



# **RĀRANGI TAKE AGENDA**

## **Kaunihera | Council Meeting**

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

**Te Rā | Date: Tuesday, 10 October 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 Tuesday 10 October 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 BECOMING AN ACCREDITED LIVING WAGE EMPLOYER

Kaituhi | Author: **Morag Taimalietane, Principal Advisor**

Kaiwhakamana | Authoriser: **Hara Adams, Group Manager Iwi Partnerships**

#### TE PŪTAKE | PURPOSE

- 1 This report provides information and recommendations to support the Council to become an accredited Living Wage employer.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Work has been undertaken by council officers on this kaupapa, in response to the Notice of Motion and Resolution that was agreed by the Council on 25 August 2022 through which the Council agreed to support the principle of KCDC becoming a Living Wage Employer and requested further information on becoming an accredited Living Wage Employer.
- 3 Council officers can confirm that Council currently meets three of the four criteria to become accredited, as all staff directly employed by the Council are currently paid no less than the Living Wage, staff have access to a union, and their terms and conditions of employment were not reduced in order to meet the Living Wage rate.
- 4 Further work has been undertaken to clarify how we can meet the one remaining criteria of accreditation, Criteria B – All indirectly paid workers employed by contractors, delivering a service to the business / organisation on a regular and on-going basis, are either on the current Living Wage or on milestones agreed as part of the License.
- 5 Five contracts, across four organisations, have been identified as needing to increase their staff remuneration to enable the Council to meet Criteria B, at a cost of approximately \$60,000 per annum.
- 6 Te Komiti Whāiti Toitūtanga Pāpori (the Social Sustainability Subcommittee) considered this matter on 14 September 2023 and recommended that the Council seek Living Wage accreditation via Option A “Immediate Accreditation”.

#### TE TUKU HAEPA | DELEGATION

- 7 The Council has the authority to consider this under section A.2. of the 2022-2025 Triennium Governance Structure and Delegations.

#### TAUNAKITANGA | RECOMMENDATIONS

That Council:

- A. Notes that all staff directly employed by the Council are currently paid no less than the Living Wage.
- B. Notes that an annual Living Wage remuneration adjustment will occur to ensure all staff directly employed by the Council will continue to be paid no less than the Living Wage, with our remuneration policy to be updated to reflect this.
- C. Notes the benefits of becoming an accredited Living Wage Employer.
- D. Notes the anticipated cost of \$80,000 (including \$20,000 contingency) to meet Criteria B (indirectly paid workers employed by contractors) of Living Wage accreditation.
- E. Notes that Te Komiti Whāiti Toitūtanga Pāpori (the Social Sustainability Subcommittee) considered this matter on 14 September 2023 and recommended that the Council seek Living Wage accreditation via Option A “Immediate Accreditation”.

- F. Agrees that Living Wage accreditation is sought via Option A “Immediate Accreditation”.

## TŪĀPAPA | BACKGROUND

- 8 Over the past five years, Councils within the Wellington Region have been shifting to Living Wage accreditation, with Wellington City Council becoming an accredited Living Wage Employer in 2018, Hutt City Council in 2021, and Porirua City Council in 2022.
- 9 A Notice of Motion and Resolution was considered by the Kāpiti Coast District Council on 25 August 2022. The Council agreed to support the principle of becoming a Living Wage Employer and requested further information. In response to this, a report was presented to Council on 8 December 2022 where the Council agreed the following recommendations:

That the Council:

- A. notes that council officers do not currently have the necessary information to provide detailed cost implications to the Council, or to develop an implementation plan to enable the Council to become an accredited Living Wage Employer.
- B. notes the strategic alignments, benefits, and issues that may result from the Council becoming an accredited Living Wage Employer.
- C. notes that all staff directly employed by the Kāpiti Coast District Council are currently paid above the 2022 Living Wage.
- D. approves to progress with investigating becoming an accredited Living Wage Employer in accordance with Option A “Review all contracts through a staged approach”.

Option A was defined as:

Kōwhiringa   Options	Hua   Benefits	Tūraru   Risks
<p><b><u>Option A (recommended)</u></b></p> <p><b><i>Review all contracts through a staged approach</i></b></p> <p>a. Focus on the contract types that are identified as a priority and required to become accredited.</p> <p>b. Widen the focus to services that and activities that the Council is required to provide but contract externally which sit outside the accreditation scope.</p> <p>c. Review all remaining contracts, working alongside relevant activity managers and financial analysts.</p>	<p>Council would take a leadership role for our community with regards to our expectations for being a fair and equitable employer.</p> <p>As one of the biggest employees and contractors within our District, Council would be realising the full benefits of requiring those we contract with to pay their employees the Living Wage.</p> <p>Phased approach allows for financial implications to be considered at each stage.</p>	<p>Financial implications of implementing are currently unknown.</p> <p>May impact on Councils ability to ‘support local’ as a shift to the Living Wage for a local small or start-up business could have a significant impact on their financial situation.</p> <p>May result in a significant change in contracted services, which could have a workload impact on Council staff.</p>

- 10 The criteria for a Living Wage Employer is that:
- a. All directly employed workers are on the current Living Wage prior to accreditation. “Directly employed” means that workers employed by a business/organisation in an employer/employee relationship.
  - b. All indirectly paid workers employed by contractors, delivering a service to the business/organisation on a regular and on-going basis, are either on the current Living Wage or on milestones agreed as part of the License.
  - c. Employers have provided workers with access to a union.

- d. Employees' terms and conditions have not been reduced in order to meet the current Living Wage rate. An example of this may be the reduction of hours or other benefits in order to pay for the cost of delivering the Living Wage.

- 11 To become an accredited Living Wage Employer, the Council would need to meet the criteria listed above and make an application to the LWANZ Accreditation Advisory Board, with an annual license fee payable of \$1,500 on application approval (based on the size and type of our organisation). This approval process and license fee payment would need to be undertaken on an annual basis to retain accreditation.

#### *Annual Increase to the Living Wage*

- 12 At the time the Council agreed to the progress with Option A, the Living Wage in Aotearoa was \$23.65 an hour and all direct Council employees were paid above this amount.
- 13 This wage is calculated independently each year by the New Zealand Family Centre Social Policy Unit to reflect the hourly wage a worker needs to pay for the necessities of life and participate as an active citizen in the community, such as food, transportation, housing and childcare.
- 14 The updated Living Wage is announced annually on 1 April, with a full five yearly review taking place as part of the 2023 Living Wage calculation, increasing the Living Wage to \$26.00 an hour from 1 September 2023.
- 15 This is a 9.9% increase on the 2022 Living Wage and from 1 September 2023 the Council would need to increase remuneration for a number of roles to continue to meet the criteria that all directly employed workers are paid the Living Wage.
- 16 Therefore, the scope for the first stage of Option A was expanded to include understanding the implications of meeting the criteria that all directly employed workers are paid the Living Wage, as well as investigating contracts where indirectly paid workers are delivering a service to Council, on a regular and on-going basis.

## **HE KŌRERORERO | DISCUSSION**

- 17 The introduction of the Living Wage has been recognised internationally as a means to bring benefits to employers, the community and to the workers who need it the most.
- 18 Within some industries, the Council can struggle to find and contract the required level of service due to the industry having trouble in attracting and retaining staff. An example of this is within the Cleaning Industry where we contract several different suppliers to provide the services we need.
- 19 Through discussions with other organisations who have become an accredited Living Wage Employer, we have heard clear example of how suppliers have proactively engaged with the Living Wage process, as this would help them to attract and retain staff, and therefore provide a better service.
- 20 The Council is also aware that as other Councils within the region are accredited Living Wage Employers, we could be at a disadvantage when looking to contract for services, particularly in industries that are in high demand.
- 21 Other benefits that have been identified by other organisations who introduced the Living Wage payment / have become an accredited Living Wage Employer include:
- Increased productivity
  - Reduced absenteeism
  - Reduced unexplained sickness
  - Increase in staff retention
  - Attracting higher quality staff
  - Preferred contractor through social procurement



- Sense of authenticity and value within organisation.

## He take | Issues

### *Criteria A - Directly Employed Workers*

- 22 As noted in paragraph 16, as part of Option A, work was undertaken to understand the implications of meeting the criteria that all directly employed workers are paid the 2023 Living Wage of \$26.00 an hour or above.
- 23 Through the recent 2023 remuneration review it has been confirmed that all directly employed workers at Council will be paid no less than the 2023 Living Wage of \$26.00 an hour. Therefore, the Council continues to meet Criteria A when considering accreditation for the Living Wage.
- 24 The cost to increase remuneration to meet the 2023 Living Wage was considered minor in the context of the overall personal budget.
- 25 Additionally, going forward an annual Living Wage remuneration adjustment will occur to ensure all staff directly employed by council will continue to be paid no less than the Living Wage, with our remuneration policy to be updated to reflect this.
- 26 This operational decision has been made to support the Council to attract and retain skilled and capable staff and ensures that our Council is operating in line with other Councils in the Wellington Region who are accredited as Living Wage Employers - Wellington City Council, the Hutt City Council and Porirua City Council.

### *Criteria B - Indirectly paid workers employed by contractors*

- 27 Council officers have connected with Dunedin City Council to understand their journey to accreditation and lessons learnt, as well as working with the Living Wage Aotearoa New Zealand to ensure our development of steps to accreditation are fit for purpose and will support our Council to make an informed decision about becoming an accredited Living Wage employer.
- 28 Key learnings from these conversations have supported officers to clarify how we can meet criteria B of accreditation – All indirectly paid workers employed by contractors, delivering a service to the business/organisation on a regular and on-going basis, are either on the current Living Wage or on milestones agreed as part of the License.
- 29 Officers have refined work around criteria B to focus on identifying contracts where service provision / industry traditionally includes low-wage positions such as cleaners, security, road maintenance, park maintenance, facilities management and waste management.
- 30 Where a contract was considered in scope, the relevant Activity Manager or Council Officer has connected with the supplier to understand the financial implications of the Council moving to the Living Wage.
- 31 The majority of suppliers with contracts in scope already pay their staff the Living Wage or above, with only five contracts, across four organisations, paying their staff below the 2023 Living Wage of \$26.00 per hour.
- 32 One of these organisations, which holds two contracts with the Council, confirmed they are hoping to increase all staff over the Living Wage in their 2023 remuneration review.
- 33 The remaining three organisations provide services for cleaning and security. All three are willing to increase the remuneration of their staff working on our contracts to the Living Wage, with a total financial cost across all three contracts of approximately \$60,000 per annum.
- 34 As part of the accreditation process, milestones can be agreed with the Living Wage Accreditation Board for when these contracts shift to meet Living Wage requirements.

- 35 An overview of the work undertaken by Council officers to refine and identify the relevant contracts is currently with the Living Wage Accreditation Board to ensure that the Board is comfortable with the process followed.
- 36 While the cost of approximately \$60,000 has been identified as the required increase to meet Criteria B (Indirectly paid workers employed by contractors), officers recommend that an additional \$20,000 is agreed as contingency should the Council agree to progress with accreditation. This will allow flexibility should any additional contracts be identified through the accreditation process.

### Ngā kōwhiringa | Options

#### *Potential approaches to becoming an Accredited Living Wage Employer*

- 37 The financial implications of Council becoming an Accredited Living Wage Employer total approximately \$80,000, which includes a contingency of \$20,000.
- 38 The Council could choose to progress with accreditation in a number of ways, as detailed in the table 1 below.
- 39 Council officers recommend that we progress with Option A - Immediate Accreditation.

**Table 1: Approaches to Accreditation**

Kōwhiringa   Options	Hua   Benefits	Tūraru   Risks
<b>Option A - Immediate accreditation (Recommended)</b>  Directly Employed Workers are paid the Living Wage. Indirectly paid workers via contracts moved to Living Wage as soon as possible.	Builds on momentum and the current understanding of financial implications.  Ensures benefits of introducing the Living Wage are maximised immediately.	Cost unbudgeted for shifting indirectly paid workers via contracts to Living Wage.  2024 Living Wage will be announced on 1 April 2024.  Future increases would need to be calculated into budget.
Kōwhiringa   Options	Hua   Benefits	Tūraru   Risks
<b>Option B - Accreditation through LTP</b>  Directly employed workers are paid the Living Wage. Introduce Living Wage through the LTP (with option for consultation)	Allows for community to be part of conversation.	2024 Living Wage will be announced on 1 April 2024. Expected increase would need to be calculated into budget.  Process with contracts would need to be repeated.
<b>Option C - Status quo</b>  Directly employed workers are paid the Living Wage.  Do not proceed with ensuring indirectly paid workers via contracts are paid the Living Wage.  No accreditation sought.	Removes complexity of annual review of contracts in line with Living Wage increase to retain accreditation.	No benefits for those who we contract on a regular and ongoing basis. No wider benefits for the community.

### Mana whenua

- 40 Māori experience generally poorer outcomes in our District, including higher unemployment rates and a higher likelihood of working in low skilled or semi-skilled jobs. Māori are also more

likely to have lower levels of qualification attainment, which narrows opportunities, choices and the potential to earn more to support their whānau.

- 41 By becoming a Living Wage Employer, the Council has the ability to make a positive impact for Māori within Kāpiti, and Council officers would want to work with our Iwi Partners to understand and support their aspirations around this kaupapa.
- 42 While the capacity agreements that we have in place with our Iwi Mana Whenua partners would not be considered within scope of stage one, there may be implications as we move through to the future stages when looking at a wider scope of contacts.
- 43 Support about the Living Wage and how we could explore the opportunities and potential implications of the introduction of the Living Wage will be provided as discussions regarding capacity funding agreements for 2023/24 take place with each of our Iwi Mana Whenua partners.

### **Panonitanga Āhuarangi me te Taiao | Climate change and Environment**

- 44 This decision will not impact on Council's ability to respond to the impacts of climate change.

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

- 45 Should the Council decide to proceed with becoming an accredited Living Wage Employer, the following financial implications have been identified:
  - 45.1 Annual license fee payable of \$1,500 on application approval.
  - 45.2 Cost of approximately \$80,000 (including \$20,000 contingency) to meet Criteria B (Indirectly paid workers employed by contractors).
- 46 The financial implication of meeting Criteria A (directly employed workers) has been absorbed by the organisation as part of the 2023 remuneration review and is considered minor in the context of the overall personal budget.
- 47 High level assumptions for ongoing annual increases will be developed, to enable future financial implications to be included in forward planning for budgets, including a more significant increase in line with the full review of the Living Wage which happens five-yearly.

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

- 48 As an accredited Living Wage Employer, the Council would be required to increase remuneration in line with the annual Living Wage increases, to continue to meet the criteria for accreditation.
- 49 While the Council currently meets Criteria A (directly employed workers) the future costs of maintaining this, and meeting market movements are unknown, and could potentially become unsustainable.
- 50 As noted in paragraph 39, high level assumptions for ongoing annual increases will be developed to mitigate this risk by enabling future financial implications to be included in forward planning for budgets, including a more significant increase in line with the full review of the Living Wage which happens five-yearly.

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

- 51 The Council's Remuneration Policy will be updated to reflect the organisational decision to pay directly employed workers of the Council no less than the Living Wage.
- 52 If the Council agrees to progress with becoming an accredited Living Wage Employer, the Council's Procurement Policy will be updated to reflect the requirement for organisations who provide services to Council on a regular and ongoing basis to pay those working on the contract no less than the Living Wage.

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

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

**Whakatairanga | Publicity**

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

**NGĀ ĀPITI HANGA | ATTACHMENTS**

Nil

## 10.2 SUBMISSION ON ELECTORAL (LOWERING VOTING AGE FOR LOCAL ELECTIONS AND POLLS) LEGISLATION BILL

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

Kaiwhakamana | Authoriser: **Hara Adams, Group Manager Iwi Partnerships**

### TE PŪTAKE | PURPOSE

- 1 This report seeks Council's endorsement on the submission on the Electoral (Lowering Voting Age for Local Elections and Polls) Legislation Bill (the Bill) appended to this report.

### HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 The Electoral (Lowering Voting Age for Local Elections and Polls) Legislation Bill seeks to amend the Local Electoral Act 2001 so that persons aged 16 or 17 years are eligible to vote in local body elections and polls.
- 3 The Justice Committee considering this Bill is now seeking feedback on the proposed Bill by 20 October 2023 and Council Officers have drafted a submission appended to the report.

### TE TUKU HAE PAPA | DELEGATION

- 4 Council has the delegation to approve and endorse submissions on proposed bills.

### TAUNAKITANGA | RECOMMENDATIONS

That Council:

- A. Endorses the submission on the Electoral (Lowering Voting Age for Local Elections and Polls) Legislation Bill appended to this report which notes Council's support of the changes proposed to the Local Electoral Act 2001 allowing persons aged 16 or 17 to vote in local body elections and polls.

### TŪĀPAPA | BACKGROUND

- 5 In 2020, a group named Make It 16 took their campaign to lower the voting age in general elections and local body elections to the Wellington High Court arguing that a voting age of 18 is unjustified age discrimination. The initial judgement of the Court noted "the age restriction in the voting age provisions is a justified limit on the right in section 19 of BORA (Bill of Rights Act 1990) to be free from discrimination on the basis of age". The group appealed the decision.
- 6 In the Supreme Court judgement '*Make It 16 Incorporated v Attorney-General*' in 2022, the Court held that voting was a fundamental human right and therefore, there was insufficient justification to prevent 16 and 17 year olds from having the right to vote. The decision found that the provisions in the Electoral Act 1993 and the Local Electoral Act 2001 were an unjustified limitation under section 19 of the New Zealand Bill of Rights Act 1990.
- 7 As a result, the Prime Minister announced the Electoral (Lowering Voting Age for Local Elections and Polls) Legislation Bill seeking to amend the Local Electoral Act 2001 so that persons aged 16 or 17 years are eligible to vote in local body elections and polls.
- 8 The Justice Committee is now seeking feedback on the proposed Bill by 20 October 2023 and Council Officers have drafted a submission appended to the report.

## HE KŌRERORERO | DISCUSSION

### He take | Issues

- 9 On 8 December 2022, a notice of motion was brought before Council by Councillor Sophie Handford recommending that Council support the Make It 16 campaign for both local elections and central government elections and approve a submission to the Select Committee reviewing the proposed legislation.
- 10 Council resolved to support the Make It 16 campaign and agreed to approve a submission to the Select Committee reviewing the proposed legislation noting that Council was specifically in support of:
- 10.1 Lowering the voting age to 16 for both local elections and central government elections;
  - 10.2 Dealing with the matter in two separate bills – one for the local elections and one for parliamentary elections;
  - 10.3 Lowering the voting age in time for the 2025 local body elections;
  - 10.4 Providing for civics education in primary schools across the company as part of the process to lower the voting age.
- 11 The Electoral (Lowering Voting Age for Local Elections and Polls) Legislation Bill currently under review by the Select Committee and while there are some amendments proposed to both the Electoral Act 1993 and Local Electoral Act 2001, it is only seeking an amendment to allow 16- and 17-year-olds to vote in local government elections at this stage (rather than parliamentary elections also).

### Ngā kōwhiringa | Options

- 12 The proposed submission to be lodged with the Justice Committee has been appended to the report.

### Mana whenua

- 13 This decision has a direct impact on tangata whenua as rangatahi may gain the ability to vote in local elections if the Bill was passed. Aotearoa statistics show that roughly 25% of Māori are under 20 years of age. Rangatahi (10-24 age group) make up half of the Māori population. With that in mind, lowering the voting age would be beneficial to Māori. Due to the timeframes provided by the Justice Committee, mana whenua have not been consulted directly on this decision.

### Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 14 There are no climate change and environment considerations.

### Ahumoni me ngā rawa | Financial and resourcing

- 15 There are no financial or resourcing impact considerations.

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

- 16 There are no legal or organisational risks or considerations associated with this decision.

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

- 17 This decision does not have an impact on exiting policies.

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

18 Engagement on this decision is not required and has not been undertaken.

**Whakatairanga | Publicity**

19 No specific publicity of the decision is planned. The decision of Council will be publicly available through the minutes of the meeting.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Submission on Electoral (Lowering Voting Age for Local Elections and Polls) Legislation Bill  
[↓](#)





Wednesday, 4 October 2023

Committee Secretariat  
Justice Committee  
Parliament Buildings  
WELLINGTON 6160

Tēnā koutou Justice Committee

**Kāpiti Coast District Council: Submission on the Electoral (Lowering Voting Age for Local Elections and Polls) Legislation Bill**

Kāpiti Coast District Council (Council) appreciates the opportunity to submit on the Electoral (Lowering Voting Age for Local Elections and Polls) Legislation Bill. The Council supports the change in legislation to allow for youth voting in local elections and polls in time for the next triennial local body elections in 2025.

In the 2022 Supreme Court judgement *Make It 16 Incorporated v Attorney-General*, the Court found voting to be a fundamental human right, with insufficient justification to prevent 16 and 17 year olds from having the right to vote. At 16 years of age you can drive a car, work full-time, are required to pay taxes, and this age group are also users of public transport, road, parks and libraries.

Council supports lowering the voting age to strengthen and encourage participation in our democratic processes by young people across our district. With the challenges facing our communities, it is crucial that the voices of our rangatahi are heard and people of all ages are represented. New Zealand is facing long-term political challenges with decisions that will have far reaching consequences. These decisions will affect those in the 16 to 17 years age group as much as, if not more, than others who presently have the right to vote.

Young people are already active participants in our local democracy and broader community, providing a meaningful contribution to Council projects of significance. Allowing 16 and 17 year olds the opportunity to vote will allow this group to engage earlier in the democratic process by allowing them to have a say in the election of our local representatives.

We thank the Justice Committee for considering our submission.

Nāku, nā

Janet Holborow  
**MAYOR, KĀPITI COAST DISTRICT**



**10.3 ADOPTION OF THE EASTER SUNDAY TRADING POLICY 2023**

Kaituhi | Author: **Aston Mitchell, Policy Advisor**

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

**TE PŪTAKE | PURPOSE**

- 1 This report seeks Council's approval to:
  - 1.1 Repeal the Kapiti Coast District Easter Sunday Shop Trading Policy 2017;
  - 1.2 Adopt the Kapiti Coast District Easter Sunday Shop Trading Policy 2023 (refer Appendix One).

**HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY**

- 2 This report seeks Council's approval to repeal the Kapiti Coast District Council Easter Sunday Shop Trading Policy 2017 (Policy 2017) and to adopt the Kapiti Coast District Council Easter Sunday Shop Trading Policy 2023 (Policy 2023).

**TE TUKU HAEPAPA | DELEGATION**

- 3 Section 5A of the Shop Trading Hours Act 1990 gives Council the power to make a policy on shop trading on Easter Sunday.
- 4 Council has the authority to consider this matter under the Local Government Act 2002.

**TAUNAKITANGA | RECOMMENDATIONS**

That Council:

- A. Repeals the Kapiti Coast District Council Easter Sunday Shop Trading Policy 2017;
- B. Adopts the Kapiti Coast District Council Easter Sunday Shop Trading Policy 2023 (Appendix One), subject to any further minor amendments or corrections deemed necessary, that will be approved by the Mayor; and
- C. Notes that the Policy 2023 will come into effect immediately, noting that the first opportunity for use will be in April 2024 on Easter Sunday.

**TŪĀPAPA | BACKGROUND**

- 5 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 ([Agenda of Strategy, Operations, and Finance Committee Meeting - 8 June 2023](#)). In summary, key advice in the paper included:
  - 5.1 Council can decide to have a policy which enables Easter Sunday shop trading for the whole or part(s) of the District. However, there is no legal requirement to do so. If introduced, 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.
  - 5.2 Council adopted the Easter Sunday Shop Trading Policy 2017 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. Council's Policy 2017 enables Easter Sunday shop trading for the whole District.
  - 5.3 Council does not have an enforcement role for Easter Sunday trading; this role remains with the Ministry of Business Innovation and Employment (MBIE).

- 5.4 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.
- 5.5 Accordingly, the Policy 2017 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

- 6 One hundred and thirty-four submissions were received on the draft Policy, with only one submitter indicating they wished to speak to their submission. Hearings were held on 22 August 2023, where one organisation spoke to their submission on the day.
- 7 The submissions and a high-level summary of submissions was included with a report presented to Council on 31 August 2023 ([Council Meeting Agenda 31 August 2023](#)). Feedback received indicated that 75% of respondents favoured retaining and renewing the Easter Sunday Trading Policy.
- 8 Based on feedback and analysis from submitters, Council Officers consider that the current rules (allowing District-wide trading) under the Easter Sunday Trading Policy 2017 remain appropriate and fit-for-purpose and should be re-adopted.

## He take | Issues

- 9 Of the 134 submissions, 100 (75%) favoured retaining and renewing the Easter Sunday Trading Policy, while 34 (25%) did not. The predominant theme from the comments provided was support for choice for businesses, employees and/or consumers. However, of those not supporting the policy, comments included the importance of having days off with family and concern about pressure being placed on employees to work. Growing labour shortages in some industries, may mean that this concern increases over time. Council Officers will monitor this issue and report back to Council any concerns.

## Ngā kōwhiringa | Options

- 10 Council has three options available to consider following the review of the Easter Sunday Shop Trading Policy 2017:
- A. RE-ADOPT: District-wide Local Easter Sunday Shop Trading – re-adopt the 2017 policy, which allows trading throughout the Kāpiti District (recommended);
  - B. AMEND: Limited Local Easter Sunday Shop Trading – an amended policy could limit shop trading to part(s) of Kāpiti (not recommended);
  - C. REVOKE: Revoke the Policy – trading on Easter Sunday is limited to the specific businesses listed under section 4 and 4A of the Shop Trading Hours Act 1990 (not recommended).
- 11 Option A, to re-adopt the existing policy, is the recommended option due to the majority of respondents indicating this as a preference. This option was included in the draft policy, forming part of the Statement of Proposal, published in the 8 June 2023 Strategy, Operations, and Finance Committee paper, and publicly consulted on between 26 June 2023 to 26 July 2023.

## Mana whenua

- 12 Mana whenua had the opportunity to provide feedback on the proposal in previous briefings and Strategy, Operations and Finance meetings. Feedback received informed the draft proposal.

**Panonitanga Āhuarangi me te Taiao | Climate change and Environment**

- 13 There are no climate change considerations.

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

- 14 This policy review is being carried out within existing budgets. There are no implementation costs for Council.

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

- 15 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.
- 16 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**

- 17 There are no policy considerations in addition to those outlined in the report presented to the Strategy, Operations, and Finance Committee on 8 June and the associated Statement of Proposal, which was attached as Appendix 1 to that report.

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

- 18 A communications and engagement plan was 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.
- 19 The information available to the public for consultation on the draft Policy was produced in accordance with LGA 2002 requirements and Council's Significance and Engagement Policy.
- 20 Key stakeholders and our iwi partners were kept informed of progress as we worked through the steps of this review.

**Whakatairanga | Publicity**

- 21 The Easter Sunday Shop Trading Policy 2023 will be of interest to the community. Subject to Council adopting the Kapiti Coast District Easter Sunday Shop Trading Policy 2023:
- 21.1 the new Policy 2023 will be uploaded to Council's website;
- 21.2 Council will engage with the wider community via social media and newspaper both to advise of adoption of the Policy 2023, and in advance of Easter Sunday 2024.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Easter Sunday Shop Trading Policy 2023 [↓](#)
2. Easter Sunday Trading Submissions Analysis [↓](#)

**Kāpiti Local Easter Shop Trading Policy 2023**  
**10 October 2023**



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REVISION HISTORY Revision	Policy Sponsor	Approval date and date of next scheduled review	Decision
1	Group Manager, Strategy & Planning	17 December 2017 Review before December 2022	Council
2	Group Manager, Strategy & Growth	10 October 2023 Review before October 2028	Council



## 1. INTRODUCTION

The purpose of this policy is to enable shops to trade on Easter Sunday if they wish. This policy is made under Part 2 (subpart 1) of the Shop Trading Hours Act 1990 (the Act). Easter Sunday is a significant day in the religious calendar for many New Zealanders. Some businesses will choose not to open, and some workers will choose not to work on this day.

## 2. POLICY OBJECTIVES AND SCOPE

The objective of this policy is to enable Easter Sunday Trading and support a vibrant, diverse, and thriving Kāpiti.

This policy applies to the whole of the Kāpiti Coast District (see Schedule 1 Map) and does not apply to the sale and supply of alcohol, which is regulated under the Sale and Supply of Alcohol Act 2012.

## 3. STRATEGIC ALIGNMENT

This policy supports the vision for the Kāpiti Coast as set out in the Long Term Plan 2021: thriving environment | vibrant economy | strong communities. It contributes to the following Community Outcomes from the LTP:

- Our local economy is prosperous with ample opportunities for people to work and learn in Kāpiti.
- Our communities are resilient, safe, healthy, thriving, and connected. Everyone has a sense of belonging and can access the resources and services they need.

## 4. DEFINITIONS

4.1 In this Policy, unless the context requires otherwise:

<b>Shop</b>	Is defined in the Shop Trading Hours Act 1990: <b>‘a building, place, or part of a building or place, where goods are kept, sold, or offered for sale, by retail; and includes an auction mart, and a barrow, stall, or other subdivision of a market; but does not include:</b> <ul style="list-style-type: none"> <li>(a) <b>a private home where the owner or occupier’s effects are being sold (by auction or otherwise); or</b></li> <li>(b) <b>a building or place where the only business carried on is that of selling by auction agricultural products, pastoral products, and livestock, or any of them; or</b></li> <li>(c) <b>a building or place where the only business carried on is that of selling goods to people who are dealers, and buy the goods to sell them again’</b></li> </ul>
<b>Council</b>	means the Kāpiti Coast District Council



<b>District</b>	means the jurisdiction of the Kāpiti Coast District Council (see Schedule 1 for a map)
<b>The Act</b>	means the Shop Trading Hours Act 1990

## 5. POLICY

5.1 Shop trading is permitted on Easter Sundays throughout the whole of the Kāpiti Coast District as defined by the map in Schedule 1.

5.2 Individual retailers will choose whether to open on Easter Sunday. This policy does not require shops to open on Easter Sunday, nor does it require individuals to shop or employees to work on Easter Sunday. The workers' choice provision contained in Part 2 (subpart 2) of the Shop Trading Hours Act 1990 provides specific protection for a shop employee's right to refuse to work on Easter Sunday.

## 6. MONITORING

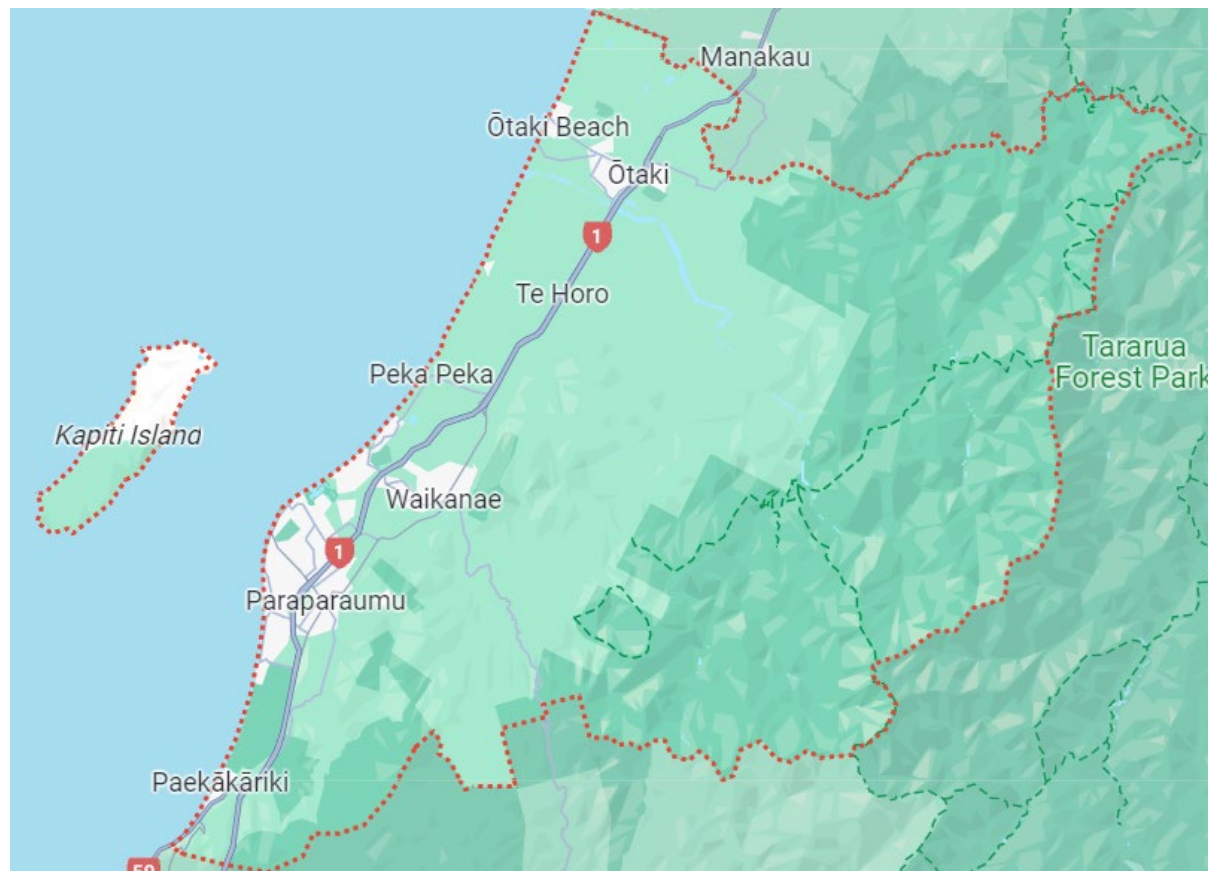
6.1 The Ministry of Business, Innovation and Employment is responsible for enforcement of breaches of shop trading hours on Easter Sundays and the imposition of penalties.

## 7. REVIEW

This policy is required to be reviewed at least every five years from the date of adoption.

## 8. REFERENCES

- Shop Trading Hours Act 1990
- Sale and Supply of Alcohol Act 2012

**9. SCHEDULE 1 – KĀPITI COAST DISTRICT**



## Easter Sunday Shop Trading Policy Review: Summary of Submissions and Post-Consultation Analysis

### 1. Background

On 8 June 2023, the Strategy and Operations Committee approved the draft Kāpiti Coast District Council Easter Sunday Trading Policy 2023 for public consultation.

The special consultative procedure ran from 26 June 2023 to 26 July 2023. The consultation process was advertised in local papers and promoted online and in service centres<sup>1</sup>. The process asked two questions:

1. "Do you support having a District-wide Policy allowing all shops to have the option to open on Easter Sunday in the Kāpiti Coast District?", and
2. "Do you have any other comments related to the review of the Easter Sunday Trading Policy?"

### 2. Summary of submissions and analysis

A total of 134 submissions were received during the public consultation. These submissions are summarised alongside Council's analysis and recommendation in Table 2 below.

Of the 134 submissions, 100 (75%) favoured retaining and renewing the Easter Sunday Trading Policy, while 34 (25%) did not. The predominant theme from the comments provided was support for choice for businesses, employees and/or consumers. However, of those not supporting the policy, comments included the importance of having days off with family and concern about pressure being placed on employees to work.

None of the feedback received, made specific comment to the wording in the Policy nor did anyone request a variation to what was proposed.

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<sup>1</sup> The consultation was advertised in Ōtaki Today, Kāpiti News, and in the Kāpiti Observer in June 2023, and promoted through the Council website, the Everything Kāpiti newsletter, Council's Facebook page, and through Council's service centres and libraries.

Table 1: Summary of Submissions and Summary of Post-Consultation Analysis

Summary of submissions			Post-consultation analysis of themes							
Themes resulting from the submissions are summarised below.			The final comments and recommendation for each theme are summarised below.							
Theme 1 – Policy Overall										
<b>Submission results:</b> <table border="1"><tr><th>Total submissions</th><th>Submissions in support</th><th>Submissions against</th></tr><tr><td>134</td><td>100</td><td>34</td></tr></table> <p>Overall, 100 of 134 submitters supported retaining the Easter Sunday Trading policy, as proposed through the consultation.</p> <p>Most submitters did not make specific comments to support or further elaborate on their position. Of the 10 that did, the comments were all in support of the policy and broadly considered that it works well and should be kept unchanged.</p> <p>Key stakeholder view(s):</p> <ul style="list-style-type: none"><li>• <b>Foodstuffs North Island</b> submission supported the continuation of the Policy. They support giving stores the ability to choose to trade.</li><li>• <b>Retail NZ</b> submission supported the continuation of the Policy, as a proactive policy that supports local businesses.</li><li>• <b>First Union</b> submission was generally against the Policy.</li><li>• <b>Kāpiti Uniting Parish</b> submission was generally against the Policy.</li></ul>			Total submissions	Submissions in support	Submissions against	134	100	34	<b>Comment:</b> <p>Feedback indicates that the Policy is, and has been, working appropriately for the last five years as set out by the policy review’s Statement of Proposal. Of note, the majority of respondents were supportive of the policy, and no major issues were identified.</p> <b>Recommendation:</b> <p><u>Progress</u> the proposal to renew the policy in its current form.</p>	
Total submissions	Submissions in support	Submissions against								
134	100	34								
Theme 2 - Business										
<b>Submission results:</b> <table border="1"><tr><th>Comments in Support</th><th>Comments Against</th></tr><tr><td>37</td><td>0</td></tr></table>			Comments in Support	Comments Against	37	0	<b>Comment:</b> <p>Key consultation themes under ‘business’ indicated strong support for businesses to retain their freedom of choice in deciding to open on Easter Sunday or not. A lack of policy removes this choice from both business owners and employees on opening/working on Easter Sunday. An absence of policy imposes costs on</p>			
Comments in Support	Comments Against									
37	0									

<p>Key themes for <u>Support</u> respondents were:</p> <ul style="list-style-type: none"> <li>• general support, no further comments</li> <li>• choice – for businesses to choose to open or not, or for individuals to choose to shop or not</li> </ul> <p>Key themes for <u>Against</u> respondents were:</p> <ul style="list-style-type: none"> <li>• general lack of support, no further comments</li> </ul> <p>Any iwi or key stakeholder view(s):</p> <ul style="list-style-type: none"> <li>• <b>Foodstuffs North Island</b> submission supported the continuation of the Policy. They support giving stores the ability to choose to trade and the flexibility this provides.</li> <li>• <b>First Union</b> submission believes the case for flexibility under the policy is limited given large retailers such as Coastlands choose to close for Easter Sunday.</li> <li>• <b>Retail NZ</b> submission supported the continuation of the Policy. They support local businesses having the freedom to make their own decisions about whether to open or not.</li> <li>• <b>Kāpiti Uniting Parish</b> submission was generally against the Policy.</li> </ul>	<p>Council for staff time to answer questions around regulations, and imposes costs on the Ministry for Business, Innovation, and Employment issuing breaches for non-permitted shops open on Easter Sunday. Therefore, the case for businesses to retain their freedom of choice seems the most appropriate position to support.</p> <p>The majority of submitters who specifically commented on the business theme supported the policy in its current form.</p> <p><b>Recommendation:</b> <u>Progress</u> the proposal to renew the policy in its current form.</p>				
<p><b>Theme 3 – Economic</b></p>					
<p><b>Submission results:</b></p> <table border="1" data-bbox="539 983 882 1078"> <thead> <tr> <th>Comments in Support</th><th>Comments Against</th></tr> </thead> <tbody> <tr> <td>9</td><td>11</td></tr> </tbody> </table> <p>Key themes for <u>Support</u> respondents were:</p> <ul style="list-style-type: none"> <li>• general support, no further comments</li> <li>• supports Kāpiti as a tourism destination</li> <li>• supports local businesses and levels the playing field for all businesses</li> </ul>	Comments in Support	Comments Against	9	11	<p><b>Comment:</b> Key consultation themes under ‘economic’ identified that there was support for the Policy as Kāpiti is identified as a tourist destination, particularly for those from neighbouring districts. Those visiting may have a need/want to shop on Easter Sunday, so enabling more shopping opportunities increases Kāpiti’s attractiveness as a destination and provides an opportunity for more and differing economic activity in the community (particularly for specialist shops). Some of these activities may be restricted if a policy were not in place. Other holiday destinations including Taupo, Tauranga, and Gisborne also have policies for similar purposes.</p>
Comments in Support	Comments Against				
9	11				

<p>Key themes for <u>Against</u> respondents were:</p> <ul style="list-style-type: none"> <li>• general lack of support, no further comments</li> <li>• there are other days available to shop/other shopping opportunities (i.e., online)</li> <li>• some shops can still open</li> </ul> <p>Any iwi or key stakeholder view(s):</p> <ul style="list-style-type: none"> <li>• <b>Foodstuffs North Island</b> submission supported the continuation of the Policy. They support giving stores the ability to choose to trade and the flexibility this provides.</li> <li>• <b>First Union</b> submission believes the case for flexibility under the policy is limited given large retailers such as Coastlands choose to close for Easter Sunday. They state as it is not a public holiday, there is no additional pay incentive for employees to work that day.</li> <li>• <b>Retail NZ</b> submission supported the continuation of the Policy. They believe it is a proactive policy that supports local businesses.</li> <li>• <b>Kāpiti Uniting Parish</b> submission was generally against the Policy.</li> </ul>	<p>However, some submitters did not feel that shopping opportunities were needed all days of the Easter holiday period, and it was identified that that some shops can still open. While there is validity in these arguments, it could create an environment of perceived Council interference in private businesses where it is not necessary – eg by creating a blanket restriction on who can and cannot trade on Easter Sunday, and there is no clear community issue that we would be addressing in doing so.</p> <p>A small majority of submitters who specifically commented on the economic theme did not support the policy in its current form. However, the majority of submitters overall supported the continuation of the current Policy.</p> <p><b>Recommendation:</b> <u>Progress</u> the proposal to renew the policy in its current form.</p>				
<b>Theme 4 - Employee</b>					
<p><b>Submission results:</b></p> <table border="1" data-bbox="542 949 882 1045"> <thead> <tr> <th>Comments in Support</th><th>Comments Against</th></tr> </thead> <tbody> <tr> <td>15</td><td>30</td></tr> </tbody> </table> <p>Key themes for <u>Support</u> respondents were:</p> <ul style="list-style-type: none"> <li>• general support, no further comments</li> <li>• it should be up to employees to choose whether to work or not</li> <li>• employees need/want to earn</li> </ul> <p>Key themes for <u>Against</u> respondents were:</p>	Comments in Support	Comments Against	15	30	<p><b>Comment:</b></p> <p>Key consultation themes under ‘employee’ identified that there were some concerns from the public relating to employee rights and protections. Where issues do arise there are specific legislative provisions which are already in place to protect the employee and provide an avenue for workplace grievances to be raised.</p> <p>Given there is already a legal avenue for recourse, and any legislative concerns sit outside of the policy, Council should not make policy recommendations based on this concern. Further, Council have not received reports of this being a substantive issue in our district that could be used to justify removing the policy providing the choice to open or work in Kāpiti.</p>
Comments in Support	Comments Against				
15	30				

<ul style="list-style-type: none"> <li>• general lack of support, no further comments</li> <li>• time with family</li> <li>• pressure exerted on employees to work</li> <li>• not a public holiday so employees are paid normal rates only</li> </ul> <p>Any iwi or key stakeholder view(s):</p> <ul style="list-style-type: none"> <li>• <b>Foodstuffs North Island</b> submission supported the continuation of the Policy and the flexibility this provides.</li> <li>• <b>First Union</b> submission believe the cost for employees is greater than that for employers under the policy. They state the policy removes one guaranteed day off a year for employees, that workers are compelled by their employer to work on Easter Sunday and face reprisal if they refuse, and that there is no extra pay for employees for working as it is not a public holiday.</li> <li>• <b>Retail NZ</b> submission supported the continuation of the Policy. They noted that worker rights are explicitly protected under the Shop Trading Hours Act 1990.</li> <li>• <b>Kāpiti Uniting Parish</b> submission was generally against the Policy.</li> </ul>	<p>Another three consultation themes were included:</p> <ul style="list-style-type: none"> <li>• That there were some concerns from the public relating to the loss of a guaranteed day off from work. These concerns can be addressed similarly to the above, in that there are already legislative provisions in place protecting employees from continuous work to allow for sufficient rest time. This concern has not been identified as a substantive issue in Kāpiti as while many shops and employees have chosen to open and work on Easter Sunday, many have also chosen not to. Any concerns regarding the provision of public holidays and mandatory rest days sit outside of the policy.</li> <li>• That there is no extra pay for working on Easter Sunday. Easter Sunday is not a public holiday. Employees who work are not entitled to pay over and above their agreed normal rate, and similarly employees who do not work but for whom it is a normal day of work are not entitled to public holiday leave pay. However, there is minimal information to identify this as a substantive issue for many in Kāpiti given that many shops and employees over the past five years have chosen to open and work on Easter Sunday (while some have chosen not to).</li> <li>• That there were some concerns from the public who believe that Easter Sunday is a day to spend with family and for rest. This discussion is covered in the above paragraphs, as employees right to choose not to work on Easter Sunday is protected under legislation. As per the above discussions, issues with legislated rights and mandatory rest days sit outside of the policy.</li> </ul> <p>Submitters who specifically commented on the employee theme did not support the policy in its current form, however issues raised by these submitters covered topics which sit outside of the policy, and it would not be appropriate for Council to take action where there is not a substantive issue we would be addressing in our District.</p>
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		Of note, the majority of all submitters supported the continuation of the current Policy.  <b>Recommendation:</b> <u>Progress</u> the proposal to renew the policy in its current form.				
Theme 5 - Religion						
Submission results:		<b>Comment:</b> Key consultation themes under ‘religion’ included some concerns from the public that some members of our community believe shops should not be trading on Easter Sunday due to the religious associations of this day. While Easter is the principal festival of the Christian Church, the majority of our Kāpiti residents are not Christian <sup>2</sup> . In addition, our country is largely considered to be a secular society and has no state religion. Similarly, to the discussion under the employment theme, the rights and protections for employees who chose not to work on Easter Sunday are protected by legislation – this includes those who have a religious reason for choosing not to work. Given there is already a legislated avenue for recourse where any issues may arise, and legislative concerns sit outside of the policy, Council should not make policy recommendations based on this concern. Council have also not received widespread reports of this being a substantive issue in our district that could be used to justify removing the policy providing the choice for others to open or work in Kāpiti.  The majority of submitters who specifically commented on the religious theme supported the policy in its current form.  <b>Recommendation:</b> <u>Progress</u> the proposal to renew the policy in its current form.				
<table><tr><th>Comments in Support</th><th>Comments Against</th></tr><tr><td>12</td><td>7</td></tr></table>			Comments in Support	Comments Against	12	7
Comments in Support	Comments Against					
12	7					
Key themes for <u>Support</u> respondents were:						
<ul style="list-style-type: none"><li>• general support, no further comments</li><li>• secular society</li><li>• not everyone is religious/many people practice a different faith</li><li>• against compulsory religious holidays</li></ul>						
Key themes for <u>Against</u> respondents were:						
<ul style="list-style-type: none"><li>• general lack of support, no further comments</li><li>• day for religious observance/respect for religion</li></ul>						
Any iwi or key stakeholder view(s):						
<ul style="list-style-type: none"><li>• <b>Foodstuffs North Island</b> submission generally supports the Policy in its current form.</li><li>• <b>First Union</b> submission states that for some retail and bank workers Easter is an important time to take part in religious observance.</li><li>• <b>Retail NZ</b> submission generally supports the Policy in its current form.</li></ul>						

<sup>2</sup> Religious data breakdown obtained from: <https://peopleandplaces.nz/Kāpiticoast/people/ethnicity/religion/?entity=2289>

<ul style="list-style-type: none"> <li>• <b>Kāpiti Uniting Parish</b> submission states that they believe Easter Sunday is a day for the Christian churches to celebrate the festival without distraction, and it provides a day for which all religious groups might engage in dialogue discovering those things which 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>					
<b>Theme 6 - Other</b>					
<p><b>Submission results:</b></p> <table border="1" data-bbox="542 560 880 655"> <thead> <tr> <th>Comments in Support</th><th>Comments Against</th></tr> </thead> <tbody> <tr> <td>22</td><td>8</td></tr> </tbody> </table> <p>Key themes for <u>Support</u> respondents were:</p> <ul style="list-style-type: none"> <li>• general support, no further comments</li> <li>• bureaucracy overreach/not the role of the State/archaic restrictions</li> <li>• should cater for everyone</li> </ul> <p>Key themes for <u>Against</u> respondents were:</p> <ul style="list-style-type: none"> <li>• general lack of support, no further comments</li> <li>• all regions and households should have the same rules/entitlements</li> <li>• shops should be closed for a part day or on some/all Sundays</li> </ul> <p>Any iwi or key stakeholder view(s):</p> <ul style="list-style-type: none"> <li>• <b>Foodstuffs North Island</b> submission generally supports the Policy in its current form.</li> <li>• <b>First Union</b> submission is against the Policy as they believe that for non-religious individuals it is a time to be part of family or whānau gatherings, sports tournaments, and other community activities.</li> </ul>	Comments in Support	Comments Against	22	8	<p><b>Comment:</b></p> <p>There were many mixed and diverse views submitted on the draft 2023 Policy, with many comments identified that did not specifically sit under any one theme. The strongest feedback in this category was that submitters did not feel that controlling the opening/closing of shops on Easter Sunday was the role of the Council and therefore the Policy should be retained to provide choice to employers and employees in the district.</p> <p>The majority of submitters who specifically commented on an 'other' theme supported the policy in its current form.</p> <p><b>Recommendation:</b></p> <p><u>Progress</u> the proposal to renew the policy in its current form.</p>
Comments in Support	Comments Against				
22	8				

<ul style="list-style-type: none"><li>• <b>Retail NZ</b> submission generally supports The Policy in its current form.</li><li>• <b>Kāpiti Uniting Parish</b> submission states that they believe Easter Sunday provides a day to give those who want time to enjoy their environment, or contribute to its conservation, time to do so; that it gives the wider community time to develop alternative activities in their local areas (such activities might be initiated by local Community Boards); and is a day for which all religious groups might engage in dialogue discovering those things which 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>	
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***Further Post-Consultation Analysis***

Consultation identified a range of views, and people will not necessarily see their individual preferences reflected in the draft 2023 Policy. The draft 2023 Policy seeks to find a reasonable balance between managing issues or concerns and not overly restricting people's activities. None of the feedback received related to the wording in the Policy or requesting a variation of what was proposed; all submissions were either entirely for or against the Policy. Some of the issues raised, such as the personal grievance process, are outside of the scope of Council's abilities.

Based on this analysis, no changes are being proposed to what was outlined in the draft 2023 Policy.



## 10.4 KĀPITI COAST DISTRICT COUNCIL'S HOUSING AND BUSINESS ASSESSMENT 2023

Kaituhi | Author: **Hamish McGillivray, Manager Research & Policy**

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

### TE PŪTAKE | PURPOSE

- 1 This paper presents the Kāpiti Coast District Council's Housing and Business Assessment 2023 for noting.

### HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 Kapiti Coast District Council is recognised as a Tier 1 Council under the National Policy Statement on Urban Development 2020 (NPS-UD). Under the NPS-UD Council is required to undertake an HBA every three years ahead of its Long-term Plan.
- 3 This is the third HBA undertaken by the Kāpiti Coast District Council. A requirement of the NPS-UD is that Council responds to any shortages by undertaking steps and actions to enable development, including through plan changes. In response to shortages from previous HBA's, Council has reviewed the District Growth Strategy, undertaken a Housing Needs Assessment and developed a Housing Strategy in 2022.
- 4 This paper provides an outline of the Housing and Business Assessment 2023 (HBA) and its findings for the Kapiti Coast District Council. The HBA identifies that:
  - 4.1 Kāpiti Coast District Council has sufficient development capacity to meet forecast residential and business demand over the next 30 years.
  - 4.2 Ongoing work is required to support the right mix and type of housing to meet local needs and understand how recent changes to the intensification will change demand for business floorspace and infrastructure capacity across its urban centres and residential areas.

### TE TUKU HAEPAPA | DELEGATION

- 5 Council has the authority to consider and note this paper.

### TAUNAKITANGA | RECOMMENDATIONS

- A. That Council notes the findings of Kāpiti Coast District Council's Housing and Business Assessment 2023 including that input to the upcoming Long-term Plan will be that:
  - A.1 Kāpiti Coast District Council has sufficient development capacity to meet forecast residential and business demand over the next 30 years.
  - A.2 Ongoing work is required to support the right mix and type of housing to meet local needs and understand how recent changes to the intensification will change demand for business floorspace and infrastructure capacity across its urban centres and residential areas.

### TŪĀPAPA | BACKGROUND

- 6 We have previously updated you on the Housing and Business Assessment (HBA) 2023 on 29 August 2023 noting:
  - 6.1 Kapiti Coast District Council is recognised as a Tier 1 Council under the National Policy Statement on Urban Development 2020 (NPS-UD). Under the NPS-UD Council is required to undertake an HBA every three years ahead of its Long-term Plan.

- 6.2 The NPS-UD requires Council to work with other councils to prepare the HBA as part of the Wellington urban environment. The preparation of this HBA has been undertaken more broadly, covering all councils across the Wairarapa-Wellington-Horowhenua area, reflecting the coverage of the Wellington Regional Growth Framework.
- 6.3 The HBA compares housing and business demand against development capacity enabled under the Kāpiti Coast District Plan over the short, medium and long-term (3,10 and 30-year periods). This includes identifying the theoretical plan enabled development capacity (the extent of a building that could be built under District Plan settings) and then assessing its feasibility and whether it is likely to be realised (built). This helps identify whether sufficient development capacity is available to meet demand. The HBA also assesses the availability of infrastructure capacity to support growth over the short, medium and long-term.
- 7 This is the third HBA undertaken by the Kāpiti Coast District Council. A requirement of the NPS-UD is that Council responds to any shortages by undertaking steps and actions to enable development, including through plan changes. In response to shortages from previous HBA's, Council has reviewed the District Growth Strategy, undertaken a Housing Needs Assessment and developed a Housing Strategy in 2022.
- 8 Most recently, Council has completed Plan Change 2 enabling intensification under requirements of the NPS-UD and the Medium Density Residential Standards. The Plan Change was recently adopted and now part of the Operational District Plan from 1 September 2023. It is important to note that this HBA uses the notified version of Plan Change 2 (August 2022) for its baseline assessment of development capacity. A number of changes were made to the Plan Change since the notified version, which are not reflected in this assessment, but will be the in the next HBA.
- 9 The HBA also informs the development of a Future Development Strategy, which is currently being developed for the Wairarapa-Wellington-Horowhenua area and due for consultation on the 9 October 2023.

## HE KŌRERORERO | DISCUSSION

- 10 The following section summarises the discussion and findings outlined in the Kāpiti Coast District Council's HBA chapter attached as Attachment A. The HBA is a requirement under the NPS-UD and Resource Management Act 1991.

### *Population growth and housing demand – based on the 2022 update from Sense Partners*

- 11 While Covid-19 has contributed to a lower growth forecast than the last HBA (32,000), the District is still expected to grow by an additional 25,100 people over the next 30 years.
- 12 The completion of Transmission Gully and Peka Peka to Ōtaki expressway along with flexible working has increased accessibility to the District and driven demand for housing. This demand has pushed up house and rent prices, which is increasing affordability pressures on existing residents.
- 13 The Sense Partners 2022 Forecasts estimated 11,899 additional houses will be needed to support the increase in population over the District for next 30 years. This increases to 13,888 when we add an additional margin of demand to support competitiveness in the market, as required by the NPS-UD.

### *Assessment of residential development capacity*

- 14 The assessment of development capacity identified an additional capacity for 300,996 theoretical dwellings from across residential and mixed-use zones. This is significantly higher than the 17,983 identified from the last assessment as a result of the newly enabled Medium Density Residential Standards and National Policy Statement on Urban Development.
- 15 The feasibility of theoretical capacity is assessed using a range of development factors including land values, building costs and sales prices to inform what development scenarios are profitable. This indicates the extent to which theoretical development is feasible to

develop at the time of this assessment. Overall, 55,383 dwellings were assessed as feasible to develop.

- 16 Lastly, we assess development capacity that is likely to be realised – or built. There are a range of variables that influence the likelihood of feasible development being built including the risks of developing different housing typologies – with more intensive housing increasing costs and risks, and underlying profit motivations – where a developer has different motivations than a landowner. Overall, 32,673 dwellings are likely to be realised.
- 17 Comparing the realisable development capacity of 32,673 against the inflated demand of 13,888 identifies sufficient realisable capacity is available to meet demand over the short, medium and long-term, with surplus of 18,785 additional dwellings.

#### Business demand

- 18 Economic growth goes hand in hand with population growth. Since 2000, the Kāpiti Coast district has grown at an annual average rate of 1.5%, slightly higher than the national growth rate of 1.2%. This growth is similarly reflected in the District's growth across its gross domestic product, businesses and employees.
- 19 Demand for business land and floorspace is forecast to grow strongly over next 30 years, in part by stronger population projections, but also through improved access to the District and opportunities for businesses to move to the district.
- 20 Demand is broken down into seven business sectors, reflecting changing demands for different types of businesses, including commercial, education, government, healthcare, industrial, Retail and 'other'. Kāpiti is forecast to require an additional 919,431 m<sup>2</sup> of land and 495,019 m<sup>2</sup> of floorspace to accommodate demand across the seven business sectors to 2051. This increases to 1,072,523 m<sup>2</sup> and 577,949 m<sup>2</sup> once inflated to include a margin for competitiveness.
- 21 There is a significant increase in forecast demand for business from the first HBA in 2019 (64,488 m<sup>2</sup> of land and 61,585 m<sup>2</sup> of floorspace). This is due to the timing of the first HBA forecasts based on Statistics NZ 2013 Census data, which meant a significant increase in the population over the 2013-2018 period was not reflected into the forecasts at the time.

#### Assessment of business development capacity

- 22 Given different business uses can use space flexibly across a range of different arrangements (including multi-storey development) the HBA uses floorspace as a common measure to analyse forecast demand and development capacity.
- 23 Theoretical plan enabled capacity was identified across development scenarios for infill around existing buildings and for the redevelopment of an entire property across the District business areas. Theoretical capacity for vacant land is also identified as a subset of the redevelopment capacity, with the distinction of already being empty and ready for development.
- 24 The assessment identified a significant increase in potential capacity from the previous HBA, reflecting the increased heights across the metropolitan, town centre, local centre and mixed-use zones. This included 1,438,837 m<sup>2</sup> of infill capacity, 3,966,144 m<sup>2</sup> of redevelopment capacity and 1,655,957 m<sup>2</sup> as vacant capacity.
- 25 The HBA found that all of the business areas assessed were feasible for development and recent examples of development supported the ability for development to be realised over time.
- 26 Assessment of development capacity across the District has identified sufficient development capacity is available across infill (1,438,837 m<sup>2</sup>), redevelopment (3,966,144 m<sup>2</sup>) and vacant (1,655,957 m<sup>2</sup>) development scenarios, to provide a variety of options across the type and location across the District to meet forecast demand (577,949 m<sup>2</sup>) over the short, medium and long-term.

#### Assessment of infrastructure capacity

- 27 The HBA 2022 provided a detailed assessment of infrastructure capacity supporting forecast growth across the District. The assessment was based on the recently completed 2021-41 Long-term Plan (LTP).
- 28 A range of assessment work has been undertaken over recent months including work to support the transition of councils three waters infrastructure to the new water entity as part of the Affordable Water reforms and in response to several developments that are progressing through government's alternative fast track process. However, overall changes to the settings and assumptions outlined in the LTP 2021-41 are limited.
- 29 As a result, this HBA has continued to use the underlying capacity assessment from 2022 and identifies key changes to activities, investments and constraints identified over the last 18 months as part of its overall summary.
- 30 While Council's local infrastructure networks have a number of on-going challenges, these are being managed through current planning and investment. The Long-Term Plan 2021-41 provided a significant increase in investment across local infrastructure networks to help ensure networks keep pace with growth. This means capacity is generally available to meet short- and medium-term growth needs, and longer-term needs for most networks, recognising further work will help identify the specific nature of longer-term works required. This assessment has also recognised a number of more recent challenges relating to localised growth which are identified to be addressed as part of the upcoming Long-Term Plan.

### He take | Issues

#### Housing affordability and local housing needs

- 31 While the market is starting to deliver some mix of housing types and sizes, there is still an ongoing mismatch of market housing against local demand, limiting choices, affordability and ability to meet the needs of the community.
- 32 Following the completion of its Housing Strategy in 2022, Council is focussing its actions to support both social housing needs and market housing needs. A focus of this work is to develop partnerships with iwi partners, central government, the private sector and community housing providers to support the needs across Kāpiti.

#### Impacts of increased intensification

- 33 The recent increase in intensification across residential and urban centres to meet the requirements of the National Policy Statement on Urban Development, and Medium Density Residential Standards, provides a significant shift for Kāpiti. This presents opportunities for supporting scale and mixed uses across its centres, but also creates a need to look at how our centres and their needs might grow or evolve considering these changes. It also creates the potential for intensification to occur more broadly across existing residential areas, where it was previously expected, and where it was not.
- 34 This creates a need to understand and reflect these changes into revised plans for how we see our communities and centres growing, understanding at a more detailed level what land and uses are needed where, especially regarding the increasing and changing needs of industrial demand, and lastly, where and what additional infrastructure might be required to support market growth over and above the current planned approach. This work will help inform future HBAs as well as ongoing planning and investment processes.

#### Census 2023 data

- 35 A number of areas of HBA analysis currently rely on Census 2018 data. The district has experienced a number of significant changes since 2018, including Covid-19 and the opening of Transmission Gully. The availability of Census 2023 data will enable a more up-to-date understanding of underlying changes and impacts to communities across the District over the 2018-2023 period. Data from Census 2023 is not anticipated to be available until early-mid 2024 at the earliest. Once available, we will prepare a summary of population and

demographic changes across the District. Census 2023 data will also enable updates to our housing needs work, inform future population and housing projections, and the next HBA.

### Ngā kōwhiringa | Options

- 36 This report notes the findings of the HBA and does not contain options for consideration.

### Mana whenua

- 37 This assessment has not included direct engagement with our iwi partners. However, the HBA reflects work Council has undertaken with our iwi partners in developing the Housing Needs Assessment and Housing Strategy. This includes more detailed information in the housing needs and pressures in their rohe. The HBA along with the Housing Needs Assessment and Housing Strategy help support our work and partnership with iwi partners to help meet iwi and Māori housing needs across the district. The District Plan was also recently amended through Plan Change 2 to introduce new objectives, policies and rules intended to be more enabling of papakainga. Those amendments became operative on 1 September 2023. The impact of these policies will be considered as part of the next HBA.

### Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 38 The HBA is an evidence base that helps inform future decisions relating to the provision of development capacity and infrastructure capacity. While modelling takes into account elements and impacts of climate change (including planning limitations on the developability of land such as flooding, and the impacts of climate change reflected into infrastructure capacity assessments such as the frequency, duration and intensity of weather events), it does not directly take into account climate change considerations. However, this HBA is an input for others to consider alongside processes and decisions that do have a direct bearing on council's climate change goals and planning for sustainable growth.

### Ahumoni me ngā rawa | Financial and resourcing

- 39 There are no direct financial implications associated with this report. The report does highlight the need for future changes to be considered around infrastructure modelling and investment requirements that will be considered as part of ongoing work programmes or identified as part of the upcoming Long Term plan process.

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

- 40 Under the NPS-UD the Council is required to complete the HBA to inform the Long-term Plan 2024.
- 41 Another requirement of the NPS-UD is for housing bottom lines to be inserted into the relevant Regional Policy Statement and District Plan's once the HBA is public. The housing bottom lines were first added to Kāpiti Coast's Operative District plan in July 2022 following completion of the HBA in May 2022. Housing bottom lines identify the demand and levels of housing forecast across the short-medium term and long-term periods in to be considered as part of any planning processes.
- 42 This must be undertaken as soon as practicable and without using the Schedule 1 process under the Resource Management Act 1991 (RMA). The District Plan team is aware of this requirement and will look to progress and coordinate the change following publication of the HBA. This change will be made directly to the plan with a notification provided to inform the public of the change.

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

- 43 This report has no direct policy impacts but supports ongoing work on planning and investment processes including supporting social and affordable housing and economic development.

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

- 44 The HBA is a technical process supporting councils planning and investment process. No public consultation has been undertaken as part of the assessment process.

**Te mahere tūhono | Engagement planning**

- 45 This matter has a low degree of significance under Council's Significance and Engagement Policy and an engagement plan is not required to Council's Significance and Engagement Policy for guidance on the form of engagement or consultation planning required.

**Whakatairanga | Publicity**

- 46 The Kāpiti Coast District HBA Chapter is due to be published as part of the Wairarapa-Wellington-Horowhenua HBA on the 9 October 2023 supporting consultation on the draft Wairarapa-Wellington-Horowhenua Future Development Strategy. A copy of the report will be available on Councils 'Urban Development' webpage alongside previous reports and quarterly monitoring reports.
- 47 A workshop will be organised to discuss the result and provide for engagement with the local development community in December 2023.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Kāpiti Coast District Council's Housing and Business Assessment (HBA) Chapter 2023 (under separate cover) [⇒](#)



## 10.5 DRAFT CALENDAR OF MEETINGS 2024

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

Kaiwhakamana | Authoriser: **Susan Owens, Acting Group Manager People and Partnerships**

### TE PŪTAKE | PURPOSE

- 1 This report seeks Council's approval of the appended meeting schedule for 2024.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Although not legislatively required, it is good practice for Council to approve a meeting schedule for the upcoming calendar year to ensure transparency and allow for planning.

### TE TUKU HAE PAPA | DELEGATION

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

### TAUNAKITANGA | RECOMMENDATIONS

- A. That Council approves the appended calendar of meetings 'Draft Calendar of Meetings 2024' for the upcoming calendar year.

### TŪĀPAPA | BACKGROUND

- 4 The calendar of meetings for 2024 covers the meeting cycle for Council, committee and subcommittee meetings and briefings; and includes other meetings, such as meeting dates for the five community boards.
- 5 While there is no statutory requirement to adopt a calendar of meetings, it is practical and transparent to do so.

### HE KŌRERORERO | DISCUSSION

#### He take | Issues

- 6 The calendar of meetings lists a monthly meeting cycle for Council and the Strategy, Operations and Finance Committee, and an approximate six-weekly cycle for the Social Sustainability Subcommittee, the Climate and Environment Subcommittee, and all community boards; and a quarterly cycle for the Risk and Assurance Committee with a fifth (irregular) meeting for approval of the Annual Report. All other committee meetings are irregular and have been scheduled in accordance with the Governance Structure and Delegations for this triennium.
- 7 The cycles suggested allow for substantial progression of issues. Provisions in the Local Government Official Information and Meetings Act 1987 and Council's Standing Orders prescribe that meeting agendas must be received by meeting participants at least two clear working days ahead of the meeting date – a standard which is exceeded to give elected members, mana whenua representatives and independent members adequate time to consider the reports and associated information within meeting agendas. Agendas are distributed five working days in advance of meetings.
- 8 The meeting calendar year sets the first meeting in February, with no meetings or briefings scheduled in January to allow for a good break over the Christmas and New Years period for Elected Members.
- 9 During the school holidays, there are no meetings or briefings scheduled for the first week of the holidays; these periods are shown as 'Keep Free' days. During the second week of the

holidays briefing placeholders are scheduled on Tuesdays and Thursdays. There are no meetings scheduled during school holidays.

## Ngā kōwhiringa | Options

### Meeting days

- 10 Council and committee meetings are generally scheduled on a Thursday, with a few exceptions where some committee and subcommittee meetings have been scheduled to take place on a Tuesday due to Thursdays not being available.

### Meeting start times

- 11 Council, committee and subcommittee meetings are scheduled to begin at 9.30am; with exception of the two meetings of the Chief Executive Employment and Performance Committee, which are scheduled to begin at 1.30pm.
- 12 All community board meetings are currently scheduled to take place on Tuesday evenings. The Paraparaumu Community Board meetings will be starting at 6.30pm, while the Paekākāriki, Raumati, Waikanae and Ōtaki Community Board meetings will begin at 7.00pm.

### Briefings, workshops and training

- 13 Briefings and workshops placeholders have been scheduled on Tuesdays, with some exceptions of placeholders scheduled for a Thursday.
- 14 Briefings and workshops are intended to keep elected members' up to date with key projects and issues, and are not intended for decision-making as per the provisions set in the Local Government Official Information and Meetings Act 1987.
- 15 Elected member training events will also be held on Tuesdays or Thursdays as required.

### Other meetings

- 16 The Appeals Hearing Committee and the District Licensing Committee meet as required and no placeholders are included in the calendar of meetings.
- 17 The draft calendar includes meeting date placeholders for Te Whakaminenga o Kāpiti and the five community boards; however, as Te Whakaminenga o Kāpiti and each of the boards are free to set and approve their own meeting schedule, the placeholders may be subject to change.
- 18 Dates for Local Government New Zealand's Zone 4 meetings are also included in the calendar, which take place quarterly on a Friday.

### Changes to the calendar

- 19 Occasionally unforeseen circumstances arise, and it becomes necessary to add, reschedule, or cancel meetings in the calendar. In such cases, the matter is first addressed with the Mayor or Chair of each committee prior to informing elected members about the proposed alternative meeting dates.
- 20 Any changes to meeting dates are publicly communicated through the Council's Calendar of Meetings webpage. Elected members are also promptly alerted of changes via Karanga Mai calendar invites, alongside being notified via the weekly Elected Members' Bulletin '*Schedule of Meetings*' section. Cancellation notices will include reasons for cancelling.

### Mana whenua

- 21 Appropriate meeting dates for Te Whakaminenga o Kāpiti will be set through consultation with the ĀRT Rongoā Collective. This consultation will enable meetings of Te Whakaminenga o Kāpiti to take place in alignment with te Maramataka Rongoā principles.
- 22 The appended calendar of meetings includes meeting placeholders for Te Whakaminenga o Kāpiti, however these dates are subject to change following the consultation with the Collective and formal adoption by Te Whakaminenga o Kāpiti at a hui later in the year.



**Panonitanga Āhuarangi me te Taiao | Climate change and Environment**

- 23 There are no climate change and environmental considerations within this report.

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

- 24 The proposed timetable of meetings can be delivered within existing budgets.
- 25 If Council decided to change its approach, for example by holding meetings outside of business hours, there could be additional costs associated with catering and staff attendance. A further report would need to be brought to Council with more detail on budgetary and operational impacts of such a change of approach.

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

- 26 Adopting a schedule of meetings assists with fulfilling the requirement under the Local Government Official Information and Meetings Act 1987 (section 46) to publicly notify meetings.

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

- 27 There are no policy considerations within this report.

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

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

**Whakatairanga | Publicity**

- 29 Meetings will be publicly advertised in advance each month in the local newspapers as required by the Local Government Official Information and Meetings Act 1987, and Council's Standing Orders.
- 30 Meeting dates will also be published to Council's Calendar of Meetings webpage.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Draft Calendar of Meetings 2024 [📄](#)

Draft Calendar of Meetings 2024

February			March			April			May			June			July			August			September			October			November			December					
SAT										1																			SAT						
SUN										2											1							1		SUN					
MON					1	EASTER				3	KING'S BIRTHDAY		1							2							2		MON						
TUE					2	BRF	WCB			4	GAC CG		2	CES	WCB					3	GAC CCS	PCB	1	KEEP FREE				3	TWOK	TUE					
WED					3			1		5			3							4			2						4		WED				
THU	1	KEEP FREE			4	CES		2	COUNCIL	6	CAMPE	BRF	4	SOF		1	SSS		5	CAMPE	BRF	3						5	SOF		THU				
FRI	2		1			5			3		7			5			2	SSS		6			4				1		6		FRI				
SAT	3		2			6			4		8			6	KEEP FREE	3			7			5				2			7		SAT				
SUN	4		3			7			5		9			7		4			8			6			3			8		SUN					
MON	5		4			8			6		10			8		5			9			7			4			9		MON					
TUE	6	WAITANGI DAY		5	BRF	ŌCB	9	SSS	ŌCB	7	TWOK	PARCB	11	BRF		PCB	9	6	BRF	PCB	10	TWOK	PARCB	8	BRF		5	SSS	PARCB	10	BRF	TUE			
WED	7	KEEP FREE			6			10		8			12				10	KEEP FREE	7			11			9		6		11		WED				
THU	8		7	SSS		11	SOF		9	SSS		13	SOF		11		8		SOF		12	SOF		10	BRF		7	CES		12	COUNCIL	THU			
FRI	9		8			12			10		14			12		9	ZONE 4		13	SOF		11			8			13		FRI					
SAT	10		9			13	KEEP FREE		11		15			13		10			14			12			9			14		SAT					
SUN	11		10			14			12		16			14		11			15			13			10			15		SUN					
MON	12				15			13		17			15		12			16			14			11			16		MON						
TUE	13	TWOK	PCB	PARCB	12	BRF		PCB	16		14	CES	RCB	18	TWOK	PARCB	16	BRF		13	BRF	RCB	17	GAC HF	BRF	RCB	15	BRF	ŌCB	12	BRF	RCB	17		TUE
WED	14				13				17	KEEP FREE	15			19			17		14			18			16		13			18		WED			
THU	15	RAC		14	SOF		18		16		SOF		20	SSS		18	BRF		15	RAC		19	SSS		17	CES	CEPEC	14	SOF		19		THU		
FRI	16				15			19			17			21			19		16			20			18			15	ZONE 4		20	KEEP FREE	FRI		
SAT	17				16			20			18			22			20			17			21			19			16				21	SAT	
SUN	18				17			21			19			23			21			18			22			20			17				22	SUN	
MON	19				18			22		20			24			22			19			23			21			18			23		MON		
TUE	20	BRF	RCB	19	BRF	RCB	23	BRF		21	BRF	WCB	25	BRF	RCB	23	BRF	ŌCB	20	CES	WCB	24	RAC	WCB	22	TWOK		19	GAC WL	BRF	WCB		24		TUE
WED	21				20			24		22			26			24		21	LGNZ CONFERENCE	25			23			20			25	CHRISTMAS DAY	WED				
THU	22	SOF		21	BRF	CEPEC	25	ANZAC DAY		23	RAC		27	COUNCIL		25	COUNCIL			22	COUNCIL		26	COUNCIL		24	SOF		21	RAC		26	BOXING DAY	THU	
FRI	23	ZONE 4		22			26		24	ZONE 4		28	MATARIKI		26			23				27			25			22			27	KEEP FREE	FRI		
SAT	24				23			27		25			29			27				24			28	KEEP FREE		26			23				28	SAT	
SUN	25				24			28		26			30			28				25			29	KEEP FREE		27			24				29	SUN	
MON	26				25			29		27				29			26			23	LABOUR DAY		25			22			30	KEEP FREE	MON				
TUE	27	CES	WCB	26	TWOK	PARCB	30	GAC CCS	PCB	28	BRF	ŌCB				30	TWOK	PARCB	27	BRF	ŌCB				29	BRF	PCB	26	GAC DW		BRF		ŌCB	31	TUE
WED	28				27					29				31					28			30			27							WED			
THU	29	COUNCIL		28	COUNCIL					30	COUNCIL							29	COUNCIL					31	COUNCIL		28	COUNCIL				THU			
FRI					29	GOOD FRIDAY				31									30						29							FRI			
SAT					30														31													SAT			
SUN					31																										SUN				
February			March			April			May			June			July			August			September			October			November			December					

KEY:

SOF - Strategy, Operations & Finance Committee	GAC CG - Grants Allocation Committee - Community Grants
TWOK - Te Whakaminenga o Kāpiti Placeholder	GAC CCS - Grants Allocation Committee - Creative Communities Scheme
RAC - Risk and Assurance Committee	GAC DW - Grants Allocation Committee - Districtwide Facility Hire Remissions
SSS - Social Sustainability Subcommittee	GAC HF - Grants Allocation Committee - Heritage Fund
CES - Climate & Environment Subcommittee	GAC WL - Grants Allocation Committee - Waste Levy
ŌCB - Ōtaki Community Board Placeholder	CAMPE - Campe Estate Committee
PCB - Paekākāriki Community Board Placeholder	CEPEC - Chief Executive Employment and Performance Committee
PARCB - Paraparaumu Community Board Placeholder	
RCB - Raumati Community Board Placeholder	BRF Briefings and workshops
WCB - Waikanae Community Board Placeholder	
KEEP FREE - Public and School Holidays	

## 10.6 REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND COMMUNITY BOARDS

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

Kaiwhakamana | Authoriser: **Susan Owens, Acting 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 24 August 2023 to 21 September 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

That Council:

- A. Receives this report.
- B. Notes the following recommendations from the Waikanae Community Board meeting on 12 September 2023:
  - B.1 Request that Council officers investigate whether there is supposed to be no-parking restrictions (broken yellow lines) as per the map submitted (attached as Appendix 1 of this report).
  - B.2 Request that Council officers investigate the installation of no-parking restrictions (broken yellow lines) on the corner of Parata Street to Mahia Lane.
- C. Notes the following recommendations from the Ōtaki Community Board meeting on 19 September 2023:
  - C.1 That the Ōtaki Community Board suggests that Council direct the Chief Executive to investigate the processes around allocation and completion of service requests received through Antenno and other channels as the board has received concerns that requests raised are closed off without action and/or feedback.
  - C.2 The Ōtaki Community Board requests a report back on proposed review timelines by the end of the calendar year.

### TŪĀPAPA | BACKGROUND

- 4 During the period of 24 August 2023 to 21 September 2023, Standing Committee and Community Board meetings took place on the following dates:

Grants Allocation Committee - Districtwide Facility Hire Remissions	Thursday, 24 August 2023
Paraparaumu Community Board	Tuesday, 29 August 2023
Grants Allocation Committee - Heritage Fund	Tuesday, 5 September 2023

Raumati Community Board	Tuesday, 5 September 2023
Campe Estate Committee	Thursday, 7 September 2023
Grants Allocation Committee - Creative Communities Scheme	Thursday, 7 September 2023
Waikanae Community Board	Tuesday, 12 September 2023
Social Sustainability Subcommittee	Thursday, 14 September 2023
Climate and Environment Subcommittee	Tuesday, 19 September 2023
Ōtaki Community Board	Tuesday, 19 September 2023
Risk and Assurance Committee	Thursday, 21 September 2023

5 Items discussed at each of the meetings listed in paragraph 4 are noted below:

- 5.1 On Thursday, 24 August 2023 the Grants Allocation Committee - Districtwide Facility Hire Remissions met to discuss:
  - Consideration of Applications for Funding
- 5.2 On Tuesday, 29 August 2023 the Paraparaumu Community Board met to discuss:
  - Consideration of Applications for Funding
- 5.3 On Tuesday, 5 September 2023 the Grants Allocation Committee - Heritage Fund met to discuss:
  - Consideration of Applications for Funding
- 5.4 On Tuesday, 5 September 2023 the Raumati Community Board met to discuss:
  - Raumati Road Loading Zone
  - Consideration of Applications for Funding
- 5.5 On Thursday, 7 September 2023 the Campe Estate Committee met to discuss:
  - Consideration of Applications for Funding
- 5.6 On Thursday, 7 September 2023 the Grants Allocation Committee - Creative Communities Scheme met to discuss:
  - Consideration of Applications for Funding
- 5.7 On Tuesday, 12 September 2023 the Waikanae Community Board met to discuss:
  - Road Renaming – Frater Lane, Waikanae
  - Consideration of Applications for Funding
- 5.8 On Thursday, 14 September 2023 the Social Sustainability Subcommittee met to discuss:
  - Kāpiti Health Advisory Group Terms of Reference
  - Health Strategy Planning

- Becoming a Living Wage Employer

5.9 On Tuesday, 19 September 2023 the Climate and Environment Subcommittee met to discuss:

- Update - Climate Change and Resilience Strategy, and Environment Strategy
- Update on Legislation - New RMA Legislation
- Implementation of Plan Change 2
- Waste Management and Minimisation Plan (2023-2029) – Consultation Summary

5.10 On Tuesday, 19 September 2023 the Ōtaki Community Board met to discuss:

- Proposed Residential Development at 33 Main Highway, Ōtaki – Moy Place and Sue Avenue Traffic Concerns
- Kings Award Nomination
- Consideration of Applications for Funding

5.11 On Thursday, 21 September 2023 the Risk and Assurance Committee met to discuss:

- Closing Report from Audit for the Year Ended 30 June 2023
- Annual Report 2022/23

6 In addition, the following meetings took place:

Te Whakaminenga o Kāpiti	Tuesday, 12 September 2023
--------------------------	----------------------------

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

7.1 On Tuesday, 12 September 2023 Te Whakaminenga o Kāpiti met to discuss:

- Speed Management Plan – Update
- Ngā Take Tārewa | Matters Under Action
- He Kōrero Hou Mō Ngā Iwi | Iwi Updates

## 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 two recommendations made to Council.

9 One recommendation was made at the Waikanae Community Board meeting on 12 September 2023 in relation to a public speaking item on parking restrictions along the connecting section of Mahia Lane to Parata Street. The map submitted by the public speaker can be found at Appendix 1 of this report.

9.1 The first recommendation was that the Waikanae Community Board:

- 9.1.1 Request that Council officers investigate whether there is supposed to be no-parking restrictions (broken yellow lines) as per the map submitted.

9.2 Council officers note that:

- 9.2.1 Report IS-18-672 (attached as Appendix 2) was presented to the Board on 20 November 2018 and the four recommendations as proposed by officers were all supported and approved by resolution (the minutes of this meeting are attached as Appendix 3). The current line marking is all in accordance with the resolutions and plans in that report. The plans show that there were not supposed to be parking restrictions (broken yellow lines) as per the map submitted. This area was always intended to allow vehicles to park.
- 9.3 The second recommendation was that the Waikanae Community Board:
- 9.3.1 Request that Council officers investigate the installation of no-parking restrictions (broken yellow lines) on the corner of Parata Street to Mahia Lane.
- 9.4 It is noted that:
- 9.4.1 Council officers have reviewed the current situation and do not consider additional parking restrictions are necessary at this time.
- 9.4.2 Council officers are conscious that parking within the area must be carefully managed to ensure vehicles park appropriately to ensure the efficient operation of the local roading network and limit the impact upon residents and road users. The area identified is not directly outside residential homes, does not impact driveways and it has been assessed that vehicles parked within this area do not create a traffic safety issue.
- 10 One recommendation was made at the Ōtaki Community Board meeting on 19 September 2023 in relation to service requests raised via the Antenno application that were closed off without action and/or feedback.
- 10.1 The recommendation was:
- 10.1.1 That the Ōtaki Community Board suggests that Council direct the Chief Executive to investigate the processes around allocation and completion of service requests received through Antenno and other channels as the board has received concerns that requests raised are closed off without action and/or feedback.
- 10.1.2 The Ōtaki Community Board requests a report back on proposed review timelines by the end of the calendar year.

### Ngā kōwhiringa | Options

- 11 Options are not required for this report.

### Tangata whenua

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

### Panonitanga āhuarangi | Climate change

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

### Ahumoni me ngā rawa | Financial and resourcing

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

### Ture me ngā Tūraru | Legal and risk

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

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

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

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

17 An engagement plan is not required for this report.

**Whakatairanga | Publicity**

18 No publicity is required with regards to this report.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Appendix 1 - Waikanae Community Board Recommendation to Council - Mahia Lane Map (under separate cover) [⇒](#)
2. Appendix 2 - Mahia Lane Parking Restrictions Report 20 November 2018 (under separate cover) [⇒](#)
3. Appendix 3 - Waikanae Community Board Minutes 20 November 2018 (under separate cover) [⇒](#)

**10.7 NOTICE OF MOTION - FOSSIL FUEL NON-PROLIFERATION TREATY**

I, Councillor Sophie Handford, give notice that at the next Meeting of Council to be held on 10 October 2023, I intend to move the following motion:

**RATIONALE**

I commend this Notice of Motion to Council.

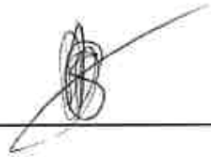
**MOTION**

That the Kāpiti Coast District Council;

1. Recognises the urgent need to address the climate crisis and take decisive action to reduce greenhouse gas emissions.
2. Endorses the call for a [Fossil Fuel Non Proliferation Treaty](#) proposed by the Fossil Fuel Treaty Initiative which aims to phase out fossil fuel production, halt the expansion of fossil fuel infrastructure, and promote a just transition to renewable energy sources.
3. Note with concern that although 88 cities and subnational governments globally have publicly endorsed the call for a Fossil Fuel Non-Proliferation Treaty, no city or subnational government in Aotearoa New Zealand has done so yet.
4. Notes the significant leadership and progress made by various governments and international organisations in calling for the Fossil Fuel Non-Proliferation Treaty, including:
  - i. Vanuatu, at the 77th session of the UN General Assembly.
  - ii. Tuvalu, at COP27
  - iii. Fiji, Solomon Islands, Tonga, and Niue, who adopted the Port Vila Call for a Just Transition to a Fossil Fuel Free Pacific
  - iv. The European Parliament in their formal COP27 resolution
  - v. The World Health Organisation.
  - vi. The Heads of Government of the Melanesian Spearhead Groups
5. Calls upon our major cities and the New Zealand Government to join this growing coalition by publicly endorsing the call for The Fossil Fuel Non-Proliferation Treaty, and implementing its proposed principles by agreeing to;
  - a. No new fossil fuel infrastructure
  - b. Setting fair and clear timeframes to phase out existing infrastructure in line with the Paris goals
  - c. Providing new cooperation and resources internationally to ensure a just transition so no community or country is left behind.

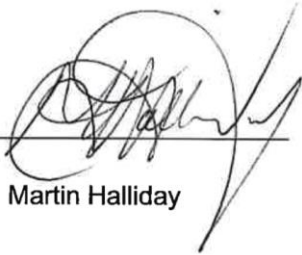


**Signed:** \_\_\_\_\_



**Name:** Cr. Sophie Handford

**Signed:** \_\_\_\_\_



**Name:** Cr. Martin Halliday

## NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

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

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

**Authoriser:** Hara Adams, Group Manager Iwi Partnerships

**Taunakitanga | Recommendations**

That the minutes of the Council meeting of 31 August 2023 be accepted as a true and correct record.

**Taunakitanga | Recommendations**

That the minutes of the Council meeting of 14 September 2023 be accepted as a true and correct record.

**APPENDICES**

1. Confirmation of Minutes, 31 August 2023 [↓](#)
2. Confirmation of Minutes, 14 September 2023 [↓](#)

## COUNCIL MEETING MINUTES

31 AUGUST 2023

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 31 AUGUST 2023 AT 9.31AM**

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

**IN ATTENDANCE:** Mr Bede Laracy, Mr Cam Butler, Mr Glen Olsen, Mr Richard Mansell, Mr Karl Webber, Mr David Shand (Chair of the Risk and Assurance Committee), Mr Darren Edwards, Ms Hara Adams, Mr Sean Mallon, Ms Janice McDougall, Mr Mike Mendonça, Ms Kris Pervan, Ms Kate Coutts, Ms Steffi Haefeli, Ms Anna Smith, Ms Jessica Mackman, Mr David Shand, Mr Ron Minnema, Mr Vijay Soma, Mr Ruchir Gaur, Ms Angela Bell, Mr Chris Pearce, Mr Ian Littleworth, Ms Sarah Wattie, Ms Sheryl Gavin, Ms Aston Mitchell, Ms Jing Zhou, Mr Peter Bollman, Ms Susan Owens, Mr Darryn Grant, Ms Tracey Morgan (Ātiawa ki Whakarongotai), Ms Morag Taimaletane, Ms Nicky Holden, Ms Jacquie Cull, Mr Steve O'Sullivan  
**Via Zoom:** Mr Huriwai Paki (Ngāti Toa Rangatira)

**WHAKAPĀHA | APOLOGIES:** Ms Kirsten Hapeta (Ngā Hapū o Ōtaki)

**LEAVE OF ABSENCE:** Cr Rob Kofoed

## 1 NAU MAI | WELCOME

The Mayor welcomed everyone to the meeting.

## 2 KARAKIA | COUNCIL BLESSING

Cr Martin Halliday read the Council blessing.

Cr Jocelyn Prvanov arrived to the meeting at 9.32am.

## 3 WHAKAPĀHA | APOLOGIES

### APOLOGY

#### RESOLUTION CO2023/104

Moved: Cr Jocelyn Prvanov  
Seconder: Cr Sophie Handford

That the apology received from Cr Rob Kofoed and Kirsten Hapeta (Ngā Hapū o Ōtaki) be accepted.

**CARRIED**

## COUNCIL MEETING MINUTES

31 AUGUST 2023

**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 TE WHAKATAKOTO PETIHANA | PRESENTATION OF PETITION**

There were no petitions.

**6 NGĀ WHAKAWĀ | HEARINGS**

There were no hearings.

**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**

Gavin Beattie spoke to Item 10.6 Selecting the Electoral System for Local Body Elections 2025, and circulated documentation to elected members (appended). Mr Beattie answered members' questions.

**Appendices**

- |   |  |
|---|--|
| 1 | Gavin Beattie - Submission on Item 10.6 Selecting the Electoral System for Local Body Elections 2025 |
|---|--|

Cr Sophie Handford arrived at 9.34am.

**8 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

- (a) Leave of Absence

There were no leaves of absences requested.

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

There were no matters of an urgent nature raised.

**9 TE PŪRONGO A TE KORORMATUA | MAYOR'S REPORT****MAYOR'S REPORT**

The Mayor tabled a list of activities from 29 June to 20 August 2023. The Mayor highlighted her attendance of the opening of the new MenzShed workshop. Cr Jocelyn Prvanov acknowledged Mr Peter Blackler whom the new workshop was named after.

**Appendices**

- |   |  |
|---|--|
| 1 | Mayoral Activities - 29 June to 30 August 2023 |
|---|--|

**10 PŪRONGO | REPORTS****10.1 KAPITI COAST DISTRICT COUNCIL - SPEED MANAGEMENT PLAN 2023-33  
(FINAL)**

Sean Mallon, Group Manager Infrastructure Services and Ron Minnema, Transport Safety Lead

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## COUNCIL MEETING MINUTES

31 AUGUST 2023

took the report as read and answered members' questions.

**RESOLUTION CO2023/105**

Moved: Cr Sophie Handford

Seconder: Cr Martin Halliday

- 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.

**CARRIED**

The meeting adjourned at 10.11am and reconvened at 10.18am.

**MOTION**

Moved: Cr Jocelyn Prvanov

Seconder: Cr Glen Cooper

- E. That the location and need of the two raised threshold treatments near Kapakapanui School are revisited before the final signoff of this specific area of the Speed Management Plan.

For: Crs Glen Cooper, Jocelyn Prvanov and Nigel Wilson

Against: Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Crs Martin Halliday, Sophie Handford, Liz Koh, Kathy Spiers and Shelly Warwick

**LOST 3/7**

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

Steffi Haefeli, Manager Democracy Services and Sarah Wattie, Manager Governance and Legal Services spoke to the report and alongside Janice McDougall, Group Manager People and Partnerships, and Darren Edwards, Chief Executive, answered members' questions.

**RESOLUTION CO2023/106**

Moved: Cr Nigel Wilson

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## COUNCIL MEETING MINUTES

31 AUGUST 2023

Seconded: Cr Shelly Warwick

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

**CARRIED**

**RESOLUTION CO2023/107**

Moved: Cr Nigel Wilson

Seconded: Cr Shelly Warwick

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

**CARRIED**

**RESOLUTION CO2023/108**

Moved: Cr Nigel Wilson

Seconded: Cr Martin Halliday

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

**CARRIED**

**RESOLUTION CO2023/109**

Moved: Mayor Janet Holborow

Seconded: Cr Sophie Handford

- D. That Council approves Council staff to make any minor editorial changes for clarity.

**CARRIED**

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

Mike Mendonça, Acting Group Manager Place and Space spoke to the report and alongside Tracey Morgan (Ātiawa ki Whakarongotai), Ian Littleworth, Libraries and Cultural Services Manager, Kris Pervan, Group Manager Strategy and Growth, answered members' questions.

**RESOLUTION CO2023/110**

Moved: Cr Nigel Wilson

Seconded: Cr Jocelyn Prvanov

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.

**CARRIED**

**RESOLUTION CO2023/111**

Moved: Cr Nigel Wilson

Seconded: Cr Jocelyn Prvanov

- D. Adopts Option 1 (refurbish and extend the former library) as presented to enable an

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## COUNCIL MEETING MINUTES

31 AUGUST 2023

immediate start of the construction process of the new Waikanae Library and Community Hub.

**CARRIED**

Item 10.3 Waikanae Library and Service Centre – Summary of Community Engagement was left to lie on the table until Items 10.5 Audit Proposal for the 2023, 2024 and 2025 Financial Years and 10.8 Wellington Regional Leadership Committee: Updated Agreement and Terms of Reference had been brought forward in the meeting and discussed.

**10.5 AUDIT PROPOSAL FOR THE 2023, 2024 AND 2025 FINANCIAL YEARS**

Jing Zhou, Chief Financial Officer and Sheryl Gavin, Acting Group Manager Corporate Services spoke to the report and alongside David Shand, Chair of the Risk and Assurance Committee, answered members' questions.

**RESOLUTION CO2023/112**

Moved: Cr Martin Halliday

Seconder: Cr Nigel Wilson

- 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.

**CARRIED****10.8 WELLINGTON REGIONAL LEADERSHIP COMMITTEE: UPDATED AGREEMENT AND TERMS OF REFERENCE**

Angela Bell, Chief Advisor Strategy and Growth, Kim Kelly, Greater Wellington Regional Council Programme Director and Kris Pervan, Group Manager Strategy and Growth spoke to the report and answered members' questions.

**RESOLUTION CO2023/113**

Moved: Mayor Janet Holborow

Seconder: Cr Shelly Warwick

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

## COUNCIL MEETING MINUTES

31 AUGUST 2023

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, Cr Nigel Wilson, 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.

**CARRIED**

The meeting adjourned at 11.54am and reconvened at 12.34pm.

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

**RESOLUTION CO2023/114**



## COUNCIL MEETING MINUTES

31 AUGUST 2023

Moved: Cr Liz Koh  
Seconder: Cr Nigel Wilson

- E. That Council notes that option 1 is a preliminary stage to further strategic investment stages to be considered as part of the Long-term Plan.
- F. That Council notes that this work will be closely linked to wider work around town centre invigoration.

**CARRIED**

#### 10.4 SUBMISSIONS AND HIGH-LEVEL SUMMARY FOR THE DRAFT EASTER SUNDAY TRADING POLICY 2023

Aston Mitchell, Policy Advisor, Angela Bell, Chief Advisor Strategy and Growth, and Kris Pervan, Group Manager Strategy Growth spoke to the report and answered members' questions.

##### RESOLUTION CO2023/115

Moved: Cr Shelly Warwick  
Seconder: Cr Nigel Wilson

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.

**CARRIED**

Item - 10.5 Audit Proposal for the 2023, 2024 and 2025 Financial Years - was moved to another part of the minutes.

#### 10.6 SELECTING THE ELECTORAL SYSTEM FOR LOCAL BODY ELECTIONS 2025

Steffi Haefeli, Manager Democracy Services and Janice McDougall, Group Manager People and Partnerships spoke to the report and answered members' questions.

##### RESOLUTION CO2023/116

Moved: Mayor Janet Holborow  
Seconder: Cr Jocelyn Prvanov

- 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.

**CARRIED**

#### 10.7 REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND COMMUNITY BOARDS

Steffi Haefeli, Manager Democracy Services, spoke to the report and answered members' questions.

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## COUNCIL MEETING MINUTES

31 AUGUST 2023

**RESOLUTION CO2023/117**

Moved: Cr Shelly Warwick

Seconder: Cr Nigel Wilson

- A. That the Council receives this report.

**CARRIED**

Item - 10.8 Wellington Regional Leadership Committee: Updated Agreement and Terms of Reference - was moved to another part of the minutes.

**11 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****11.1 CONFIRMATION OF MINUTES****RESOLUTION CO2023/118**

Moved: Cr Shelly Warwick

Seconder: Cr Nigel Wilson

- A. That the minutes of the Council meeting of 20 July 2023 be accepted as a true and correct record.
- B. That the minutes of the Council meeting of 10 August 2023 be accepted as a true and correct record.

**CARRIED****12 PURONGO KĀORE E WĀTEA KI TE MAREA | PUBLIC EXCLUDED REPORTS****RESOLUTION TO EXCLUDE THE PUBLIC****PUBLIC EXCLUDED RESOLUTION CO2023/119**

Moved: Cr Sophie Handford

Seconder: Cr Shelly Warwick

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>	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	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

## COUNCIL MEETING MINUTES

31 AUGUST 2023

	<p>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>	<p>for which good reason for withholding would exist under section 6 or section 7</p>
<b>13.1 - 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 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>	<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>
<b>CARRIED</b>		

The Kaunihera | Council meeting went into public excluded session at 1.22pm.

**RESOLUTION CO2023/122**

Moved: Cr Sophie Handford

Seconder: Cr Shelly Warwick

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

## COUNCIL MEETING MINUTES

31 AUGUST 2023

CARRIED
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The Kaunihera | Council came out of public excluded session at 1.57pm.

The Mayor closed the meeting with karakia.

**The Kaunihera | Council meeting closed at 1.58pm.**

.....  
HEAMANA | CHAIRPERSON

UNCONFIRMED

## ADDITIONAL KAUNIHERA | COUNCIL MEETING MINUTES

14 SEPTEMBER 2023

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
ADDITIONAL KAUNIHERA | COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 14 SEPTEMBER 2023 AT 11.46AM**

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

**IN ATTENDANCE:** Ms Kim Tahiwī, Mr Cam Butler, Mr Bede Laracy, Mr Michael Moore, Mr Glen Olsen, Mr Darren Edwards, Mr Mark de Haast, Mr Sean Mallon, Mr Mike Mendonça, Ms Kris Pervan, Ms Jacqui Cull, Ms Nicky Holden, Ms Steffi Haefeli, Ms Jessica Mackman, Ms Anna Smith

**WHAKAPĀHA | APOLOGIES:** Cr Glen Cooper

**LEAVE OF ABSENCE:** Cr Rob Kofoed

## 1 NAU MAI | WELCOME

Mayor Janet Holborow welcomed everyone to the meeting.

Items 2 to 6 were addressed in the public excluded part of the Kaunihera | Council meeting where apologies were accepted from Cr Rob Kofoed, who has a leave of absence, and Cr Glen Cooper.

## 7 PURONGO KĀORE E WĀTEA KI TE MAREA | PUBLIC EXCLUDED REPORTS

### RESOLUTION TO EXCLUDE THE PUBLIC

#### PUBLIC EXCLUDED RESOLUTION CO2023/123

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Sophie Handford

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

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

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>7.1 - Strategic Property Acquisition</b>	Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in

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## ADDITIONAL KAUNIHERA | COUNCIL MEETING MINUTES

14 SEPTEMBER 2023

	<p>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>	<p>the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
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**CARRIED**

The Kaunihera | Council meeting went into public excluded session at 11.49am.

**RESOLUTION CO2023/126**

Moved: Cr Shelly Warwick

Seconder: Mayor Janet Holborow

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

**CARRIED**

The Kaunihera | Council meeting came out of public excluded session at 12.38pm and the meeting closed at 12.38pm.

.....  
**HEAMANA | CHAIRPERSON**

**12      TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA |  
CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

## 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>13.1 - 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