable for meetings. With pleasant and helpful staff, it should aim to be a non-threatening, inviting space, accessible and welcoming to everyone in the community.

The top 3 themes related to objective 3 were:

1. The library should provide a warm and welcoming space.
2. The library should have gathering or social places for various different groups and activities
3. The library should be a space for diverse cultural and entertainment events

## Waikanae Library — summary of community engagement

Table 18 details the results of the thematic analysis of community feedback related to objective 3. The frequency is the sum of how many times an idea was mentioned and how many times other community members liked an idea. The results are rank-ordered by frequency.

Main theme	Sub theme(s)	Frequency
Inclusive environment		
	Warm and welcoming space	37
	A sense of community ownership	18
	Access to friendly helpful staff	7
	Engage with mana whenua	7
	Encourage reading and literacy	3
Destination space		
	Gathering/social spaces for various groups/activities	28
	Space for diverse cultural and entertainment events	24
	Host information about the community/community events	11
	Include a library café	5
Multi-purpose community centre/hub		
	Comfortable seating and work spaces	22
	Quiet and peaceful spaces	18
Accessible space with facilities		
	Bathroom facilities	5
	Welcomes all age groups and abilities	4
	Easy access with adequate parking	3

Table 18: Objective 3 – feedback

*Welcoming, warm, aesthetically pleasing environment. Community noticeboards etc.  
Destination for attending things you can connect to.*  
**Warm and welcoming space**

*A gathering social space for teenagers. e.g., Johnsonville Library have a teenager  
Saturday night get together once a month.*  
**Gathering/social spaces for various groups/activities**

*Community can express its stories - arts, heritage, writing*  
**Space for diverse cultural and entertainment events**

*A pleasant open welcoming space, warm sunlight, adequate desks and chairs etc. small  
alcoves to hide with a book before choosing.*  
**Quiet and peaceful spaces**

*Easy access, parking and public transport routes and comfy welcoming area to sit, read,  
use computers and work.*  
**Easy access with adequate parking**

Waikanae Library — summary of community engagement

## 12 Objective 4: Providing opportunities to learn, work and create



### 12.1 Objective 4 community feedback – overview

The community feedback for objective 4 involves shaping the library into a space that stimulates children's learning and fosters a love for books and reading. It should provide quiet study areas, access to computers and digital resources, and encourage inter-generational knowledge sharing.

The library should feature a variety of workspaces, creative spaces, play spaces, and a community borrowing library. In addition, it should offer classes and lessons suitable for all ages, including language and art courses.

As a hub for lifelong learning, the library should accommodate small classes and even corporate retreats. It should continue to foster a love of reading and provide spaces for interactive learning and storytelling sessions tailored for children.

Moreover, the library should maintain an excellent collection of books, ensure access to online resources, and offer diverse spaces for different styles of learning and gathering. It should also host various events such as discussions, guest speakers, and public meetings, thus becoming a vibrant centre of community life.

The top 3 themes related to objective 4 were:

1. The library should have spaces for talks, classes, and the creative arts.
2. The library should provide flexible spaces for studying, working, and meeting.
3. The library should give access to books, magazines, newspapers, and online resources.

Table 19 details the results of the thematic analysis of community feedback related to objective 4. The frequency is the sum of how many times an idea was mentioned and how many times other community members liked an idea. The results are rank-ordered by frequency.

## Waikanae Library — summary of community engagement

Main theme	Sub theme(s)	Frequency
<b>Study and work environment</b>		
	Flexible spaces for studying, working, and meeting	73
	Have quiet/peaceful spaces	13
	Working/standing desks	9
	Creative, inspiring spaces	9
	Warm, safe and welcoming space	9
<b>Access to information and resources</b>		
	Access to books, magazines/newspaper and online resources	52
	Digital facilities with internet access and charging stations	23
	Include a tool library/makerspace	9
	Inter-library services	6
	Helpful, informative staff	5
	Printing and photocopying services	5
	Access to virtual reality technology	3
<b>Learning and creativity</b>		
	Spaces for talks, classes, and the creative arts	79
	Learning assistance	7
	Cultivate love for reading and learning	4
<b>Community engagement and events</b>		
	Dedicated spaces for youth and children's activities	24
	Spaces for hire/events	6
	Spaces for community displays/notices	5

Table 19: Objective 4 – feedback

*Would love language classes, painting classes - available afternoons, evenings dependent on who in community is ready to run them. Became hard when these stopped getting any funding years ago.*

**Spaces for talks, classes, and the creative arts**

*Workspaces for students to study. Meeting room(s) for WEA and other community. Learning - ancestry, computer access to Web etc*

**Flexible spaces for studying, working, and meeting**

*The cost of books, manuals and access to computers is a real barrier to learning for many people. Libraries can provide for this need. They can also encourage creativity through networking.*

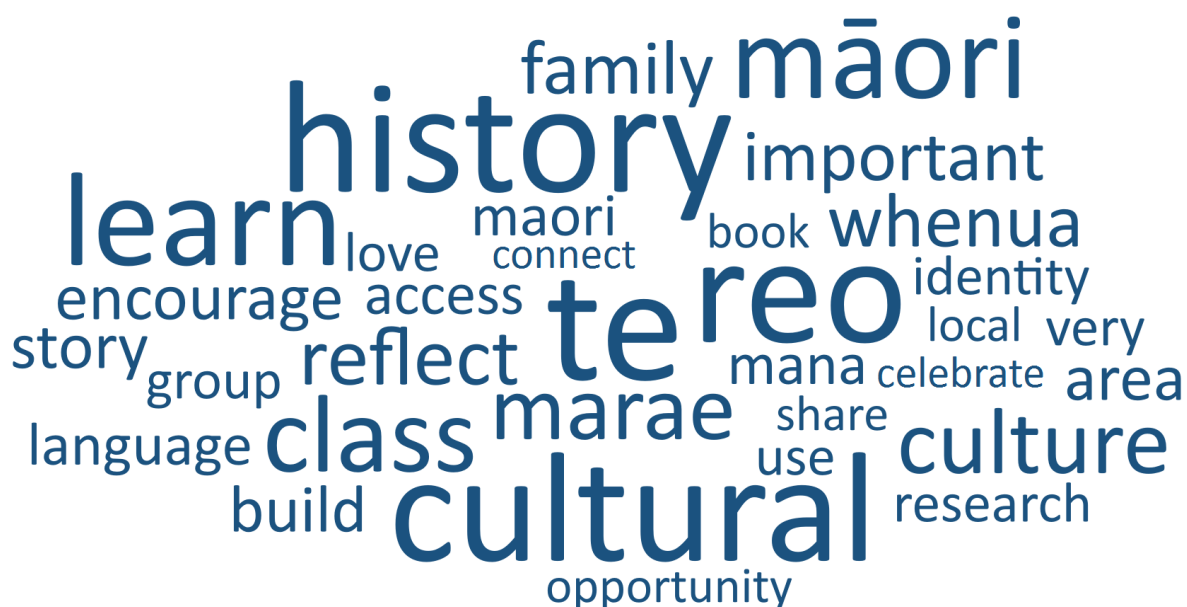
**Access to books, magazines/newspaper and online resources**

*Lots of power points for computers &/or charging devices. Effective fast internet, easy to use.*

**Digital facilities with internet access and charging stations**

Waikanae Library — summary of community engagement

## 13 Objective 5: Supporting cultural identity and understanding



### 13.1 Objective 5 community feedback – overview

The community feedback for objective 5 underscores the importance of incorporating cultural identity and diversity into the library to honour tangata whenua and embrace new migrants. This could be facilitated through literacy programs, curated book collections, Te Reo courses, and collaborations with community organisations such as the Mahara Gallery and Whakarongotai Marae.

The library should mirror the cultural diversity of Kāpiti and provide resources that support genealogical research and the exploration of family histories. Creating a welcoming environment for all cultural groups and encouraging a love for reading is vital.

Staff awareness programs and self-serve translation services could further enhance the library's inclusivity. The library should pay homage to Aotearoa's bicultural foundation while celebrating its multicultural population.

Establishing authentic partnerships with mana whenua and incorporating Māori-led spaces within the library's structure is essential. Celebrations of significant cultural events like Matariki and offering Te Reo classes further emphasise the importance of cultural inclusivity and diversity in the community library.

The top 3 themes related to objective 5 were:

1. The library should promote cultural history and education, with a focus on Māori heritage.
2. The library should acknowledge the multicultural nature of the community.
3. The library should provide te reo Māori speaking classes.

Table 20 details the results of the thematic analysis of community feedback related to objective 5. The frequency is the sum of how many times an idea was mentioned and how many times other community members liked an idea. The results are rank-ordered by frequency.

Waikanae Library — summary of community engagement

Main theme	Sub theme(s)	Frequency
Cultural learning and celebration		
	Cultural history and education, with a focus on Māori heritage	73
	Acknowledgement of multicultural nature of community	36
	Te reo Māori speaking classes	29
	Uphold principles of Te Tiriti o Waitangi	7
Community		
	Opportunities to visit/partner with Whakarongotai Marae	15
	Welcoming and accepting atmosphere	12
Language accessibility		
	Bilingual (te reo Māori and English) communication	12
	Encourage reading and literacy	11
Staffing and leadership		
	Inclusive leadership and diverse staffing	4

Table 20: Objective 5 – feedback

*Areas to focus on cultural history and opportunities for tangata whenua to share their knowledge and history*  
**Cultural history and education, with a focus on Māori heritage**

*Very important as we need to honour tangata whenua & also embrace new migrants into this area & be aware of their cultures*  
**Acknowledgement of multicultural nature of community**

*Yes, cultural learning classes, Te Reo classes or groups*  
**Te reo Māori speaking classes**

*Waikanae has a Marae at its heart. Real partnership through the Hub is a significant and special possibility and responsibility.*  
**Opportunities to visit/partner with Whakarongotai Marae**

*Acceptance and non discrimination, cultural learning classes*  
**Welcoming and accepting atmosphere**

*Te Reo courses, signs, education*  
**Bilingual (te reo Māori and English) communication**

## 14 Objective 6: Championing inclusivity



## 14.1 Objective 6 community feedback – overview

The community feedback for objective 6 primarily emphasises accessibility, inclusivity, and diversity in the library. This can be manifested in practical suggestions such as accessible water fountains and showers, high chairs with arms, adjustable standing desks, gender-neutral facilities, and parking provisions for mobility scooters and prams.

The library should warmly welcome individuals with learning difficulties, offering ergonomic workstations and championing LGBTQ+ positivity. Including sensory spaces, safe spaces for youth and LGBTQ+ community, and showcasing diverse community groups are also strongly advocated.

The library should strive to be accessible to all, regardless of age or personal circumstances, with a commitment to breaking down barriers and avoiding prejudice. Well-trained staff should be on hand to assist those requiring additional care, and the library staff itself should reflect the diversity of the community it serves.

Continuing to foster a love of reading should be a key focus, and the library should be designed to accommodate the needs of different age groups, including families with young children. The ultimate aim is to create an inclusive and inviting space that caters to everyone in the community.



## Waikanae Library — summary of community engagement

The top 3 themes related to objective 6 were:

1. The library should be accessible and have an accessible layout as well as disability access.
2. The library should be a safe and respectful environment.
3. Concerns regarding the relevance of this objective

Table 21 details the results of the thematic analysis of community feedback related to objective 6. The frequency is the sum of how many times an idea was mentioned and how many times other community members liked an idea. The results are rank-ordered by frequency.

Main theme	Sub theme(s)	Frequency
Facilities and resources		
	Accessible library and library layout/disability access	50
	Diversity in resources	4
	Resources for blind and hearing impaired	5
	Accessible children's spaces for playing and reading	8
	Support/spaces for individuals with sensory needs	5
	Family-friendly spaces	4
Safety and comfort		
	Safe and respectful environment	45
	Include ergonomic furniture e.g. desks, chairs	8
	Gender neutral bathrooms	4
	Privacy measures (floor to ceiling toilet cubicles)	4
	Allergen-conscious environment	3
General comments		
	Concerns regarding the relevance of objective 6	12
Staffing		
	Helpful, informative staff	3
Other		
	Encourage reading and literacy	3

Table 21: Objective 6 – feedback

*Dyslexic books, lifts, ramps, big audio section*  
**Accessible library and library layout/disability access**

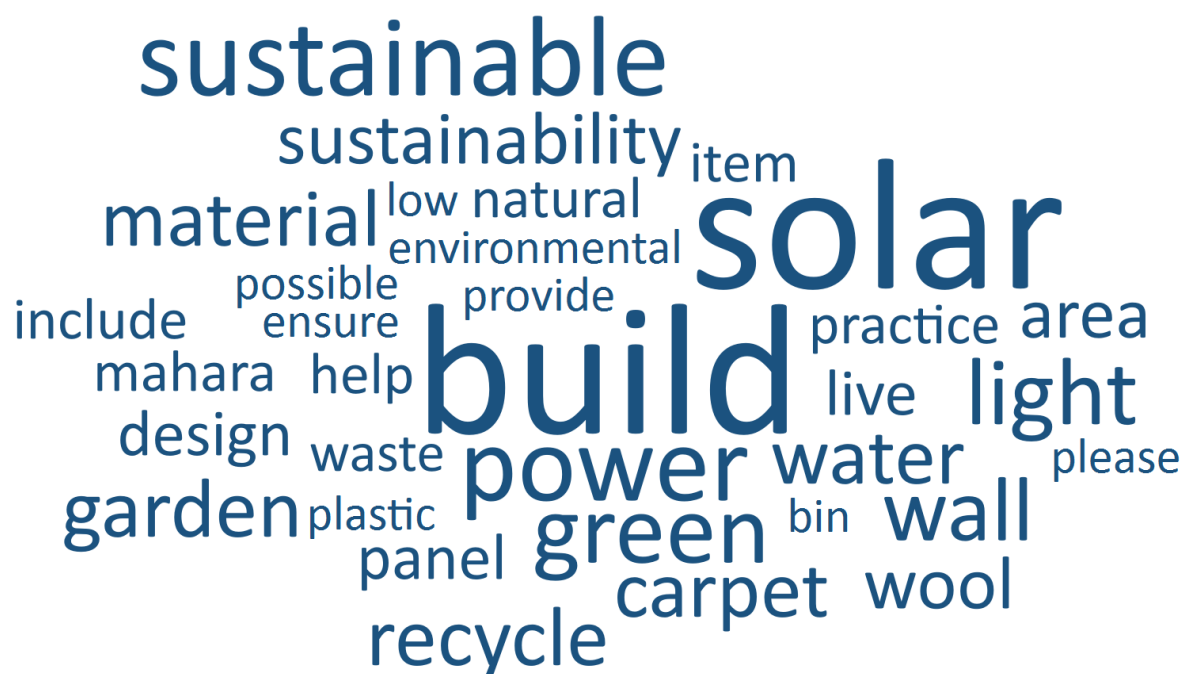
*No Barriers. Acceptance of all people regardless of age, race, sexual gender, disability, Good, wide easy access also important*  
**Safe and respectful environment**

*Not the most recognised function of a library. Nice to have but can be developed through other community organisations.*  
**Concerns regarding the relevance of objective 6**

*Have plenty of staff well trained to look after people needing extra time & care*  
**Helpful, informative staff**

Waikanae Library — summary of community engagement

## 15 Objective 7: An exemplar for sustainable practices



### 15.1 Objective 7 community feedback – overview

The community feedback for objective 7 underscores the importance of incorporating sustainable practices into the design and construction process of the community centre. This could entail using natural lighting, solar power, wool carpets, and other recyclable materials.

Additional innovative ideas proposed include a rooftop garden, a toy library space, a community garden, and a compost system. The building should be designed to emphasise CO<sub>2</sub> emission reduction and aim to be a role model in sustainability.

The structure should seamlessly integrate into Mahara Place, creating a natural connection with the Mahara Gallery. It should be visually appealing, inspiring, and inviting, with ample ventilation and easy access to various services.

Using sustainable building materials and striving for a Green Star rating should be key considerations. Provisions for renewable energy sources should be incorporated into the design.

Other aspects to consider include:

- Secure bike parking facilities.
- Contributing to the 15-minute city ideal.
- Ensuring that the library provides pleasant working conditions for staff.

Ultimately, the aim is to create a beautiful, inspiring, sustainable, and functional community centre that is welcoming to all.

## Waikanae Library — summary of community engagement

The top 3 themes related to objective 7 were:

1. The library should have an energy efficient design and make use of renewable power sources such as solar power.
2. The library needs to have waste management strategies in place as well as provide recycling facilities.
3. The library should be a leader for sustainability.

Table 22 details the results of the thematic analysis of community feedback related to objective 7. The frequency is the sum of how many times an idea was mentioned and how many times an idea was liked by other community member. The results are rank ordered by frequency.

Main theme	Sub theme(s)	Frequency
<b>Sustainable design and functionality</b>		
	Energy-efficient design with renewable energy (e.g. solar)	49
	Waste management strategies/recycling facilities needed	23
	Use of sustainable and natural materials	19
	Include bike stands/e-bike charging stands	11
	Water management strategies needed	8
	Integration with local architecture	6
	Accessibility to services	4
	Use natural lighting e.g. sky lights	3
<b>Environmental education and sustainable practices</b>		
	Include green spaces/community food garden	17
	Promote environmental education	16
	Encourage sustainable practices	15
	Ensure easy access by public transport	5
	General support for sustainable practices	4
<b>Community engagement and social impact</b>		
	Role as a leader for sustainability	23
	Emphasis on addressing environmental and climate change issues	7
	Creation of a welcoming environment	4
<b>Health, safety, and comfort</b>		
	Focus on creating a healthy environment	7
	Adequate ventilation	7
	Ensure affordability and safety	4
	Noise management strategies	3

Table 22: Objective 7 – feedback

*Use natural lighting & perhaps sky-lights would help. Solar Power, wool carpet, recyclable items.*

**Energy-efficient design with renewable energy (e.g. solar)**

*A water cooler helps avoid plastic bottles. Efficient toilets, well-labelled and obvious rubbish recycling bins. Maybe special 'organic junk' collection days. "Green gardens inside and out".*

**Waste management strategies/recycling facilities needed**

Waikanae Library — summary of community engagement

## 16 Other comments

Outlined below is the analysis of other comments received which fall outside the Council options and objectives provided.

### Other comments

Opinions on the future of the Waikanae Library are diverse. Some believed a smaller library would suffice, given the proximity of Paraparaumu Library. Various expansion ideas are proposed, including additional floors on the current building, constructing a new facility, or initiating mobile services. Some prefer a compact, well-designed space focusing on books, reading, and research over entertainment or community activities. Collaborating with the Mahara Gallery for exhibitions, or creating a purpose-built library, are also options. Another suggestion is to centralise services in Paraparaumu in anticipation of future Kāpiti City status. Cost and rate impact are recurrent concerns, with some advocating for a pop-up library or augmenting the Paraparaumu Library as cost-effective alternatives. Proposals also include refurbishing the Mahara Gallery or expanding the existing library. Some community members question the clarity of the decision-making process and the absence of a thorough feasibility study, suggesting a broader exploration of options. Overall, the community's views reflect diverse ideas for Waikanae Library's future.

Table 23 details the other comments that fall outside the provided Council options and objectives.

Main theme	Sub theme(s)	Frequency
Alternative options		
	Prefer traditional library rather than community hub	6
	Prefer library to be housed in one building	6
	Prefer new-build on old library site	6
	Opposed to all options, library in Paraparaumu is sufficient	6
General comments		
	General support for proposal/consultation	7
	Concern regarding consultation	6
	More information/options needed	5
	Need to revive the area	3

Table 23: Other comments

*It's disappointing that demolishing the old building isn't an option. It's pretty gross. I know that the new library will be refurbished, but it would be great to have something completely new in that space. Also, make sure you engage with your current librarians too, as librarians, not just members of the community. Most of them are pretty great and will have insights that library managers and the community won't have.*

**Prefer new-build on old library site**

*All of this is very positive, thank you.*

**General support for proposal/consultation**

*What is it designed to do? How will it work? Too little information on what it is for in the brochure. Useful for elderly unable or unwilling to use technology*

**More information/options needed**

Waikanae Library — summary of community engagement

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## 10.4 SUBMISSIONS AND HIGH-LEVEL SUMMARY FOR THE DRAFT EASTER SUNDAY TRADING POLICY 2023

Kaituhi | Author: **Aston Mitchell, Policy Advisor**

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

### TE PŪTAKE | PURPOSE

- 1 The purpose of this report is to provide Council with the 134 submissions received on the draft Easter Sunday Trading Policy 2023 ('the draft Policy'), along with a high-level summary of these submissions.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 On 8 June 2023, the Strategy, Operations, and Finance Committee provided approval to publicly consult on the draft Policy.
- 3 This report presents the 134 submissions received from that consultation, along with a high-level summary of these submissions.

### TE TUKU HAEPAPA | DELEGATION

- 4 Section 5A of the Shop Trading Hours Act 1990 gives the Council the power to make a policy on shop trading on Easter Sunday.
- 5 Council has the authority to consider this matter under the Local Government Act 2002.

### TAUNAKITANGA | RECOMMENDATIONS

That Council

- A. **Receives** and **notes** this report, including Appendices 1 and 2.
- B. **Note** that following consideration of submissions, and any proposed changes, Council will be presented with a final paper to adopt the Easter Sunday Trading Policy on 10 October 2023.

### TŪĀPAPA | BACKGROUND

- 6 Following an amendment in 2016 to the Shop Trading Hours Act 1990, territorial authorities were given the opportunity to develop a local Easter Sunday Shop Trading Policy. This legislation enabled Councils to adopt a local policy which provided an opportunity for more shops to trade on Easter Sunday in their area if they chose to. The Ministry of Business, Innovation and Employment (MBIE) has responsibility for implementation of the Act.
- 7 There is no legal requirement to have an Easter Sunday Shop Trading Policy, and what can be achieved with a policy is tightly defined. The policy can only enable trading. The Act does not allow a policy to:
  - permit shops to open only for some purposes; or
  - permit only some types of shop to open; or
  - specify times at which shops may or may not open; or
  - include any other conditions as the circumstances in which shops in the area may open.
- 8 The Council can decide to have a policy which enables Easter Sunday shop trading for the whole or part(s) of the District. The shop trading policy must include a map of the area to which the policy applies and a clear description of the boundaries of the area so that they are easily identifiable in practice.

- 9 The Council does not have an enforcement role for Easter Sunday trading; this role remains with the Ministry of Business Innovation and Employment (MBIE).
- 10 The Council adopted the Easter Sunday Shop Trading Policy 2017 (the Easter Sunday Trading Policy) on 7 December 2017, following the use of a special consultative procedure (detailed under section 83 of the Local Government Act 2002) as required by section 5B of the Shop Trading Hours Act 1990.
- 11 In accordance with section 5C of the Shop Trading Hours Act 1990 an Easter Sunday Shop Trading Policy must be under review within 5 years of adoption. If the policy is not under review by that time, it will be automatically revoked two years after the date that the review was due. Accordingly, the 2017 Policy was due for review by 7 December 2022 (5 years from the date it was adopted) and the final date for completion of the review is 7 December 2024 (2 years from the date the review is due).

## HE KŌRERORERO | DISCUSSION

- 12 On 8 June 2023 the Strategy, Operations, and Finance Committee agreed to consult on a draft Policy and Statement of Proposal between 26 June 2023 and 26 July 2023.
- 13 One hundred and thirty-four submissions were received on the draft Policy, with only one submitter indicating they wished to speak to their submission.
- 14 Hearings were held on 22 August 2023, where one organisation spoke to their submission on the day.
- 15 Feedback received indicated that 74.6% of respondents favoured retaining and renewing the Easter Sunday Trading Policy, while 25.4% did not.
- 16 A high-level summary of submissions has been included as Appendix 2 of the report.
- 17 Submitters feedback is currently being considered alongside any potential changes to the proposed Easter Sunday Trading Policy 2023. Any proposed changes and recommendations on a final Policy are due to be presented to Council for consideration and adoption on 10 October 2023.

## He take | Issues

- 18 This paper presents submissions made on the Statement of Proposal for the Easter Sunday Trading Policy. The consideration of submissions and any proposed changes will be presented for Council to consider alongside the adoption of the Easter Sunday Trading Policy on 10 October 2023.

## Ngā kōwhiringa | Options

- 19 No options are presented nor decisions being sought from this paper.

## Mana whenua

- 20 Council have requested input from Te Rūnanga O Toa Rangātira, Ngā Hapū o Ōtaki and Āti Awa ki Whakarongotai Charitable Trust during the review of this policy.

## Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 21 There are no climate change considerations.

## Ahumoni me ngā rawa | Financial and resourcing

- 22 This policy review is being carried out within existing budgets.

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

- 23 The adoption of the 2023 Easter Sunday Trading Policy must be completed by 7 December 2024 or the 2017 Easter Sunday Trading Policy will be automatically revoked.

- 24 Section 5C of the Shop Trading Hours Act 1990 requires the use of a special consultative procedure for the amendment, revocation, replacement, or continuance of the Policy, as outlined under section 83 of the Local Government Act 2002.

#### Ngā pānga ki ngā kaupapa here | Policy impact

- 25 There are no policy considerations in addition to those outlined in this report.

### TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

#### Te mahere tūhono | Engagement planning

- 26 A communications and engagement plan has been developed to support the public consultation process through a range of channels. These include our regular digital channels (including Facebook, the Easter Sunday Trading web page on [kapiticoast.govt.nz](http://kapiticoast.govt.nz), e-newsletter Everything Kāpiti), newspaper advertising, direct emails to stakeholders, and media advisories.
- 27 The information available to the public for consultation on the draft Policy has been produced in accordance with LGA 2002 requirements and Council's Significance and Engagement Policy.
- 28 Key stakeholders have been kept updated regarding the progress of this consultation.

#### Whakatairanga | Publicity

- 29 Publicity and other communications have been included in the communications and engagement plan which has been developed to support community and stakeholder understanding and will drive engagement through the consultation process.

### NGĀ ĀPITI HANGA | ATTACHMENTS

1. Easter Sunday Trading Submissions Received [↓](#)
2. High-Level Summary of Submissions for Easter Sunday Trading [↓](#)



## Survey Responses

28 October 2020 - 01 August 2023

### Review of the Kāpiti Coast District Council Easter Sunday Trading Policy 2017

## Have Your Say | Kāpiti Coast

Project: Easter Sunday Shop Trading



VISITORS					
CONTRIBUTORS			RESPONSES		
125			134		
125	0	0	134	0	0
Registered	Unverified	Anonymous	Registered	Unverified	Anonymous



**Respondent No:** 1  
**Login:** Registered

**Responded At:** Jun 26, 2023 10:51:12 am  
**Last Seen:** Jun 26, 2023 00:38:58 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	not answered
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



**Respondent No:** 2  
**Login:** Registered

**Responded At:** Jun 26, 2023 11:07:33 am  
**Last Seen:** Jun 26, 2023 01:06:20 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	No
Q12. Comments	Workers need a day off! We can miss out of one day of shopping if it means people can have a day off. I strongly urge you to consider the workers who would be forced to work and their families. Please give us a day off!
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



**Respondent No:** 3  
**Login:** Registered

**Responded At:** Jun 26, 2023 11:07:46 am  
**Last Seen:** Jun 26, 2023 01:03:18 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	
The current policy is working well, especially given Kapiti is a popular destination for short holiday weekends for those in the lower North Island, so allowing businesses to open to cater for them, as well as locals who do not observe Easter, makes sense.	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
not answered	
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



**Respondent No:** 4  
**Login:** Registered

**Responded At:** Jun 26, 2023 11:10:46 am  
**Last Seen:** Jun 26, 2023 01:08:39 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	Yes to the option to open on easter Sunday (if they want to) and employees to have the option to work that day or not. Also, it needs to not be that Coastlands shops are made to be open by the Coastlands Mall overseers.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



**Respondent No:** 5  
**Login:** Registered

**Responded At:** Jun 26, 2023 11:16:34 am  
**Last Seen:** Jun 26, 2023 01:15:00 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	not answered
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



**Respondent No:** 6  
**Login:** Registered

**Responded At:** Jun 26, 2023 11:17:38 am  
**Last Seen:** Jun 26, 2023 01:16:11 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	
	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	
	not answered
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



**Respondent No:** 7  
**Login:** Registered

**Responded At:** Jun 26, 2023 11:19:01 am  
**Last Seen:** Jun 7, 7 :7:7 pm

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	
	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	
	not answered
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	





**Respondent No:** 8  
**Login:** Registered

**Responded At:** Jun 26, 2023 11:21:37 am  
**Last Seen:** Jun 26, 2023 01:20:30 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

Happy for anyone to trade over easter break

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 9

Login: Registered

Responded At: Jun 26, 2023 11:26:36 am

Last Seen: Jun 26, 2023 01:25:50 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

Policy seems sound, fair and appro

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



**Respondent No:** 10  
**Login:** Registered

**Responded At:** Jun 26, 2023 11:26:36 am  
**Last Seen:** Jun 26, 2023 01:25:50 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	not answered
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



**Respondent No:** 11  
**Login:** Registered

**Responded At:** Jun 26, 2023 11:26:36 am  
**Last Seen:** Jun 26, 2023 01:25:50 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	No
Q12. Comments	(1) Having all shops closed provides all workers with a rare day off for time with their families. (2) A day off at Easter respects the religious sensitivities associated with Easter being a Christian festival.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



**Respondent No:** 12  
**Login:** Registered

**Responded At:** Jun 26, 2023 11:26:36 am  
**Last Seen:** Jun 26, 2023 01:25:50 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	Shopping is a recreational pursuit and a tourist necessity. It defies logic to have any public holiday mandating how someone can and cannot operate their retail business - particularly in shopping Centres and strip retail areas.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	Let retailers choose when they may open - please. Less regulation and more individual choice - please.
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



**Respondent No:** 13  
**Login:** Registered

**Responded At:** Jun 26, 2023 11:26:36 am  
**Last Seen:** Jun 26, 2023 01:25:50 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	I agree that all shops should be allowed to open if they so wish, and that employees should have the choice to work or not, as they wish. We have moved beyond the restrictive practices of the past, not everyone follows Christian precepts and so we need the right to choose.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



**Respondent No:** 14  
**Login:** Registered

**Responded At:** Jun 26, 2023 11:26:36 am  
**Last Seen:** Jun 26, 2023 01:25:50 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
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Q3. Title	not answered
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Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	not answered
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Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	No
<hr/>	
Q12. Comments	
We have more than enough shopping opportunities. Give retail workers the opportunity to spend time they might otherwise be working, with their families, regardless of if they're religious or not (FYI I am not religious).	
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
not answered	
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



**Respondent No:** 15  
**Login:** Registered

**Responded At:** Jun 26, 2023 11:26:36 am  
**Last Seen:** Jun 26, 2023 01:25:50 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address  
not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments  
It's just good business sense, and doesn't favour one religion over another.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?  
not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered





**Respondent No:** 16  
**Login:** Registered

**Responded At:** Jun 26, 2023 11:26:36 am  
**Last Seen:** Jun 26, 2023 01:25:50 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
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Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	
	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	
	A sensible decision
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



Respondent No: 17

Login: Registered

Responded At: Jun 26, 2023 11:26:36 am

Last Seen: Jun 26, 2023 01:25:50 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	not answered
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



**Respondent No:** 18  
**Login:** Registered

**Responded At:** Jun 26, 2023 11:26:36 am  
**Last Seen:** Jun 26, 2023 01:25:50 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	not answered
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



Respondent No: 19

Login: Registered

Responded At: Jun 26, 2023 11:26:36 am

Last Seen: Jun 26, 2023 01:25:50 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
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Q3. Title	not answered
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Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
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Q6. Address	
	not answered
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Q7. Email	not answered
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Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	No
<hr/>	
Q12. Comments	
	Plenty of other days for shops to open.
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



**Respondent No:** 20  
**Login:** Registered

**Responded At:** Jun 26, 2023 12:00:58 pm  
**Last Seen:** Jun 26, 2023 01:58:57 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address  
not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

I believe it should be up to employers and employees to have the conversation about whether the shop should be opened or not. With the default non-trading policy it leaves a lot up to interpretation about who can or can't open and those that should be shut quite often open anyway disadvantaging those who are not willing to run afoul of the law. Therefore for a level playing field leave it up to the businesses to decide whether they wish to observe it or not.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



**Respondent No:** 21  
**Login:** Registered

**Responded At:** Jun 26, 2023 12:01:19 pm  
**Last Seen:** Jun 26, 2023 01:58:14 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address  
not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? No

Q12. Comments

The power differential between business owners and employees does not allow employees to refuse to work those days if they prefer to spend the time with their families. In this world we have practically infinite opportunities to buy things but very little time off to spend doing as we like. The latter is more important. After all, the economy? Is people.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 22

Login: Registered

Responded At: Jun 26, 2023 12:01:19 pm

Last Seen: Jun 26, 2023 01:58:14 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	
	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	
	I support easter sunday trading
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



**Respondent No:** 23  
**Login:** Registered

**Responded At:** Jun 26, 2023 12:01:19 pm  
**Last Seen:** Jun 26, 2023 01:58:14 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	No reason not too, given the religious context of Easter and that there are 1000,s of people who are not religious or who's faith is a non Christian one
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	





Respondent No: 24

Login: Registered

Responded At: Jun 26, 2023 12:26:16 pm

Last Seen: Jun 24, 24 2:24:05 pm

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 25

Login: Registered

Responded At: Jun 26, 2023 12:46:54 pm

Last Seen: Jun 25, 25 2:25:25 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

Shops should have the option of opening on Easter Sunday if they wished to do so. This option would also allow for those shops that preferred to stay closed, to do so.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

No

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



**Respondent No:** 26  
**Login:** Registered

**Responded At:** Jun 26, 2023 12:56:08 pm  
**Last Seen:** Jul 11, 2023 03:37:35 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address  
not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments  
not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?  
not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 27

Login: Registered

Responded At: Jun 26, 2023 12:59:03 pm

Last Seen: Jun 26, 2023 02:58:29 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	
	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	
	not answered
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



**Respondent No:** 28  
**Login:** Registered

**Responded At:** Jun 26, 2023 13:04:53 pm  
**Last Seen:** Jun 26, 2023 03:03:22 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	I support the Easter Trading hours as they are and the freedom given to the shops whether they are open or not. What is also important though is that employees get a fair deal too and aren't at the mercy of employers.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



Respondent No: 29

Login: Registered

Responded At: Jun 26, 2023 13:08:24 pm

Last Seen: Jun 26, 2023 03:07:22 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	
	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	
	not answered
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



**Respondent No:** 30  
**Login:** Registered

**Responded At:** Jun 26, 2023 13:25:12 pm  
**Last Seen:** Jun 30, 2023 3:30:30 pm

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address  
not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? No

Q12. Comments

I would like to see NO trading on any Sunday of the year. I cannot see why the shops have to be open every day of the week. This is not due to any religious convictions, I would just like to see a day in the week where shop workers know they do not have to work and more time can be spent with their family and friends.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

no

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 31

Login: Registered

Responded At: Jun 26, 2023 13:26:24 pm

Last Seen: Jun 26, 2023 03:25:54 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
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Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	
	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	
	not answered
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	





Respondent No: 32

Login: Registered

Responded At: Jun 26, 2023 13:40:25 pm

Last Seen: Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
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Q5. Last name	not answered
<hr/>	
Q6. Address	
	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	
	not answered
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



Respondent No: 33

Login: Registered

Responded At: Jun 26, 2023 13:40:25 pm

Last Seen: Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? No

Q12. Comments

Sunday is a Religious day to be respected by all. That means no shops are to be open on Easter Sunday.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

We have no further comments.

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 34

Login: Registered

Responded At: Jun 26, 2023 13:40:25 pm

Last Seen: Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



**Respondent No:** 35  
**Login:** Registered

**Responded At:** Jun 26, 2023 13:40:25 pm  
**Last Seen:** Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	not answered
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



Respondent No: 36

Login: Registered

Responded At: Jun 26, 2023 13:40:25 pm

Last Seen: Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	Should be up to the business if they want to open or not
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



**Respondent No:** 37  
**Login:** Registered

**Responded At:** Jun 26, 2023 13:40:25 pm  
**Last Seen:** Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address  
not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments  
The present rules seem to work well with businesses and employees about to decide whether to open or to work.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?  
not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 38

Login: Registered

Responded At: Jun 26, 2023 13:40:25 pm

Last Seen: Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



**Respondent No:** 39  
**Login:** Registered

**Responded At:** Jun 26, 2023 13:40:25 pm  
**Last Seen:** Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	It remains a public holiday and plenty of shop workers are willing to work a public holiday in order to earn additional pay. Staff can't be compelled to work but those that want to should have the option of earning additional pay.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered





Respondent No: 40

Login: Registered

Responded At: Jun 26, 2023 13:40:25 pm

Last Seen: Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

Give shopkeepers the choice to open or not

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 41

Login: Registered

Responded At: Jun 26, 2023 13:40:25 pm

Last Seen: Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? No

Q12. Comments

I think they could be shut on Sunday morning, as with ANZAC Day.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 42

Login: Registered

Responded At: Jun 26, 2023 13:40:25 pm

Last Seen: Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 43

Login: Registered

Responded At: Jun 26, 2023 13:40:25 pm

Last Seen: Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

Aotearoa New Zealand is a secular society with no dominant religion. Compulsory religious public holidays (including the requirement for businesses to close on those holidays) are no longer relevant and have no place in our society.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

Businesses should be able to open or close as they see fit.

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 44

Login: Registered

Responded At: Jun 26, 2023 13:40:25 pm

Last Seen: Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	<p>It's best to allow the actual shops to decide whether to open. They know their customers and will know if its worth opening.</p> <p>An overarching bureaucracy achieves nothing. Allow the businesses and the customers to decide.</p>
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	<p>An out dated policy, and and not relevant to todays society.</p>
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



**Respondent No:** 45  
**Login:** Registered

**Responded At:** Jun 26, 2023 13:40:25 pm  
**Last Seen:** Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address  
not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments  
I'm happy with them being able to open if they want to.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?  
No thanks

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 46

Login: Registered

Responded At: Jun 26, 2023 13:40:25 pm

Last Seen: Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

In my view it detracts from a holiday when shops are not open additionally it is optional so companies who open make the decision based on their view of the social and economic consequences. People who don't want shops open don't need to go shopping

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

No

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 47

Login: Registered

Responded At: Jun 26, 2023 13:40:25 pm

Last Seen: Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered





Respondent No: 48

Login: Registered

Responded At: Jun 26, 2023 13:40:25 pm

Last Seen: Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	Businesses should be able to chose whether they open or not. Religious worship is a personal choice which has no direct relevance to commercial trade.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	Restricted trading is a legacy from a different time. We as a secular society have moved on. If we're to restrict trade for Easter then the same principle should apply equally to other belief systems' significant events.
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



Respondent No: 49

Login: Registered

Responded At: Jun 26, 2023 13:40:25 pm

Last Seen: Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? No

Q12. Comments

As a Christian I do not support Easter trading

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

I would hope that you would take all submissions seriously

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



**Respondent No:** 50  
**Login:** Registered

**Responded At:** Jun 26, 2023 13:40:25 pm  
**Last Seen:** Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address  
not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? No

Q12. Comments

All businesses should have freedom of choice to trade when they want. All businesses are not the same, they cater to different demographics. It's important to allow businesses to respect the rights and choices of their customers. This should apply for all religious, ethnic, ideological, philosophical individual or group.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

Personal choice is paramount. Its part of a harmonious multi cultural society that cherishes, freedom of speech, thought and action.

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



**Respondent No:** 51  
**Login:** Registered

**Responded At:** Jun 26, 2023 13:40:25 pm  
**Last Seen:** Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	
	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	
	not answered
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



**Respondent No:** 52  
**Login:** Registered

**Responded At:** Jun 26, 2023 13:40:25 pm  
**Last Seen:** Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	not answered
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



Respondent No: 53

Login: Registered

Responded At: Jun 26, 2023 13:40:25 pm

Last Seen: Jun 17, 2023 10:12:38 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

I support businesses having choice. I think it makes the district more interesting as a weekend destination.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

Please renew it to keep it as it is.

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 54

Login: Registered

Responded At: Jun 27, 2023 06:59:08 am

Last Seen: Jun 26, 2023 20:42:58 pm

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? No

Q12. Comments

NZ has traditionally followed the practice of closing on the three Christian holidays, (Easter and Christmas), and a half day on Anzac Day. While not all of us are Christians, it still gives those working in retail an opportunity to spend time together and celebrate being a family - something that is sadly lacking in this ever increasingly busy society of ours. If we were a tourist destination, like e.g. Rotorua, Queenstown, the Viaduct Basin in Auckland, there may well be a case for opening, but we aren't, so with the exception of the essential services we should keep those three and a half days closed.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 55

Login: Registered

Responded At: Jun 27, 2023 07:44:12 am

Last Seen: Jun 26, 2023 21:39:43 pm

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	not answered
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered





Respondent No: 56

Login: Registered

Responded At: Jun 27, 2023 07:48:51 am

Last Seen: Jun 26, 2023 21:48:22 pm

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	
	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	
	not answered
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



Respondent No: 57

Login: Registered

Responded At: Jun 27, 2023 08:03:34 am

Last Seen: Jun 25, 2023 21:32:57 pm

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	In our multi-cultural society our calendar should not be dominated by one religion. Nor should we choose which shops can open and which shops must close. Individuals can make their own choices as to whether they open and whether they shop. This is not the role of the state.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered

**Respondent No:** 58**Login:** Registered**Responded At:** Jun 27, 2023 09:51:10 am**Last Seen:** Jun 26, 2023 23:35:08 pm

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	not answered
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



Respondent No: 59

Login: Registered

Responded At: Jun 27, 2023 10:01:30 am

Last Seen: Jun 27, 2023 00:00:03 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? No

Q12. Comments

People need time with families or to rest. Takes pressure off having to work

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



**Respondent No:** 60  
**Login:** Registered

**Responded At:** Jun 27, 2023 11:48:49 am  
**Last Seen:** Jun 27, 2023 01:45:22 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	There should be no restriction on trading during Easter weekend. The previous law and related restrictions are utterly archaic in this day and age.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



Respondent No: 61

Login: Registered

Responded At: Jun 27, 2023 11:53:09 am

Last Seen: Jul 12, 2023 01:56:12 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
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Q6. Address	not answered
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Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	
I think it's a dangerous thing to allow a religion to have this level of influence over the wider public's lives. Religion should be a personal thing not levied over all people.	
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
not answered	
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



**Respondent No:** 62  
**Login:** Registered

**Responded At:** Jun 27, 2023 12:51:34 pm  
**Last Seen:** Jun 27, 2023 02:45:34 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	No
Q12. Comments	Uniformity stops confusion and awkward situations where members of the same household don't have matching holiday entitlements.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	All regions throughout the country should be the same.
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



Respondent No: 63

Login: Registered

Responded At: Jun 27, 2023 12:52:27 pm

Last Seen: Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	
	not answered
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Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	
	I think businesses should have the choice
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	





Respondent No: 64

Login: Registered

Responded At: Jun 27, 2023 12:52:27 pm

Last Seen: Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



**Respondent No:** 65  
**Login:** Registered

**Responded At:** Jun 27, 2023 12:52:27 pm  
**Last Seen:** Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	not answered
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



Respondent No: 66

Login: Registered

Responded At: Jun 27, 2023 12:52:27 pm

Last Seen: Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

Individual choice

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

current is archaic

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 67

Login: Registered

Responded At: Jun 27, 2023 12:52:27 pm

Last Seen: Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

Easter Sunday is a Christian religious holiday. New Zealand is a secular country and there are many people who have a religion that is not Christian. As such, Christian holidays should not be forced onto those who do not choose to take on those particular beliefs. Everyone should be free to choose.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 68

Login: Registered

Responded At: Jun 27, 2023 12:52:27 pm

Last Seen: Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	
	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	No
<hr/>	
Q12. Comments	
	not answered
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



**Respondent No:** 69  
**Login:** Registered

**Responded At:** Jun 27, 2023 12:52:27 pm  
**Last Seen:** Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	
I feel that a business should have the right to open if they wish. They may want to consult staff that would be affected.	
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
I do feel that outlets should be allowed to sell alcohol on Easter Sunday. I am a churchgoer, but I think adults should be allowed that choice as it is a time when whanau get together to celebrate this time.	
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



Respondent No: 70

Login: Registered

Responded At: Jun 27, 2023 12:52:27 pm

Last Seen: Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? No

Q12. Comments

Good for families to have a day together

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

No

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 71

Login: Registered

Responded At: Jun 27, 2023 12:52:27 pm

Last Seen: Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

Easter closing is now an archaic system, which does not serve the purposes in 2023

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered





Respondent No: 72

Login: Registered

Responded At: Jun 27, 2023 12:52:27 pm

Last Seen: Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 73

Login: Registered

Responded At: Jun 27, 2023 12:52:27 pm

Last Seen: Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



**Respondent No:** 74  
**Login:** Registered

**Responded At:** Jun 27, 2023 12:52:27 pm  
**Last Seen:** Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address  
not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments  
Businesses should be able to decide whether they can afford to / not to open on Easter.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?  
not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 75

Login: Registered

Responded At: Jun 27, 2023 12:52:27 pm

Last Seen: Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	With too many unnecessary government and/or council restrictions on the freedoms of ratepayers and businesses, this freedom of choice policy should be retained and other restrictions reviewed to determine necessity
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



Respondent No: 76

Login: Registered

Responded At: Jun 27, 2023 12:52:27 pm

Last Seen: Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

If it is agreed to open on Sunday it should be set for all time.

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 77

Login: Registered

Responded At: Jun 27, 2023 12:52:27 pm

Last Seen: Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? No

Q12. Comments

Regardless of one's religious beliefs or lack of them, Christmas Day and Easter Day are days traditionally spent with family. Allowing shops to on Easter Day will result in workers being pressured to go to work on one of the few days they could be guaranteed a day off. There is absolutely no need for shops to be open on Easter Day. I am old enough to remember when shops did not open on either Saturdays or Sundays, and we all coped. Just like we currently cope with shops not opening on Easter Day.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

Regardless of one's religious beliefs or lack of them, Christmas Day and Easter Day are days traditionally spent with family. Allowing shops to on Easter Day will result in workers being pressured to go to work on one of the few days they could be guaranteed a day off. There is absolutely no need for shops to be open on Easter Day. I am old enough to remember when shops did not open on either Saturdays or Sundays, and we all coped. Just like we currently cope with shops not opening on Easter Day.

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



**Respondent No:** 78  
**Login:** Registered

**Responded At:** Jun 27, 2023 12:52:27 pm  
**Last Seen:** Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	No
<hr/>	
Q12. Comments	
We have very few days where shops are closed. We need time for families to be together. I don't feel it's fair to retail workers.	
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
not answered	
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



Respondent No: 79

Login: Registered

Responded At: Jun 27, 2023 12:52:27 pm

Last Seen: Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? No

Q12. Comments

All Shops,including petrol stations should be closed

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered





**Respondent No:** 80  
**Login:** Registered

**Responded At:** Jun 27, 2023 12:52:27 pm  
**Last Seen:** Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	No
<hr/>	
Q12. Comments	
Culturally NZ does not open on Easter Sunday. I believe it's important to allow workers to have the day off without pressure from their employers.	
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
not answered	
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



Respondent No: 81

Login: Registered

Responded At: Jun 27, 2023 12:52:27 pm

Last Seen: Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? No

Q12. Comments

There should be a time when shops are not open to support worker rest and family time.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



**Respondent No:** 82  
**Login:** Registered

**Responded At:** Jun 27, 2023 12:52:27 pm  
**Last Seen:** Jun 27, 2023 02:51:17 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address  
not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments  
not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?  
not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 83

Login: Registered

Responded At: Jun 28, 2023 05:16:06 am

Last Seen: Jun 27, 2023 19:15:38 pm

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	
	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	
	not answered
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



Respondent No: 84

Login: Registered

Responded At: Jun 28, 2023 05:27:27 am

Last Seen: Jun 27, 2023 19:26:50 pm

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 85

Login: Registered

Responded At: Jun 28, 2023 06:36:36 am

Last Seen: Jun 27, 2023 20:26:01 pm

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	It should be business owners choice as to whether they open, and likewise workers whether they want to work.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



**Respondent No:** 86  
**Login:** Registered

**Responded At:** Jun 28, 2023 07:17:12 am  
**Last Seen:** Jun 27, 2023 21:07:50 pm

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	The decision should be that of the owners of the pertinent businesses and not with Ratepayers or KCDC. Freedom of Choice rather than Bureaucracy overreach
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	Please KCDC stop peddling your Left-wing policies, you are elected to serve the Ratepayers and not push your own Ideology.
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



Respondent No: 87

Login: Registered

Responded At: Jun 28, 2023 08:15:02 am

Last Seen: Jun 27, 2023 22:14:26 pm

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered





Respondent No: 88

Login: Registered

Responded At: Jun 28, 2023 09:54:50 am

Last Seen: Jun 27, 2023 23:52:46 pm

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
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Q6. Address	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	No
<hr/>	
Q12. Comments	
We have plenty of shopping opportunities in our area, so I do not think the shops should be open. Cafes and Restaurants etc could be	
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
Allow people to have time with their families and friends wherever/whenever possible.	
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



Respondent No: 89

Login: Registered

Responded At: Jun 28, 2023 11:22:38 am

Last Seen: Jun 89, 89 :89:89 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

We are a secular society and do not need special holidays for one religion

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 90

Login: Registered

Responded At: Jun 28, 2023 13:08:39 pm

Last Seen: Jun 28, 2023 03:07:27 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	
	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	
	It is upto individuals to decide what they want to do.
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	No
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



**Respondent No:** 91  
**Login:** Registered

**Responded At:** Jun 28, 2023 15:42:57 pm  
**Last Seen:** Jun 28, 2023 05:41:37 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address  
not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? No

Q12. Comments  
There are very few "rest" days in the year. Easter Sunday used to be one of them. I would like to see it return to that status.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?  
not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



**Respondent No:** 92  
**Login:** Registered

**Responded At:** Jun 28, 2023 16:37:43 pm  
**Last Seen:** Jun 28, 2023 06:34:54 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	Easter Sunday should be treated as any other Sunday unless it's Christmas Day.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	No
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



Respondent No: 93

Login: Registered

Responded At: Jun 28, 2023 16:46:46 pm

Last Seen: Jun 28, 2023 06:44:47 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	
	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	
	Let individual shops make their own decision
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	Be flexible and let shops make their own decisions
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



Respondent No: 94

Login: Registered

Responded At: Jun 28, 2023 17:54:08 pm

Last Seen: Jun 28, 2023 07:53:28 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 95

Login: Registered

Responded At: Jun 28, 2023 19:04:16 pm

Last Seen: Jun 28, 2023 09:02:33 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

Leave it to the shop owners/operators to make a decision

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered





Respondent No: 96

Login: Registered

Responded At: Jun 29, 2023 06:24:38 am

Last Seen: Jun 28, 96 :96:96 pm

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 97

Login: Registered

Responded At: Jun 30, 2023 14:45:36 pm

Last Seen: Jun 30, 2023 04:40:36 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? No

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

I agree with it. I believe it's great to have a day to be at home.

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 98

Login: Registered

Responded At: Jun 30, 2023 19:41:32 pm

Last Seen: Jun 30, 2023 09:40:39 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 99

Login: Registered

Responded At: Jul 02, 2023 13:27:58 pm

Last Seen: Jul 02, 2023 03:27:26 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	not answered
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



**Respondent No:** 100  
**Login:** Registered

**Responded At:** Jul 05, 2023 07:43:10 am  
**Last Seen:** Jul 04, 100 :100:100 pm

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	I thin it s important for opening to be optional and businesses not be penalized for choosing not to open - I'm thinking particularly of contractual relationships with organizations like Coastlands, who might demand payment or a % of likely profits (I understand that's how it works) even if the business chooses not to open on Easter Sunday.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



**Respondent No:** 101  
**Login:** Registered

**Responded At:** Jul 05, 2023 13:37:53 pm  
**Last Seen:** Jul 05, 2023 03:37:16 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address  
not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments  
not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?  
not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 102

Login: Registered

Responded At: Jul 06, 2023 15:24:07 pm

Last Seen: Jul 06, 2023 05:22:52 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

Its not a public holiday and we should support local business' and the economy.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 103

Login: Registered

Responded At: Jul 08, 2023 12:29:27 pm

Last Seen: Jul 08, 2023 02:25:33 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	Yes; I agree that all shops should have the option to open on Easter Sunday with employees having the option to work or not.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	No other comments
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered





Respondent No: 104

Login: Registered

Responded At: Jul 13, 2023 08:31:40 am

Last Seen: Jul 104, 104 2:104:104

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



**Respondent No:** 105  
**Login:** Registered

**Responded At:** Jul 13, 2023 14:23:24 pm  
**Last Seen:** Jul 13, 2023 04:21:38 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address  
not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? No

Q12. Comments  
i am in retail.i need a quality time for my family..

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?  
not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 106

Login: Registered

Responded At: Jul 14, 2023 17:45:19 pm

Last Seen: Jul 14, 2023 07:43:21 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	
	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	No
<hr/>	
Q12. Comments	
	not answered
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	Easter should be closed
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



Respondent No: 107

Login: Registered

Responded At: Jul 15, 2023 06:09:06 am

Last Seen: Jul 14, 2023 20:07:51 pm

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

Outdated and archaic rule. Businesses should be able to make their own decisions on whether to open or not.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



**Respondent No:** 108  
**Login:** Registered

**Responded At:** Jul 15, 2023 06:24:52 am  
**Last Seen:** Jul 14, 2023 20:22:43 pm

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	Not all members of the district observe Easter due to varying religions etc. shops should be allowed to trade to cater for everyone.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



Respondent No: 109

Login: Registered

Responded At: Jul 15, 2023 06:49:43 am

Last Seen: Jul 14, 2023 20:49:19 pm

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



Respondent No: 110

Login: Registered

Responded At: Jul 16, 2023 17:55:27 pm

Last Seen: Jul 110, 110 :110:09 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



**Respondent No:** 111  
**Login:** Registered

**Responded At:** Jul 17, 2023 08:01:53 am  
**Last Seen:** Jul 16, 2023 22:01:01 pm

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address  
not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

Foodstuffs North Island, franchisor of Four Square, New World & PAK'nSAVE stores in the region, supports the proposal to retain the current policy. We support giving stores the ability to choose to trade (if they wish) and the flexibility this provides.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered





**Respondent No:** 112  
**Login:** Registered

**Responded At:** Jul 18, 2023 08:09:07 am  
**Last Seen:** Jul 17, 2023 22:08:40 pm

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	No
<hr/>	
Q12. Comments	not answered
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



Respondent No: 113

Login: Registered

Responded At: Jul 18, 2023 08:09:07 am

Last Seen: Jul 17, 2023 22:08:40 pm

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	
	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	
	On the agreement that staff are happy to work.
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	It's outdated and needs to be re looked at
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



Respondent No: 114

Login: Registered

Responded At: Jul 18, 2023 08:09:07 am

Last Seen: Jul 17, 2023 22:08:40 pm

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	No
<hr/>	
Q12. Comments	
All people deserve public holidays off. Most companies open all public holidays and now it is rare for retail to have a holiday off	
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
not answered	
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



Respondent No: 115

Login: Registered

Responded At: Jul 18, 2023 11:02:59 am

Last Seen: Jul 115, 115 :02:115 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	not answered
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



Respondent No: 116

Login: Registered

Responded At: Jul 18, 2023 15:08:35 pm

Last Seen: Jul 18, 2023 05:07:39 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



**Respondent No:** 117  
**Login:** Registered

**Responded At:** Jul 18, 2023 19:45:57 pm  
**Last Seen:** Jul 18, 2023 09:44:44 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	Businesses should be free to trade as they see fit. Allowing businesses to trade during Easter supports Kapiti as a destination for visitors.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	No
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



Respondent No: 118

Login: Registered

Responded At: Jul 19, 2023 05:59:43 am

Last Seen: Jul 18, 2023 9:11:18 pm

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	not answered
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



Respondent No: 119

Login: Registered

Responded At: Jul 19, 2023 11:13:38 am

Last Seen: Jul 119, 119 :119:119 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address  
not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments  
not answered

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?  
not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered





Respondent No: 120

Login: Registered

Responded At: Jul 19, 2023 19:48:29 pm

Last Seen: Jul 19, 2023 09:38:09 am

Q1. Is this an individual submission? not answered

Q2. Organisation not answered

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email not answered

Q8. Phone number not answered

Q9. Mobile number not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? No

Q12. Comments

Let people have a day off! Let's let family all have a day together. Even though the policy says people can request the time off with no repercussions I don't believe this is actually always the case for people in retail. If people want to shop they can do it online.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only) not answered

Q15. Was the submission signed? (Hardcopy only) not answered



**Respondent No:** 121  
**Login:** Registered

**Responded At:** Jul 20, 2023 19:05:58 pm  
**Last Seen:** Jul 20, 2023 09:05:37 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	not answered
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



**Respondent No:** 122  
**Login:** Registered

**Responded At:** Jul 21, 2023 05:06:21 am  
**Last Seen:** Jul 20, 2023 9:03:122 pm

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	This should be a business decision and not a council or government decision. Granted, employees might need to be paid differently on holidays in accordance with employment law. But, the decision to open or not should be a business decision.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



**Respondent No:** 123  
**Login:** Registered

**Responded At:** Jul 23, 2023 18:40:33 pm  
**Last Seen:** Jul 23, 2023 08:32:04 am

Q1. Is this an individual submission?	not answered
<hr/>	
Q2. Organisation	not answered
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	not answered
<hr/>	
Q7. Email	not answered
<hr/>	
Q8. Phone number	not answered
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
<hr/>	
Q12. Comments	
This allows local businesses to capitalise on the weekend visitors. Good Friday is protected, that's fine.	
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
not answered	
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	
Q15. Was the submission signed? (Hardcopy only)	not answered
<hr/>	



Respondent No: 124

Login: Registered

Responded At: Jul 24, 2023 14:42:40 pm

Last Seen: Jul 24, 2023 04:36:52 am

Q1. Is this an individual submission?	not answered
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	not answered
Q5. Last name	not answered
Q6. Address	not answered
Q7. Email	not answered
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	No
Q12. Comments	Could there please be a couple of non-optional trading-free Sundays during the year, like Easter Sunday. Life is really not about shop till you drop, 24/7.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



Respondent No: 125

Login: Admin

Responded At: Jul 28, 2023 11:06:58 am

Last Seen: Aug 01, 2023 21:15:11 pm

Q1. Is this an individual submission?	Yes
Q2. Organisation	not answered
Q3. Title	
Q4. First name	
Q5. Last name	
Q6. Address	
Q7. Email	
Q8. Phone number	not answered
Q9. Mobile number	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	
	I feel shops should be able to open whenever they like. People need money and some people need and want to work. Easter Sunday is not a public holiday.
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
	Kapiti Coast is a holiday destination. People want to enjoy eating out and shopping at holiday times. Brings money into the area.
Q14. Date submission signed (hard copy only)	2023-07-25
Q15. Was the submission signed? (Hardcopy only)	Yes



Respondent No: 126

Login: Admin

Responded At: Jul 28, 2023 11:08:47 am

Last Seen: Aug 01, 2023 21:15:11 pm

Q1. Is this an individual submission?	Yes
Q2. Organisation	not answered
Q3. Title	
Q4. First name	
Q5. Last name	
Q6. Address	
Q7. Email	
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	No
Q12. Comments	not answered
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	2023-07-03
Q15. Was the submission signed? (Hardcopy only)	Yes



Respondent No: 127

Login: Admin

Responded At: Jul 28, 2023 11:08:47 am

Last Seen: Aug 01, 2023 21:15:11 pm

Q1. Is this an individual submission?	Yes
Q2. Organisation	not answered
Q3. Title	
Q4. First name	
Q5. Last name	
Q6. Address	
Q7. Email	
Q8. Phone number	not answered
Q9. Mobile number	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	not answered
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	2023-07-12
Q15. Was the submission signed? (Hardcopy only)	Yes





Respondent No: 128

Login: Admin

Responded At: Jul 28, 2023 11:08:47 am

Last Seen: Aug 01, 2023 21:15:11 pm

Q1. Is this an individual submission?	Yes
Q2. Organisation	not answered
Q3. Title	
Q4. First name	
Q5. Last name	
Q6. Address	
Q7. Email	
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	Reflect the values and practices of 2023
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	2023-06-27
Q15. Was the submission signed? (Hardcopy only)	Yes



Respondent No: 129

Login: Admin

Responded At: Jul 28, 2023 11:08:47 am

Last Seen: Aug 01, 2023 21:15:11 pm

Q1. Is this an individual submission?	Yes
Q2. Organisation	not answered
Q3. Title	
Q4. First name	
Q5. Last name	
Q6. Address	
Q7. Email	
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	Yes
Q12. Comments	
It's time to drop all trading restrictions on religious holidays. The vast majority of New Zealanders are not practicing any religion. It's time to move on and stop these ancient restrictions.	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
not answered	
Q14. Date submission signed (hard copy only)	2023-07-14
Q15. Was the submission signed? (Hardcopy only)	Yes



Respondent No: 130

Login: Admin

Responded At: Jul 28, 2023 11:08:47 am

Last Seen: Aug 01, 2023 21:15:11 pm

Q1. Is this an individual submission?

Yes

Q2. Organisation

not answered

Q3. Title

not answered

Q4. First name

Q5. Last name

Q6. Address

Q7. Email

Q8. Phone number

not answered

Q9. Mobile number

not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?

No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?

No

Q12. Comments

I don't support an increase in Sunday trading by removing the Easter Sunday holiday. There is already too much, and hardly any weekend left for anyone. I'm not Christian or religious, I oppose trading on Easter Sunday because I believe in public holidays. NZ already has fewer public holidays, and less paid holiday than most OECD countries. Which is why we were recently given Matariki as a public holiday. Now you want to take one back again? People should not have to work 24/7. We have lost the NZ weekend already and public holidays are occasions on which most people are not working and families can get together. Look in the Parks and beaches on any public holiday and you will see families and extended families together picnicking, having fun, relaxing from their working lives all together. Thank god we get public holidays and many people can take their annual holiday in January – which means the whole country takes a break together, gets happy and gets sane again. Business lobbies have been eroding our free time for decades – together with eroding penal wage rates for unsociable hours. I don't really understand why– surely we are only spending the same money that we've got, only spread over more days – with business overheads increasing by having to be open more days. Most of you working in KCDC will be on 9-5 Mon-Fri, but not all of you. Please think of other workers before you take away another public holiday.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only)

not answered

Q15. Was the submission signed? (Hardcopy only)

not answered



Respondent No: 131

Login: Admin

Responded At: Jul 28, 2023 11:16:46 am

Last Seen: Aug 01, 2023 21:15:11 pm

Q1. Is this an individual submission?	Yes
Q2. Organisation	not answered
Q3. Title	not answered
Q4. First name	
Q5. Last name	
Q6. Address	not answered
Q7. Email	
Q8. Phone number	not answered
Q9. Mobile number	not answered
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	No
Q12. Comments	
<p>Lockdown taught us all to take time out from the daily hustle and spend time with our loved ones. It's also respectful to those for whom it's a sacred religious day. Visitors to the area will enjoy their accommodation and the natural beauty of the Coast. Business owners and their workers can enjoy a quiet day off.</p>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	not answered
Q14. Date submission signed (hard copy only)	not answered
Q15. Was the submission signed? (Hardcopy only)	not answered



Respondent No: 132

Login: Admin

Responded At: Jul 28, 2023 11:19:49 am

Last Seen: Aug 01, 2023 21:15:11 pm

Q1. Is this an individual submission?

No

Q2. Organisation

Q3. Title

not answered

Q4. First name

not answered

Q5. Last name

not answered

Q6. Address

not answered

Q7. Email

Q8. Phone number

Q9. Mobile number

not answered

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?

Yes

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?

No

## Q12. Comments

1. FIRST Union is a private sector union with more than 30,000 members across several sectors including retail, finance, textile, clothing, baking, wood, transport and logistics. 2. We are the primary union for workers in both the retail and finance sectors. In Kāpiti we represent workers in the supermarkets, Bunnings, Farmers, the Cotton On group, the Warehouse, and some other smaller retail outlets. We also represent members in the major trading banks who are located in the mall and the regional shopping centres. The current policy has a major impact on retail workers, bank workers of branches located in malls, and their families and whānau. 3. In 2017 we opposed the passing of the Kāpiti Local Easter Shop Trading Policy (hereinafter 'the 2017 policy'), which was proposed pursuant the 2016 amendment to the Shop Trading Hours Act (hereinafter 'the Act'). We continue to oppose the 2017 policy. 4. As a result of the 2017 policy, retail workers in Kāpiti are now only guaranteed two and a half days off each year (down from three and a half days off). 5. Since the implementation of the 2017 policy, we have seen an increasing trend amongst large retailers – including Countdown and Coastlands Mall (which includes large retailers larger Farmers, Harvey Norman and The Warehouse) staying closed on Easter Sunday, despite the flexibility provided under the 2017 policy. This clearly demonstrates that the case for the flexibility is limited, and that the cost for workers is greater than the benefit for employers. 6. Families, whānau and communities should come before commerce at Easter. For some retail and bank workers Easter is an important time to take part in religious observance. For others, it is a time to be part of family or whānau gatherings, sports tournaments and other community activities. Workers Choice 7. Under Section 5H of the Act shop workers have the right to refuse work on Easter Sunday where a policy has been implemented, and Section 5K prevents employers from compelling workers to take those shifts or be subjected to adverse treatment for refusing those shifts. This is backed up by Section 5L, which enables workers' to take personal grievances under Section 103(1) of the Employment Relations Act where these sections are contravened. 8. While this is framed as an absolute right, there remain real barriers for workers taking such action. Most workers are unaware of these rights, and in practice are unable to exercise them. Pressure will be exerted on individual workers to work Easter Sunday, who will be told that they are not team players, may be passed over for promotion and may not get performance based pay rises. The pressure to conform will overcome the 'right' to refuse for many workers. 9. Many retail and bank workers already report difficulties with their employer with their employer when they request a day off on a public holiday or other busy trading days. The union has no confidence in businesses complying with the Act and respecting a worker's right to refuse to work on Easter Sunday. 10. For someone employed under a 90 day trial period (which still exist for employees with less than 20 workers) there is no right to take a personal grievance against the employer. Only a very brave worker would refuse the employer's request to work on Easter Sunday while under a 90 day trial. 11. The raising of a personal grievance – particularly for non-union workers – is not as easy as it seems. It is a legal process and most workers need advice and representation as they go through the process. It is also a fairly slow process that can take months, or in some cases years, to resolve. For those workers who are union members, their union will support them, however for most other workers they will be forced to seek legal advice at significant cost if they want to pursue a personal grievance. The reality is that most workers will not have the ability to take a personal grievance therefore it is unlikely that the threat of a personal grievance will act as a disincentive to employers from requiring workers to work on Easter Sunday. 12. Easter Sunday is not a public holiday. Workers who work on Easter Sunday are not entitled to time and a half, nor are they entitled to a day in lieu. The 2017 policy means that Easter Sunday is like any other Sunday for workers who work on it. Recommendation 13. FIRST Union strongly opposed the 2017 Policy, and in the meantime it has been largely low-income shop workers who have born the brunt of the policy, in the form of one less guaranteed day off work to spend with whanau, friends or otherwise. We therefore recommend rolling back the 2017 Policy, and retaining Easter Sunday as a guaranteed day off for all, as per the Act.

## Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

## Q14. Date submission signed (hard copy only)

not answered

## Q15. Was the submission signed? (Hardcopy only)

not answered



**Respondent No:** 133  
**Login:** Admin

**Responded At:** Jul 28, 2023 11:22:18 am  
**Last Seen:** Aug 01, 2023 21:15:11 pm

Q1. Is this an individual submission?	No
<hr/>	
Q2. Organisation	
<hr/>	
Q3. Title	not answered
<hr/>	
Q4. First name	not answered
<hr/>	
Q5. Last name	not answered
<hr/>	
Q6. Address	
<hr/>	
<hr/>	
Q7. Email	
<hr/>	
Q8. Phone number	
<hr/>	
Q9. Mobile number	not answered
<hr/>	
Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023?	No
<hr/>	
Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?	No
<hr/>	
Q12. Comments	
<hr/>	
<p>This submission from the Kapiti Uniting Parish argues that there should be one day free of commercial trading (Easter Sunday) to encourage all people:</p> <ul style="list-style-type: none"> <li>• to take time off for their well-being away from the stress and pressures of the normal working week.</li> <li>• to give whanau time to enjoy each other without distraction from commercial pressures</li> <li>• to give those who want to time to enjoy their environment, or contribute to it's conservation, time to do so</li> <li>• to ensure that staff of commercial premises get one additional day off so that they can enjoy activities that might be developed by their families or community organisations</li> <li>• to give the wider community time to develop alternative activities in their local areas (such activities might be initiated by local Community Boards)</li> <li>• to allow the Christian churches to celebrate the festival without distraction</li> <li>• to provide a day when all religious groups might engage in dialogue discovering those things they have in common while appreciating their differences and demonstrating to the wider community that religion contributes to peace, reconciliation and better understanding for all.</li> </ul> <p>We would like to thank the Kapiti Coast District Council for giving us this opportunity to present our views on the issue of Easter Sunday Shop Trading.</p>	
<hr/>	
Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?	
<hr/>	
not answered	
<hr/>	
Q14. Date submission signed (hard copy only)	not answered
<hr/>	



Q15. Was the submission signed? (Hardcopy only)

not answered



**Respondent No:** 134  
**Login:** Admin

**Responded At:** Jul 28, 2023 11:25:09 am  
**Last Seen:** Aug 01, 2023 21:15:11 pm

Q1. Is this an individual submission? No

Q2. Organisation

Q3. Title not answered

Q4. First name not answered

Q5. Last name not answered

Q6. Address

not answered

Q7. Email

Q8. Phone number not answered

Q9. Mobile number

Q10. Do you want to speak to the Council about your submission at the consultation hearing to be held on Tuesday 22 August 2023? No

Q11. Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District? Yes

Q12. Comments

1. Retail NZ is a trade association representing the interests of the retail sector. Our members account for around two-thirds of total spending in New Zealand and include many from the Kapiti Coast District. 2. We would like to express our firm support for the Kapiti District Council's proposed 2023 Local Easter Sunday Trading Policy, which will retain retail business's ability to open on Easter Sunday if they wish. 3. Kapiti is a significant tourist destination, and there are typically large numbers of visitors in the area over Easter. Permitting retailers to open their stores is a proactive policy that supports local businesses by allowing them to trade, if it makes sense for the individual business. 4. We note that the rights of shop employees to refuse to work on Easter Sunday are explicitly protected by the Shop Trading Hours Act 1990 (as amended); and that, under the proposed policy, individual businesses remain free to make their own decisions about whether or not to open. 5. We also note that this is a five-year statutory review of the existing policy. Council has undertaken a thorough review of the issues in its Statement of Proposal, and in all areas found in favour of retaining the current policy, which allows businesses the choice to open on Easter Sunday. Retail NZ appreciated the opportunity to provide feedback in the early stage of this policy review. 6. Retail NZ does not wish to make an oral submission at the consultation hearing. 7. We are happy to provide any additional information if required. We would be grateful if you could please let us know the outcomes of this process in due course so we can keep our members informed.

Q13. Do you have any other comments related to the review of the Easter Sunday Trading Policy?

not answered

Q14. Date submission signed (hard copy only)	not answered
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Q15. Was the submission signed? (Hardcopy only)	not answered
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## High-Level Summary of Submissions on the draft Easter Sunday Trading Policy 2023

### Background:

- On 8 June 2023, the Strategy and Operations Committee approved the draft Kapiti Coast District Council Easter Sunday Trading Policy 2017 for public consultation.
- The special consultative procedure ran from 26 June 2021 to 26 July 2023.
- A total of 134 submissions were received.
- The submissions have been collated and a high-level summary of submissions is provided below.

Two questions were asked of submitters:

- “Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District?”, and
- “Do you have any other comments related to the review of the Easter Sunday Trading Policy”?

For question 1 “Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kapiti Coast District” we received the following responses:

Number of submitters	Yes	No
134	100 (74.6%)	34 (25.4%)

Overall, for both question 1 and question 2, we received comments from 63.4% of respondents (85 of 134). These submissions have been broken down into key points via the themes below. Some submitters focused on one point, while others had multiple.

Key themes for the feedback received for questions 1 and 2 are provided in the below table:

Theme Area for <u>Supporting</u> the Policy	Response		
1. Policy	<table><tr><th>Number of submission points</th></tr><tr><td>10</td></tr></table> <p>Key theme:</p> <ul style="list-style-type: none"><li>• The current policy is working well.</li></ul>	Number of submission points	10
Number of submission points			
10			
2. Business	<table><tr><th>Number of submission points</th></tr><tr><td>37</td></tr></table> <p>Key theme:</p> <ul style="list-style-type: none"><li>• It should be up to the businesses to choose whether to open or not.</li></ul>	Number of submission points	37
Number of submission points			
37			

Theme Area for <u>Supporting</u> the Policy	Response		
3. Economic	<table><tr><th>Number of submission points</th></tr><tr><td>9</td></tr></table> <p>Key theme:</p> <ul style="list-style-type: none"><li>Support Kapiti as a tourism destination</li></ul>	Number of submission points	9
Number of submission points			
9			
4. Employee	<table><tr><th>Number of submission points</th></tr><tr><td>15</td></tr></table> <p>Key theme:</p> <ul style="list-style-type: none"><li>It should be up to employees to choose whether to work or not</li></ul>	Number of submission points	15
Number of submission points			
15			
5. Religion	<table><tr><th>Number of submission points</th></tr><tr><td>12</td></tr></table> <p>Key theme:</p> <ul style="list-style-type: none"><li>Secular society/many non-practicing or non-religious New Zealander's.</li></ul>	Number of submission points	12
Number of submission points			
12			
6. Other	<table><tr><th>Number of submission points</th></tr><tr><td>12</td></tr></table> <p>Key theme:</p> <ul style="list-style-type: none"><li>Archaic restrictions/bureaucracy overreach</li></ul>	Number of submission points	12
Number of submission points			
12			

Theme Area for <u>Not</u> Supporting the Policy	Response		
1. Day Off	<table><tr><th>Number of submission points</th></tr><tr><td>24</td></tr></table> <p>Key themes:</p> <ul style="list-style-type: none"><li>• A day to spend with family</li><li>• A day for relaxation/well-being</li></ul>	Number of submission points	24
Number of submission points			
24			
2. Religion	<table><tr><th>Number of submission points</th></tr><tr><td>7</td></tr></table> <p>Key theme:</p> <ul style="list-style-type: none"><li>• Religious observance/respect for religion</li></ul>	Number of submission points	7
Number of submission points			
7			

Theme Area for <u>Not</u> Supporting the Policy	Response		
3. Economic	<table><tr><th>Number of submission points</th></tr><tr><td>11</td></tr></table> <p>Key theme:</p> <ul style="list-style-type: none"><li>Plenty of other shopping opportunities/no need for shops to be open</li></ul>	Number of submission points	11
Number of submission points			
11			
4. Power Imbalance	<table><tr><th>Number of submission points</th></tr><tr><td>6</td></tr></table> <p>Key theme:</p> <ul style="list-style-type: none"><li>Pressure exerted on employees to work</li></ul>	Number of submission points	6
Number of submission points			
6			
5. Other	<table><tr><th>Number of submission points</th></tr><tr><td>8</td></tr></table> <p>No key theme for this category however comments included:</p> <ul style="list-style-type: none"><li>There should be no trading on Sundays</li><li>Time to appreciate differences</li></ul>	Number of submission points	8
Number of submission points			
8			

## 10.5 AUDIT PROPOSAL FOR THE 2023, 2024 AND 2025 FINANCIAL YEARS

Kaituhi | Author: **Jing Zhou, Chief Financial Officer**

Kaiwhakamana | Authoriser: **Ewen Church, Acting Group Manager Corporate Services**

### TE PŪTAKE | PURPOSE

- 1 This report provides the Council from the recommendations from the Risk and Assurance Committee with the following:
  - 1.1 Ernst & Young (EY) audit proposal on behalf of the Auditor-General for the 2023, 2024 and 2025 financial years; and
  - 1.2 EY Audit Engagement Letter on behalf of the Auditor-General for the years ending 30 June 2023, 2024 and 2025.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not required for this report.

### TE TUKU HAEPAPA | DELEGATION

- 3 The Council has the delegation to consider this matter with the recommendation from the Risk & Assurance Committee under the section of Part C.3 of the Governance Structure and Delegations 2022-2025 Triennium which states: *"This committee is responsible for monitoring the Council's financial management, financial reporting mechanisms and framework, and risk and assurance function, ensuring the existence of sound internal systems."*
- 4 The Council has the delegation to sub-delegate the Chief Executive to enter into deeds, contracts or agreements (including but not limited to leases of non-Council property and licences to occupy non-Council property) up to \$2.4million, for any one deed, contract or agreement, including the authority to enter into such a deed, contract or agreement, providing that before exercising these powers the Chief Executive is satisfied that full allowance has been made and remains for the proposed expenditure in an approved budget.

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Council approves the EY audit fees and Audit Engagement Letter with the recommendation from the Risk & Assurance Committee.
- B. That the Council notes the EY audit fees, on behalf of the Auditor-General, for the 2023, 2024, 2025 financial years, as per attachment one to this report.
- C. That the Council notes the EY Audit Engagement Letter, dated 27 June 2023, on behalf of the Auditor-General for the years ending 30 June 2023, 2024 and 2025, as per attachment two to this report.
- D. That the Council notes that a remit calling on central government to take action to reduce audit fees was discussed at the Local Government New Zealand conference in July 2023.
- E. The Council delegates the Chief Executive to sign the Audit Proposal Letter and the Audit Engagement Letter.

### TŪĀPAPA | BACKGROUND

- 5 The Auditor-General has proposed to appoint EY to carry the year-end audit of the Council for the next three years.
- 6 These audits are carried out under Section 15 of the Public Audit Act 2001 (the Act). Fees for audits of public entities are set by the Auditor-General under section 42 of the Act.



- 7 EY will audit the Council and report to Covenant Trustees, pursuant to the Debenture Trust Deed dated 19 September 2012.

## HE KŌRERORERO | DISCUSSION

### **Audit Fees**

- 8 EY budgeted to spend 928 hours on the Council's 30 June 2022 year-end audit. Actual hours spent was 1,565 at no additional cost to Council. EY estimate the 30 June 2023 year-end audit will likely take 1,080 hours to complete.
- 9 These additional hours mainly include now having to audit drinking water performance measures (Prior to November 2021, this was previously done by independent drinking water assessors), additional effort for auditing material estimates, the impact of adopting the auditing standard on risk assessment ISA (NZ) 315 (Revised) and the impact of a new accounting standard for financial instruments (PBE IPSAS 41)
- 10 The proposed audit fees for financial years 2023, 2024 and 2025 are \$243,964; \$246,810 and \$258,871 respectively, exclusive of GST.
- 11 These audit fees allow EY to carry out specific tasks identified in the Office of the Auditor General (OAG) Sector Brief, the OAG Audit Standards and Quality Support charge, and reasonable costs of estimated disbursements (namely travel where necessary).
- 12 Further details on the EY audit fees are provided in attachment one to this report.

### **Audit Engagement Letter**

- 13 This engagement letter has been issued to the Council on behalf of the Auditor-General who is the auditor of all "public entities", including the Council, under section 14 of the Act.
- 14 The Auditor-General has appointed Sam Nicolle, using the staff and resources of Ernst & Young (EY), under section 32 and 33 of the Act to carry out the annual audits of the Council's financial statements and performance information for the years ending 30 June 2023, 2024 and 2025.
- 15 The Audit Engagement Letter outlines:
- 15.1 The terms of the audit engagement and the nature, and limitations, of the annual audit; and
- 15.2 The respective responsibilities of the Council and Sam Nicolle, as the appointed Auditor, for the financial statements and performance information.
- 16 The objectives of the annual audit are:
- 16.1 To provide an independent opinion on the Council's financial statements and performance information; and
- 16.2 To report on other matters that come to EY's attention as part of the annual audit. Typically, those matters will relate to issues of financial management and accountability.
- 17 Further details of the EY Audit Engagement Letter are provided in attachment two to this report.

### **He take | Issues**

- 18 The delegations of the Risk & Assurance Committee include the responsibility of "*Confirming the terms of engagement for each audit with a recommendation to the Council*".
- 19 It has taken the Auditor-General longer than expected to propose the Audit fees and the Audit Engagement Letter to the Council. Fieldwork for the year-end audit to 30 June 2023 has already commenced, prior to Council Officers receiving these proposals.
- 20 To best discharge the Risk & Assurance Committee's responsibility to "*confirm the terms of engagement for each audit with a recommendation to the Council*", the Chair and Independent

Member of the Risk & Assurance Committee have met with the Council's Group Manager Corporate Services and the Chief Financial Officer to review and discuss these proposals.

- 21 The rationale for the EY audit fees for 2023, 2024 and 2025 was considered fair and reasonable. A few minor clarifications were raised regarding the Audit Engagement Letter, which have been satisfactorily responded to by EY.
- 22 Annual audit fees for councils are substantial, and the sector has expressed concern over the extent of fees charged by AuditNZ. A remit requesting central government action to moderate AuditNZ fees was discussed at the recent LGNZ Conference in July. The remit proposes revisiting local government reporting and auditing requirements and reviewing audit practices to ensure the audit requirements of councils are consistent with the level of reporting and audit that is required of other public entities. While AuditNZ does not provide audit services to the Kapiti Coast District Council we note this remit and maintain interest in the outcome.

## Ngā kōwhiriinga | Options

- 23 There are no options arising directly from this report.
- The Councillors  
Kapiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254
- Copy: Director Auditor Appointments  
Office of the Auditor-General  
PO Box 3928  
Wellington

## Mana whenua

- 24 There are no mana whenua considerations arising directly from this report.
- Dear Councillors

## Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 25 There are no climate change and environment considerations arising directly from this report.
- Proposal to conduct the audit of Kapiti Coast District Council on behalf of the Auditor-General for the 2023, 2024 and 2025 financial years**

## Ahumoni me ngā rawa | Financial and resourcing

- 26 In the absence of receiving the proposed fees from the Auditor General on or before 30 June 2023, Officers have accepted an estimated audit fee for 2022/23 of \$240,000. The additional costs of approximately \$4,000 will be absorbed within Council's overall 2023/24 Annual Plan budget.
- 27 Audit fees for 2024 and 2025 will be incorporated into the 2023/24 Long Term Plan.
- The Auditor-General proposes to appoint me to carry out the audit of your organisation for the next three years. As required by the Office of the Auditor-General (OAG), I set out below information relating to the audit for the three years to provide information on:

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

- 28 There are no legal and organisational issues in addition to those already discussed in this report.
- the statutory basis for the audit and how audit fees are set;
  - the entities covered by this proposal;

## Ngā pānga ki ngā kaupapa hē | Policy impact

- 29 There are no policy impacts arising directly from this report.
- the hours we plan to spend on the audit and reasons for any change in hours;

## TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

### Te mahere tūhono | Engagement planning

- 30 An engagement plan is not required for this report.
- assumptions relating to the proposed audit fees, including what we expect of your organisation;

### Whakatairanga | Publicity

- 31 There are no publicity considerations arising from this report.
- what the OAG Audit Standards and Quality Support charge provides;
  - certification required by the Auditor-General and

## NGĀ ĀPITI HANGA | ATTACHMENTS

1. Audit Proposal Letter [📄](#)
2. Audit Engagement Letter [📄](#)
- our commitment to conduct the audit in accordance with the Auditor-General's Auditing Standards.

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## 2 Statutory basis for the audit and how audit fees are set

The audit of your organisation is carried out under Section 15 of the Public Audit Act 2001, which states that “the Auditor-General must from time to time audit the financial statements, accounts, and other information that a public entity is required to have audited”.

Fees for audits of public entities are set by the Auditor-General under section 42 of the Public Audit Act 2001. However, you and I have the opportunity to reach agreement first and recommend those fees for approval. The Auditor-General, with assistance from the OAG, will set audit fees directly only if we fail to reach agreement.

Our proposed audit fees are set out in this letter and include an estimate of the reasonable cost of disbursements (including travel and accommodation where necessary).

## 3 Entities covered by this proposal

This proposal covers the audit of Kapiti Coast District Council and reporting to the Trustee pursuant to the Debenture Trust Deed dated 19 September 2012. The Trust Deed provides security for those that provide debt financing to the Council.

## 4 Key members of the audit team

Appointed Auditor	Sam Nicolle
Audit Manager	Shiela Mae Guardo

## 5 Estimated audit hours

We estimate that the following hours will be required to carry out the audits (compared to budgeted and actual data from the previous financial year):

Audit team member	2022 budget	2022 actual	2023	2024	2025
Appointed Auditor	56	65	66	63	63
Review Partner	12	1	-	-	-
Audit Manager	136	77	159	151	151
Other CA qualified staff	210	489	295	260	260
Non CA qualified staff	486	932	531	523	523
Technical Accounting Specialists	28	1	29	28	28



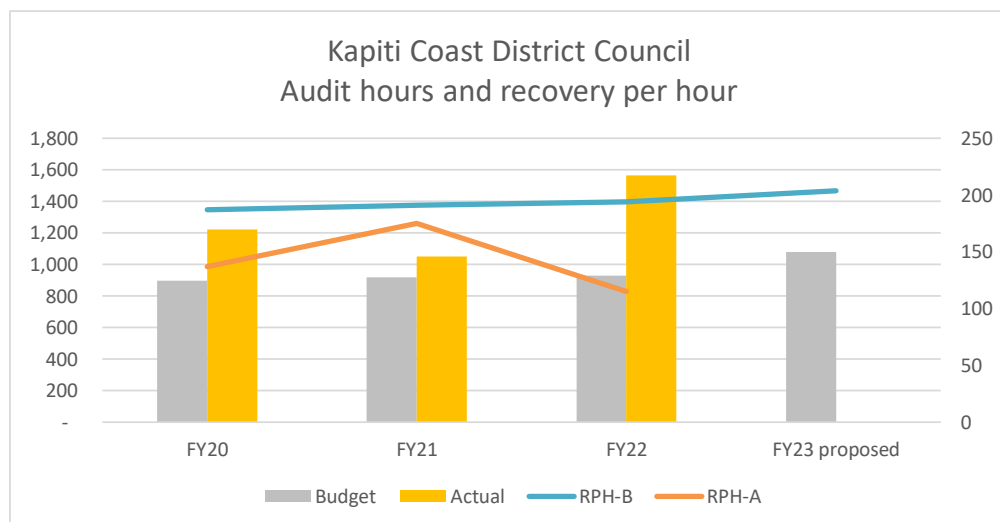
Audit team member	2022 budget	2022 actual	2023	2024	2025
Total audit hours	928	1,565	1,080	1,025	1,025

### Three Waters Reform

Given the uncertainty related to the Three Waters Reform we have not adjusted audit hours or fees for the implications of this reform program. If there are changes from the Three Waters Reform programme that impact the 2023-2025 period covered by this letter we will agree changes to hours and fees with you at the point in time there is clarity regarding the changes.

### Comparison to 2022 actual hours

Our recent experience completing the audit of the Council has required additional staff hours in excess of the hours budgeted in the 2020-2022 Audit Proposal Letter. The 2020 audit was impacted by COVID-19 and remote working. The chart below shows budget and actual hours and budget and actual fee per hour over the 2020-2022 period.



Actual hours for the 2022 audit were higher than the budgeted hours set out in the 2020 to 2022 audit proposal letter due to several reasons. We have examined these reasons and some are expected to reoccur in future years while others are not. This is explained for each matter as follows:



- The level of work required to audit areas where there are material estimates has been greater than budgeted in recent years arising from the application of ISA (NZ) 540 (revised) *Auditing Accounting Estimates and Related Disclosures*. The key areas of estimation in the financial statements are the measurement of infrastructure assets which is increasingly impacted by changing economic conditions.
- Council is required to report on mandatory measures in relation to drinking water, as required by the Department of Internal Affairs' rules for local authority performance reporting. Historically independent drinking water assessors have performed audits of sufficient regularity and quality to support the assurance needed for the audit of the annual report. Independent drinking water assessors weren't required to complete audits from November 2021 onwards. As a result we were required to perform additional audit procedures in order to gain assurance over these performance measures for the 2022 year. We have factored this into our estimate of audit hours going forward in section 5.1. The additional hours included going forward for this matter are less than those incurred in 2022 as we acknowledge that because 2022 included the impact of navigating the changes and there were some inherent inefficiencies and we expect the work to be more streamlined in future as we apply historical learnings.
- There were some inefficiencies in the 2022 audit relating to both working remotely due to COVID-19 restrictions and a reduced level of audit staff continuity. Increased hours in 2022 as a result of these matters have been assumed not to recur in future years.

The 2023 budgeted audit hours reflect the anticipated additional effort in adopting for the first time the PBE IPSAS 41 *Financial Instruments* and Revised auditing standard ISA (NZ) 315 (Revised) *Identifying and Assessing the Risks of Material Misstatement* as detailed below

We are committed to working with the Council to drive efficiency in the audit process and thereby contain future fee increases.



## 5.1 Reasons for changes in audit hours

The major reasons for the changes in hours for your organisation's audit are:

Reasons for increased or decreased audit hours compared to previous period budgeted hours:	2023	2024	2025
Removal of independent partner no longer required by the OAG's policy	(12)	-	-
Audit of drinking water performance measures	50	(15)	-
Additional effort for auditing material estimates	57	-	-
Impact of adopting PBE IPSAS 41 Financial Instruments	12	(12)	-
Impact of ISA 315 auditing standard	45	(28)	-
<b>Total increase (decrease) in audit hours</b>	<b>152</b>	<b>(55)</b>	<b>-</b>

### Application of the OAG's policy on Engagement Quality Review Partners

We refresh our risk assessment of the Council's audit annually and we have not identified any high risk factors. We have considered the requirements of AG PES 3 *Quality management for firms that perform audits or review of financial statements, or other assurance or related services engagements* and determined that an engagement quality review Partner is not necessary for the Council's annual audit.

### Drinking water performance measures

- Changes to the use of independent drinking water assessors has meant we need to complete additional audit procedures in order to gain assurance over the drinking water performance measures. The incremental work required in 2022 was not included in our budget hours. New drinking water standards were introduced from November 2022 which we expect to have consequential changes to Council's reporting. The 2023 year includes additional time in the year of transition.

### ISA 315

- The revisions to the auditing standard on risk assessment (ISA (NZ) 315) are effective for the 2023 audit. The auditing standard impacts our risk assessment of the IT environment. Regardless of whether we plan to rely on controls, we are required to consider, in greater detail, the IT environment (applications, infrastructure and IT processes) that support key business processes and identify specific IT risks, and evaluate design and implementation of management's IT general controls ("ITGCs") that address those risks.



## 6 Proposed audit fees

Our proposed fees for the next three audits (compared to budgeted and actual data from the previous financial year) are:

Structure of audit fees	2022 budget fees \$	2022 actual fees charged \$	2023 \$	2024 \$	2025 \$
Net audit fee (excluding OAG Audit Standards and Quality Support and disbursements)	180,900	180,900	220,022	223,043	234,195
OAG Audit Standards and Quality Support charge	15,500	15,500	20,542	20,367	21,283
<b>Total audit fee (excluding disbursements)</b>	<b>196,400</b>	<b>196,400</b>	<b>240,564</b>	<b>243,410</b>	<b>255,478</b>
Estimated disbursements	3,400	3,400	3,400	3,400	3,400
<b>Total billable audit fees and charges</b>	<b>199,800</b>	<b>199,800</b>	<b>243,964</b>	<b>246,810</b>	<b>258,878</b>
GST	29,970	29,970	36,595	37,022	38,832
<b>Total (including GST)</b>	<b>229,770</b>	<b>229,770</b>	<b>280,559</b>	<b>283,832</b>	<b>297,710</b>

The audit fees allow for the audit team to carry out specific tasks identified in the OAG Sector Brief and for the OAG Audit Standards and Quality Support charge. We have also estimated the reasonable cost of disbursements (including travel and accommodation where necessary). Disbursement costs are indicative only and will be charged on an actual and reasonable basis.



As explained in Section 5, fees for the 2023, 2024 and 2025 audits have been based on our experience in completing the 2022 audit.

## 6.1 Reasons for changes in audit fees

In Section 5, we showed the factors that have resulted in a change of audit hours. The cost impacts of those changes are shown in the table below.

Reasons for increased or decreased audit fees compared to previous period budgeted fees.	2023 \$	2024 \$	2025 \$
Predicted staff salary cost movements	14,472	11,421	11,152
Audit of drinking water performance measures	7,000	(2,500)	
Additional effort for auditing material estimates	9,350		
Impact of adopting PBE IPSAS 41 Financial Instruments	2,000	(2,000)	0
Impact of revised auditing standard ISA (NZ) 315 (Revised) Identifying and Assessing the Risks of Material Misstatement	6,300	(3,900)	0
<b>Total increase (decrease) in audit fees</b>	<b>39,122</b>	<b>3,021</b>	<b>11,152</b>

### Predicted staff salary cost movements

Audit service providers are currently working through a number of challenges that have substantially increased the cost of providing audits. These include:

- Significantly increasing payroll costs to retain an appropriately qualified workforce capable of delivering a quality audit. This is driven in part by increasing inflationary pressures but is primarily sector specific and relates to high market demand for those that have an appropriate skill set to fill audit roles.
- The time taken to prepare for, and respond to, file inspections that have increased in frequency and duration.
- Investments in audit tools to provide greater levels of assurance through examining large data sets rather than smaller statistical samples.

Of these, the primary pressure is the increased cost of retaining and attracting audit staff of an appropriate calibre. These increased costs of completing the Kapiti Coast





District Council audit have not been reflected in base audit fee increases for Kapiti Coast District Council over the past three years.

In response to market conditions, our direct costs, comprising salaries and direct employee expenses have increased by approximately 31% over the past 3 years (9.5% CAGR). By comparison, the base audit fee (excluding fee adjustments for scope increases and decreases) included in our previous letter remained almost flat.

We have included a direct cost increase of 8% in 2023 and 5% per annum for 2024 and 2025, which reflects us passing on only a part of the cost pressures we have experienced.

## 7 Assumptions relating to our audit fee

You are responsible for the production of your financial statements and anything else that must be audited. Our proposed audit fees are based on the assumption that:

- You will provide to us, in accordance with the agreed timetable, the complete information required by us to conduct the audit.
- Your staff will provide us with an appropriate level of assistance.
- Your organisation's annual report and financial statements (including Statements of Service Performance) will be subject to appropriate levels of quality review by you before being submitted to us for audit.
- Your organisation's financial statements will include all relevant disclosures including, the impact of adopting PBE IPSAS 41 *Financial Instruments*.
- We will review up to two sets of draft annual reports, one printer's proof copy of the annual report, and one copy of the electronic version of the annual report (for publication on your website).
- There are no significant changes to the structure and/or scale of operations of the entities covered by this proposal (other than as already advised to us).
- There are no significant changes to mandatory accounting standards or the financial reporting framework that require additional work other than items specifically identified in the tables above.
- There are no significant changes to mandatory auditing standards that require additional work other than items specifically identified in the tables above.



- There are no significant changes to the agreed audit arrangements (set out in an annual letter we will send you) that change the scope of, timing of, or disbursements related to, this audit.
- There are no changes to the Trust Deed and associated assurance requirements from the year ended 30 June 2022

If the scope and/or amount of work changes significantly, we will discuss the issues and any implications for our audit costs and your audit fees with you and the OAG at the time.

## **8 What the OAG Audit Standards and Quality Support charge provides**

Parliament has indicated that it expects the full cost of annual audits under the Public Audit Act (including an OAG Audit Standards and Quality Support charge) to be funded by public entities.

The OAG Audit Standards and Quality Support charge partially funds a range of work that supports auditors and entities, including:

- development and maintenance of auditing standards;
- technical support for auditors on specific accounting and auditing issues;
- ongoing auditor training on specific public sector issues;
- preparation of sector briefs to ensure a consistent approach to annual audits;
- development and maintenance of strategic audit plans; and
- carrying out quality assurance reviews of all auditors, and their audits and staff on a regular (generally, three-year) cycle.

Appointed Auditors are required to return the OAG Audit Standards and Quality Support charge portion of the audit fee, to the OAG.

## **9 Certifications required by the Auditor-General**

We certify that:

- the undertakings, methodology, and quality control procedures that we have declared to the OAG continue to apply;
- our professional indemnity insurance policy covers this engagement; and



- the audit will be conducted in accordance with the terms and conditions of engagement set out in the audit engagement agreement and schedules.

## 10 Conclusion

As the Appointed Auditor, I am committed to providing you and the Auditor-General with the highest level of professional service. I intend to work with you, the OAG, and the Auditor-General in a partnership environment to resolve any issues that may arise.

If you require any further information, please do not hesitate to contact me on 027 489 9693 or [sam.nicolle@nz.ey.com](mailto:sam.nicolle@nz.ey.com).

Please counter-sign this letter (below) to confirm that you, and the governing body of your organisation, agree with its contents. This letter will then form the basis for a recommendation to the Auditor-General on the audit fee that should be set. The schedules of audit hours and fees will also be incorporated into my audit engagement agreement with the Auditor-General to carry out the audit of your organisation as the agent of the Auditor-General.

Yours sincerely

Sam Nicolle  
Partner  
Ernst & Young  
On behalf of the Auditor-General

---

I accept the audit fees for the audit of the three financial years as stated above.

Full name:	_____	Position:	_____
Authorised signature:	_____	Date:	_____
Entity name:	Kapiti Coast District Council		

**Actions to take when agreement has been reached:**

- 1        Make a copy of this signed proposal and keep it for your file.
- 2        Send the original to:        Sam Nicolle  
   Ernst & Young  
   PO Box 490  
   Wellington 6140



Ernst & Young  
40 Bowen Street  
Wellington 6011 New Zealand  
PO Box 490 Wellington 6140

Tel: +64 4 499 4888  
Fax: +64 4 495 7400  
ey.com/nz

27 June 2023

Ref: 60822158/66703572

The Councillors  
Kapiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

Dear Councillors

## Audit Engagement Letter

This audit engagement letter is sent to you on behalf of the Auditor-General who is the auditor of all “public entities”, including Kapiti Coast District Council, under section 14 of the Public Audit Act 2001 (the Act). The Auditor-General has appointed me, Sam Nicolle, using the staff and resources of Ernst & Young, under section 32 and 33 of the Act, to carry out the annual audits of the Kapiti Coast District Council’s financial statements and performance information. We will be carrying out these annual audits on the Auditor-General’s behalf, for the years ending 30 June 2023, 2024 and 2025.

This letter outlines:

- ▶ the terms of the audit engagement and the nature, and limitations, of the annual audit; and
- ▶ the respective responsibilities of the Council and me, as the Appointed Auditor, for the financial statements and performance information.

The objectives of the annual audit are:

- ▶ to provide an independent opinion on the Council’s financial statements and performance information; and
- ▶ to report on other matters that come to our attention as part of the annual audit. Typically those matters will relate to issues of financial management and accountability.

We will carry out the audit in accordance with the Auditor-General’s Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board (collectively the Auditing Standards). The Auditing Standards require that we comply with ethical requirements, and plan and perform the annual audit to obtain reasonable assurance about whether Kapiti Coast District Council’s financial statements and performance information are free from material misstatement. The Auditing Standards also require that we remain alert to issues of concern to the Auditor-General. Such issues tend to relate to matters of financial management and accountability.

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### Your responsibilities

Our audit will be carried out on the basis that the Council acknowledges that it has responsibility for:

- ▶ preparing the financial statements and performance information in accordance with any applicable legal requirements and financial reporting standards;
- ▶ having such internal control as determined necessary to enable the preparation of financial statements and performance information that are free from material misstatement, whether due to fraud or error; and
- ▶ providing us with:
  - ▶ access to all information relevant to preparing the financial statements and performance information such as records, documentation, and other information;
  - ▶ all other information, in addition to the financial statements and performance information, to be included in the annual report;
  - ▶ additional information that we may request from Kapiti Coast District Council for the purpose of the audit;
  - ▶ unrestricted access to Council members and employees that we consider necessary; and
  - ▶ written confirmation concerning representations made to us in connection with the audit.
- ▶ In addition, the Council is responsible:
  - ▶ for the preparation of the summary financial statements and summary performance information;
  - ▶ for making the audited summary financial statements and summary performance information readily available to the intended users of that information; and
  - ▶ for including our audit report on the summary financial statements and summary performance information in any document that contains that information and that indicates that we have reported on that information.

The Council's responsibilities extend to all resources, activities, and entities under its control. We expect that the Council will ensure:

- ▶ the resources, activities, and entities under its control have been operating effectively and efficiently;
- ▶ it has complied with its statutory obligations including laws, regulations, and contractual requirements;

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- ▶ it has carried out its decisions and actions with due regard to minimising waste;
- ▶ it has met Parliament's and the public's expectations of appropriate standards of behaviour in the public sector in that it has carried out its decisions and actions with due regard to probity; and
- ▶ its decisions and actions have been taken with due regard to financial prudence.

We expect the Council and/or the individuals within Kapiti Coast District Council with delegated authority, to immediately inform us of any suspected fraud, where there is a reasonable basis that suspected fraud has occurred - regardless of the amount involved. Suspected fraud also includes instances of bribery and/or corruption.

The Council has certain responsibilities relating to the preparation of the financial statements and performance information and in respect of financial management and accountability matters. These specific responsibilities are set out in Annex 1. Annex 2 contains some additional responsibilities relating to the health and safety of audit staff. We expect members of the Council to be familiar with those responsibilities and, where necessary, have obtained advice about them.

The Council should have documented policies and procedures to support its responsibilities. It should also regularly monitor performance against its objectives.

#### **Our responsibilities**

##### ***Carrying out the audit***

We are responsible for forming an independent opinion on whether the financial statements of Kapiti Coast District Council:

- ▶ present fairly, in all material respects:
  - ▶ its financial position as at 30 June 2023, 2024 and 2025; and
  - ▶ its financial performance and cash flows for the years then ended;
- ▶ comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Standards.

We are also responsible for forming an independent opinion on whether:

- ▶ the funding impact statement, presents fairly, in all material respects, the amount of funds produced from each source of funding and how the funds were applied as compared to the information included in Kapiti Coast District Council's annual plan or long term plan;
- ▶ the performance information of Kapiti Coast District Council presents fairly, in all material respects, the performance for the year ended 30 June 2023, 2024 and 2025, including:

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- ▶ the levels of service achieved compared with the intended levels of service and whether any intended changes to levels of service were achieved;
  - ▶ the reasons for any significant variation between the levels of service achieved and the intended levels of service; and
  - ▶ complies with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Standards.
- 
- ▶ the statement about capital expenditure for each group of activities, presents fairly, in all material respects, actual capital expenditure as compared to the budgeted capital expenditure included in Kapiti Coast District Council's annual plan or long term plan; and
  - ▶ the funding impact statement for each group of activities, presents fairly, in all material respects, the amount of funds produced from each source of funding and how the funds were applied as compared to the information included in Kapiti Coast District Council's annual plan or long term plan.

An audit involves obtaining evidence about the amounts and disclosures in the financial statements and performance information. How we obtain this information depends on our judgement, including our assessment of the risks of material misstatement of the financial statements and performance information, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies and the reasonableness of accounting estimates, as well as evaluating the overall presentation of the financial statements and performance information.

We do not examine every transaction, nor do we guarantee complete accuracy of the financial statements and performance information. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with the Auditing Standards.

During the audit, we obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal controls. However, we will communicate to you in writing about any significant deficiencies in internal control relevant to the audit of the financial statements and performance information that we identify during the audit.

During the audit, the audit team will:

- ▶ be alert for issues of effectiveness and efficiency - in particular, how the Council have carried out their activities;
- ▶ consider laws and regulations relevant to the audit;
- ▶ be alert for issues of waste - in particular, whether the Council obtained and applied the resources in an economical manner, and whether any resources are being wasted;

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- ▶ be alert for issues of a lack of probity – in particular, whether the Council have met Parliament's and the public's expectations of appropriate standards of behaviour in the public sector; and
- ▶ be alert for issues of a lack of financial prudence.

#### ***Our independence***

It is essential that the audit team and Ernst & Young remain both economically and attitudinally independent of Kapiti Coast District Council (the Council), including being independent of management personnel and members of the Council. This involves being, and appearing to be, free of any interest that might be regarded, whatever its actual effect, as being incompatible with the objectivity of the audit team and Ernst & Young.

To protect our independence, specific limitations are placed on us in accepting engagements with the Council other than the annual audit. We may accept certain types of other engagements, subject to the requirements of the Auditing Standards. Any other engagements must be the subject of a separate written arrangement between the Council and myself or Ernst & Young.

#### ***Reporting***

We will issue an independent audit report that will be attached to the financial statements and performance information. This report contains our opinion on the fair presentation of the financial statements and performance information and whether they comply with the applicable reporting requirements. The audit report may also include comment on other financial management and accountability matters that we consider may be of interest to the addressee of the audit report. In addition, we will issue an audit report that will be attached to the summary financial statements and summary performance information. This audit report will contain an opinion that provides the same level of assurance as the audit report on the full financial statements and full performance information.

We will also issue a management letter that will be sent to the Council. This letter communicates any matters that come to our attention during the audit that, in our opinion, are relevant to the Council. Typically those matters will relate to issues of financial management and accountability. We may also provide other management letters to Kapiti Coast District Council from time to time. We will inform the Council of any other management letters we have issued.

Please note that the Auditor-General may publicly report matters that are identified in the annual audit, in keeping with section 21 of the Public Audit Act 2001.

#### ***Next steps***

Please acknowledge receipt of this letter and the terms of the audit engagement by signing the enclosed copy of the letter in the space provided and returning it to me. The terms will remain effective until a new Audit Engagement Letter is issued.

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If you have any questions about the audit generally, or have any concerns about the quality of the audit, you should contact me as soon as possible. If after contacting me you still have concerns, you should contact the Director of Auditor Appointments at the Office of the Auditor-General on (04) 917 1500.

If you require any further information, or wish to discuss the terms of the audit engagement further before replying, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in grey ink, appearing to read 'Sam Nicolle', is positioned above a dotted line.

.....  
Sam Nicolle  
Partner  
Ernst & Young  
Chartered Accountants  
On behalf of the Auditor-General

I acknowledge the terms of this engagement and that I have the required authority on behalf of the Council.

Signature: .....

Name: .....

Title: .....

Date: .....

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## Annex 1 – Respective specific responsibilities of the Council and the Appointed Auditor

Responsibilities for the financial statements and performance information	
<i>Responsibilities of the Council</i>	<i>Responsibilities of the Appointed Auditor</i>
<p>You are required by legislation to prepare financial statements and performance information in accordance with legal requirements and financial reporting standards.</p> <p>You must also ensure that any accompanying information in the annual report is consistent with that reported in the audited financial statements and performance information.</p> <p>You are required by legislation to prepare the financial statements and performance information and provide that information to us before the statutory reporting deadline. It is normal practice for you to set your own timetable to comply with statutory reporting deadlines. To meet the reporting deadlines, we are dependent on receiving the financial statements and performance information ready for audit and in enough time to enable the audit to be completed. "Ready for audit" means that the financial statements and performance information have been prepared in accordance with legal requirements and financial reporting standards, and are supported by proper accounting records and complete evidential documentation.</p>	<p>We are responsible for carrying out an annual audit, on behalf of the Auditor-General. We are responsible for forming an independent opinion on whether the financial statements:</p> <ul style="list-style-type: none"> <li>- present fairly, in all material respects: <ul style="list-style-type: none"> <li>- the financial position as at 30 June 2023, 2024 and 2025; and</li> <li>- the financial performance and cash flows for the year then ended;</li> </ul> </li> <li>- comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Standards.</li> </ul> <p>We are also responsible for forming an independent opinion on whether:</p> <ul style="list-style-type: none"> <li>- the funding impact statement, presents fairly, in all material respects, the amount of funds produced from each source of funding and how the funds were applied as compared to the information included in Kapiti Coast District Council's annual plan or long term plan;</li> <li>- the performance information of Kapiti Coast District Council presents fairly, in all material respects, the performance for the year ended 30 June 2023, 2024 and 2025, including: <ul style="list-style-type: none"> <li>- the levels of service achieved compared with the intended levels of service and whether any intended changes to levels of service were achieved;</li> <li>- the reasons for any significant variation between the levels of service achieved and the intended levels of service; and</li> <li>- complies with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Standards</li> </ul> </li> <li>- the statement about capital expenditure for each group of activities, presents fairly, in all material respects, actual capital expenditure as compared to the budgeted capital expenditure included in Kapiti Coast District Council's annual plan or long term plan; and</li> <li>- the funding impact statement for each group of activities, presents fairly, in all material</li> </ul>

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	<p>respects, the amount of funds produced from each source of funding and how the funds were applied as compared to the information included in Kapiti Coast District Council's annual plan or long term plan.</p> <p>We will also read the other information accompanying the financial statements and performance information and consider whether there are material inconsistencies with the audited financial statements and performance information.</p> <p>Materiality is one of the main factors affecting our judgement on the areas to be tested and on the timing, nature, and extent of the tests and procedures performed during the audit. In planning and performing the annual audit, we aim to obtain reasonable assurance that the financial statements and performance information do not have material misstatements caused by either fraud or error. Material misstatements are differences or omissions of amounts and disclosures that, in our judgement, are likely to influence the audit report addressee's overall understanding of the financial statements and performance information.</p> <p>If we find material misstatements that are not corrected, they will be referred to in the audit opinion. The Auditor-General's preference is for you to correct any material misstatements and avoid the need for them to be referred to in the audit opinion.</p> <p>An audit also involves evaluating:</p> <ul style="list-style-type: none"> <li>- the appropriateness of accounting policies used and whether they have been consistently applied;</li> <li>- the reasonableness of the significant accounting estimates and judgements made by those charged with governance;</li> <li>- the appropriateness of the content and measures in any performance information;</li> <li>- the adequacy of the disclosures in the financial statements and performance information; and</li> <li>- the overall presentation of the financial statements and performance information.</li> </ul> <p>We will ask you for written confirmation of representations made about the financial statements and performance information. In particular, we will seek confirmation that:</p> <ul style="list-style-type: none"> <li>- the adoption of the going concern basis of accounting is appropriate;</li> <li>- all material transactions have been recorded and are reflected in the financial statements and performance information;</li> </ul>
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	<ul style="list-style-type: none"> <li>- all instances of non-compliance or suspected non-compliance with laws and regulations have been disclosed to us; and</li> <li>- uncorrected misstatements noted during the audit are immaterial to the financial statements and performance information.</li> </ul> <p>Any representation made does not in any way reduce our responsibility to perform appropriate audit procedures and enquiries.</p> <p>We will ensure that the annual audit is completed by the reporting deadline or, if that is not practicable because of the non-receipt or condition of the financial statements and performance information, or for some other reason beyond our control, as soon as possible after that.</p> <p>The work papers that we produce in carrying out the audit are the property of the Auditor-General. Work papers are confidential to the Auditor-General and subject to the disclosure provisions in section 30 of the Public Audit Act 2001.</p>
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Responsibilities for the accounting records	
<i>Responsibilities of the Council</i>	<i>Responsibilities of the Appointed Auditor</i>
<p>You are responsible for maintaining accounting and other records that:</p> <ul style="list-style-type: none"> <li>- correctly record and explain the transactions of the public entity;</li> <li>- enable you to monitor the resources, activities, and entities under your control;</li> <li>- enable the public entity's financial position to be determined with reasonable accuracy at any time;</li> <li>- enable you to prepare financial statements and performance information that comply with legislation (and that allow the financial statements and performance information to be readily and properly audited); and</li> <li>- are in keeping with the requirements of the Commissioner of Inland Revenue.</li> </ul>	<p>We will perform sufficient tests to obtain reasonable assurance as to whether the underlying records are reliable and adequate as a basis for preparing the financial statements and performance information.</p> <p>If, in our opinion, the records are not reliable or accurate enough to enable the preparation of the financial statements and performance information and the necessary evidence cannot be obtained by other means, we will need to consider the effect on the audit opinion.</p>

Responsibilities for accounting and internal control systems	
<i>Responsibilities of the Council</i>	<i>Responsibilities of the Appointed Auditor</i>
<p>You are responsible for establishing and maintaining accounting and internal control systems (appropriate to the size of the public entity), supported by written policies and procedures, designed to provide reasonable assurance as to the integrity and reliability of financial</p>	<p>The annual audit is not designed to identify all significant weaknesses in your accounting and internal control systems. We will review the accounting and internal control systems only to the extent required to express an opinion on the financial statements and performance information.</p>

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and - where applicable - performance information reporting.	We will report to you separately, on any significant weaknesses in the accounting and internal control systems that come to our notice and that we consider may be relevant to you. Any such report will provide constructive recommendations to assist you to address those weaknesses.
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Responsibilities for preventing and detecting fraud and error	
<i>Responsibilities of the Council</i>	<i>Responsibilities of the Appointed Auditor</i>
<p>The responsibility for the prevention and detection of fraud and error rests with you, through the implementation and continued operation of adequate internal control systems (appropriate to the size of the public entity) supported by written policies and procedures.</p> <p>We expect you to formally address the matter of fraud, and formulate an appropriate policy on how to minimise it and (if it occurs) how it will be dealt with. Fraud also includes bribery and corruption.</p> <p>We expect you to consider reporting all instances of actual, suspected, or alleged fraud to the appropriate law enforcement agency, which will decide whether proceedings for a criminal offence should be instituted. We expect you to immediately inform us of any suspected fraud where you, and/or any individuals within Kapiti Coast District Council with delegated authority have a reasonable basis that suspected fraud has occurred - regardless of the amount involved.</p>	<p>We design our audit to obtain reasonable, but not absolute, assurance of detecting fraud or error that would have a material effect on the financial statements and performance information. We will review the accounting and internal control systems only to the extent required for them to express an opinion on the financial statements and performance information, but we will:</p> <ul style="list-style-type: none"> <li>- obtain an understanding of internal control and assess its ability for preventing and detecting material fraud and error; and</li> <li>- report to you any significant weaknesses in internal control that come to our notice.</li> </ul> <p>We are required to immediately advise the Office of the Auditor-General of all instances of actual, suspected, or alleged fraud.</p> <p>As part of the audit, you will be asked for written confirmation that you have disclosed all known instances of actual, suspected, or alleged fraud to us.</p> <p>If we become aware of the possible existence of fraud, whether through applying audit procedures, advice from you, or management, or by any other means, we will communicate this to you with the expectation that you will consider whether it is appropriate to report the fraud to the appropriate law enforcement agency. In the event that you do not report the fraud to the appropriate law enforcement agency, the Auditor-General will consider doing so, if it is appropriate for the purposes of protecting the interests of the public.</p>

Responsibilities for compliance with laws and regulations	
<i>Responsibilities of the Council</i>	<i>Responsibilities of the Appointed Auditor</i>
<p>You are responsible for ensuring that the public entity has systems, policies, and procedures (appropriate to the size of the public entity) to ensure that all applicable legislative, regulatory, and contractual requirements that apply to the activities and functions of the public entity are complied with. Such systems, policies, and procedures should be documented.</p>	<p>We will obtain an understanding of the systems, policies, and procedures put in place for the purpose of ensuring compliance with those legislative and regulatory requirements that are relevant to the audit. Our consideration of specific laws and regulations will depend on a number of factors, including:</p> <ul style="list-style-type: none"> <li>- the relevance of the law or regulation to the audit;</li> </ul>

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	<ul style="list-style-type: none"> <li>- our assessment of the risk of non-compliance;</li> <li>- the impact of non-compliance for the addressee of the audit report</li> </ul> <p>The way in which we will report instances of non-compliance that come to our attention will depend on considerations of materiality or significance. We will report to you and to the Auditor-General all material and significant instances of non-compliance.</p> <p>We will also report to you any significant weaknesses that we observe in internal control systems, policies, and procedures for monitoring compliance with laws and regulations.</p>
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Responsibilities to establish and maintain appropriate standards of conduct and personal integrity	
<i>Responsibilities of the Council</i>	<i>Responsibilities of the Appointed Auditor</i>
<p>You should at all times take all practicable steps to ensure that your members and employees maintain high standards of conduct and personal integrity. You should document your expected standards of conduct and personal integrity in a "Code of Conduct" and, where applicable, support the "Code of Conduct" with policies and procedures.</p> <p>The expected standards of conduct and personal integrity should be determined by reference to accepted "Codes of Conduct" that apply to the public sector.</p>	<p>We will have regard to whether you maintain high standards of conduct and personal integrity - particularly in matters relating to financial management and accountability. Specifically, we will be alert for significant instances where members and employees of the public entity may not have acted in accordance with the standards of conduct and personal integrity expected of them.</p> <p>The way in which we will report instances that come to our attention will depend on significance. We will report to you and to the Auditor-General all significant departures from expected standards of conduct and personal integrity that come to our attention during the audit.</p> <p>The Auditor-General, on receiving a report from us, may, at his discretion and with consideration of its significance, decide to conduct a performance audit of, or an inquiry into, the matters raised. The performance audit or inquiry will be subject to specific terms of reference, in consultation with you. Alternatively, the Auditor-General may decide to publicly report the matter without carrying out a performance audit or inquiry.</p>

Responsibilities for conflicts of interest and related parties	
<i>Responsibilities of the Council</i>	<i>Responsibilities of the Appointed Auditor</i>
<p>You should have policies and procedures to ensure that your members and employees carry out their duties free from bias.</p> <p>You should maintain a full and complete record of related parties and their interests. It is your responsibility to record and disclose related-party transactions in the financial statements and performance information in accordance with generally accepted accounting practice.</p>	<p>To help determine whether your members and employees have carried out their duties free from bias, we will review information provided by you that identifies related parties, and will be alert for other material related-party transactions. Depending on the circumstances, we may enquire whether you have complied with any statutory requirements for conflicts of interest and whether these transactions have been properly recorded and disclosed in the financial statements and performance information.</p>

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Responsibilities for publishing the audited financial statements on a website	
<i>Responsibilities of the Council</i>	<i>Responsibilities of the Appointed Auditor</i>
<p>You are responsible for the electronic presentation of the financial statements and performance information on the public entity's website. This includes ensuring that there are enough security and controls over information on the website to maintain the integrity of the data presented.</p> <p>If the audit report is reproduced in any medium, you should present the complete financial statements, including notes, accounting policies, and any other accountability statements.</p>	<p>Examining the controls over the electronic presentation of audited financial statements and performance information, and the associated audit report, on your website is beyond the scope of the annual audit.</p>

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#### **Annex 2 - Health and safety of audit staff**

The Auditor-General and Audit Service Providers take seriously their responsibility to provide a safe working environment for audit staff. Under the Health and Safety at Work Act 2015 we need to make arrangements with you to keep our audit staff safe while they are working at your premises. We expect you to provide a safe work environment for our audit staff. This includes providing adequate lighting and ventilation, suitable desks and chairs, and safety equipment, where required. We also expect you to provide them with all information or training necessary to protect them from any risks they may be exposed to at your premises. This includes advising them of emergency evacuation procedures and how to report any health and safety issues.

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**10.6 SELECTING THE ELECTORAL SYSTEM FOR LOCAL BODY ELECTIONS 2025**

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

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

**TE PŪTAKE | PURPOSE**

- 1 This report provides Council with the opportunity to consider reviewing the electoral system ahead of the 2025 local body elections.

**HE WHAKARĀPOOTO | EXECUTIVE SUMMARY**

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

**TE TUKU HAE PAPA | DELEGATION**

- 3 Under section 27 of the Local Electoral Act 2001 (the “Act”) Council has the authority to consider this matter.

**TAUNAKITANGA | RECOMMENDATIONS**

- A. That Council consider the electoral system for the 2025 local body elections and either:
- A.1. Retain the Single Transferable Vote (STV) system as the electoral system for the 2025 local body elections, and this decision be publicly notified by 19 September 2023 in accordance with statutory requirements;
- or
- A.2. Introduce the First Past the Post (FPP) system as the electoral system for the 2025 local body elections, and this decision be publicly notified by 19 September 2023 in accordance with statutory requirements;
- or
- A.3. Resolve to undertake a poll of electors with a polling date of \_\_\_\_ on the electoral system to be used for the next two triennial elections (2025 and 2028), in accordance with the provisions in the Local Electoral Act 2001.

**TŪĀPAPA | BACKGROUND**

- 4 The local body elections 2025 will be held on 11 October 2025.
- 5 There are two electoral systems in use for local body elections in Aotearoa New Zealand, the Single Transferable Vote (STV) system and the First Past the Post (FPP) system.
- 6 The Act provides local authorities or their communities with three options for selecting the electoral system to be used for two consecutive local body elections:
- a local authority may resolve to change its electoral system; or
  - a local authority may resolve to hold a poll to determine which system should be used; or
  - electors may demand that a poll be held on the matter.
- 7 STV is a proportional electoral system where voters use numbers to rank candidates in their order of preference. Voters can rank as many or as few candidates as they wish. To cast a valid vote, voters need to rank at least one candidate and use sequential numbering. A candidate must reach a vote quota to be elected.

- 8 FPP is a very simple electoral system where voters tick their preferred candidate(s) up to the number of vacancies. Candidates with the highest number of votes are elected.
- 9 The Kāpiti Coast District Council has used the STV system for every local body election since the option first became available for the 2004 local body elections.
- 10 For the 2022 local election, STV was used by 15 councils (out of 67) in Aotearoa New Zealand, including Kāpiti Coast District Council, Porirua City Council and Wellington City Council.
- 11 Council last resolved to confirm the STV system as the preferred electoral system on 27 August 2020. This resolution continues to be in force for two consecutive elections (2022 and 2025) unless Council resolves to adopt a different electoral system. This means that Council is not required to make a decision on its electoral system this triennium, in which case the STV system would automatically remain the electoral system to be used for the 2025 local body elections. However, it is good practice to give Councils the opportunity to re-consider the electoral system each triennium.
- 12 The Local Government Electoral Legislation Bill is currently before Parliament at Select Committee stage and is expected to pass before the central government elections in October 2023. Among other changes, the Bill propose to bring the dates relating to polls on electoral systems forward. As the Bill is expected to pass and the Local Government Commission have amended their guidance material to reflect this, the new earlier dates are used in this report to ensure legislative timeframes are met.

### Consideration of Electoral System 2023

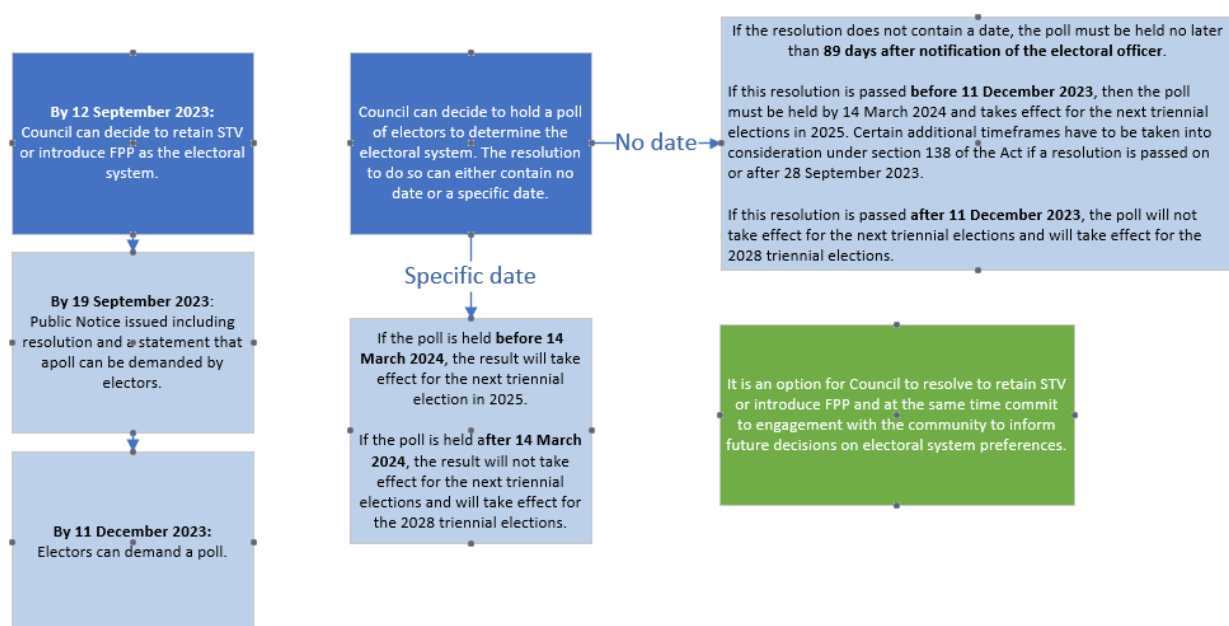
- 13 At a Council meeting on 20 July 2023 a report was presented to Council to consider reviewing the electoral system ahead of the 2025 elections. Upon debating the options, Council resolved to hold a poll of electors on the electoral system. The outcome of that poll would have determined the electoral system to be used for the next two triennial elections and no further resolution by Council would have been required. The resolution passed by Council did not contain a date which, under the provisions of the Act, requires a poll to be conducted no later than 89 days after the notification of the electoral officer.
- 14 With no date, the poll would have been required to have been conducted in October 2023, with an information campaign to help educate electors about the options to be conducted in the months prior. Staff investigated this timing and how it aligned with other engagement activities and other matters such as the central government elections. Due to the elections and a significant number of other engagement activities before the community in October 2023, Council's Chief Executive resolved to bring a new report to Council to consider altering the resolution and adding a date for the poll.
- 15 By setting the date for the poll, Council could ensure that this fitted with other community engagement underway and balance the risk of engagement and information fatigue as well as the Council's capacity to deliver a robust information and education campaign ahead of the poll.
- 16 Council officers brought a further report to Council on 10 August 2023, providing additional opportunity for Council to consider the timing of the poll. At this meeting, Council resolved to revoke the resolution in full and asked council officers to bring another report to Council to reconsider the selection of the electoral system.

## HE KŌRERORERO | DISCUSSION

### He take | Issues

- 17 The Act prescribes that Council may, no later than 12 September 2023, being two years before the year in which the next triennial general election is to be held, resolve the electoral system for the next two triennial local body elections of the Kāpiti Coast District Council and its community boards, and any associated election. This includes the election of the Kāpiti Coast district representative on the Greater Wellington Regional Council.

- 18 While a resolution is not required to retain the STV electoral system for the 2025 local election, one is required if Council wishes to change the electoral system or demand a poll of its electors in accordance with sections 29 and 31 of the Act. If Council decides to introduce FPP as the electoral system, then a resolution is required by 12 September 2023 and if Council decides to conduct a poll of electors to determine the electoral system for the next triennial election, then a resolution is required by 11 December 2023.
- 19 If Council decides to retain STV or introduce FPP, public notice is required by 19 September 2023 notifying the electoral system to be used and containing a statement that a poll can be demanded by 5% of electors to change the electoral system. If there was a change in electoral system, the notice would also include the Council resolution.
- 20 In practice, this would mean if Council resolved to introduce the FPP or retain the STV electoral system, section 29(3) of the Act prescribes that a poll may be demanded by electors. To demand a poll approximately 2,155 electors (based on the number of electors in the district as at the 2022 local body elections), which is equal or greater than 5% of enrolled electors would be required to do so in writing containing all signatories. Once such notice has been received, sections 33 and 34 of the Act prescribe that a poll would be required to be held no later than 14 March 2024, being the year immediately before the year of the next elections.
- 21 Under section 31 of the Act, Council can alternatively decide to hold a poll of electors on which electoral system is to be used for the 2025 local election. In order for the poll result to take effect for the 2025 triennial elections, a decision to do so is required no later than 11 December 2023. If a date for the poll is not specified in the resolution, the poll must be held as soon as practicable but no later than 89 days after the date of the notice given to the electoral officer. Alternatively, if Council states a poll date, for the result to take effect for the next triennial election, the poll must take place before 14 March 2024. Legislatively, it is also possible for Council to decide after 11 December 2023 to hold a poll but the result of the poll would then no longer take effect for the 2025 triennial elections. Council can also decide to hold a poll but postpone the poll date until after 14 March 2024, which would also lead to the result not taking effect at the next triennial elections.
- 22 The poll, whether Council resolves to hold one or it is demanded by electors, would directly determine the electoral system to be used for the next two triennial elections and a decision by Council to resolve the electoral system will not be required after the poll closes.
- 23 The flowchart below outlines the different timeframe impacts of each decision:



**Ngā kōwhiringa | Options**

- 24 Council has the option to consider the electoral system for the 2025 local body elections and either:
- A.1. Retain the Single Transferable Vote (STV) system as the electoral system for the 2025 local body elections, and this decision be publicly notified by 19 September 2023 in accordance with statutory requirements (no resolution required);  
or
  - A.2. Introduce the First Past the Post (FPP) system as the electoral system for the 2025 local body elections, and this decision be publicly notified by 19 September 2023 in accordance with statutory requirements;  
or
  - A.3. Resolve to undertake a poll of electors on the electoral system to be used for the next two triennial elections, in accordance with the provisions in the Local Electoral Act 2001.
- 25 Alongside the above options, Council may also consider mechanisms for testing the views of the community to inform future decisions on the electoral system. Due to legislative timeframes, a poll is now the only viable option for enabling the community's views to influence the choice of electoral system for the 2025 election. However, community engagement on this topic over the course of this triennium could inform decisions of Council in selecting the electoral system for the 2028 and 2031 triennial elections. Options for testing the community's views this triennium could include:
- 25.1 Seeking feedback alongside other co-ordinated, districtwide engagement activities (such as long term plan, consultation on major strategies or plans)
  - 25.2 Conducting a dedicated engagement survey or other research into the views of the community on this topic; or
  - 25.3 Conducting a poll later in the triennium or at the same time as the next triennial election in 2025. This would align the poll with electoral activities for the triennial elections.

**Electoral Systems**Single Transferable Vote

- 26 STV is a proportional electoral system where voters use numbers to rank candidates in their order of preference. Voters can rank as many or as few candidates as they wish. To cast a valid vote, voters need to rank at least one candidate and use sequential numbering. A candidate must reach a vote quota to be elected. The quota is calculated by a formula set out in the Local Electoral Regulations 2001. This system was first introduced in 2004.

*Advantages and disadvantages*

- 27 Under the STV representation system electors can cast votes for multiple candidates in one voting document. Voters may be more likely to vote for their preferred candidate as they are still able to rank all other candidates in order of preference and those votes are still counted and therefore voters will not feel they are casting a 'wasted vote' by voting for a candidate that may not have as much community support.
- 28 Using this system votes cast are not lost. If a candidate has received enough votes to be elected all surplus votes for the candidate are then transferred to the next preferred candidate.
- 29 Early research demonstrates that STV leads to improvements in the diversity of representation, specifically the representation of women. However, the representative benefits of STV work best when there is a large pool of candidates and wards with more than one seat being contested.

- 30 Due to its impact on greater diversity, in its final report released in June 2023, the panel for the Review into the Future for Local Government recommended adopting STV as the nationwide method for local elections.
- 31 Kāpiti Coast District voters are familiar with the STV system which has been used in every local body election since the system was introduced in 2004.
- 32 However, STV is a more complex system which requires a candidate to reach a certain quota prescribed by the Local Electoral Regulations 2001 to be elected. The quota calculation is complex and requires a specialist designed computer program (provided by the Department of Internal Affairs) to calculate multiple rounds of vote redistribution each time a candidate meets the quota. So, depending on the number of seats this will require additional time to produce voting result.

#### First Past the Post

- 33 FPP is a very simple electoral system where voters tick their preferred candidate(s) up to the number of vacancies. Candidates with the highest number of votes are elected.

#### Advantages and disadvantages

- 34 FPP is a simple method of electing candidates and is widely used both in Aotearoa New Zealand and globally. Calculating the votes and whether a candidate has been elected does not require any specific programmes or expertise.
- 35 Each voter has once choice per vacancy and to make the vote count electors may vote strategically rather than voting for their most preferred candidate for the vacancy to avoid casting a 'wasted vote'. As a result, there is some argument that FPP may not reflect the majority of voters in the most representative or diverse way possible. For example, for a community board with four vacancies, under FPP voters will be able to choose four candidates to fill the vacancies. Candidates can decide to stand for both community board and councillor vacancies. So, if one of these candidates chosen by a voter gets elected into a councillor vacancy, the voters choice is a lost vote as it cannot be counted towards another candidate.

#### Holding a Poll of Electors – either by resolution or demanded by electors

- 36 Council can either decide to hold a poll or its electors can demand a poll. If electors demand a poll or Council resolves to hold a poll and does not specify a date in the resolution, then a poll must be held no later than 89 days after the notification to the electoral officer. Council could also resolve to hold a poll and include a specific date which could be any date even the date of the 2025 triennial election to align it with other electoral activities.
- 37 If Council either received a demand for a poll or resolved a date before 11 December 2023, the following timeframes are prescribed in the Act:
- 37.1 If Council received a demand for, it would be required to hold a poll no later than 14 March 2023.
- 37.2 If Council resolved to hold a poll, it could:
- 37.2.1 set no date and then a poll is required to be held no later than 89 days after the notification of the electoral officer; or
- 37.2.2 set a date to hold a poll before 14 March 2024 which would mean the electoral system determined by the poll would come into force for the next triennial elections in 2025; or
- 37.2.3 set a date to hold a poll after 14 March 2024 which would mean the electoral system determine by the poll would not come into force until the 2028 triennial elections.
- 38 There are additional timeframe provisions to take into consideration under section 138 of the Act if Council wanted to set a date before 14 March 2024 but was not able to resolve to hold a poll until 28 September 2023. If Council resolved to hold a poll, depending on the date it

resolves for the poll to take place, after that date, certain no earlier than a specified date provisions would have to be adhered to.

- 39 If Council resolved to hold a poll to determine the Electoral System for the 2025 local body elections, council officers recommend the poll be conducted in late November with a polling day of 1 December 2023. As noted above, a number of engagement activities are underway or proposed between September and November so creating some space between these engagements and poll will help mitigate the risk of community engagement and information fatigue and Council's ability to deliver a robust information and education campaign.
- 40 The conduct of polls must comply with the provisions of the Act and the Local Electoral Regulations 2001. Voting documents for the poll must be sent to all electors prior to the close of voting (the last date of the poll) within timeframes prescribed by legislation and the voting methods must be by postal vote, booth vote, or a combination of both.

### Mana whenua

- 41 As noted above, research has indicated the STV system has the potential to lead to more diversity amongst elected members. However, a decision to change the electoral system will not affect current governance arrangements with mana whenua enacted via the Governance Structure.
- 42 A decision on considering the establishment of a Māori ward will be brought to Council separately. This decision on the electoral system would have an impact on vote calculation for the Māori ward vacancy if established for the next local body election.

### Panonitanga āhuarangi | Climate change

- 43 There are no climate change impacts or considerations arising from this report.

### Ahumoni me ngā rawa | Financial and resourcing

- 44 If Council decided to retain STV or introduce FPP, there is no cost impact on the budget for the next triennial elections, as there are no significant financial differences between the administration of the two electoral systems.
- 45 If Council decided to hold a poll or a demand for a poll was received, the estimated cost of holding a stand-alone poll is \$130,000 plus GST. This cost is unbudgeted and includes the costs directly relating to holding the poll with the support of our electoral officer which is estimated at \$105,000 (plus GST) as well as costs relating to a campaign to educate voters on the two electoral systems and to encourage participation in the poll which is estimated at \$20,000-\$30,000.
- 46 If Council decided to seek the community's views and feedback on their preferred electoral system by utilising an alternative engagement mechanism, this has not been budgeted and would have to be included in any projects budgets, such as the representation review budget, depending on Council's resolution.

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

- 47 There are no additional legal or organisational risk implications arising from this report.
- 48 The local body election will need to meet the requirements of the Local Electoral Act 2001 and the Local Electoral Regulations 2001.

### Ngā pānga ki ngā kaupapa here | Policy impact

- 49 There are no policy impacts arising from this report.



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

- 50 There is no requirement in the Local Electoral Act 2001 to consult with the public on which electoral system to use and any ensuing action is prescribed by legislation.
- 51 However, when public notice is made as per legislation, it will include a statement that a poll can be demanded by five percent of electors.

**Whakatairanga | Publicity**

- 52 Council's decision regarding the electoral system must be publicly notified by 12 September 2023 and will also be communicated to the public as part of Council's communication plan for the 2025 local body election.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. First Past the Post and Single Transferable Vote Information from DIA [↓](#)
2. Legislative Timeframes [↓](#)



## APPENDIX 1 – HOW STV AND FPP FUNCTION AS ELECTORAL SYSTEMS

### Single Transferable Vote (STV)

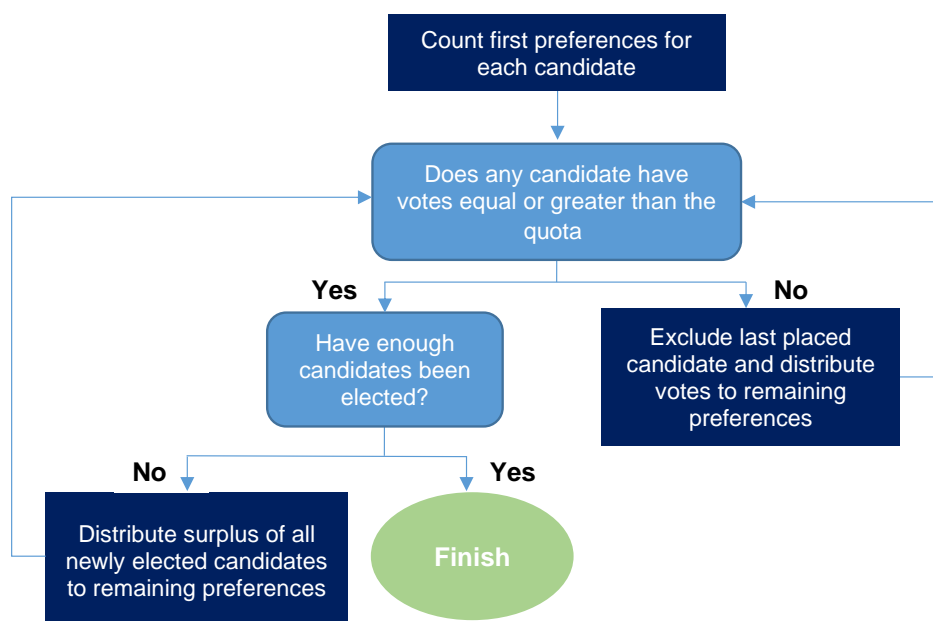
In its simplest form, STV means that voters are able to rank candidates in order of preference, rather than simply pick their most preferred candidate for each vacancy.

Under the STV electoral system, a voter has one vote, but can indicate their preferences for all of the candidates. Their vote can be transferred if their most preferred candidate is so popular the candidate does not need all of their votes, or is not popular at all with other voters.

In an election to select three councillors for a ward in a council election, under STV, a voter would write “1” next to the name of their preferred candidate, “2” next to their second preferred candidate and so on. Under FPP, a voter would place ticks next to the names of up to three candidates, which means a voter would have three votes.

The number of vacancies and votes determines the quota a candidate must reach to be elected. The formula for deciding the quota is the total number of valid votes, divided by the number of vacancies plus one. This process is illustrated in the diagram below.

### How votes are counted under STV



### First Past the Post (FPP)

Under the FPP electoral system, the candidate with the most votes wins. This is a very simple method of electing candidates and is widely used throughout the world. Although FPP is very simple, some people have argued that the results of an FPP election may not always reflect the wishes of the majority of voters. The following examples demonstrate how results of FPP elections may vary. Where one candidate has a clear majority of votes, it can be seen that the majority of people did support the winning candidate.

	Number of Votes	Percentage of Votes
Candidate One	140	70%
Candidate Two	20	10%
Candidate Three	20	10%
Candidate Four	20	10%
	Total Votes = 200	Total = 100%

In this example, the winning candidate received 70% of the total votes. However, the winning candidate might receive more votes than any other one candidate but receive fewer votes than the other candidates put together.

In this case, the winning candidate received 40 percent of the total votes; the other candidates received 60 percent of votes. It could be said that the election result did not reflect the wishes of the majority. Some people have also argued that even when the winning candidate receives the majority of the votes, many people's votes are "wasted".

	Number of Votes	Percentage of Votes
Candidate One	80	40%
Candidate Two	60	30%
Candidate Three	40	20%
Candidate Four	20	10%
	Total Votes = 200	Total = 100%

(Source: Department of Internal Affairs website [www.dia.govt.nz](http://www.dia.govt.nz) and [www.stv.govt.nz](http://www.stv.govt.nz))

**APPENDIX 2 – TIMEFRAMES AND STATUTORY PROVISIONS****Timeframes for change of electoral system**

By 12 September 2023	Local authority resolution on electoral system – optional (sections 27, 32 Local Electoral Act (LEA))
By 19 September 2023	Public notice on electoral system – mandatory (sections 28, 32 LEA)
By 21 February 2024	Last date to receive a demand for a poll on the electoral system for the 2025 elections (sec 30 LEA) Last date for local authority to resolve to hold poll on electoral system for the 2025 and 2028 elections (sec 31, LEA)
By 21 May 2024	Last date to conduct a poll on the electoral system for the 2025 elections (sec 33, LEA)

Version as at  
15 June 2023

**Local Electoral Act 2001**

Part 2 s 29

Section 27(4): added, on 25 December 2002, by section 9(4) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 27(4): amended, on 8 August 2014, by section 76 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

Section 27(4)(b): amended, on 5 December 2012, by section 43 of the Local Government Act 2002 Amendment Act 2012 (2012 No 93).

**28 Public notice of right to demand poll on electoral system**

- (1) Every local authority must, not later than 19 September in the year that is 2 years before the year in which the next triennial general election is to be held, give public notice of the right to demand, under section 29, a poll on the electoral system to be used for the elections of the local authority and its local boards or community boards (if any).
- (2) If the local authority has passed a resolution under section 27 that takes effect at the next triennial election, every notice under subsection (1) must include—
  - (a) notice of that resolution; and
  - (b) a statement that a poll is required to countermand that resolution.
- (2A) Despite subsections (1) and (2), if, on or before the date referred to in subsection (1), the local authority has passed a resolution under section 31 and has specified a date for the holding of the poll that is on or before 21 May in the year before the next triennial general election, subsection (1) does not apply.
- (3) This section is subject to section 32.

Section 28(1): amended, on 8 August 2014, by section 76 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

Section 28(1): amended, on 25 December 2002, by section 10(1) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 28(2): amended, on 25 December 2002, by section 10(2) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 28(2A): inserted, on 25 December 2002, by section 10(3) of the Local Electoral Amendment Act 2002 (2002 No 85).

**29 Electors may demand poll**

- (1) A specified number of electors of a local authority may, at any time, demand that a poll be held on a proposal by those electors that a specified electoral system be used at the elections of the local authority and its local boards or community boards (if any).
- (2) This section is subject to section 32.
- (3) In this section and sections 30 and 31,—

**demand** means a demand referred to in subsection (1)

**specified number of electors**, in relation to a local authority, means a number of electors equal to or greater than 5% of the number of electors enrolled as eligible to vote at the previous general election of the local authority.

Section 29(1): amended, on 8 August 2014, by section 76 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

Section 29(1): amended, on 25 December 2002, by section 11 of the Local Electoral Amendment Act 2002 (2002 No 85).

### **30 Requirements for valid demand**

- (1) A demand must be made by notice in writing—
  - (a) signed by a specified number of electors; and
  - (b) delivered to the principal office of the local authority.
- (2) An elector may sign a demand and be treated as one of the specified number of electors only if—
  - (a) the name of that elector appears,—
    - (i) in the case of a territorial authority, on the electoral roll of the territorial authority; and
    - (ii) in the case of any other local authority, on the electoral roll of any territorial authority or other local authority as the name of a person eligible to vote in an election of that local authority; or
  - (b) in a case where the name of an elector does not appear on a roll in accordance with paragraph (a),—
    - (i) the name of the elector is included on the most recently published electoral roll for any electoral district under the Electoral Act 1993 or is currently the subject of a direction by the Electoral Commission under section 115 of that Act (which relates to unpublished names); and
    - (ii) the address for which the elector is registered as a parliamentary elector is within the local government area of the local authority; or
  - (c) the address given by the elector who signed the demand is—
    - (i) confirmed by the Electoral Commission as the address at which the elector is registered as a parliamentary elector; and
    - (ii) within the district of the local authority; or
  - (d) the elector has enrolled, or has been nominated, as a ratepayer elector and is qualified to vote as a ratepayer elector in elections of the local authority.
- (3) Every elector who signs a demand must state, against his or her signature,—
  - (a) the elector's name; and
  - (b) the address for which the person is qualified as an elector of the local authority.
- (3A) If a valid demand is received after 21 February in the year before the next triennial general election, the poll required by the demand—

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- (a) must be held after 21 May in that year; and
- (b) has effect in accordance with section 34(2) (which provides that the poll has effect for the purposes of the next but one triennial general election of the local authority and the subsequent triennial general election).
- (4) The chief executive of the local authority must, as soon as is practicable, give notice to the electoral officer of every valid demand for a poll made in accordance with section 29 and this section.
- (5) This section is subject to section 32.

Section 30(1)(b): substituted, on 25 December 2002, by section 12(1) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 30(2)(b)(i): amended, on 1 July 2012, by section 58(5) of the Electoral (Administration) Amendment Act 2011 (2011 No 57).

Section 30(2)(c)(i): amended, on 21 March 2017, by section 114 of the Electoral Amendment Act 2017 (2017 No 9).

Section 30(3A): inserted, on 25 December 2002, by section 12(2) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 30(3A): amended, on 26 March 2015, by section 6 of the Local Electoral Amendment Act 2015 (2015 No 19).

Section 30(4): amended, on 25 December 2002, by section 12(3) of the Local Electoral Amendment Act 2002 (2002 No 85).

**31 Local authority may resolve to hold poll**

- (1) A local authority may, no later than 21 February in the year immediately before the year in which the next triennial general election is to be held, resolve that a poll be held on a proposal that a specified electoral system be used for the elections of the local authority and its local boards or community boards (if any).
- (2) A resolution may, but need not, specify a date on which the poll is to be held.
- (2A) The date specified for the holding of a poll must not be a date that would require deferral of the poll under section 138A.
- (3) The chief executive of the local authority must give notice to the electoral officer of any resolution under subsection (1),—
  - (a) if no date for the holding of the poll is specified in the resolution, as soon as is practicable;
  - (b) if a date for the holding of the poll is specified in the resolution, at an appropriate time that enables the poll to be conducted in accordance with section 33(3).
- (4) This section is subject to section 32.

Section 31(1): substituted, on 25 December 2002, by section 13(1) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 31(1): amended, on 26 March 2015, by section 7 of the Local Electoral Amendment Act 2015 (2015 No 19).

Section 31(1): amended, on 8 August 2014, by section 76 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

Section 31(2): substituted, on 25 December 2002, by section 13(1) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 31(2A): inserted, on 25 December 2002, by section 13(1) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 31(3): substituted, on 25 December 2002, by section 13(2) of the Local Electoral Amendment Act 2002 (2002 No 85).

### **32 Limitation on change to electoral systems**

Sections 27 to 31 do not apply if—

- (a) a poll on the proposal described in section 29 or section 31 held under section 33 took effect at the previous triennial general election of the local authority or takes effect at the next triennial general election of the local authority;
- (b) another enactment requires a particular electoral system to be used for the election of members of a local authority.

Section 32(a): substituted, on 25 December 2002, by section 14 of the Local Electoral Amendment Act 2002 (2002 No 85).

### **33 Poll of electors**

- (1) If the electoral officer for a local authority receives notice under section 30(4) or section 31(3), the electoral officer must, as soon as is practicable after receiving that notice, give public notice of the poll under section 52.
- (2) Despite subsection (1), if an electoral officer for a local authority receives 1 or more notices under both sections 30(4) and 31(3), or more than 1 notice under either section, in any period between 2 triennial general elections, the polls required to be taken under each notice may, to the extent that the result of those polls would take effect at the same election, and if it is practicable to combine those polls, be combined.
- (3) A poll held under this section must be held not later than 89 days after the date on which—
  - (a) the notice referred to in subsection (1) is received; or
  - (b) the last notice referred to in subsection (2) is received.
- (3A) Subsection (3) is subject to subsection (2), section 30(3A) and section 138A.
- (3B) Voters at a poll held under this section decide the proposal or proposals that are the subject of the poll by voting for one of the electoral systems named in the voting document or, as the case may require, expressing a preference in respect of each of the electoral systems named in the voting document.
- (4) Every poll under this section that is held in conjunction with a triennial general election or held after that election but not later than 21 May in the year immediately before the year in which the next triennial general election is to be held determines whether the electoral system to be used for the next 2 triennial general elections of the local authority and its local boards or community boards (if any) and any associated election is to be—

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- (a) the electoral system used at the previous general election of the local authority; or
  - (b) the electoral system specified in any resolution under section 27; or
  - (c) the electoral system specified in any demand submitted within the appropriate period of which the electoral officer has received notice under section 30(4) and, if notice of more than 1 such demand is received, one of the systems specified in those demands and, if so, which one; or
  - (d) the electoral system specified in any resolution of which the electoral officer has received notice under section 31(3).
- (5) Every poll under this section that is held at some other time determines whether the electoral system to be used at the next but one triennial general election of the local authority and its local boards or community boards (if any) and any associated election is to be—
- (a) the electoral system used at the previous general election of the local authority; or
  - (b) the electoral system specified in any resolution under section 27; or
  - (c) the electoral system specified in any demand submitted within the appropriate period of which the electoral officer has received notice under section 30(4) and, if notice of more than 1 such demand is received, one of the systems specified in those demands and, if so, which one; or
  - (d) the electoral system specified in any resolution of which the electoral officer has received notice under section 31(3).

Section 33(2): substituted, on 25 December 2002, by section 15(1) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 33(3): amended, on 26 March 2015, by section 8 of the Local Electoral Amendment Act 2015 (2015 No 19).

Section 33(3A): inserted, on 25 December 2002, by section 15(2) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 33(3B): inserted, on 25 December 2002, by section 15(2) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 33(4): substituted, on 25 December 2002, by section 15(3) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 33(4): amended, on 8 August 2014, by section 76 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

Section 33(5): added, on 25 December 2002, by section 15(3) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 33(5): amended, on 8 August 2014, by section 76 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

### **34 Effect of poll**

- (1) If a poll is held under section 33 in conjunction with a triennial general election or held after that election but not later than 21 May in the year immediately



before the year in which the next triennial general election is to be held, the electoral system adopted or confirmed must be used—

- (a) for the next 2 triennial general elections:
  - (b) for any associated election:
  - (c) for all subsequent triennial general elections, elections to fill extraordinary vacancies, and elections called under section 258I or 258M of the Local Government Act 2002, until a further resolution under section 27 takes effect or a further poll held under section 33 takes effect, whichever occurs first.
- (2) If a poll is held under section 33 at some other time, the electoral system adopted or confirmed must be used—
- (a) for the next but one triennial general election and the following triennial general election:
  - (b) for any associated election:
  - (c) for all subsequent triennial general elections, elections to fill extraordinary vacancies, and elections called under section 258I or 258M of the Local Government Act 2002, until a further resolution under section 27 takes effect or a further poll held under section 33 takes effect, whichever occurs first.

Section 34: substituted, on 25 December 2002, by section 16 of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 34(1)(c): amended, on 5 December 2012, by section 43 of the Local Government Act 2002 Amendment Act 2012 (2012 No 93).

Section 34(2)(c): amended, on 5 December 2012, by section 43 of the Local Government Act 2002 Amendment Act 2012 (2012 No 93).

### *Electoral systems for polls*

#### **35 Electoral systems for polls**

- (1) Every poll conducted for a local authority must be conducted using an electoral system adopted by resolution of the local authority—
  - (a) for the purposes of the particular poll; or
  - (b) for the purposes of 2 or more polls that are to be conducted at the same time.
- (2) If a poll is to be conducted for a local authority and there is no applicable resolution, that poll must be conducted using the electoral system commonly known as First Past the Post.

## 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 18 July 2023 to 22 August 2023.

### HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

### TE TUKU HAEPAPA | DELEGATION

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

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Council receives this report.

### TŪĀPAPA | BACKGROUND

- 4 During the period of 18 July 2023 to 22 August 2023, Standing Committee and Community Board meetings took place on the following dates:

Paraparaumu Community Board	Tuesday, 18 July 2023
Raumati Community Board	Tuesday, 25 July 2023
Waikanae Community Board	Tuesday, 1 August 2023
Social Sustainability Subcommittee	Thursday, 3 August 2023
Risk and Assurance Committee	Thursday, 3 August 2023
Climate and Environment Subcommittee	Tuesday, 8 August 2023
Ōtaki Community Board	Tuesday, 8 August 2023
Paekākāriki Community Board	Tuesday, 22 August 2023

- 5 Items discussed at each of the meetings listed in paragraph 4 are noted below:
  - 5.1 On Tuesday, 18 July 2023 the Paraparaumu Community Board met to discuss:
    - Update on Paraparaumu Transport Hub
    - Renaming Private Right-of-Way – Jean Vanier Way, Paraparaumu
    - Road Naming – Corner of Te Roto Drive and Guildford Drive, Paraparaumu

- Consideration of Applications for Funding
- 5.2 On Tuesday, 25 July 2023 the Raumati Community Board met to discuss:
- Update on Takutai Kāpiti
  - Raumati Road Loading Zone
  - Consideration of Applications for Funding
- 5.3 On Tuesday, 1 August 2023 the Waikanae Community Board met to discuss:
- Road Naming - Stage 2 of 2 for a new subdivision at 104 Ngarara Road, Waikanae
  - Consideration of Applications for Funding
- 5.4 On Thursday, 3 August 2023 the Social Sustainability Subcommittee met to discuss:
- Discussion of Smoking and Vaping Harm in Kapiti, in the Context of the Review of our Smokefree Policy
  - Te Newhanga Kāpiti Community Centre
- 5.5 On Thursday, Thursday, 3 August 2023 the Risk and Assurance Committee met to discuss:
- Health and Safety Quarterly Reports: 1 July 2022 – 31 March 2023
  - Audit Proposal for the 2023, 2024 and 2025 Financial Years
  - Progress Update regarding Audit Control Findings 2021/22
  - Quarterly Treasury Compliance
  - 2023 Council Insurance update
  - Chief Executive Report
  - Top 10 Organisational Risk Report
  - Internal Audit - Progress update internal audit work programme
  - Council's Credit Rating for 2023/24
- 5.6 On Tuesday, 8 August 2023 the Climate and Environment Subcommittee met to discuss:
- Climate Action Grants Summary of Applications and Recommendations
  - Climate And Resilience Strategy – Standing Up a Think-Tank
- 5.7 On Tuesday, 8 August 2023 the Ōtaki Community Board met to discuss:
- Consideration of Applications for Funding
- 5.8 On Tuesday, 22 August 2023 the Paekākāriki Community Board met to discuss:
- Speed Management Plan – Paekakariki – Consultation Options
  - Recommendations to Campe Estate Funding Report
  - Consideration of Applications for Funding

6 In addition, the following meetings took place:

Te Whakaminenga o Kāpiti	Tuesday, 1 August 2023
Kāpiti Coast Older Persons' Council	Wednesday, 26 July 2023

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

7.1 On Tuesday, 1 August 2023 Te Whakaminenga o Kāpiti met to discuss:

- Te Newhanga Kāpiti Community Centre
- Ngā Take Tārewa | Matters Under Action
- He Kōrero Hou Mō Ngā Iwi | Iwi Updates

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

- Kāpiti Coast District Council Local Alcohol Policy
- Voting process
- Celebration of the International Day of Older Persons

## HE KŌRERORERO | DISCUSSION

### He take | Issues

8 Within the reports and recommendations considered by Standing Committees and Community Boards from 18 July 2023 to 22 August 2023, there were no recommendations made to Council.

### Ngā kōwhiringa | Options

9 Options are not required for this report.

### Tangata whenua

10 Mana whenua were not specifically consulted for this report.

### Panonitanga āhuarangi | Climate change

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

### Ahumoni me ngā rawa | Financial and resourcing

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

### Ture me ngā Tūraru | Legal and risk

13 There are no legal considerations relevant to this report.

### Ngā pānga ki ngā kaupapa here | Policy impact

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

## TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

### Te mahere tūhono | Engagement planning

15 An engagement plan is not required for this report.

### Whakatairanga | Publicity

16 No publicity is required with regards to this report.

## NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

## 10.8 WELLINGTON REGIONAL LEADERSHIP COMMITTEE: UPDATED AGREEMENT AND TERMS OF REFERENCE

Kaituhi | Author: **Angela Bell, Strategy Manager**

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

### TE PŪTAKE | PURPOSE

- 1 This paper seeks your agreement to a revised Agreement and Terms of Reference for the Wellington Regional Leadership Committee. These documents are being revised to specifically provide delegations for the sign-off of the Future Development Strategy.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not Required.

### TE TUKU HAE PAPA | DELEGATION

- 3 The Wellington Regional Leadership Committee (WRLC) is a joint committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002, with specific powers delegated to it (as laid out in the Terms of Reference (TOR)).
- 4 Under section A2.2 of the Council Governance Structure and Delegations 2022-2025 Triennium, the Mayor has the power to establish committees of Council (and their terms of reference).

### TAUNAKITANGA | RECOMMENDATIONS

That Council:

- A. **Notes** that on 25 February 2021, the Council resolved to establish the Wellington Regional Leadership Committee and for Council to become a member of it. The matters that Joint Committee addresses now need updating and these resolutions reflect those updates. These resolutions should be read as being in addition to the original resolutions.
- B. **Agrees** the Wellington Regional Leadership Committee continues as a joint committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002, but on the amended terms set out in the Joint Committee Agreement (dated 2023), with the amendments in effect from the date the Wellington Regional Leadership Committee Joint Committee Agreement is signed by all local authority parties.
- C. **Notes** the main amendments provide for the Wellington Regional Leadership Committee to:
  - C.1 undertake the work necessary to inform, prepare and finalise the Future Development Strategy in accordance with the National Policy Statement for Urban Development 2020.
  - C.2 establish a Joint Committee Subcommittee to hear submissions on the draft Future Development Strategy (and any updates) and make recommendations to the Wellington Regional Leadership Committee on those submissions (which will make the final decision on the Future Development Strategy).
  - C.3 undertake regular reviews of the Future Development Strategy.
  - C.4 prepare the implementation plan in support of the Future Development Strategy.
  - C.5 implement the Future Development Strategy.
- D. Authorises the Wellington Regional Leadership Committee to appoint a Joint Committee Subcommittee for the Future Development Strategy to hear and make recommendations on submissions received on the draft Future Development Strategy to be developed under the National Policy Statement for Urban Development 2020 (and any updates to that Strategy).

- E. **Approves** the amended Wellington Regional Leadership Committee Joint Committee Agreement, including the amended Terms of Reference for the Joint Committee and the new Terms of Reference for the Joint Committee Subcommittee for the Future Development Strategy. (Noting that as required by the existing Agreement, the Wellington Regional Leadership Committee Joint Committee has endorsed the amendments to functions and powers of the Joint Committee).
- F. **Delegates** all powers and functions to the Wellington Regional Leadership Committee set out in the amended Wellington Regional Leadership Committee Joint Committee Agreement, including the amended Terms of Reference for the Joint Committee and the new Terms of Reference for the Joint Committee Subcommittee for the Future Development Strategy.
- G. **Notes** that the Wellington Regional Leadership Committee is a joint committee of all local authorities that are parties to the Wellington Regional Leadership Committee Joint Committee Agreement, and it includes members representing iwi and the Crown.
- H. **Authorises** the Mayor to sign the amended Wellington Regional Leadership Committee Joint Committee Agreement on behalf of the Council.
- I. **Appoints** one elected member, ....., to be a member of the Joint Committee Subcommittee for the Future Development Strategy for the purposes of hearing submissions on the draft Future Development Strategy (or any updates to it) and making recommendations on those submissions to the Wellington Regional Leadership Committee.

## TŪĀPAPA | BACKGROUND

- 5 In February 2021, Council resolved to establish the Wellington Regional Leadership Committee (WRLC) to activate and support the decisions and programmes of the Wellington Regional Growth Framework (WRGF).<sup>4</sup>
- 6 Pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002, the WRLC includes all local government authorities in the Wellington region, the Horowhenua District Council, regional iwi partners, and Central Government ministerial representatives, as equal voting members. An Agreement and TOR was agreed that provided the scope and mandate for the activities of the Committee. It provides a formal governance forum for matters of regional importance, and the committee was given scope to address matters relating to regional spatial planning, economic development and recovery opportunities.
- 7 The National Policy Statement on Urban Development 2020 (NPS-UD) introduced a new requirement for all Tier 1 and Tier 2 local authorities to complete a 'Future Development Strategy' (FDS) to inform their 2024 Long Term Plans. Kāpiti Coast District Council is considered a "high growth" Tier 1 Council under the NPS-UD, as part of the Wellington region. The FDS will replace the WRGF as an updated spatial plan for the Wellington region and Horowhenua.
- 8 The WRLC Secretariat has determined that the WRLC Agreement and TOR need to be updated to appropriately reflect the delegations required to consult on and agree the FDS for the Wellington region.

## HE KŌRERORERO | DISCUSSION

- 9 Advice relating to the revised Agreement and TOR, from the Wellington Regional Leadership Committee Secretariat, is included as Attachment 1 to this paper.
- 10 A revised Agreement and TOR is included as Attachment 2 for your consideration. A track-changes version showing the changes being proposed in relation to the previously agreed Agreement and TOR (dated 1 July 2021) is included as Attachment 3.

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<sup>4</sup> The WRGF is a spatial plan describing a long-term vision for how the region will grow, change and respond to key urban development challenges and opportunities in a way that gets the best outcomes and maximises the benefits across the region. The WRGF was agreed in July 2021, and since then the WRLC partners have been working together to implement the Framework.

**He take | Issues**

- 11 None.

**Ngā kōwhiringa | Options**

- 12 The options considered are covered in the Wellington Regional Leadership Committee's paper, included as Attachment 1. Further detail of the individual options is included in the paper presented to the WRLC on options for approving the FDS, included in Attachment 4, for your information.

**Mana whenua**

- 13 Mana whenua are invited to appoint a representative to the WRLC, which Te Rūnanga O Toa Rangātira and Ngā Hapū o Ōtaki have chosen to do.
- 14 Āti Awa ki Whakarongotai Charitable Trust have advised that they do not wish to participate in the WRLC. Council will therefore have to consider how we can best give effect to our partnership with Āti Awa ki Whakarongotai, while participating in WRLC processes.

**Panonitanga Āhuarangi me te Taiao | Climate change and Environment**

- 15 While the recommendations of this paper do not have any implications for climate change or the environment, the remit of the WRLC includes climate change as it relates to regional growth, economic development, and recovery.

**Ahumoni me ngā rawa | Financial and resourcing**

- 16 While there are no direct financial and resourcing implications of this paper, there may be financial and/or resourcing implications for Council from future decisions delegated to the WRLC under the Agreement and TOR being considered at this meeting. Of note, currently, the WRLC is proposing that the cost of consultation for the FDS will amount to \$510,000 which will be jointly funded by District Councils.
- 17 Choices and prioritisations made by the WRLC may constrain the central government funding available for key local infrastructure projects in Kāpiti if these projects have not been prioritised regionally by the WRLC, as it is intended that this regional prioritisation will help direct central government resources.

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

- 18 Legal advice sought by the WRLC in relation to the FDS is included as Attachment 5 for your information.
- 19 This paper is seeking the formal delegation of new decision-making powers relating to the FDS to the WRLC (as per the terms of reference and laid out in the recommendations of this paper). In agreeing to this delegation, there is a risk that the WRLC makes decisions in the interests of the region as a whole that are not necessarily aligned with the interests of Council and the Kāpiti district.
- 20 This risk is mitigated by having Council representation on the WRLC and in the various working groups that are progressing WRLC work programmes.

**Ngā pānga ki ngā kaupapa here | Policy impact**

- 21 As a member of the WRLC, there is an expectation that Council will give effect to the decisions of the WRLC as laid out in the FDS. This may constrain the future policy choices available to Council in matters relating to, among other things, growth and infrastructure investment relating to growth pressures, as there is an obligation to give effect to the decisions of the WRLC.

**TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**

- 22 There has been no specific consultation or engagement with the community in relation to this paper, as it is largely an administrative matter.

**Te mahere tūhono | Engagement planning**

- 23 The WRLC is planning to consult on the FDS, and there will be an appropriate communications and engagement plan developed for this purpose.

**Whakatairanga | Publicity**

- 24 There are no media statement planned in relation to this paper.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Wellington Regional Leadership Committee Secretariat briefing [↓](#)
2. WRLC Agreement and Terms of Reference [↓](#)
3. WRLC tracked changes to Agreement and Terms of Reference [↓](#)
4. WRLC on options for approving the Future Development Strategy [↓](#)
5. Legal advice sought by WLRC [↓](#)



## Information for council papers for signoff of updated WRLC Agreement and Terms of Reference (TOR)

### Background

#### *The Future Development Strategy*

1. The Future Development Strategy is an updated version of the Wellington Regional Growth Framework. It is a statutory document, for “Tier 1 and 2” councils who are required to prepare a Future Development Strategy under the National Policy Statement – Urban Development in time to inform 2024 Long Term Plans (LTPs). This means we ideally need to complete and have signed off at least a draft Future Development Strategy by third quarter 2023 to enable councils to include any financial and other implications in the early drafts of their LTP.
2. In our region, Wellington, Porirua, Kāpiti, Hutt City, Upper Hutt and Greater Wellington are Tier 1 Councils and Horowhenua, South Wairarapa, Carterton and Masterton are Tier 3 Councils. These categories are assigned based on growth projections, where Tier 1 councils are considered “high growth”.
3. Officers from local government and central government have been working on the content of the Future Development Strategy since August 2022 and the list below outlines workshops and meetings that the Wellington Regional Leadership Committee (WRLC), councils, iwi and others have had on the Future Development Strategy:
  - a. Various presentations to incoming councils on the WRLC and the Future Development Strategy – though October to December 2023, in February 2023 and to the last council in June 2023.
  - b. A Future Development Strategy workshop with the WRLC – 1 February 2023
  - c. A Future Development Strategy update paper to the WRLC at its meeting - 7 March 2023
  - d. A combined Wellington City Council/Porirua City Council workshop – 29 March 2023
  - e. A combined Wairarapa councils workshop – 4 April 2023
  - f. A combined Upper Hutt City Council/Hutt City Council workshop – 5 April 2023
  - g. An iwi workshop – 11 April 2023 and various one on meetings with iwi
  - h. A combined Horowhenua District Council/Kāpiti Coast District Council workshop – 13 April 2023
  - i. Three separate workshops in the Wairarapa, one with each Council – 3 May 2023
  - j. A workshop with iwi members on the statement of iwi/hapu aspirations for urban development – 15 May 2023
  - k. A workshop with the WRLC on elements of the Future Development - 15 May 2023.
  - l. A Future Development Strategy update paper to the WRLC at its meeting - 13 June 2023
  - m. A booth on the Future Development Strategy and a workshop session on the Future Development Strategy at the WRLC Annual Partners Forum - 26 June 2023.

- n. A separate workshop in Martinborough for SWDC – 5 July 2023
- 4. The Future Development Strategy team has also been working with developers and infrastructure providers on the Strategy, as required under the National Policy Statement – Urban Development.
- 5. The Future Development Strategy is nearing completion and is expected to be taken in draft to the WRLC meeting on 19 September 2023 for approval for consultation. This, however, cannot be done without signoff from all ten councils on changes to the WRLC Agreement and TOR as discussed below.

***The WRLC Agreement and Terms of Reference (TOR)***

- 6. The current Wellington Regional Leadership Committee (WRLC) Agreement and Terms of Reference (TOR) includes the development and implementation of the Wellington Regional Growth Framework, as a spatial plan for the region. At the time of developing the Agreement the Future Development Strategy was not contemplated as a tool and therefore, the WRLC Agreement and Terms of Reference do not give the WRLC the powers/functions relating to a Future Development Strategy.
- 7. The WRLC includes both the Mayor from each council as the substantive member and the Deputy Mayor from each council as the alternate member.
- 8. The WRLC Secretariat has received legal advice that states: *“It is beyond the scope of the WRLC powers to approve the Future Development Strategy, draft or final, on behalf of the member Councils at present. Those decisions on the Future Development Strategy currently must be made by each individual Council.”*
- 9. This is because the current WRLC Agreement and TOR identifies that the WRLC is responsible for the Wellington Regional Growth Framework (WRGF) specifically, rather than a more general responsibility for regional spatial planning, which is and has always been the intent for the WRLC.
- 10. As a comparison for instance the Agreement has the WRLC responsible for “regional economic development” in a more general term, rather than stating a specific document.
- 11. Therefore, for the WRLC to be involved in the Future Development Strategy process (in any manner), an update needs to be made to the WRLC Agreement and TOR.
- 12. This is being undertaken in two steps:
  - a. Step 1: The WRLC to agree which option for signoff of the draft Future Development Strategy, signoff of the final Future Development Strategy and the establishment of a Hearings Panel it endorses. This decision was made at the WRLC meeting on 13 June 2023 and discussion on the process for this is covered in this paper.
  - b. Step 2: As required by the Local Government Act, any changes to the WRLC Agreement and TOR, needs to be agreed by all ten councils that are party to the WRLC. This paper covers this step, and a similar paper is being considered during August and September 2023 by the other nine councils who are party to the WRLC.

**Analysis**

***Step 1: WRLC consideration of the options for signoff of the Future Development Strategy***

13. The WRLC was provided with a recommendation at its meeting in September 2022 as follows: *“Agrees to support the option a. as outlined in paragraph 20 of this report and update the Agreement and Terms of Reference for the Wellington Regional Leadership Committee to enable the Committee to sign off the draft and final of the Future Development Strategy and form a subcommittee to undertake hearings on the Future Development Strategy.*
14. No decision was made at the September 2022 meeting due to the lack of local government representatives at the meeting. This recommendation was proposed to be raised at both the December 2022 and March 2023 WRLC meetings.
15. However, making a decision on the Future Development Strategy signoff and updated WRLC Agreement and TOR was put on hold and not taken forward at the December 2022 and March 2023 meetings as:
- The WRLC requested in September 2022 that it be provided further information, regarding decision making on the Future Development Strategy (FDS) and any proposed amendments to the WRLC Agreement and TOR.
  - There were five new Mayors and many new councillors across the region following the local body elections in October 2022 and it was felt that these people needed to be brought up to speed on what regional spatial planning is, what a Future Development Strategy is and options and implications for the Future Development Strategy signoff by the WRLC.
  - Mana whenua had not had enough time (capacity related) to engage in the Future Development Strategy and signoff process as would be preferred.
16. To assist in b and c above a number of workshops were undertaken as outlined elsewhere in this paper. The workshops covered - what is regional spatial planning, what is the Future Development Strategy and the Future Development Strategy signoff options.
17. At its meeting on 13 June 2023 the WRLC was provided with a paper which outlined options for approval of the Future Development Strategy, both draft and final and establishment of a hearing subcommittee.
18. Four options were considered by the WRLC. These options had previously been explained and discussed at the workshops held with councils in March, April, May and July 2023 as noted elsewhere in this paper.
19. The four options are covered in the table below and Option 1 which was agreed to by the WRLC at its meeting on 13 June 2023 is covered in more detail below

Options	Ability to meet statutory timeframes?	Iwi partners involved?	Additional costs (staff time or budget)?	FDS reflects a joined-up vision for our region?	Alignment with future Spatial Planning Act (SPA)	Rating (out of 10)
1. WRLC signoff draft FDS and final FDS and undertake hearings	Yes - project plan in place that reflects this option.	Iwi part of WRLC Central government part of WRLC	Budget allocated and on track	Yes, through WRLC	Yes, SPA is likely to require a joint committee with mana whenua	10/10

Options	Ability to meet statutory timeframes?	Iwi partners involved?	Additional costs (staff time or budget)?	FDS reflects a joined-up vision for our region?	Alignment with future Spatial Planning Act (SPA)	Rating (out of 10)
2. Set up a subcommittee or new committee of just Tier 1 councils and iwi	Maybe/ unlikely depending on time taken to set up new committee	Maybe dependent on being part of new committee	Slightly more legal costs to craft new agreement, but not significant	Mostly through new subcommittee representation	Somewhat i.e. does not include whole region	7/10
3. WRLC signoff the draft FDS and undertake hearings and each council signoff the final FDS	Delay likely if agreement can't be reached on final FDS (i.e. if 1 or more councils don't agree on content)	Not at final FDS stage unless allowed for in council standing orders	Iwi will need to attend multiple for final sign off meetings. Individual council officers to prepare and present reports for final FDS	Risk that agreement may not be reached on FDS.  May in effect have 10 FDS documents.	No	5/10
4. Each council sign off the draft FDS, WRLC hold hearings and sign off the final FDS	Delays likely if agreement can't be reached on draft FDS  (i.e. if 1 or more councils don't agree on content)	Worse than option 3 for iwi partners as key decisions will be made at the draft FDS stage	Slight increase in work for each council and dedicated staff will need to be available	Risk that agreement may not be reached on FDS.  May in effect have 10 FDS documents.	Maybe	5/10

20. Option 1 (the option approved by the WRLC and included in the changes to the WRLC Agreement and TOR) includes:

- a. One on one workshops with each council and iwi entity on the content of the Future Development Strategy for their overview and comment – before the draft goes to the WRLC – underway.
- b. Engagement with certain parties and consideration of the matters as required by clauses 3.14 and 3.15 of the NPS-UD – before the draft goes to the WRLC – underway.
- c. The WRLC signing off the draft Future Development Strategy
- d. The WRLC Secretariat and Future Development Strategy Project lead managing the submissions hearings and report back process.
- e. A hearings panel consisting of one representative from each local government and iwi entities on the WRLC (if they choose to).

- f. Workshops/briefings to provide councils and iwi entities with an understanding of proposed changes from the submissions and hearings to the Future Development Strategy
  - g. The WRLC signing off the final Future Development Strategy
21. Assuming all councils approve changes to the WRLC Agreement and TOR by mid-September 2023 (the last likely council meeting timing) then the Future Development Strategy is likely to be finalised in early 2024 (i.e. Feb/March) with engagement and hearings being undertaken in 2023.
22. Option 1 was selected because:
- a. Regional spatial planning is a key function of the WRLC as it was initially set up. If other options had been selected, it raises a question about why have the WRLC in the first place. It should be noted that Ministers are on the WRLC for the regional spatial planning aspects only.
  - b. This option aligns strongly with the future direction given for the proposed Spatial Planning Act (SPA). The SPA will be replacing the RMA and will require regional level spatial strategies (called "RSS") to be developed through regional committees made up of central and local government and mana whenua. Undertaking the Future Development Strategy process jointly through the WRLC will put this region in a good place to prepare future Regional Spatial Strategies which will be an update of the Future Development Strategy.
  - c. The WRLC generally works on a consensus model and it is expected that key decisions are made on this basis. So in effect if alignment cannot be achieved then decisions are brought back to the table for further discussion – for instance if there is a lack of agreement on the draft Future Development Strategy.
  - d. From an efficiency perspective option 1 would only require one resolution from each Council at the start of the process rather than needing to obtain multiple Council resolutions throughout the process (ie for the draft Future Development Strategy and the final Future Development Strategy).
  - e. This is the best option for iwi members on the WRLC
  - f. It is the preferred option of and has been endorsed by the WRLC Secretariat, the Future Development Strategy Core Team and Steering Group, the WRLC Senior Staff Group, the WRLC CEO Group and iwi members on the WRLC.
23. Reflecting the statutory context for the Future Development Strategy (required under the National Policy Statement on Urban Development), Central Government would not participate in the hearings or formally signoff the Future Development Strategy. This is the same for all the options.
24. The recommendation provided below was approved at the 13 June 2023 WRLC meeting:  
***"Agrees to support the progression of Option 1 as outlined in paragraphs 20-23 of this report which includes the Committee making decisions to commence the Future Development Strategy consultation and preparation process, approve the draft Future Development Strategy (statement of proposal) and commence special consultative procedure, to engage in consultation and set up a hearing panel to hear submissions on***

*the Future Development Strategy, and approve the final Future Development Strategy (with reporting to the Councils at relevant steps)."*

25. Therefore Step 1 is now complete.

**Step 2: Changes to the WRLC Agreement and TOR.**

26. Each of the ten councils has previously approved an initial WRLC Agreement and Terms of Reference and then an updated one. This will be the second update to the WRLC Agreement and Terms of Reference.
27. The current WRLC Agreement and TOR has been updated to align with the recommendation at the 13 June 2023 WRLC meeting. A clean copy and a track changed copy of the updated WRLC Agreement and TOR are attached.
28. As required by the Local Government Act, any changes to the WRLC Agreement and TOR, need to be agreed by all ten councils that are party to the WRLC. This will be undertaken at council meetings which will be occurring between July and September 2023.
29. At a summary level the changes related to the WRLC undertaking the activity of the Future Development Strategy are:
- a. Adding the Future Development Strategy as a "Specific Responsibility" of the WRLC including the detailed actions of what this includes.
  - b. The wording requirements, in a number of places, for the WRLC to set up a subcommittee to hear submissions and the delegations to do so – including what this means in terms of actions.
  - c. Adding the Future Development Strategy and related activity such as the work to develop the Future Development Strategy, hold hearings and approve the Future Development Strategy into the delegations of the WRLC.
  - d. The ability for the subcommittee to have an independent chair if needed (the subcommittee may decide not to do this but the changes allow for this in case).
  - e. A new Appendix 2 which is the Terms of Reference for the Joint Committee Subcommittee for the Future Development Strategy (to undertake the hearings). This includes information on its purpose, responsibilities, membership and delegations.
30. As any change to the WRLC Agreement and TOR requires all ten councils to agree the changes and it a long and administratively heavy process, we are also taking the opportunity to make some other changes to the WRLC Agreement and TOR. These are:
- a. Some tidy ups in the document. For example the old version referred to both persons and Ministers when talking about the Crown members, the Administering Authority was noted but not explained
  - b. Removing reference to an independent chair for the WRLC itself – there has been some comments about perhaps not having an independent chair in the future. We don't know if this will happen yet but to avoid having to go back to ten councils again if it was decided to not have an independent chair in the future, the language in the WRLC Agreement and TOR has been softened e.g. now an option rather than a must

31. If one or more councils does not pass the resolutions in this paper ie does not agree to the changes to the WRLC Agreement and TOR to enable the WRLC to carry out the stated activities for the Future Development Strategy, or wants to make large changes to the Agreement, then next steps would likely be:
- a. Hold an extraordinary meeting of the WRLC to understand its next preference for the signoff of the Future Development Strategy.
  - b. Make any further relevant changes to the WRLC Agreement and TOR
  - c. Set up dates for another ten council meetings
  - d. Prepare a new pack of background information/analysis for council papers
  - e. Have ten councils consider another paper with the new process.
32. We estimate that this would take us to the end of 2023 which means engagement on the draft Future Development Strategy cannot be undertaken until at least February 2024 with the final signed off mid-2024.

#### ***Hearings subcommittee***

33. The updated WRLC Agreement and TOR provides for a Joint Committee Subcommittee for the purpose of hearing submissions on the Future Development Strategy. Some points about the subcommittee are:
- a. Appendix 2 of the updated WRLC Agreement and TOR provides all the information on the hearings subcommittee.
  - b. The new WRLC Agreement and TOR allows for each council and each iwi entity to have a member on the hearings subcommittee. This is reflected in the recommendations of this paper. It is not a must to appoint someone, but the option is provided to enable all parties to continue to be part of the process if so chosen.
  - c. At this stage we are not clear on how long the hearings will last. Our only reference point so far is the Nelson/Tasman Future Development Strategy where there was a week of hearings.
  - d. We are planning to hold hearings across the region e.g. Wellington city, the western corridor, the Wairarapa to make it easier for those who are wanting to make an oral submission. Those on the hearings subcommittee will need to attend all hearings across the region.
  - e. The hearings subcommittee will be provided with resource to manage submissions and submitters who want to be heard, an expert to write up the findings from the hearings and submissions and may have access to an independent chair for the hearings if required.
  - f. The hearings subcommittee will make recommendations for changes to the draft Future Development Strategy for the WRLC for consideration.

#### **Consideration of Climate change**

34. The Future Development Strategy includes objectives to create better climate change outcomes.

#### **Options**



35. The options with regards to the recommendations in this paper are:
- a. Approve the recommendations as written including nominating someone for the hearings subcommittee
  - b. Approve the recommendations as written but do not nominate anyone for the hearings subcommittee
  - c. Do not approve the recommendations

#### **Implications for Māori**

36. The decision making and hearing subcommittee option endorsed by the WRLC for the Future Development Strategy will enable iwi partners to the WRLC to participate in the Future Development Strategy decision making. This is the best option for iwi partners as:
- a. Iwi members of the WRLC will have an option just like councils do to put someone on the hearings subcommittee.
  - b. Iwi members will be at the WRLC meetings when the draft and final Future Development Strategy is signed off.
  - c. Other options considered by the WRLC where councils only signed off either the draft or final Future Development Strategy would rely on
    - I. Council standing orders enabling iwi members to sit at the council table and vote on either the draft and/or final Future Development Strategy
    - II. Iwi partners having to go to multiple council meetings in their rohe to participate in the signoff/s.

#### **Consultation/engagement**

37. Engagement and consultation has been undertaken with developers and infrastructure providers as required to by the National Policy Statement – Urban Development. We need to engage with them as part of developing the Future Development Strategy.
38. Internal engagement has included:
- a. Multiple discussions at WRLC Senior Staff Group meetings from September 2022 through to now. In all these discussions the preferred options as reflecting in the updated WRLC Agreement and TOR has been endorsed.
  - b. Multiple discussions at WRLC CEO meetings from September 2022 through to now. In all these discussions the preferred options as reflecting in the updated WRLC Agreement and TOR has been endorsed.
  - c. Discussion at workshops with WRLC iwi members on the Future Development Strategy with them endorsing the recommended changes and approach.
  - d. Explanation and discussion at numerous council workshops as highlighted elsewhere in this report.
  - e. Discussion at WRLC workshops since September 2022.

#### **Legal considerations**

39. Legal advice on this matter is attached.



40. Key points from this advice are:

- a. Our view is that it is beyond the scope of the WRLC powers to approve the FDS, draft or final, on behalf of the member Councils at present. All decisions on the FDS currently must be made by each individual Council.
- b. In order to streamline the process for the FDS across all 10 Councils, the Agreement could be amended in order to include the FDS within WRLC's specific responsibilities. Such an amendment should state that the WRLC has authority to make decisions to commence the FDS consultation and preparation process, approve the draft FDS (statement of proposal) and commence SCP, to engage in consultation and hear submissions on the FDS as part of the SCP, and approve the final FDS (with reporting to the Councils at relevant steps).
- c. Together with amendment to the Agreement, each Council would need to resolve to delegate its decisions on the FDS and its role in consultation and the SCP to the WRLC.
- d. Pursuant to clause 32 of Schedule 7 of the LGA, the delegation of a decision on the FDS is not prevented.

#### **Financial**

41. The costs of the Future Development Strategy have been budgeted at \$510,000 with these costs split between all council partners. The costs for the WRLC signing off the draft and final and undertaking hearings will be paid for from this budget.
42. By undertaking the process regionally, we will be able to stick to this budget and ensure that knowledge that is gained through this process stays in house.

# **Wellington Regional Leadership Committee**

## **Joint Committee Agreement**

**Dated 2023**

## **Wellington Regional Leadership Committee - Joint Committee Agreement**

### **Purpose**

This agreement is made pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002 (LGA 2002). The purpose is for a Joint Committee of Carterton District Council, Greater Wellington Regional Council, Hutt City Council, Kāpiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council, Horowhenua District Council and iwi to take responsibility for key matters of regional importance where a collective voice and collective regional planning and action is required.

The parties listed above are wanting to work together with central government on matters that are of regional importance and are cross boundary and inter-regional in nature. The role of the Joint Committee is to set direction and monitor activities from those plans related to the direction on all matters, with particular focus on:

- Regional economic development
- Regional economic recovery
- Wellington regional growth framework (joint spatial plan under the Urban Growth Partnerships and Urban Growth Agenda) Urban development and specifically, the preparation and approval and regular review and implementation of a Future Development Strategy under the National Policy Statement on Urban Development 2020 (including preparing, finalising and making publicly available a Housing and Business Development Capacity Assessment and undertaking any other work necessary to inform the draft Future Development Strategy) and the preparation of the implementation plan for this Strategy.

This agreement focuses on the Joint Committee, including its membership and delegations.

The Joint Committee is a formal Joint Committee pursuant to the LGA 2002 (Clauses 30 and 30A, Schedule 7). The Joint Committee will be deemed to not be discharged at or following each triennial local government election (in line with Clause 30 (7) of Schedule 7, LGA 2002).

There are some parties to this agreement (ie Crown and iwi) who do not appoint members to the Joint Committee directly.

### **Administering Authority**

The Administering Authority referred to in this Agreement is Greater Wellington Regional Council.

### **Membership**

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council
- the Mayor of Hutt City Council

- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the Chairperson of the Joint Committee. Before nominating the person, the Joint Committee is required to consider whether the Chairperson should be independent.

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne Tū Mai Rā Trust and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three Ministers nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial local authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meeting, is entitled to attend that

Joint Committee meeting as a member of the Joint Committee (and appointed by the relevant local authority). If an alternate is appointed, it must be the Deputy Mayor or Deputy Chair. The appointment of alternates does not affect the normal calculation of a quorum.

The local authorities that are parties to this agreement may also nominate one elected member to the Administering Authority for appointment as a member of the Joint Committee Subcommittee. The iwi who are parties to this agreement may also nominate one person to the Administering Authority for appointment as a member of the Joint Committee Subcommittee. The Joint Committee Subcommittee's purpose is to hear submissions on the draft Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final Future Development Strategy). If the Joint Committee reviews the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and it determines updating of the Future Development Strategy is required, then the Joint Committee Subcommittee will hear submissions on any draft updates to the Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final updated Future Development Strategy).

The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown (Cabinet) and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed Minister is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum. If an alternate for the Minister of the Joint Committee is not appointed, then any person who attends on behalf of a Minister will be treated as an observer. A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates a Chairperson and that person is appointed by the Administering Authority).

#### *General*

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the Chairperson). In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

The standing orders of the Administering Authority apply to the Joint Committee. The Joint Committee will adopt a memorandum of understanding setting out the principles that guide the Joint Committee's work and the approach that the Joint Committee will take.

*Expectations around member voting based on Joint Committee programme and agenda*

When the Joint Committee is addressing regional economic development matters or regional economic recovery matters, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings).

**Observers**

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the Chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the Chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the Chairperson.

**Meeting Frequency**

Meetings will be held once every two-three months, or as necessary and determined by the Chairperson.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the Administering Authority.

**Specific Responsibilities**

The Wellington Regional Leadership Committee has the following specific responsibilities in support of its overall purpose:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework, including regional climate change projects and a regional housing action plan.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

Regional Economic Development

1. Provide leadership in regional, sustainable economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

Future Development Strategy

1. Prepare, finalise and make publicly available the Housing and Business Development Capacity Assessment and undertake any other work necessary under the National Policy Statement for Urban Development 2020 to inform the draft Future Development Strategy.
2. Consult and engage in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020.
3. Prepare a draft Future Development Strategy.
4. Approve a draft Future Development Strategy and any other documentation necessary as part of the special consultative procedure in accordance with the LGA 2002.
5. Commence and engage in the special consultative procedure in accordance with the LGA 2002 for the Future Development Strategy
6. Appoint a Joint Committee Subcommittee to hear the submissions on the draft Future Development Strategy (and any draft updates to that Strategy in accordance with National Policy Statement for Urban Development 2020), which will make recommendations to the Joint Committee on those submissions.

7. Approve the final Future Development Strategy after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Future Development Strategy.
8. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
9. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
10. Prepare the implementation plan required for the Future Development Strategy (or updated one) and oversee the implementation of the Future Development Strategy.

### Delegations

Each local authority delegates to the Joint Committee, in accordance with the terms of reference in Appendix 1, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
  - Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
  - Regional Economic Development Plan
  - Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee
3. Undertaking the work required to inform a draft Future Development Strategy under the National Policy Statement for Urban Development 2020 (including preparing, finalising and making publicly available the Housing and Business Development Capacity Assessment) and undertaking consultation and engagement in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020, preparing that draft, approving the draft and documentation necessary as part of the special consultative procedure, commencing and concluding the special consultative procedure in accordance with the LGA 2002 and approving the final Future Development Strategy, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Strategy.
4. Appointing a Joint Committee Subcommittee to hear the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (which retains the power to make the decision to approve the final Future Development Strategy). The Joint Committee Subcommittee will operate in accordance with the Terms of Reference in Appendix 2 to this agreement.
5. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
6. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint



Committee Subcommittee on submissions on the draft updated Future Development Strategy.

7. Prepare the implementation plan required for the Future Development Strategy (or updated one) and oversee the implementation of the Future Development Strategy.
8. The setting of the Joint Committee's meeting schedule.

### Responsibilities

The table below identifies key parties related to this agreement and the Wellington Regional Leadership Committee and their responsibilities.

Party	Responsibilities
Wellington Regional Leadership Committee	Decision making related to the Specific Responsibilities in this agreement and TOR, including Regional economic development, Regional economic recovery, Wellington regional growth framework, Future Development Strategy (and implementation of the Future Development Strategy); Appointing a Joint Committee Subcommittee to hear the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (and the same for any updated Future Development Strategy); Joint regional voice and advocacy; Select and nominate the Chairperson (for appointment to the Joint Committee by the Administering Authority); Agree 3 year rolling work programme consistent with WRGF, Economic Plan and other relevant directional documents.
Joint Committee Subcommittee for Future Development Strategy	To run an appropriate hearing process to hear the submissions on the draft Future Development Strategy (and any updated one) and to make recommendations on those submissions to the Joint Committee, so the Joint Committee can approve the final Future Development Strategy (or any updated one).
Chairperson	Chair the Joint Committee meetings; Approve attendance as required in public excluded sessions; Approve speaking rights as required at Joint Committee meetings; Liaise with members of the Joint Committee as required Approve (in consultation with the Senior Staff Group) content of meeting agendas.
Chief Executives Group	Provide support and advice to the Joint Committee; Agree funding amounts and splits (rolling 3-year programme).
Senior Staff Group (2 <sup>nd</sup> Tier Managers)	Recommend work programme to the Joint Committee; Recommend funding arrangements and allocations;

Party	Responsibilities
	Manage reports to the Joint Committee; Review work being undertaken and recommend changes if required; Align work programmes within home organisations.
Joint Secretariat	Coordinate the work of the Joint Committee (in consultation with the Chairperson); Provide administrative support to the Joint Committee on all aspects of its business; Lead work streams as required; Manage joint communications and consultation; Support the work of the Joint Committee, including monitoring, research and independent advice as required.
Delivery agencies e.g. Councils, Council Controlled Organisations, WREMO	Provide information and research; Draft papers for the Joint Committee; Attend meetings as required; Deliver aspects of the work programme (e.g. economic development activities).
Administering Authority	Administer standing orders; Employing joint secretariat staff; Payment of the meeting fees and Chairpersons honorarium; Appointing members to the Joint Committee (who are to be appointed by the Administering Authority).

### Administration Funding

Funding will be provided by the Wellington Region's local authorities for the administration of the Joint Committee and Joint Committee Subcommittee, a joint secretariat, and iwi participation in the Joint Committee and Joint Committee Subcommittee through a regional targeted rate set by Greater Wellington Regional Council.

Horowhenua District Council will make an annual funding contribution on a proportional population basis. This funding contribution is calculated by dividing the total annual amount levied through the Wellington Region targeted rate by the total population of the Wellington Region, to arrive at a per capita amount, and then multiplying that per capita amount by the population of Horowhenua District to determine the annual Horowhenua District Council contribution.

Funding will be provided by central government as a contribution to the administration of the Joint Committee and Joint Committee Subcommittee and the joint secretariat at an amount to be agreed.

The funding will support the administration of the Joint Committee, the Joint Committee Subcommittee and the joint secretariat that supports the Joint Committee and Joint Committee Subcommittee which will undertake the following:

1. Providing administrative support to the Joint Committee, Joint Committee Subcommittee and the Senior Staff Group
2. Managing the work programme of the Joint Committee and Joint Committee Subcommittee, including policy advice function and monitoring and research as required

3. Provision of independent advice to support the work programme and Joint Committee Subcommittee as required

**Variation of this Agreement**

This agreement may be varied by the parties from time to time but only with the endorsement of the Wellington Regional Leadership Committee.

**EXECUTION**

**SIGNED** for and on behalf of  
**CARTERTON DISTRICT COUNCIL:**

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Signature

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Name of person signing

**SIGNED** for and on behalf of  
**HOROWHENUA DISTRICT COUNCIL:**

---

Signature

---

Name of person signing

**SIGNED** for and on behalf of **HUTT CITY COUNCIL**:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **KĀPITI COAST DISTRICT COUNCIL**:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **MASTERTON DISTRICT COUNCIL**:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **PORIRUA CITY COUNCIL**:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **SOUTH WAIRARAPA DISTRICT COUNCIL**:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **UPPER HUTT CITY COUNCIL**:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of  
**WELLINGTON CITY COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of  
**WELLINGTON REGIONAL COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **NGĀTI TOA  
RANGATIRA:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **TARANAKI  
WHĀNUI:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **RANGITĀNE  
TŪ MAI RĀ TRUST**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **NGĀTI  
KAHUNGUNU KI WAIRARAPA TĀMAKI  
NUI-A-RUA SETTLEMENT TRUST:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **RAUKAWA  
KI TE TONGA:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **ĀTIAWA KI  
WHAKARONGOTAI:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **MUAŪPOKO  
HAPŪ:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing



**SIGNED** for and on behalf of **CENTRAL  
GOVERNMENT:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**Dated:** **2023**

## **Appendix 1: Wellington Regional Leadership Committee Terms of Reference**

### **Purpose**

The purpose of the Wellington Regional Leadership Committee is to take responsibility for key matters of regional importance – Wellington Regional Growth Framework, Regional Economic Development, Regional Economic Recovery, and the Future Development Strategy - where a collective voice and collective planning and action is required.

The Wellington Regional Leadership Committee (Joint Committee) is a Joint Committee, established in accordance with clauses 30 and 30A of Schedule 7 to the Local Government Act 2002.

The Joint Committee has members from all the nine councils wholly within the Wellington Region and the Horowhenua District Council, iwi and members from central Government.

### **Administering Authority**

The Administering Authority for the Wellington Regional Leadership Committee is Greater Wellington Regional Council.

### **Specific Responsibilities**

The Wellington Regional Leadership Committee specific responsibilities include:

#### Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework, including regional climate change projects and a regional housing action plan.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

#### Regional Economic Development

1. Provide leadership in regional economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.

2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

#### Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

#### Future Development Strategy

1. Prepare, finalise and make publicly available the Housing and Business Development Capacity Assessment and undertake any other work necessary under the National Policy Statement for Urban Development 2020 to inform the draft Future Development Strategy.
2. Consult and engage in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020.
3. Prepare a draft Future Development Strategy.
4. Approve a draft Future Development Strategy and any other documentation necessary as part of the special consultative procedure in accordance with the LGA 2002.
5. Commence and engage in the special consultative procedure in accordance with the LGA 2002 for the Future Development Strategy
6. Appoint a Joint Committee Subcommittee to hear the submissions on the draft Future Development Strategy (and any draft updates to that Strategy in accordance with National Policy Statement for Urban Development 2020), which will make recommendations to the Joint Committee on those submissions.
7. Approve the final Future Development Strategy after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Future Development Strategy.
8. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is

required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.

9. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
10. Prepare the implementation plan required for the Future Development Strategy (or updated one) and oversee the implementation of the Future Development Strategy.

### Membership

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council
- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the Chairperson of the Joint Committee. Before nominating the person, the Joint Committee is required to consider whether the Chairperson should be independent.

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three Ministers nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination

occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meetings, is entitled to attend that Joint Committee meetings as a member of the Joint Committee (and appointed by the relevant local authority). If an alternate is appointed, it must be the Deputy Mayor or Deputy Chair. The appointment of alternates does not affect the normal calculation of a quorum.

The local authorities that are parties to this agreement may also nominate one elected member to the Administering Authority for appointment as a member of the Joint Committee Subcommittee. The iwi who are parties to this agreement may also nominate one person to the Administering Authority for appointment as a member of the Joint Committee Subcommittee. The Joint Committee Subcommittee's purpose is to hear submissions on the draft Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final Future Development Strategy). If the Joint Committee reviews the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and it determines updating of the Future Development Strategy is required, then the Joint Committee Subcommittee will hear submissions on the draft updates to the Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final updated Future Development Strategy).

The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown (Cabinet) and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed Minister is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum. If an alternate nominated for any Minister on the Joint Committee is not appointed, then any person who attends on behalf of the Minister will be treated as an observer.

A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates an Chairperson and that person is appointed by the Administering Authority).

#### *General*

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the Chairperson).

#### *Expectations around member voting based on Joint Committee programme and agenda*

When the Joint Committee is addressing regional economic development matters or regional economic recovery matters, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings)

#### **Observers**

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the Chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the Chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the Chairperson.

#### **Voting**

Each member has one vote. In the case of an equality of votes the Chairperson has a casting vote.

#### **Meetings**

The Joint Committee will arrange its meetings in separate parts, relating to the specific focus areas of: Wellington Regional Growth Framework; Regional Economic Development; Regional Recovery and Future Development Strategy.

Meetings will be held once every two-three months, or as necessary and determined by the Chairperson.

The Joint Committee will set its own meeting schedule.

#### **Quorum**

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the administering local authority.

**Delegations**

Each local authority delegates to the Joint Committee, and in accordance with the terms of reference, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
  - a. Wellington Regional Growth Framework and Wellington Regional Leadership Committee Implementation Plan
  - b. Regional Economic Development Plan
  - c. Regional Economic Recovery Implementation Plan.
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee.
3. Undertaking the work required to inform a draft Future Development Strategy under the National Policy Statement for Urban Development 2020 (including preparing, finalising and making publicly available the Housing and Business Development Capacity Assessment) and undertaking consultation and engagement in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020, preparing that draft, approving the draft and documentation necessary as part of the special consultative procedure, commencing and concluding the special consultative procedure in accordance with the LGA 2002 and approving the final Future Development Strategy, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Strategy.
4. Appointing a Joint Committee Subcommittee to hear the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (which retains the power to make the decision to approve the final Future Development Strategy). The Joint Committee Subcommittee will operate in accordance with the Terms of Reference in Appendix 2 to this agreement.
5. Reviewing the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and deciding whether updating of the Future Development Strategy is required. If so, completing the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
6. Approval of any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
7. Prepare the implementation plan required for the Future Development Strategy (or updated one) and oversee the implementation of the Future Development Strategy.
8. The setting of the Joint Committee's meeting schedule.

**Remuneration and expenses**

Each party shall be responsible for remunerating its representative(s) on the Joint Committee.

Members who represent organisations or entities other than local authorities (being iwi members) shall be eligible for compensation for Joint Committee activity including travel, meeting time, and preparation for meetings paid by the administering local authority. This amount is to be agreed in advance.

An alternate, attending the Joint Committee on behalf of an iwi member, shall be eligible to receive the meeting fee and travel allowances payable to the member in respect of the meeting the alternate formally attends.

**Standing Orders**

The Joint Committee shall apply the standing orders of the Administering Authority.

**Duration of the Joint Committee**

In accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002, the Wellington Regional Leadership Committee is not deemed to be discharged following each triennial local government election.

**Servicing**

The Joint Committee is serviced by a joint secretariat. The Administering Authority shall be responsible for the administration of the Joint Committee.

**Council decisions on the Joint Committee's recommendations**

Where a Council makes specific decisions on the Joint Committee's recommendations, these will be reported to the Joint Committee. Where the decision is materially different from the Joint Committee's recommendation the report will set out the reasons for that decision.

**Variation of this Terms of Reference**

These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of the Joint Committee.



**Appendix 2: Joint Committee Subcommittee for Future  
Development Strategy - Terms of Reference**

**Purpose**

The purpose of this Joint Committee Subcommittee is to hear submissions on:

- The Draft Future Development Strategy prepared under the National Policy Statement on Urban Development 2020 and make recommendations on those submissions to the Joint Wellington Regional Leadership Committee.
- Any draft updates to the Future Development Strategy, in accordance with the National Policy on Urban Development 2020 and make recommendations on those submissions to the Joint Wellington Regional Leadership Committee.

The Joint Committee Subcommittee is a Joint Subcommittee, established in accordance with clauses 30 and 30A of Schedule 7 to the Local Government Act 2002. The Joint Committee Subcommittee will be deemed to not be discharged at or following each triennial local government election (in line with clause 30(7) of Schedule 7 of the Local Government Act 2002).

**Administering Authority**

The Administering Authority for the Joint Committee Subcommittee is Greater Wellington Regional Council.

**Specific Responsibilities**

The specific responsibilities of this Joint Committee Subcommittee include:

- Hearing submissions on the Draft Future Development Strategy and any draft updates to the Future Development Strategy
- Deliberating on the draft Future Development Strategy and any draft updates to the Future Development Strategy, taking into account all submissions
- Making recommendations to the Joint Wellington Regional Leadership Committee on those submissions and any suggested amendments to the Draft Future Development Strategy (or updated Strategy as the case may be).

**Membership**

The membership of the Joint Committee Subcommittee may include:

- one elected member nominated by the Carterton District Council and appointed by the Administering Authority.
- one elected member nominated by the Horowhenua District Council and appointed by the Administering Authority.
- one elected member nominated by the Hutt City Council and appointed by the Administering Authority.
- one elected member nominated by the Kāpiti Coast District Council and appointed by the Administering Authority.
- one elected member nominated by the Masterton District Council and appointed by the Administering Authority.
- one elected member nominated by the Porirua City Council and appointed by the Administering Authority.
- one elected member nominated by the South Wairarapa District Council and appointed by the Administering Authority.

- one elected member nominated by the Upper Hutt City Council and appointed by the Administering Authority.
- one elected member nominated by the Wellington City Council and appointed by the Administering Authority.
- one elected member nominated by the Wellington Regional Council and appointed by the Administering Authority.
- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority.
- a person nominated by the Joint Committee Subcommittee itself and appointed by the Administering Authority to be the independent Chairperson of the Joint Committee Subcommittee. The Chairperson is required to have prior experience in sitting on Hearing Panels.

In respect of the members above (persons nominated by a particular entity or body and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee Subcommittee in respect of that entity or body. The membership of the Joint Committee Subcommittee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

If the territorial local authorities that are parties to this agreement nominate the Mayor to be a member of the Joint Committee Subcommittee and the Mayor is appointed by the Administering Authority, then the Mayor will be counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The total membership of the Joint Committee Subcommittee shall be limited to a maximum of 18 members (including the independent Chairperson).

### **Voting**

Each member has one vote. In the case of an equality of votes the independent Chairperson has a casting vote.

**Meetings**

The Joint Committee Subcommittee will set its own meeting schedule.

**Quorum**

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee Subcommittee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number.

In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least half of the members nominated by local authorities and appointed by the Administering Authority.

**Delegations**

The Joint Committee Subcommittee is delegated the following powers in accordance with these terms of reference:

- Hearing submissions on the Draft Future Development Strategy and any draft updates to the Future Development Strategy.
- Deliberating on the draft Future Development Strategy and any draft updates to the Future Development Strategy, taking into account all submissions.
- Making recommendations to the Joint Wellington Regional Leadership Committee on those submissions and any suggested amendments to the Draft Future Development Strategy (or updated Strategy as the case may be).

**Standing Orders**

The Joint Committee Subcommittee shall apply the standing orders of the Administering Authority.

**Remuneration and expenses**

Each party shall be responsible for remunerating its representative(s) on the Joint Committee Subcommittee.

Members who represent organisations or entities other than local authorities (being iwi members) shall be eligible for compensation for Joint Committee Subcommittee activity including travel, meeting time, and preparation for meetings paid by the Administering Authority. This amount is to be agreed in advance.

**Servicing**

The Joint Committee Subcommittee is serviced by a joint secretariat. The Administering Authority shall be responsible for the administration of the Subcommittee.

**Wellington Regional Leadership Committee decisions on the Joint Committee Subcommittee's recommendations**

Where the Wellington Regional Leadership Committee makes decisions on the Joint Committee Subcommittee's recommendations, these will be reported to the local authorities and iwi members listed under 'Membership' above, whether they have a member appointed to the Joint Committee Subcommittee or not.

**Variation of this Terms of Reference**

These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of that Joint Committee.

# **Wellington Regional Leadership Committee**

## **Joint Committee Agreement**

**Dated 2023**

## **Wellington Regional Leadership Committee - Joint Committee Agreement**

### **Purpose**

This agreement is made pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002 (LGA 2002). The purpose is for a Joint Committee of Carterton District Council, Greater Wellington Regional Council, Hutt City Council, Kāpiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council, Horowhenua District Council and iwi to take responsibility for key matters of regional importance where a collective voice and collective regional planning and action is required.

The parties listed above are wanting to work together with central government on matters that are of regional importance and are cross boundary and inter-regional in nature. The role of the Joint Committee is to set direction and monitor activities from those plans related to the direction on all matters, with particular focus on:

- Regional economic development
- Regional economic recovery
- Wellington regional growth framework (joint spatial plan under the [Urban Growth Partnerships](#) and [Urban Growth Agenda](#)) Urban development and specifically, the preparation and approval and regular review and implementation of a Future Development Strategy under the National Policy Statement on Urban Development 2020 (including preparing, finalising and making publicly available a Housing and Business Development Capacity Assessment and undertaking any other work necessary to inform the draft Future Development Strategy) and the preparation of the implementation plan for this Strategy.

This agreement focuses on the Joint Committee, including its membership and delegations.

The Joint Committee is a formal Joint Committee pursuant to the LGA 2002 (Clauses 30 and 30A, Schedule 7). The Joint Committee will be deemed to not be discharged at or following each triennial local government election (in line with Clause 30 (7) of Schedule 7, LGA 2002).

There are some parties to this agreement (ie Crown and iwi) who do not appoint members to the Joint Committee directly.

### **Administering Authority**

The Administering Authority referred to in this Agreement is Greater Wellington Regional Council.

### **Membership**

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council

- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the Chairperson of the Joint Committee. Before nominating the person, the Joint Committee is required to consider whether the Chairperson should be independent.

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne Tū Mai Rā Trust and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three Ministers nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial local authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002. The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting



as a member of the Joint Committee (and appointed by the relevant local authority). If an alternate is appointed, it must be the Deputy Mayor or Deputy Chair. The appointment of alternates does not affect the normal calculation of a quorum.

The local authorities that are parties to this agreement may also nominate one elected member to the Administering Authority for appointment as a member of the Joint Committee Subcommittee. The iwi who are parties to this agreement may also nominate one person to the Administering Authority for appointment as a member of the Joint Committee Subcommittee. The Joint Committee Subcommittee's purpose is to hear submissions on the draft Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final Future Development Strategy). If the Joint Committee reviews the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and it determines updating of the Future Development Strategy is required, then the Joint Committee Subcommittee will hear submissions on any draft updates to the Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final updated Future Development Strategy). The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown (Cabinet) and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed Minister is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum. If an alternate for the Minister of the Joint Committee is not appointed, then any person who attends on behalf of a Minister will be treated as an observer. A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates a Chairperson and that person is appointed by the Administering Authority).

#### *General*

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the Chairperson). In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

The standing orders of the Administering Authority apply to the Joint Committee. The Joint Committee will adopt a memorandum of understanding setting out the principles that guide the Joint Committee's work and the approach that the Joint Committee will take.

*Expectations around member voting based on Joint Committee programme and agenda*

When the Joint Committee is addressing regional economic development matters or regional economic recovery matters, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings).

**Observers**

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the Chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the Chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the Chairperson.

**Meeting Frequency**

Meetings will be held once every two-three months, or as necessary and determined by the Chairperson.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the Administering Authority.

**Specific Responsibilities**

The Wellington Regional Leadership Committee has the following specific responsibilities in support of its overall purpose:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework, including regional climate change projects and a regional housing action plan.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

Regional Economic Development

1. Provide leadership in regional, sustainable economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

Future Development Strategy

1. [Prepare, finalise and make publicly available the Housing and Business Development Capacity Assessment and undertake any other work necessary](#) under the National Policy Statement for Urban Development 2020 [to inform the draft Future Development Strategy](#).
2. Consult and engage in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020.
3. Prepare a draft Future Development Strategy.
4. Approve a draft Future Development Strategy and any other documentation necessary as part of the special consultative procedure in accordance with the LGA 2002.
5. Commence and engage in the special consultative procedure in accordance with the LGA 2002 for the Future Development Strategy
6. Appoint a Joint Committee Subcommittee to hear the submissions on the draft Future Development Strategy (and any draft updates to that Strategy in accordance with National Policy Statement for Urban Development 2020), which will make recommendations to the Joint Committee on those submissions.

7. Approve the final Future Development Strategy after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Future Development Strategy.
8. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
9. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
10. [Prepare the implementation plan required for the Future Development Strategy \(or updated one\) and oversee the implementation of the](#) Future Development Strategy.

### Delegations

Each local authority delegates to the Joint Committee, in accordance with the terms of reference in Appendix 1, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
  - Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
  - Regional Economic Development Plan
  - Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee
3. Undertaking the work required to inform a draft Future Development Strategy under the National Policy Statement for Urban Development 2020 (including [preparing, finalising and making publicly available the Housing and Business Development Capacity Assessment](#)) and undertaking consultation and engagement in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020, preparing that draft, approving the draft and documentation necessary as part of the special consultative procedure, commencing and concluding the special consultative procedure in accordance with the LGA 2002 and approving the final Future Development Strategy, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Strategy.
4. Appointing a Joint Committee Subcommittee to hear the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (which retains the power to make the decision to approve the final Future Development Strategy). The Joint Committee Subcommittee will operate in accordance with the Terms of Reference in Appendix 2 to this agreement.
5. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
6. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint

Committee Subcommittee on submissions on the draft updated Future Development Strategy.

7. [Prepare the implementation plan required for the Future Development Strategy \(or updated one\) and oversee the implementation of the](#) Future Development Strategy.
8. The setting of the Joint Committee's meeting schedule.

### Responsibilities

The table below identifies key parties related to this agreement and the Wellington Regional Leadership Committee and their responsibilities.

Party	Responsibilities
Wellington Regional Leadership Committee	Decision making related to the Specific Responsibilities in this agreement and TOR, including Regional economic development, Regional economic recovery, Wellington regional growth framework, Future Development Strategy (and implementation of the Future Development Strategy); Appointing a Joint Committee Subcommittee to hear the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (and the same for any updated Future Development Strategy); Joint regional voice and advocacy; Select and nominate the Chairperson (for appointment to the Joint Committee by the Administering Authority); Agree 3 year rolling work programme consistent with WRGF, Economic Plan and other relevant directional documents.
Joint Committee Subcommittee for Future Development Strategy	To run an appropriate hearing process to hear the submissions on the draft Future Development Strategy (and any updated one) and to make recommendations on those submissions to the Joint Committee, so the Joint Committee can approve the final Future Development Strategy (or any updated one).
Chairperson	Chair the Joint Committee meetings; Approve attendance as required in public excluded sessions; Approve speaking rights as required at Joint Committee meetings; Liaise with members of the Joint Committee as required Approve (in consultation with the Senior Staff Group) content of meeting agendas.
Chief Executives Group	Provide support and advice to the Joint Committee; Agree funding amounts and splits (rolling 3-year programme).
Senior Staff Group (2 <sup>nd</sup> Tier Managers)	Recommend work programme to the Joint Committee; Recommend funding arrangements and allocations;

Party	Responsibilities
	Manage reports to the Joint Committee; Review work being undertaken and recommend changes if required; Align work programmes within home organisations.
Joint Secretariat	Coordinate the work of the Joint Committee (in consultation with the Chairperson); Provide administrative support to the Joint Committee on all aspects of its business; Lead work streams as required; Manage joint communications and consultation; Support the work of the Joint Committee, including monitoring, research and independent advice as required.
Delivery agencies e.g. Councils, Council Controlled Organisations, WREMO	Provide information and research; Draft papers for the Joint Committee; Attend meetings as required; Deliver aspects of the work programme (e.g. economic development activities).
Administering Authority	Administer standing orders; Employing joint secretariat staff; Payment of the meeting fees and Chairpersons honorarium; Appointing members to the Joint Committee (who are to be appointed by the Administering Authority).

### Administration Funding

Funding will be provided by the Wellington Region's local authorities for the administration of the Joint Committee and Joint Committee Subcommittee, a joint secretariat, and iwi participation in the Joint Committee and Joint Committee Subcommittee through a regional targeted rate set by Greater Wellington Regional Council.

Horowhenua District Council will make an annual funding contribution on a proportional population basis. This funding contribution is calculated by dividing the total annual amount levied through the Wellington Region targeted rate by the total population of the Wellington Region, to arrive at a per capita amount, and then multiplying that per capita amount by the population of Horowhenua District to determine the annual Horowhenua District Council contribution.

Funding will be provided by central government as a contribution to the administration of the Joint Committee and Joint Committee Subcommittee and the joint secretariat at an amount to be agreed.

The funding will support the administration of the Joint Committee, the Joint Committee Subcommittee and the joint secretariat that supports the Joint Committee and Joint Committee Subcommittee which will undertake the following:

1. Providing administrative support to the Joint Committee, Joint Committee Subcommittee and the Senior Staff Group
2. Managing the work programme of the Joint Committee and Joint Committee Subcommittee, including policy advice function and monitoring and research as required

3. Provision of independent advice to support the work programme and Joint Committee Subcommittee as required

**Variation of this Agreement**

This agreement may be varied by the parties from time to time but only with the endorsement of the Wellington Regional Leadership Committee.

**EXECUTION**

**SIGNED** for and on behalf of  
**CARTERTON DISTRICT COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of  
**HOROWHENUA DISTRICT COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **HUTT CITY COUNCIL:**

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **KĀPITI  
COAST DISTRICT COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of  
**MASTERTON DISTRICT COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **PORIRUA  
CITY COUNCIL:**

\_\_\_\_\_



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **SOUTH  
WAIRARAPA DISTRICT COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **UPPER  
HUTT CITY COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of  
**WELLINGTON CITY COUNCIL:**

\_\_\_\_\_

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Signature

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Name of person signing

**SIGNED** for and on behalf of  
**WELLINGTON REGIONAL COUNCIL:**

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Signature

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Name of person signing

**SIGNED** for and on behalf of **NGĀTI TOA**  
**RANGATIRA:**

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Signature

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Name of person signing

**SIGNED** for and on behalf of **TARANAKI**  
**WHĀNUI:**

---

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **RANGITĀNE  
TŪ MAI RĀ TRUST**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **NGĀTI  
KAHUNGUNU KI WAIRARAPA TĀMAKI  
NUI-A-RUA SETTLEMENT TRUST:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **RAUKAWA  
KI TE TONGA:**

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **ĀTIAWA KI WHAKARONGOTAI:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **MUAŪPOKO HAPŪ:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **CENTRAL GOVERNMENT:**

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**Dated:** **2023**

## **Appendix 1: Wellington Regional Leadership Committee Terms of Reference**

### **Purpose**

The purpose of the Wellington Regional Leadership Committee is to take responsibility for key matters of regional importance – Wellington Regional Growth Framework, Regional Economic Development, Regional Economic Recovery, and the Future Development Strategy - where a collective voice and collective planning and action is required.

The Wellington Regional Leadership Committee (Joint Committee) is a Joint Committee, established in accordance with clauses 30 and 30A of Schedule 7 to the Local Government Act 2002.

The Joint Committee has members from all the nine councils wholly within the Wellington Region and the Horowhenua District Council, iwi and members from central Government.

### **Administering Authority**

The Administering Authority for the Wellington Regional Leadership Committee is Greater Wellington Regional Council.

### **Specific Responsibilities**

The Wellington Regional Leadership Committee specific responsibilities include:

#### Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework, including regional climate change projects and a regional housing action plan.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

#### Regional Economic Development

1. Provide leadership in regional economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.

2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

#### Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

#### Future Development Strategy

1. [Prepare, finalise and make publicly available the Housing and Business Development Capacity Assessment and undertake any other work necessary](#) under the National Policy Statement for Urban Development 2020 [to inform the draft Future Development Strategy](#).
2. Consult and engage in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020.
3. Prepare a draft Future Development Strategy.
4. Approve a draft Future Development Strategy and any other documentation necessary as part of the special consultative procedure in accordance with the LGA 2002.
5. Commence and engage in the special consultative procedure in accordance with the LGA 2002 for the Future Development Strategy
6. Appoint a Joint Committee Subcommittee to hear the submissions on the draft Future Development Strategy (and any draft updates to that Strategy in accordance with National Policy Statement for Urban Development 2020), which will make recommendations to the Joint Committee on those submissions.
7. Approve the final Future Development Strategy after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Future Development Strategy.
8. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is

required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.

9. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
10. [Prepare the implementation plan required for the Future Development Strategy \(or updated one\) and oversee the implementation of the](#) Future Development Strategy.

### Membership

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council
- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the Chairperson of the Joint Committee. Before nominating the person, the Joint Committee is required to consider whether the Chairperson should be independent.

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three Ministers nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination



occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meetings, is entitled to attend that Joint Committee meetings as a member of the Joint Committee (and appointed by the relevant local authority). If an alternate is appointed, it must be the Deputy Mayor or Deputy Chair. The appointment of alternates does not affect the normal calculation of a quorum. The local authorities that are parties to this agreement may also nominate one elected member to the Administering Authority for appointment as a member of the Joint Committee Subcommittee. The iwi who are parties to this agreement may also nominate one person to the Administering Authority for appointment as a member of the Joint Committee Subcommittee. The Joint Committee Subcommittee's purpose is to hear submissions on the draft Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final Future Development Strategy). If the Joint Committee reviews the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and it determines updating of the Future Development Strategy is required, then the Joint Committee Subcommittee will hear submissions on the draft updates to the Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final updated Future Development Strategy).

The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown (Cabinet) and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed Minister is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum. If an alternate nominated for any Minister on the Joint Committee is not appointed, then any person who attends on behalf of the Minister will be treated as an observer.

A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates an Chairperson and that person is appointed by the Administering Authority).

#### *General*

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the Chairperson).

#### *Expectations around member voting based on Joint Committee programme and agenda*

When the Joint Committee is addressing regional economic development matters or regional economic recovery matters, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings)

#### **Observers**

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the Chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the Chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the Chairperson.

#### **Voting**

Each member has one vote. In the case of an equality of votes the Chairperson has a casting vote.

#### **Meetings**

The Joint Committee will arrange its meetings in separate parts, relating to the specific focus areas of: Wellington Regional Growth Framework; Regional Economic Development; Regional Recovery and Future Development Strategy.

Meetings will be held once every two-three months, or as necessary and determined by the Chairperson.

The Joint Committee will set its own meeting schedule.

#### **Quorum**

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the administering local authority.

### Delegations

Each local authority delegates to the Joint Committee, and in accordance with the terms of reference, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
  - a. Wellington Regional Growth Framework and Wellington Regional Leadership Committee Implementation Plan
  - b. Regional Economic Development Plan
2. Regional Economic Recovery Implementation Plan Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee.
3. Undertaking the work required to inform a draft Future Development Strategy under the National Policy Statement for Urban Development 2020 (including [preparing, finalising and making publicly available the Housing and Business Development Capacity Assessment](#)) and undertaking consultation and engagement in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020, preparing that draft, approving the draft and documentation necessary as part of the special consultative procedure, commencing and concluding the special consultative procedure in accordance with the LGA 2002 and approving the final Future Development Strategy, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Strategy.
4. Appointing a Joint Committee Subcommittee to hear the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (which retains the power to make the decision to approve the final Future Development Strategy). The Joint Committee Subcommittee will operate in accordance with the Terms of Reference in Appendix 2 to this agreement.
5. Reviewing the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and deciding whether updating of the Future Development Strategy is required. If so, completing the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
6. Approval of any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
7. [Prepare the implementation plan required for the Future Development Strategy \(or updated one\) and oversee the implementation of the](#) Future Development Strategy. The setting of the Joint Committee's meeting schedule.

### Remuneration and expenses

Each party shall be responsible for remunerating its representative(s) on the Joint Committee.

Members who represent organisations or entities other than local authorities (being iwi members) shall be eligible for compensation for Joint Committee activity including travel, meeting time, and preparation for meetings paid by the administering local authority. This amount is to be agreed in advance.

An alternate, attending the Joint Committee on behalf of an iwi member, shall be eligible to receive the meeting fee and travel allowances payable to the member in respect of the meeting the alternate formally attends.

**Standing Orders**

The Joint Committee shall apply the standing orders of the Administering Authority.

**Duration of the Joint Committee**

In accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002, the Wellington Regional Leadership Committee is not deemed to be discharged following each triennial local government election.

**Servicing**

The Joint Committee is serviced by a joint secretariat. The Administering Authority shall be responsible for the administration of the Joint Committee.

**Council decisions on the Joint Committee's recommendations**

Where a Council makes specific decisions on the Joint Committee's recommendations, these will be reported to the Joint Committee. Where the decision is materially different from the Joint Committee's recommendation the report will set out the reasons for that decision.

**Variation of this Terms of Reference**

These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of the Joint Committee.

**Appendix 2: Joint Committee Subcommittee for Future  
Development Strategy - Terms of Reference**

**Purpose**

The purpose of this Joint Committee Subcommittee is to hear submissions on:

- The Draft Future Development Strategy prepared under the National Policy Statement on Urban Development 2020 and make recommendations on those submissions to the Joint Wellington Regional Leadership Committee.
- Any draft updates to the Future Development Strategy, in accordance with the National Policy on Urban Development 2020 and make recommendations on those submissions to the Joint Wellington Regional Leadership Committee.

The Joint Committee Subcommittee is a Joint Subcommittee, established in accordance with clauses 30 and 30A of Schedule 7 to the Local Government Act 2002. The Joint Committee Subcommittee will be deemed to not be discharged at or following each triennial local government election (in line with clause 30(7) of Schedule 7 of the Local Government Act 2002).

**Administering Authority**

The Administering Authority for the Joint Committee Subcommittee is Greater Wellington Regional Council.

**Specific Responsibilities**

The specific responsibilities of this Joint Committee Subcommittee include:

- Hearing submissions on the Draft Future Development Strategy and any draft updates to the Future Development Strategy
- Deliberating on the draft Future Development Strategy and any draft updates to the Future Development Strategy, taking into account all submissions
- Making recommendations to the Joint Wellington Regional Leadership Committee on those submissions and any suggested amendments to the Draft Future Development Strategy (or updated Strategy as the case may be).

**Membership**

The membership of the Joint Committee Subcommittee may include:

- one elected member nominated by the Carterton District Council and appointed by the Administering Authority.
- one elected member nominated by the Horowhenua District Council and appointed by the Administering Authority.
- one elected member nominated by the Hutt City Council and appointed by the Administering Authority.
- one elected member nominated by the Kāpiti Coast District Council and appointed by the Administering Authority.
- one elected member nominated by the Masterton District Council and appointed by the Administering Authority.
- one elected member nominated by the Porirua City Council and appointed by the Administering Authority.
- one elected member nominated by the South Wairarapa District Council and appointed by the Administering Authority.

- one elected member nominated by the Upper Hutt City Council and appointed by the Administering Authority.
- one elected member nominated by the Wellington City Council and appointed by the Administering Authority.
- one elected member nominated by the Wellington Regional Council and appointed by the Administering Authority.
- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority.
- a person nominated by the Joint Committee Subcommittee itself and appointed by the Administering Authority to be the independent Chairperson of the Joint Committee Subcommittee. The Chairperson is required to have prior experience in sitting on Hearing Panels.

In respect of the members above (persons nominated by a particular entity or body and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee Subcommittee in respect of that entity or body. The membership of the Joint Committee Subcommittee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

If the territorial local authorities that are parties to this agreement nominate the Mayor to be a member of the Joint Committee Subcommittee and the Mayor is appointed by the Administering Authority, then the Mayor will be counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The total membership of the Joint Committee Subcommittee shall be limited to a maximum of 18 members (including the independent Chairperson).

### **Voting**

Each member has one vote. In the case of an equality of votes the independent Chairperson has a casting vote.

**Meetings**

The Joint Committee Subcommittee will set its own meeting schedule.

**Quorum**

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee Subcommittee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number.

In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least half of the members nominated by local authorities and appointed by the Administering Authority.

**Delegations**

The Joint Committee Subcommittee is delegated the following powers in accordance with these terms of reference:

- Hearing submissions on the Draft Future Development Strategy and any draft updates to the Future Development Strategy.
- Deliberating on the draft Future Development Strategy and any draft updates to the Future Development Strategy, taking into account all submissions.
- Making recommendations to the Joint Wellington Regional Leadership Committee on those submissions and any suggested amendments to the Draft Future Development Strategy (or updated Strategy as the case may be).

**Standing Orders**

The Joint Committee Subcommittee shall apply the standing orders of the Administering Authority.

**Remuneration and expenses**

Each party shall be responsible for remunerating its representative(s) on the Joint Committee Subcommittee.

Members who represent organisations or entities other than local authorities (being iwi members) shall be eligible for compensation for Joint Committee Subcommittee activity including travel, meeting time, and preparation for meetings paid by the Administering Authority. This amount is to be agreed in advance.

**Servicing**

The Joint Committee Subcommittee is serviced by a joint secretariat. The Administering Authority shall be responsible for the administration of the Subcommittee.

**Wellington Regional Leadership Committee decisions on the Joint Committee Subcommittee's recommendations**

Where the Wellington Regional Leadership Committee makes decisions on the Joint Committee Subcommittee's recommendations, these will be reported to the local authorities and iwi members listed under 'Membership' above, whether they have a member appointed to the Joint Committee Subcommittee or not.

**Variation of this Terms of Reference**



These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of that Joint Committee.

Wellington Regional Leadership Committee  
13 June 2023  
Report 23.210



For Decision

## **FUTURE DEVELOPMENT STRATEGY SIGNOFF – JUNE 2023**

### **Te take mō te pūrongo**

#### **Purpose**

1. To advise the Wellington Regional Leadership Committee (the Committee) on the options for signing off the Future Development Strategy (FDS).

### **He tūtohu**

#### **Recommendations**

That the Joint Committee:

- 1 **Notes** the four options outlined in this paper for signoff of the Future Development Strategy.
- 2 **Endorses** the progression of Option 1 as outlined in paragraphs 20-23 of this report which includes the Committee making decisions to commence the Future Development Strategy consultation and preparation process, approve the draft Future Development Strategy (statement of proposal) and commence special consultative procedure, to engage in consultation and set up a hearing panel to hear submissions on the Future Development Strategy, and approve the final Future Development Strategy (with reporting to the Councils at relevant steps).
- 3 **Notes** that no matter which option is selected, the next step is to update the Committee Agreement and Terms of reference in line with the decision made today and then seek approval from each of the ten councils on the Committee to the new Agreement.
- 4 **Notes** that no action can confidently be undertaken on preparing the draft Future Development for consultation and setting up a hearings panel until a decision is made by this Committee on the signoff process and approval of the revised Agreement is provided by all ten councils.

### **Te horopaki**

#### **Context**

2. The current Committee Agreement and Terms of Reference include the approval of the Wellington Regional Growth Framework, as a spatial plan for the Region. At the time of developing the Agreement the Future Development Strategy was not contemplated as a tool and therefore, the Committee Agreement and Terms of Reference do not give the Committee the powers/functions relating to a Future Development Strategy.

3. The Future Development Strategy is an updated version of the Wellington Regional Growth Framework (WRGF). It is a statutory document, for “Tier 1 and 2” councils who are required to prepare a Future Development Strategy under the National Policy Statement – Urban Development in time to inform 2024 Long Term Plans (LTPs). This means we ideally need to complete and have signed off at least a draft Future Development Strategy by third quarter 2023 to enable councils to include any financial and other implications in the early drafts of their LTP.
4. In our Region, Wellington City, Porirua City, Kāpiti Coast District, Hutt City, Upper Hutt City and Greater Wellington Regional Council are Tier 1 Councils and Horowhenua, South Wairarapa, Carterton and Masterton district councils are Tier 3 Councils. These categories are assigned based on growth projections, where Tier 1 councils are considered “high growth”.
5. Tier 1 and 2 councils must have “regard” to the relevant FDS when preparing or changing Resource Management Act 1991 (RMA) planning documents. However it is recognised that from time to time activity such as a private District Plan changes may also occur.
6. The Committee was provided with Recommendation 2 above at its Committee meeting in September 2022 but no decision was made at that meeting. It was proposed to be raised at both the December 2022 and March 2023 Committee meetings.
7. However, making a decision on the signoff was put on hold and not taken forward at the December 2022 and March 2023 meetings as:
  - a The Committee requested in September 2022 that it be provided further information, regarding decision making on the Future Development Strategy (FDS) and any proposed amendments to the Agreement and Terms of Reference for the Committee.
  - b There were five new Mayors and many new councillors across the Region following the local body elections in October 2022 and it was felt that these people needed to be brought up to speed on what regional spatial planning is, what a Future Development Strategy is and options and implications for the Future Development Strategy signoff.
  - c Mana whenua had not had enough time (capacity related) to engage in the Future Development Strategy and signoff process as would be preferred.
8. To assist in 7b and 7c above the WRLC Secretariat and the previous WRLC Chair ran workshops as outlined below. The workshops covered - what is regional spatial planning, what is the FDS and the FDS signoff process
  - a A combined Wellington City Council/Porirua City Council workshop – 29 March 2023
  - b A combined Upper Hutt City Council/Hutt City Council workshop – 5 April 2023
  - c A combined Wairarapa councils workshop – 4 April 2023
  - d An iwi workshop – 11 April 2023
  - e A combined Horowhenua District Council/ Kāpiti Coast District Council workshop – 13 April 2023

- f Three separate workshops in the Wairarapa, one with each Council – 3 May 2023
- 9. The Future Development Strategy activity and process is well underway and is being developed under the guidance of a Core Team and Steering Group with representatives from all partners. Information on its progress has been reported to previous meetings and to this meeting as well as being discussed at a WRLC workshops.
- 10. This report outlines the options for approval of the Future Development Strategy, both draft and final and makes a recommendation on the way forward to provide guidance for engagement and a process for signoff and consultation with the community.
- 11. Reflecting the statutory context for the FDS (required under the National Policy Statement on Urban Development), Central Government would not participate in the hearings or formally signoff the FDS.

### **Te tātaritanga Analysis**

#### ***What process do we need to follow to sign off the Future Development Strategy?***

- 12. The National Policy Statement –Urban Development requires the Special Consultative Procedure to be used to make the Future Development Strategy.
- 13. This includes:
  - a Preparing a “Statement of Proposal” and “Summary” (if required) being the draft Future Development Strategy document (requiring engagement and certain matters to be taken into account pursuant to clause 3.14 and 3.15 of the NPS-UD)
  - b Adopting the Statement of Proposal (SCP) and Summary (the draft Future Development Strategy)
  - c Ensuring that the Statement of Proposal is publicly available (including advising for how long and how people can make submissions)
  - d Making the Summary of the information contained in the Statement of Proposal as widely available as is reasonably practicable as a basis for consultation
  - e Providing an opportunity for persons to present their views i.e. submissions and hearing(s)
  - f Approving the final Future Development Strategy, after hearing submissions.

#### ***The current situation***

- 14. The WRLC Secretariat has received legal advice that states: *“It is beyond the scope of the WRLC powers to approve the Future Development Strategy, draft or final, on behalf of the member Councils at present. Those decisions on the Future Development Strategy currently must be made by each individual Council.”* (See **Attachment 1**)
- 15. This is because the current Agreement and Terms of Reference of the Committee identifies that the Committee is responsible for the Wellington Regional Growth Framework (WRGF) specifically, rather than a more general responsibility for regional spatial planning, which is and has always been the intent for the Committee.

16. As a comparison for instance the Agreement has the Committee responsible for “regional economic development” in a more general term, rather than stating a specific document.
17. Therefore for the Committee to be involved (either in total or in part) in the Future Development Strategy process and approval, an update needs to be made to the Agreement and Terms of Reference of the Committee.
18. As required by the Local Government Act 2002, any changes to the Agreement and Terms of Reference for the Committee, will then need to be agreed by all ten councils that are party to the Committee.

***Options for the Future Development Strategy***

19. Four options are provided below for how this could be undertaken, firstly in summary form in the table below and then with further explanation:

Options	Ability to meet statutory timeframes?	Iwi partners involved?	Additional costs (staff time or budget)?	FDS reflects a joined-up vision for our region?	Alignment with future Spatial Planning Act (SPA)	Rating (out of 10)
1. WRLC signoff draft FDS and final FDS and undertake hearings	Yes - project plan in place that reflects this option.	Iwi part of WRLC Central government part of WRLC	Budget allocated and on track	Yes, through WRLC	Yes, SPA is likely to require a joint committee with mana whenua	10/10
2. Set up a subcommittee or new committee of just Tier 1 councils and iwi	Maybe/ unlikely depending on time taken to set up new committee	Maybe dependent on being part of new committee	Slightly more legal costs to craft new agreement, but not significant	Mostly through new subcommittee representation	Somewhat i.e. does not include whole region	7/10
3. WRLC signoff the draft FDS and undertake hearings and each council signoff the final FDS	Delay likely if agreement can't be reached on final FDS (i.e. if 1 or more councils don't agree on content)	Not at final FDS stage unless allowed for in council standing orders	Iwi will need to attend multiple for final sign off meetings. Individual council officers to prepare and present reports for final FDS	Risk that agreement may not be reached on FDS.  May in effect have 10 FDS documents.	No	5/10

Options	Ability to meet statutory timeframes?	Iwi partners involved?	Additional costs (staff time or budget)?	FDS reflects a joined-up vision for our region?	Alignment with future Spatial Planning Act (SPA)	Rating (out of 10)
4. Each council sign off the draft FDS, WRLC hold hearings and sign off the final FDS	Delays likely if agreement can't be reached on draft FDS  (i.e. if 1 or more councils don't agree on content)	Worse than option 3 for iwi partners as key decisions will be made at the draft FDS stage	Slight increase in work for each council and dedicated staff will need to be available	Risk that agreement may not be reached on FDS.  May in effect have 10 FDS documents.	Maybe	5/10

20. More detail on how each option would work are outlined below. Note that as changes are required to the Agreement and Terms of Reference for the Committee for all of the options below, this approval process is not included in the detail below.
21. **Option 1** would include:
- a One on one workshops with each council and iwi entity on the content of the Future Development Strategy for their overview and comment – before the draft goes to the Committee.
  - b Engagement with certain parties and consideration of the matters as required by clauses 3.14 and 3.15 of the NPS-UD – before the draft goes to the Committee.
  - c The Committee signing off the draft Future Development Strategy
  - d The WRLC Secretariat and FDS Project lead managing the submissions hearings and report back process.
  - e A hearings panel consisting of one representative from each local government and iwi entity on the Committee.
  - f The Committee signing off the final Future Development Strategy
22. Timing - assuming all councils approve changes to the Committee Agreement and Terms of Reference by the end of August 2023 then the Future Development Strategy is likely to be finalised in early 2024 (i.e. Feb/March).
23. Overall comments for Option 1:
- a Regional spatial planning is a key function of the Committee as it was initially set up. If other options are selected, it raises a question about why have the Committee in the first place. It should be noted that Ministers are on the Committee for the regional spatial planning aspects only.

- b Officers understand the concerns of each council not being involved in the approval process and have included one on one workshops into the process to assist with this. Other options to assist with this are also possible.
  - c This option aligns strongly with the future direction given for the proposed Spatial Planning Act (SPA). The SPA will be replacing the RMA and will require regional level spatial strategies (called "RSS") to be developed through regional committees made up of central and local government and mana whenua. Undertaking the Future Development Strategy process jointly through the Committee will put this region in a good place to prepare future Regional Spatial Strategies which will be an update of the Future Development Strategy.
  - d The Committee generally works on a consensus model and it is expected that key decisions are made on this basis. So in effect if alignment cannot be achieved then decisions are brought back to the table for further discussion.
  - e From an efficiency perspective it would only require one resolution from each Council at the start of the process rather than needing to obtain multiple Council resolutions throughout the process.
24. Option 1 is the preferred option of and has been endorsed by the WRLC Secretariat, the Future Development Strategy Core Team and Steering Group, the WRLC Senior Staff Group and the WRLC CEO Group.
25. **Option 2** would include:
- a One on one workshops with each council and iwi entity on the subcommittee only on the content of the Future Development Strategy for their overview and comment – before the draft goes to the Committee
  - b The new Committee/subcommittee signing off the draft Future Development Strategy
  - c The new Committee Secretariat (TBC) and FDS Project lead managing the submissions hearings and report back process.
  - d A hearings panel consisting of one representative from each local government and iwi member on the new Committee/subcommittee.
  - e The new Committee/subcommittee signing off the final Future Development Strategy
26. Timing - assuming all councils approve the new Committee Agreement and Terms of Reference by the end of August 2023 then the Future Development Strategy is likely to be finalized in early 2024 (i.e. Feb/March).
27. Overall comment for Option 2: The Future Development Strategy covers and is expected to continue to cover the whole Wairarapa-Wellington-Horowhenua region as it includes the interests of not only local government but also iwi and central government. A new committee/subcommittee that does not include representatives from all partners in this wider geographical area would be suboptimal for those not included. I.e. other local government partners and iwi partners would be signing off a Future Development Strategy and making recommendations from hearings covering that area without any input from local members.

28. **Option 3** would include:
- a One on one workshops with each council and iwi entity on the Committee on the content of the Future Development Strategy for their overview and comment – before the draft goes to the Committee.
  - b Engagement with certain parties and consideration of the matters as required by clauses 3.14 and 3.15 of the NPS-UD – before the draft goes to the Committee
  - c The Committee signing off the draft Future Development Strategy.
  - d The WRLC Secretariat and FDS Project lead managing the submissions hearings and report back process.
  - e A hearings panel consisting of one representative from each local government and iwi member on the Committee.
  - f Each council signing off the final Future Development Strategy. A draft final Future Development Strategy will be provided to each council. Each council would manage and resource its own sign off process.
  - g This option creates practical challenges. A process will need to be developed for dealing with changes required to the final from each council signoff. Advice from DLA confirms *“First, there are limitations on what those who did not hear submissions can change (e.g. councillors on each council) – i.e., there is a natural justice issue (i.e., procedural fairness) if those who did not hear the submissions are then making changes to the FDS. However, theoretically, if one Council wanted to make changes then all Council's will need to agree to those changes, as it is a joint FDS. One Council cannot unilaterally make changes to a joint document. This means there could be two or more rounds of separate approvals where each Council approves the final FDS and then if any Council proposed a change all other Councils would need to approve the joint FDS with that change.”* This is likely to result in severe delays unless extra ordinary council meetings could be arranged and aligned.
29. Timing - assuming all councils approve changes to the Committee Agreement and Terms of Reference by the end of August 2023 then signoff of the draft Future Development Strategy and hearings can be completed in 2023. The timing for the signoff of the final Future Development Strategy is unclear depending on how many rounds of separate Council approval are needed.
30. Overall comment for Option 3: This option provides a number of practical and legal issues as outlined above and is likely to have an impact on the time to get a final Future Development Strategy signoff. This is one of the two most problematic option given the point made in 27g above regarding limitations on what those who did not hear submissions can change.
31. **Option 4** would include:
- a One on one workshops with each council and iwi entity on the Committee on the content of the Future Development Strategy for their overview and comment – these workshops are likely to be led by each council.



- b Each Council separately undertakes engagement with certain parties and consideration of the matters as required by clauses 3.14 and 3.15 of the NPS-UD
  - c Each council signing off the draft Future Development Strategy. A draft Future Development Strategy will be provided for each council. Each council would manage and resource its own process to signoff the draft.
  - d The WRLC Secretariat and FDS Project lead managing the submissions hearings and report back process.
  - e A hearings panel consisting of one representative from each local government and iwi member on the Committee.
  - f The Committee signing off the final Future Development Strategy.
  - g This option creates practical and legal challenges A process will need to be developed for dealing with changes required to the draft from each council signoff. Advice from DLA confirms. *However, theoretically, if one Council wanted to make changes then all Council's will need to agree to those changes, as it is a joint FDS. One Council cannot unilaterally make changes to a joint document. This means there could be two or more rounds of separate approvals where each Council approves the draft FDS and then if any Council proposed a change all other Councils would need to approve the joint FDS with that change.* This is likely to result in severe delays unless extra ordinary council meetings could be arranged and aligned.
  - h Legal advice also notes: *This option is not a workable option to create a joint FDS. It would essentially be the creation of 10 separate FDS' approved through an entirely separate process by each Council. Council A could not make a decision to change the part of an FDS that related to Council B's area (and where submissions on that part of the FDS were only heard by Council B) so this means each Council would be constrained to an FDS for their jurisdictions, which is not really in line with a collaborative approach. If the process in Option 6 is followed the outcome would be 10 separate FDSs and significant double up and confusion about what people could submit on and to whom.*
32. Timing - assuming all councils approve changes to the Committee Agreement and Terms of Reference by the end of August 2023 then signoff of the draft Future Development Strategy and hearings can be completed in 2023 – assuming the signoff of the draft is completed by each council individually in one round. If this does not occur then sign off of the draft is likely to be early 2024. The timing for the signoff of the final Future Development Strategy is unclear depending on how many rounds of approval are needed for the draft Future Development Strategy.
33. Overall comment for Option 4: This option provides a number of practical and legal issues as outlined above and is likely to have an impact on the time to get a final Future Development Strategy signoff. This is one of the two most problematic options given the point made in 30g and 30h above.

**Ngā hua ahumoni****Financial implications**

34. The costs of the Future Development Strategy have been budgeted at \$510,000 with these costs split between all council partners. This cost is known to council officers and has been agreed to.
35. By undertaking the process regionally, we will be able to stick to this budget and ensure that knowledge that is gained through this process stays in house.
36. If the process is decoupled from the Committee or a new joint committee (Options 3 and 4) then it will cost more in council staff time and budget managing changes to the draft or final Future Development Strategy.
37. There is the potential for legal costs if there is a breach of natural justice obligations in terms of having someone decide the Future Development Strategy who didn't hear the submissions.

**Ngā Take e hāngai ana te iwi Māori****Implications for Māori**

38. The decision making and hearing option recommended (Option 1) for the Future Development Strategy will enable iwi partners to the WRLC to participate in the Future Development Strategy decision making. This is the best option for iwi partners.
39. Option 2 could provide equal decision making and hearing participation as local government if it is agreed that iwi would be on a new Committee/subcommittee. If the new Committee/subcommittee was set up with just Tier 1 councils and no iwi members, this would be the worst option for iwi.
40. Options 3 and 4 are suboptimal for iwi members. It relies on:
  - a Council standing orders enabling iwi members to sit at the council table and vote on either the draft or final Future Development Strategy (depending on which option)
  - b Iwi partners having to go to multiple council meetings in their rohe to participate in the signoff.

**Te huritao ki te huringa o te āhuarangi****Consideration of climate change**

41. The Future Development Strategy includes objectives to create better climate change outcomes.

**Ngā tikanga whakatau****Decision-making process**

42. The matters requiring decision in this report were considered by officers against the decision-making requirements of the Local Government Act 2002.

**Te hiranga****Significance**

43. Officers considered the significance (as defined in Part 6 of the Local Government Act 2002) of the matters for decision, taking into account Greater Wellington Regional Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers recommend that the matters are of low significance given their administrative nature.

**Te whakatūtakitaki****Engagement**

44. Agreeing on the Future Development Strategy sign off process does not require external engagement. All matters have been discussed multiple times at Future Development Strategy Steering Group meetings, WRLC Senior Staff Group meetings, WRLC CEO Group meetings and the workshops outlined in paragraph 7 of this report.
45. Discussions at the WRLC Senior Staff meetings since September 2022 include:
- a That it was noted that the WRLC Agreement will need to be updated for all of options above.
  - b Timeframes will be impacted with the options involving multiple councils signing off. This may impact on the ability to feed into the Long Term Plan (LTP) process (noting the FDS needs to be prepared in time to inform 2024 LTPs).
  - c If each council wanted to sign off the draft Future Development Strategy this would make this more difficult for iwi partners to be involved in the sign off process. Could iwi partners run a separate process?
  - d That it was noted that the Regional Planning Committees under the Strategic Planning Bill would sign off the Regional Spatial Strategy without the need for each partner organisation to sign off the document.
46. Discussions at the WRLC CEO Group meetings since September 2022 include:
- a Noting and discussing items as outlined in 44 a-d above
  - b The WRLC CEO Group at their meeting of 9 September 2022 were unanimous in their view that Option 1 should be undertaken and this is reflected in the recommendation to the Committee above. This is also the view of the WRLC Senior Staff Group and the FDS Steering Group.
  - c The WRLC CEO Group at their meeting on 2 June 2023, remained unanimous in their view that Option 1 should be undertaken.

**Ngā tūāoma e whai ake nei****Next steps**

47. An updated WRLC Agreement and Terms of Reference will be prepared for approval at council meetings in August 2023. It will include changes required to provide for the draft and final Future Development Strategy and associated hearings as decided at this meeting and include a set of recommendations

**Ngā āpitihanga****Attachment**

Number	Title
1	Advice on decision making on FDS

**Ngā kaiwaitohu****Signatory**

Writer	Kim Kelly – Programme Director, Wellington Regional Leadership Committee Secretariat
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<p style="text-align: center;"><b>He whakarāpopoto i ngā huritaonga</b> <b>Summary of considerations</b></p>
<p><b><i>Fit with Council's roles or with Committee's terms of reference</i></b></p> <p>The Committee's Terms of Reference state that meetings will be held every two months, or as necessary by the Committee Chairperson.</p>
<p><b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b></p> <p>The activity outlined in this report contributes towards the work of the Committee.</p>
<p><b><i>Internal consultation</i></b></p> <p>Information and analysis in this report has been discussed at the WRLC Senior Staff Group meeting and the WRLC CEO Group meeting. Related views are incorporated into this paper.</p>
<p><b><i>Risks and impacts - legal / health and safety etc.</i></b></p> <p>The Future Development Strategy is a statutory document all "Tier 1" councils must produce in time to inform 2024 Long Term Plans. Tier 1 councils are WCC, PCC, KCDC, HCC, UHCC. Failure to produce this document (including producing a draft, undertaking hearings and producing a final) in time results in non-compliance with the National Policy Statement – Urban Development.</p> <p>This is both a reputational risk and a lost opportunity to inform Council Long Terms Plans to ensure our growth is planned and creates well-functioning urban environments.</p>



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Our ref: 1034241

19 August 2022

Kim Kelly  
WRLC Programme Director  
Wellington Regional Leadership Committee  
**By email**

Dear Kim, **Subject to legal professional privilege**

**FUTURE DEVELOPMENT STRATEGY DECISION MAKING**

- 1 The Wellington Regional Leadership Committee (**WRLC**) are intending to prepare a Future Development Strategy (**FDS**) under the National Policy Statement for Urban Development 2020 (**NPS-UD**) for the wider Wairarapa-Wellington-Horowhenua region.
- 2 You have asked who has the power to approve both the draft FDS (for consultation) and final FDS. The answer to this question will have implications for the timing of the FDS process (in terms of the need for decisions to be made at various Council meetings).
- 3 In summary, our views are:
  - 3.1 It is beyond the scope of the WRLC powers to approve the FDS, draft or final, on behalf of the member Councils at present. Those decisions on the FDS currently must be made by each individual Council.
  - 3.2 To streamline the process for the joint FDS across the Wairarapa-Wellington-Horowhenua region, the Joint Committee Agreement (and terms of reference) could be amended in order to include the

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A list of offices and regulatory information can be found at [www.dlapiper.com](http://www.dlapiper.com).

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FDS within WRLC's specific responsibilities.<sup>1</sup> The amendment to the Agreement should state that the WRLC has authority to make decisions to commence the FDS consultation and preparation process, approve the draft FDS (statement of proposal), to engage in consultation and hear submissions on the FDS as part of the special consultative procedure (**SCP**), and approve the final FDS. The Amendments could also put in place arrangements required to create a subcommittee to hear submissions on the FDS (so that this task does not fall to the WRLC), including adding members to the joint committee and providing for that subcommittee. Together with amendment to the Agreement, each Council would need to resolve to delegate its decisions on the FDS and its role in consultation and the SCP to the WRLC.<sup>2</sup>

3.3 This process would require only one resolution (and delegations) by each Council at the start of the FDS process and would facilitate a coordinated approach throughout the consultation and engagement process and would involve mana whenua, rather than requiring multiple Council resolutions from each Council to approve the draft and the final FDS (and potentially fractured hearings by each Council). It would also ensure that any actions taken by the WRLC in relation to the FDS are within its mandate.

3.4 Alternatively, the Councils could create a new joint committee to deal with the FDS or put in place other arrangements (such as coordinating hearings but reserving decisions on the FDS to each Council). The new joint committee would need to comply with the requirements of clauses 30, 30A and 31 of Schedule 7 to the Local Government Act 2002 (**LGA**) in terms of membership, quorums and arrangements. The new joint committee could provide for mana whenua membership and make provision for an appropriate subcommittee to hear submissions (just as would be the case for a variation to the WRLC).

4 We set out the analysis supporting these conclusions below.

### Background

5 The WRLC operates pursuant to the Joint Committee Agreement July 2021 (**Agreement**) made under Clause 30A, Schedule 7 of the Local Government Act 2002 (**LGA**) and which contains the committee's terms of reference. There are 10 Council members<sup>3</sup> of the WRLC, an independent Chair and it may also include members from various mana whenua entities<sup>4</sup> and Crown representatives.

<sup>1</sup> Pursuant to clause 30 and 30A of Schedule 7 of the LGA as a joint committee.

<sup>2</sup> Pursuant to clause 32 of Schedule 7 of the LGA, the delegation of a decision on the FDS is not prevented.

<sup>3</sup> The mayors of Carterton District Council, Hutt City Council, Kāpiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council, Horowhenua District Council and the chair of Wellington Regional Council.

<sup>4</sup> A person nominated by Te Rūnanga o Toa Rangatira Inc, Port Nicholson Block Settlement Trust, Rangitāne Tū Mai Rā Trust, Ngāti Kahungunu ki Wairarapa Trust, Raukawa ki te Tonga, Āti Awa ki Whakarongotai Charitable Trust, Muaūpoko Tribal Authority Inc.



- 6 The Agreement sets out the Council powers delegated to the Committee as follows (which are also reflected in the terms of reference):

#### **Delegations**

Each local authority delegates to the Joint Committee, in accordance with the terms of reference, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
  - Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
  - Regional Economic Development Plan
  - Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee.
3. The setting of the Joint Committee's meeting schedule.

- 7 Consistent with this statement in the Agreement we understand that all Councils resolved to:<sup>5</sup>

- (v) Appoint and establish the Wellington Regional Leadership Committee as a joint committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002 on the terms set out in the Joint Committee Agreement and with effect from the date that the Joint Committee Agreement is signed by all local authority parties.

(ix) Make the following delegations to the Joint Committee:

- a) Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
  1. Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
  2. Regional Economic Development Plan
  3. Regional Economic Recovery Implementation Plan

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<sup>5</sup> Minutes of Upper Hutt City Council Policy Meeting 17 February 2021 for example.





## Analysis

### *Process for FDS approval*

- 8 The NPS-UD anticipates that the Councils go through a series of steps when preparing a FDS:
  - 8.1 Clause 3.14 of the NPS-UD relating to what the FDS is to be informed by,
  - 8.2 Clause 3.15 of the NPS-UD, which sets out who must be engaged with by the Councils when preparing the draft FDS,
  - 8.3 Clause 3.15 of the NPS-UD, which requires the SCP to be used to make the FDS.
- 9 The draft FDS that is necessary for use in the SCP will need to be adopted by the Councils as part of the statement of proposal, which commences the SCP.<sup>6</sup>
- 10 The SCP (section 83(1)(b)-(e) of the LGA) also requires that Councils undertake the following steps, while complying with the principles of consultation in section 82<sup>7</sup>:
  - 10.1 ensure that the following is publicly available:
    - 10.1.1 the statement of proposal; and
    - 10.1.2 a description of how the local authority will provide persons interested in the proposal with an opportunity to present their views to the local authority in accordance with section 82(1)(d); and
    - 10.1.3 a statement of the period within which views on the proposal may be provided to the local authority (the period being not less than 1 month from the date the statement is issued); and
  - 10.2 make the summary of the information contained in the statement of proposal prepared in accordance with paragraph (a)(ii) (or the statement of proposal, if a summary is not prepared) as widely available as is reasonably practicable as a basis for consultation; and
  - 10.3 provide an opportunity for persons to present their views to the local authority in a manner that enables spoken (or New Zealand sign language) interaction between the person and the local authority, or any representatives to whom an appropriate delegation has been made in accordance with Schedule 7; and
  - 10.4 ensure that any person who wishes to present his or her views to the local authority or its representatives—

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<sup>6</sup> Sections 83 and 87(2)-(3) of the LGA.

<sup>7</sup> *Karaka Point Environs Residents Inc v Marlborough DC* [2013] NZHC 2577.



- 10.4.1 is given a reasonable opportunity to do so; and
  - 10.4.2 is informed about how and when he or she may take up that opportunity.
- 11 This means that each Council will need to give notice of the proposal and hear and consider submissions on the FDS (unless that function is delegated). We have not considered here the delegations for each Council which may already exist on a general basis concerning the SCP requirements and/or FDS specifically, given the number of Councils involved and the scope of your question. However, this may be an analysis that you wish to undertake as part of deciding the best way for a FDS to be prepared, consulted on, made publicly available, submitted on, and finalised when there are 10 Councils involved.
- 12 Accordingly, in light of the required steps above, the key Council decisions required to be made in relation to the FDS are:
- 12.1 To prepare and consult on the contents of the FDS (in accordance with the requirements of the NPS-UD).
  - 12.2 The adoption of the statement of proposal (and summary if required), being the draft FDS under section 83(1) and section 87(2)(a) of the LGA.
  - 12.3 The decision to approve the final FDS, after hearing submissions.
- Who can make these decisions on the FDS now?***
- 13 The 'specific responsibilities' of WRLC are set out in the Agreement as being the:
- 13.1 Wellington Regional Growth Framework (focused solely on the Framework document),
  - 13.2 Regional Economic Development (focused on providing leadership in this area, monitoring and reporting on it, advocated on regional economic development matters and developing a regional economic development plan) and
  - 13.3 Regional Economic Recovery (focused on providing leadership in this area, monitoring and reporting on it, advocating on regional economic recovery matters and developing a programme of regional economic recovery initiatives and coordinating their implementation).
- 14 In our view, these delegations do not provide the power to WRLC to make decisions relating to the FDS, including approving a draft or final FDS or any other step in the consultation and engagement process for the FDS. There are no Council resolutions that we have been made aware of which delegate these decisions on the FDS to the WRLC either.
- 15 Accordingly, our view is that it is beyond the scope of the WRLC powers to approve the FDS, draft or final, on behalf of the member Councils at present. All decisions on the FDS currently must be made by each individual Council.



*What can be done to streamline the process?*

- 16 In order to streamline the process for the FDS across all 10 Councils, the Agreement could be amended in order to include the FDS within WRLC's specific responsibilities.<sup>8</sup> Such an amendment should state that the WRLC has authority to make decisions to commence the FDS consultation and preparation process, approve the draft FDS (statement of proposal) and commence SCP, to engage in consultation and hear submissions on the FDS as part of the SCP, and approve the final FDS (with reporting to the Councils at relevant steps).
- 17 The Agreement expressly allows for amendment to its terms, stating:
- This agreement may be varied by the parties from time to time but only with the endorsement of the Wellington Regional Leadership Committee.
- 18 The terms of reference also provide for variation, stating:
- These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of the Joint Committee.
- 19 Together with the amendment to the Agreement, each Council would need to make a resolution specifically delegating its functions and decisions on the FDS, including its role in the SCP to the WRLC.<sup>9</sup> In making these delegations it should be clear who will hear the submissions on the FDS and make the relevant decisions and/or recommendations – ie, will it be the full membership or a subcommittee of the WRLC.
- 20 If this process was adopted only one resolution (and delegation) would be required by each Council (and the WRLC) at the start of the FDS process agreeing to amend the Agreement/terms of reference and delegating the FDS process and decision making to the WRLC, rather than needing to obtain multiple Council resolutions, including to approve the draft and final FDS from each Council. It would also ensure that as this is a wider Wairarapa-Wellington-Horowhenua region strategy, that it remains consistent and cohesive, as one entity will be making the decisions. Mana whenua are able to nominate members to the WRLC and therefore, be involved in this process.
- 21 The key issue in this approach is who would hear and determine/make recommendations on any submissions on the FDS as this can be a time-consuming process. The Council members of the WRLC are all the Mayors of the Councils (and the Chair of the regional council), and Mayors are members of every committee of a Council under the LGA.<sup>10</sup> The Mayors of each Council may not have the necessary time available to commit to that process, so there may be a need for another entity to undertake that step and make recommendations back to the WRLC.

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<sup>8</sup> Pursuant to clause 30 and 30A of Schedule 7 of the LGA as a joint committee.

<sup>9</sup> Pursuant to clause 32 of Schedule 7 of the LGA, the delegation of a decision on the FDS is not prevented.

<sup>10</sup> Section 41A(5) of the LGA.



- 22 From a practical perspective the best approach may be for each local authority to appoint additional members to the WRLC, who could then form a subcommittee to hear the submissions on the FDS and make recommendations concerning submissions to inform the final decision to approve the FDS. The Agreement and terms of reference for the WRLC would need to be updated to reflect that approach.
- 23 The issue arising is whether there could be a subcommittee of the WRLC (being a joint committee. Under clause 30(1) of Schedule 7 of the LGA:
- (1) A local authority may appoint—
    - (a) the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate; and
    - (b) a joint committee with another local authority or other public body in accordance with clause 30A.
  - (2) A committee may appoint the subcommittees that it considers appropriate unless it is prohibited from doing so by the local authority.
- 24 'Committee' is defined in section 5 of the LGA in such a way that makes it clear that a joint committee can have a subcommittee.<sup>11</sup> Accordingly, the WRLC could validly appoint a subcommittee to hear submissions on the FDS. The subcommittee appointments would need to comply with clause 31 of Schedule 7 of the LGA, which requires that:
- (3) The members of a committee or subcommittee may, but need not be, elected members of the local authority, and a local authority or committee may appoint to a committee or subcommittee a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee.
  - (4) Despite subclause (3),—
    - (a) at least 1 member of a committee must be an elected member of the local authority; and
    - (b) an employee of a local authority acting in the course of his or her employment may not act as a member of any committee unless that committee is a subcommittee
- 25 This issue would need to be considered and addressed at the time of Council resolutions concerning the mandate of the WRLC on the FDS, but it would allow for involvement of mana whenua in the subcommittee.

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<sup>11</sup> committee includes, in relation to a local authority,—

- (a) a committee comprising all the members of that local authority; and
- (b) a standing committee or special committee appointed by that local authority; and
- (c) a joint committee appointed under clause 30 of Schedule 7; and
- (d) any subcommittee of a committee described in paragraph (a) or paragraph (b) or paragraph (c)



- 26 The alternative, if no changes are made to the WRLC Agreement/terms of reference and the Councils' delegations, is that all the decisions on the FDS and the SCP process will need to be made by each Council individually, unless some other arrangement is put in place.
- 27 The Councils could choose to create a new joint committee for the purposes of the FDS (pursuant to clause 30A and 30(1)(b) of Schedule 7 to the LGA) or put in place other arrangements (such as coordinating hearings but reserving decisions on the FDS to each Council). The joint committee could be tasked with hearing submissions on the FDS jointly and making decisions on it. The new joint committee could include members additional to the Mayors (for example, in the Nelson/Tasman example, the Joint Committee was all the elected members from both Councils, a total of 27 members) who could then form a joint committee subcommittee to hear submissions on the FDS, as discussed above. Mana Whenua could be included in the new joint committee on a similar basis as in the WRLC (in reliance on clause 31(3) of the LGA which applies to joint committees pursuant to the definition of 'committee') and could also be included in the joint subcommittee. In the Nelson/Tasman case, they appointed 3 Tasman elected members, the Nelson Mayor and 2 other Nelson elected members and up to 3 iwi representatives.
- 28 While an available option, this might be less efficient than using the WRLC, which is already established.
- 29 Please do not hesitate to call and discuss.

Yours sincerely

A blue ink signature of Kerry Anderson, consisting of a stylized 'K' followed by a series of horizontal strokes.

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A blue ink signature of Kierra Parker, featuring a stylized 'K' and 'P' with a long horizontal stroke extending to the right.

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**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 20 July 2023 be accepted as a true and correct record.

That the minutes of the Council meeting of 10 August 2023 be accepted as a true and correct record.

**APPENDICES**

1. Minutes of the 20 July 2023 Council Meeting [↓](#)
2. Minutes of the 10 August 2023 Council Meeting [↓](#)

## COUNCIL MEETING MINUTES

20 JULY 2023

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 20 JULY 2023 AT 9.32AM**

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

**IN ATTENDANCE:** Denise Hapeta (Ngā Hapū o Ōtaki)(via Zoom), Huriwai Paki (Ngāti Toa Rangatira)(via Zoom), Cam Butler, Glen Olsen, Richard Mansell, Tim Sutton, Darren Edwards, Ewen Church, Janice McDougall, Mike Mendonça, Kris Pervan, Glen O'Connor, Steffi Haefeli, Kate Coutts, Evan Dubisky, Jessica Mackman, Anna Smith, Hayley Collett, Nicky Holden, Kelvin Irvine, Hamish McGillivray, Sarah Wattie, Claire Winter, Cr Penny Gaylor (Greater Wellington Regional Council), Bruce Henderson, Lynne Sleath, John Tocker, Glenn Wiggs

**WHAKAPĀHA | APOLOGIES:** André Baker (Ātiawa ki Whakarongotai)

**LEAVE OF ABSENCE:** Cr Rob Kofoed, Cr Jocelyn Prvanov

## 1 NAU MAI | WELCOME

Mayor Janet Holborow welcomed everyone to the meeting.

## 2 KARAKIA | COUNCIL BLESSING

The Mayor read karakia a te Kaunihera (the Council Blessing).

## 3 WHAKAPĀHA | APOLOGIES

### APOLOGY

#### RESOLUTION CO2023/83

Moved: Cr Kathy Spiers

Seconder: Cr Nigel Wilson

That the apology received from André Baker (Ātiawa ki Whakarongotai) be accepted.

#### CARRIED

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

There were no declarations of interest made.

## 5 TE WHAKATAKOTO PETIHANA | PRESENTATION OF PETITION

There were no petitions presented.

## COUNCIL MEETING MINUTES

20 JULY 2023

**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**

Glenn Wiggs and John Tocker of the Waikanae Beach Residents' Society spoke in relation to item 10.3 Asset Management Plan - Halls and Community Centres with a focus on the needs of the Waikanae Beach community and answered members' questions.

Lynn Sleath, Secretary of Kāpiti Cycling Action, spoke in relation to item 10.2 Cycleways, Walkways, and Bridleways Advisory Group - Revised Terms of Reference for 2022-2025 and proposed possible actions for the Cycleways, Walkways, and Bridleways Advisory Group.

**TABLED DOCUMENTS**

The following documents were tabled.

Document from Lynn Sleath, Secretary of Kāpiti Cycling Action.

**Appendices**

1 Document from Lynn Sleath 20 July 2023

**8 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

(a) Leave of Absence

There were none.

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

There were none.

**9 TE PŪRONGO A TE KORORMATUA | MAYOR'S REPORT**

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

Mayor Janet Holborow indicated that the meeting would adjourn at 10.30am in order for members to attend a book launch for Kāpiti Arts Studio at the Paraparaumu library.

**10 PŪRONGO | REPORTS****10.1 PROGRESS AND NEXT STEPS ON THE WAINUIWHENUA PROJECT**

Hamish McGillivray, Manager Research & Policy introduced the report and took the report as read.

Hamish McGillivray and Kris Pervan, Group Manager Strategy & Growth answered members' questions together with Councillor Penny Gaylor, Greater Wellington Regional Council.

Councillor Kathy Spiers left the meeting at 10.27am.

**RESOLUTION CO2023/84**

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Nigel Wilson



## COUNCIL MEETING MINUTES

20 JULY 2023

- A. Council notes progress on the Wainuiwhenua project.
- B. Council supports further work to scope options including shared ownership and management arrangements to inform decisions in support of the Wainuiwhenua project.

**CARRIED**

The meeting adjourned at 10.31am and reconvened at 10.55am.

Councillor Kathy Spiers returned to the meeting at 10.55am.

## 10.2 CYCLEWAYS, WALKWAYS, AND BRIDLEWAYS ADVISORY GROUP - REVISED TERMS OF REFERENCE FOR 2022-2025

Mike Mendonça, Acting Group Manager Place & Space introduced the report.

Bruce Henderson, Chair of the Cycleways, Walkways and Bridleways Advisory Group (CWBAG) and Steve Lewis, member of the Cycleways, Walkways and Bridleways Advisory Group, spoke to the presentation and provided an update on the work of the Group and a proposed Kāpiti trail network.

Bruce Henderson and Steve Lewis answered members' questions.

Councillor Glen Cooper left the meeting at 11.08am and returned at 11.11am.

### RESOLUTION CO2023/85

Moved: Mayor Janet Holborow

Seconded: Cr Shelly Warwick

That Council approves the revised Terms of Reference for the Cycleways, Walkways and Bridleways Advisory Group with the following amendments:

- a. 3.2.1 to read 'walking and running'
- b. 18 to read 'the quorum is comprised of; one elected member, plus three community or iwi representatives, plus one Council officer.'

**CARRIED**

### TABLED DOCUMENTS

The following documents were tabled.

Presentation by Bruce Henderson, Chair of the Cycleways, Walkways and Bridleways Advisory Group.

### Appendices

- 1 Presentation by Bruce Henderson 20 July 2023

## 10.3 ASSET MANAGEMENT PLAN HALLS AND COMMUNITY CENTRES

Mike Mendonça, Acting Group Manager Place & Space introduced the report.

Mike Mendonça answered members' questions alongside Claire Winter, Contractor to Kāpiti Coast District Council and Kelvin Irvine, Property & Facilities Maintenance Manager.

### RESOLUTION CO2023/86

Moved: Cr Nigel Wilson

## COUNCIL MEETING MINUTES

20 JULY 2023

Seconded: Cr Sophie Handford

That the Council:

- A. Notes the Asset Management Plan Halls and Community Centres (Enclosure 1).
- B. Approves in principle the Asset Management Plan as the basis for long term planning.
- C. Notes that funding options will be presented as part of the process for the Long-Term Plan 2024.

**CARRIED**

The meeting adjourned at 12.21pm and reconvened at 12.57pm.

#### 10.4 ESTABLISHMENT OF A MĀORI WARD

Mayor Janet Holborow proposed that this item be left to lie on the table as mana whenua representatives were not all present and requested the report be brought to the Council meeting of 10 August 2023.

#### RESOLUTION CO2023/87

##### LIE ON THE TABLE

Moved: Mayor Janet Holborow  
Seconded: Cr Nigel Wilson

That the item of business, 10.4 Establishment of a Māori Ward, should lie on the table and not be discussed until it is brought to the Council meeting of 10 August 2023.

**CARRIED**

#### 10.5 SELECTING THE ELECTORAL SYSTEM FOR LOCAL BODY ELECTIONS 2025

Anna Smith, Senior Advisor Democracy Services, took the report as read, and alongside Steffi Haefeli, Manager Democracy Services and Janice McDougall, Group Manager People & Partnerships, answered members' questions.

##### MOTION

Moved: Cr Nigel Wilson  
Seconded: Cr Glen Cooper

That Council consider the electoral system for the 2025 local body elections and:

- A2. Introduce the First Past the Post (FPP) system as the electoral system for the 2025 local body elections, and this decision be publicly notified by 19 September 2023 in accordance with statutory requirements.

**LOST**

##### MOTION

Moved: Cr Sophie Handford  
Seconded: Cr Kathy Spiers

That Council consider the electoral system for the 2025 local body elections and:

- A1. Retain the Single Transferable Vote (STV) system as the electoral system for the 2025 local body elections, and this decision be publicly notified by 19 September 2023 in

Page 4

## COUNCIL MEETING MINUTES

20 JULY 2023

accordance with statutory requirements;

**LOST**

**RESOLUTION CO2023/88**

Moved: Deputy Mayor Lawrence Kirby

Seconded: Cr Liz Koh

That Council consider the electoral system for the 2025 local body elections and:

A3. Resolve to undertake a poll of electors on the electoral system to be used for the next two triennial elections, in accordance with the provisions in the Local Electoral Act 2001.

**CARRIED**

**10.6 ELECTED MEMBERS' REMUNERATION, EXPENSES AND ALLOWANCES POLICY 2022-2025 & NON-ELECTED MEMBERS' FEES FRAMEWORK 2022-2025 UPDATE**

Jessica Mackman, Senior Advisor Democracy Services introduced the report and took the report as read.

**RESOLUTION CO2023/89**

Moved: Cr Nigel Wilson

Seconded: Deputy Mayor Lawrence Kirby

A. That Council notes the updated Elected Members' Remuneration, Expenses and Allowances Policy in Appendix 2 – Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025.

B. That Council notes the updated Non-Elected Members' Fees Framework 2022-2025 in Appendix 3 – Non-Elected Members' Fees Framework 2022-2025.

**CARRIED**

**10.7 REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND COMMUNITY BOARDS**

Steffi Haefeli, Manager Democracy Services, introduced the report. Waikanae Community Board Chair Richard Mansell spoke to the report and Glen O'Connor, Acting Group Manager Infrastructure Services, answered members' questions.

**RESOLUTION CO2023/90**

Moved: Deputy Mayor Lawrence Kirby

Seconded: Cr Sophie Handford

A. That the Council receives this report.

B. That the Council notes the following recommendation from the Waikanae Community Board meeting on 27 June 2023:

- Recommends to Council to allocate funds in the first three years of the Long-Term Plan for the design and implementation of safety measures for pedestrian safety on Te Moana Road.

**CARRIED**

## COUNCIL MEETING MINUTES

20 JULY 2023

Cr Glen Cooper left the meeting at 2.01pm.

Cr Liz Koh left the meeting at 2.02pm and did not return.

Cr Glen Cooper returned to the meeting at 2.03pm.

## 11 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

### 11.1 CONFIRMATION OF MINUTES

#### TAUNAKITANGA | RECOMMENDATIONS

That the minutes of the Council meeting of 29 June 2023 be accepted as a true and correct record.

#### RESOLUTION CO2023/91

Moved: Deputy Mayor Lawrence Kirby  
 Seconder: Cr Nigel Wilson

**CARRIED**

## 12 PURONGO KĀORE E WĀTEA KI TE MAREA | PUBLIC EXCLUDED REPORTS

### RESOLUTION TO EXCLUDE THE PUBLIC

#### PUBLIC EXCLUDED RESOLUTION CO2023/92

Moved: Cr Shelly Warwick  
 Seconder: Deputy Mayor Lawrence Kirby

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>12.1 - Strategic Property Update</b>	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**

The Kaunihera | Council meeting went into public excluded session at 2.03pm.

## COUNCIL MEETING MINUTES

20 JULY 2023

**RESOLUTION CO2023/93**

Moved: Cr Shelly Warwick

Seconder: Cr Nigel Wilson

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

**CARRIED**

The Kaunihera | Council came out of public excluded session at 2.50pm

Mayor Janet Holborow closed the meeting with karakia.

**The Kaunihera | Council meeting closed at 2.50pm.**

.....  
**HEAMANA | CHAIRPERSON**

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
ADDITIONAL KAUNIHERA | COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 10 AUGUST 2023 AT 11.05 AM**

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

**IN ATTENDANCE:** Mr André Baker, Ms Denise Hapeta, Mr Huriwai Paki, Mr Bede Laracy, Mr Glen Olsen, Mr Richard Mansell, Mr Darren Edwards, Mr Ewen Church, Mr Sean Mallon, Ms Janice McDougall, Ms Hara Adams, Ms Kris Pervan, Mr Tim Power, Ms Kate Coutts, Ms Steffi Haefeli, Ms Anna Smith, Mr Evan Dubisky, Ms Jessica Mackman, Mr James Jefferson, Ms Susan Owens, Mr Jason Holland, Mr Andrew Banks

**WHAKAPĀHA | APOLOGIES:** Nil

**LEAVE OF ABSENCE:**

**1 NAU MAI | WELCOME**

The Mayor welcomed everyone to the meeting

**2 KARAKIA | COUNCIL BLESSING**

The Mayor asked Mr André Baker to open with karakia.

**3 WHAKAPĀHA | APOLOGIES**

There were no apologies for this meeting.

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

There were no declarations of interest relating to items on the agenda.

**5 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**

Mr Richard Mansell spoke to item 7.1 on the agenda with the intention of clearing up any misapprehension that he believed some of the other members of the public may have been under and to inform the council of the fully publicly notified process that had been followed on the Plan Change 2 process.

Cr Glen Cooper arrived at the meeting at 11:19 am.

Ms Leanne Morris spoke to item 7.1 on the agenda, and the re-zoning of Mr Mansell's land in particular. Ms Morris spoke of lack of awareness by the neighbours of Mr Mansell's plans to subdivide, and the general opposition to it.

**TABLED DOCUMENTS**

Ms Morris tabled a letter to the Mayor and Councillors regarding Plan Change 2.

**CARRIED**

**Appendices**

- 1 Letter to Mayor and Councillors

Mr Chris Webber of the local branch of the Māori Council, spoke to item 7.2 on the agenda in support of conducting public consultation on the creation of a Māori Ward, and the importance of working together and including all groups within the community.

**6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

- (a) No leaves of absence were applied for.
- (b) No matters of an urgent nature had been provided to the Chair prior to the commencement of the meeting.

**7 PŪRONGO | REPORTS**

**7.2 ESTABLISHMENT OF A MĀORI WARD**

Steffi Haefeli, Manager Democracy Services introduced the report which had been left to lie on the table and was available to answer any questions that members had regarding the report.

**RESOLUTION CO2023/94**

Moved: Cr Martin Halliday

Seconder: Cr Nigel Wilson

That Council

- A.2 Resolve to proceed with wider community consultation with tangata whenua and other communities ahead of a final decision on whether to establish a Māori ward this triennium prior to 23 November 2023.

**CARRIED**

Mr Huriwai Paki arrived at the meeting at 11:49am.

**7.3 CONDUCTING A POLL TO SELECT THE ELECTORAL SYSTEM FOR THE LOCAL BODY ELECTIONS 2025**

Steffi Haefeli, Manager Democracy Services introduced the report noting that this report was brought to Council as a result of the resolution passed by Council on 20 July 2023 to undertake a poll of electors on the electoral system.

**RESOLUTION CO2023/95**

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Sophie Handford

- A. That Council revoke the resolution passed at the Council meeting of 20 July 2023 to undertake a poll of electors on the electoral system to be used for the next two triennial elections, in accordance with the provisions in the Local Electoral Act 2001.

AND

- B. That Council ask officers to bring the report on Selecting the Electoral System presented to Council on 20 July 2023 back to Council on 31 August 2023 for Council to re-consider the selection of the electoral System to be used for the next two triennial elections, in accordance with the provisions in the Local Electoral Act 2001.

**CARRIED**

Cr Nigel Wilson left the meeting at 12:01 pm.

Cr Nigel Wilson returned to the meeting at 12:03 pm.

### 7.1 DECISIONS ON INDEPENDENT HEARING PANEL'S RECOMMENDATIONS ON PLAN CHANGE 2 TO THE OPERATIVE KAPITI COAST DISTRICT PLAN

Jason Holland, District Planning Manager and Andrew Banks from Boffa Miskell introduced the report and answered questions from members.

Cr Glen Cooper left the meeting at 12:48 pm.

Cr Glen Cooper returned to the meeting at 12:49 pm.

Mr Huriwai Paki left the meeting at 1:11 pm.

Mr Huriwai Paki returned to the meeting at 1:13 pm.

The meeting adjourned at 1:17 pm and resumed at 1:58 pm.

### RESOLUTION CO2023/96

Moved: Deputy Mayor Lawrence Kirby

Seconder: Mayor Janet Holborow

#### B. Option 3: That Council:

- B.1 Identify which recommendations of the Independent Hearings Panel that it rejects, the reasons for doing so, and any alternative recommendations in Table 1 below:

Recommendation rejected	Reason	Alternative recommendation (if any)
[13](b)(i) <b>Allow</b> submission 023 by the Mansell family by rezoning the land covered by the submission from Rural Lifestyle to General Residential Zone	We concur with our Council Officers reply evidence (point 26, p9) stating the need for a Structure Plan for the wider area of Otaihanga including the block rejected for rezoning off Ratanui Road.  "While I appreciate the submitters' willingness to work together to overcome the '10 per cent', and I acknowledge the additional information	Reject submission 023 by the Mansell family by rezoning the land covered by the submission from Rural Lifestyle to General Residential Zone



		<p>provided by them in their further evidence lodged after the hearing, we remain in fundamental disagreement about the need for a structure plan. As outlined in paragraph 10 above and onwards, I consider a comprehensive structure plan of the wider area is necessary prior to any rezoning. Ultimately the timeframes set under the ISPP are not conducive to the preparation of a comprehensive structure plan for the area, and I felt it inappropriate to engage in this process as part of the ISPP given the lack of information available on the issues that may need to be addressed in the surrounding area outside of the submitters' site and the lack of ability for other parties potentially affected by the structure planning to input into the process." Quote from <u>Plan Change 2 Council Officer's Reply Evidence</u>; Author: <u>Katie Maxwell</u>; Dated: <u>28 April 2023</u> – p9, point 26.</p> <p>We disagree with IHP conclusions for supporting the rezone:</p> <p>1) in their report points [240] &amp; [241] rejecting the need for a Structure Plan. The use of Supplementary Statement s023 Hansen Memo 18.04.2023 points 2.2 &amp; 2.3 does not provide enough evidence to support denying the Structure Plan.</p>	
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		<p>2) We reference Ātiawa ki Whakarongotai's Submission s100.FS.1 p2 in which they say they only "support in part" s023 then add their reasons: "KCDC has a Future urban development plan change scheduled as part of implementing the District Growth Strategy. It may be more appropriate to consider submitter's requests for rezoning as part of that plan change. Decision sought: Seek further assessment of environmental effects, including s6 RMA matters and cumulative effects of rezoning all or some of the proposed sites or deferring for future plan change."</p>	
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For: Crs Glen Cooper, Sophie Handford, Janet Holborow, Lawrence Kirby, Rob Kofoed, Jocelyn Prvanov, Kathy Spiers and Shelly Warwick

Against: Crs Martin Halliday and Liz Koh

Abstained: Cr Nigel Wilson

**CARRIED 8/2**

Ms Kim Tahiwai left the meeting at 1:58 pm.

Mr Huriwai Paki left the meeting at 2:10 pm.

André Baker left the meeting at 2:59 pm.

The meeting adjourned at 2:59 pm and resumed at 3:04 pm.

Cr Wilson returned to the meeting at 3:07 pm.

**CARRIED**

**RESOLUTION CO2023/97**

Moved: Cr Glen Cooper  
 Seconder: Cr Shelly Warwick

That the item of business, 7.1 B.1 being discussed should lie on the table and not be discussed further until 3.30 pm..

For: Crs Glen Cooper, Martin Halliday, Rob Kofoed, Jocelyn Prvanov, Kathy Spiers, Shelly Warwick and Nigel Wilson

Against: Crs Sophie Handford, Janet Holborow, Lawrence Kirby and Liz Koh

**CARRIED 7/4**

The meeting adjourned at 3:10 pm and resumed at 3:30 pm.

**RESOLUTION CO2023/98**

Moved: Cr Liz Koh  
 Seconder: Cr Kathy Spiers

That Council:

- B.2 Accept the recommendations of the Independent Hearings Panel that it does not identify in Table 1 above; and
- B.3 Except for the rejected recommendations identified in Table 1, amend the Kapiti Coast District Plan 2021 as set out in Attachment 2 (which includes minor amendments pursuant to clause 102(2) of Schedule 1 to the RMA); and
- B.4 Publicly notify its decision in accordance with clause 102 of Schedule 1 to the RMA by 20 August 2023; and
- B.5 Where Council rejects some (but not all) of the recommendations of the Independent Hearings Panel, that the public notice specifies that PC2 will become operative-in-part in accordance with clause 104(2) of Schedule 1 to the RMA on 1 September 2023 and
- B.6 Refer the recommendation(s) of the Independent Hearings Panel that it has rejected, along with the reasons for doing so and any alternative recommendations, to the Minister for the Environment in accordance with clause 101(2) of Schedule 1 to the RMA.

**CARRIED**

For: Crs Sophie Handford, Janet Holborow, Lawrence Kirby, Liz Koh, Kathy Spiers and Shelly Warwick

Against: Crs Glen Cooper, Martin Halliday, Rob Kofoed, Jocelyn Prvanov and Nigel Wilson

**CARRIED 6/5**

**RESOLUTION CO2023/99**

Moved: Mayor Janet Holborow  
 Seconder: Cr Liz Koh

C That the Council instruct staff to:

- C.1 Investigate, and report back to Council within 6 months, on the potential scope for further changes to the District Plan related to future urban development, mana

<p>whenua (sites and areas of significance to Māori), coastal environment and flood risk;</p> <p>C.2 Consider the potential impacts of PC2 on the Council's Infrastructure Strategy and Development Contributions Policy as part of the 2024 Long-term Plan review;</p> <p>C.3 Investigate, and report back to Council within 6 months, on the following matters:</p> <p>C.3.1 Steps to support the development of papakāinga by tangata whenua, including the development of papakāinga design guides and progressing actions related to Māori housing in the Council's Housing Strategy 2022;</p> <p>C.3.2 Whether it is necessary to review the Council growth strategy <i>Te tupu pai – Growing Well</i>;</p> <p>C.3.3 Options to build the Council's urban design capacity and expertise, including by building mana whenua kaupapa (values), huanga (vision) and tikanga (approach) capability, developing in-house urban design expertise and/or exploring the use of Design Review Panels.</p> <p><b>CARRIED</b></p>
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Item - 7.2 Establishment of a Māori Ward - was moved to another part of the minutes.  
 Item - 7.3 Conducting a Poll to Select the Electoral System for the Local Body Elections 2025 - was moved to another part of the minutes.

## 8 PURONGO KĀORE E WĀTEA KI TE MAREA | PUBLIC EXCLUDED REPORTS

### RESOLUTION TO EXCLUDE THE PUBLIC

#### PUBLIC EXCLUDED RESOLUTION CO2023/100

Moved: Cr Sophie Handford  
 Seconder: Deputy Mayor Lawrence Kirby

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>9.1 - Approval of Tender for Civil Works Associated with the Construction of a Reservoir at Te Manuao Road, Ōtaki</b>	<p>Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 7(2)(h) - the withholding of the information is necessary to enable Council</p>	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	to carry out, without prejudice or disadvantage, commercial activities	
<b>CARRIED</b>		

**RESOLUTION CO2023/102**

Moved: Cr Sophie Handford

Seconder: Deputy Mayor Lawrence Kirby

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

**CARRIED**

The Kaunihera | Council meeting went into public excluded session at 3:55 pm.

The Kaunihera | Council came out of public excluded session at 4:03 pm.

**The Kaunihera | Council meeting closed with karakia at 4:03 pm.**

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**HEAMANA | CHAIRPERSON**

## 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
<b>12.1 - Confirmation of Minutes</b>	<p>Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>12.1 - Waikanae Water Treatment Plant Stage 2 Main Contract</b>	<p>Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice</p>	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	<p>or disadvantage, commercial activities</p> <p>Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	