



# **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 HAEPAPA | 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 KÖRERORERO | 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**

<b>Kōwhiringa   Options</b>	<b>Hua   Benefits</b>	<b>Tūraru   Risks</b>
<p><b>Option A - Immediate accreditation (Recommended)</b></p> <p>Directly Employed Workers are paid the Living Wage. Indirectly paid workers via contracts moved to Living Wage as soon as possible.</p>	<p>Builds on momentum and the current understanding of financial implications.</p> <p>Ensures benefits of introducing the Living Wage are maximised immediately.</p>	<p>Cost unbudgeted for shifting indirectly paid workers via contracts to Living Wage.</p> <p>2024 Living Wage will be announced on 1 April 2024.</p> <p>Future increases would need to be calculated into budget.</p>
<b>Kōwhiringa   Options</b>	<b>Hua   Benefits</b>	<b>Tūraru   Risks</b>
<p><b>Option B - Accreditation through LTP</b></p> <p>Directly employed workers are paid the Living Wage. Introduce Living Wage through the LTP (with option for consultation)</p>	<p>Allows for community to be part of conversation.</p>	<p>2024 Living Wage will be announced on 1 April 2024. Expected increase would need to be calculated into budget.</p> <p>Process with contracts would need to be repeated.</p>
<p><b>Option C - Status quo</b></p> <p>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.</p>	<p>Removes complexity of annual review of contracts in line with Living Wage increase to retain accreditation.</p>	<p>No benefits for those who we contract on a regular and ongoing basis. No wider benefits for the community.</p>

### 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.

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**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 WHAKARĀPOPOTO | 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 HAEPAPA | 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 KÖRERORERO | 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**





























## 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 1,655,957m<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 (1,438,837m<sup>2</sup>), redevelopment (3,966,144m<sup>2</sup>) and vacant (1,655,957m<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 HAEPAPA | 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 ĀPITIHINGA | ATTACHMENTS**

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



## 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 WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

### TE TUKU HAEPAPA | DELEGATION

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

### TAUNAKITANGA | RECOMMENDATIONS

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.

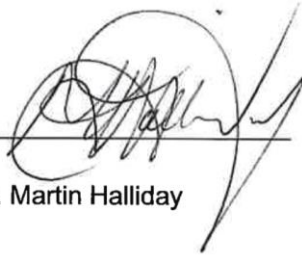


**Signed:** \_\_\_\_\_



**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 [↓](#)



























**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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<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