



# **RĀRANGI TAKE AGENDA**

## **Te Komiti Whāiti Toitūtanga Pāpori | Social Sustainability Subcommittee Meeting**

**I hereby give notice that a Meeting of the Te Komiti Whāiti Toitūtanga Pāpori | Social Sustainability Subcommittee will be held on:**

**Te Rā | Date: Thursday, 12 October 2023**

**Te Wā | Time: 9.30am**

**Te Wāhi | Location: Council Chamber  
Ground Floor, 175 Rimu Road  
Paraparaumu**

**Mike Mendonça  
Acting Group Manager Place and Space**

**Kāpiti Coast District Council**

**Notice is hereby given that a meeting of the Te Komiti Whāiti Toitūtanga Pāpori | Social Sustainability Subcommittee will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 12 October 2023, 9.30am.**

**Te Komiti Whāiti Toitūtanga Pāpori | Social Sustainability Subcommittee Members**

Cr Martin Halliday	Chair
Cr Rob Kofoed	Deputy
Mayor Janet Holborow	Member
Deputy Mayor Lawrence Kirby	Member
Cr Kathy Spiers	Member
Cr Nigel Wilson	Member
Ms Kim Tahiwī	Member
Mr Huriwai Paki	Member
Ātiawa ki Whakarongotai (André Baker or Janine Huxford)	Member
Mr Guy Burns	Member
Mr Jonny Best	Member
Mrs Jackie Elliott	Member
Ms Sorcha Ruth	Member
Mr Michael Moore	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 hapori 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 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****6 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)

## 7 HE KŌRERO HOU | UPDATES

### 7.1 OLDER PERSONS' HOUSING - ASSET MANAGEMENT PLAN

Kaituhi | Author: **Claire Winter, Contractor to Kāpiti Coast District Council**

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

### TE PŪTAKE | PURPOSE

- 1 To update the Subcommittee on asset management planning for Older Persons' Housing.

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Subcommittee note the update.
- B. That the Subcommittee note that a formal asset management plan will be presented for approval to the October Strategy, Operations and Finance Committee.

### TŪĀPAPA | BACKGROUND

- 2 Improving access to housing has been well traversed by the Council in recent years.
- 3 A review currently underway is testing the Council's future role in provision of Pensioner Housing. The Council is working closely with tenants, community housing providers and special interest groups to consider its role in the ongoing provision of older persons accommodation. This includes reviewing the current asset and tenant management services to ensure services can best meet current and future needs and exploring opportunities to expand or diversify the current portfolio. This work may impact planning in the future, however in the meantime the assets still need to be properly managed.
- 4 This update and the associated asset management plan do not form part of the review, however they are cognisant of it. The Council currently owns and manages 118 Pensioner Units and 8 stand-alone houses. This update details information about these assets and their condition, risks, levels of service and what funds are required over a 30-year planning period, regardless of the future ownership or management vehicle.
- 5 Housing for older persons is funded 20-45% by District-wide general rates and 55-80% by rental income.

### HE TAKE | ISSUES

#### Asset Management

- 6 About half the Council's stock is 50% through its lifecycle. The housing is generally in fairly good condition given the age of buildings; this can be attributed to a disciplined approach to renewals and maintenance management.

#### Demand Management and Levels of Service

- 7 The update will only briefly cover demand measurement and level of service; these aspects of the portfolio are currently under review and findings of that review will be presented alongside this asset management plan in November.

### NGĀ MAHI PANUKU | NEXT STEPS

- 8 The formal asset management plan will be presented to the November meeting of the Strategy, Operations and Finance Committee for approval.

**NGĀ ĀPITIHANGA | ATTACHMENTS**

Nil

## 7.2 CEMETERIES - ASSET MANAGEMENT PLAN

Kaituhi | Author: **Gareth Eloff, Parks, Open Space and Environment Manager**

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

### TE PŪTAKE | PURPOSE

- 1 To update the Subcommittee on asset management planning for cemeteries.

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Subcommittee note the update.
- B. That the Subcommittee note that a formal asset management plan will be presented for approval to the November Strategy, Operations and Finance Committee.

### TŪĀPAPA | BACKGROUND

- 2 Cemeteries rarely feature in Council vision statements or priorities. However, the Burial and Cremation Act 1964 states:

*It shall be the duty of every local authority, where sufficient provision is not otherwise made for the burial of the bodies of persons dying within its district, to establish and maintain a suitable cemetery.*

- 3 The Council owns and operates four cemeteries to meet this obligation and works to keep them attractive and peaceful memorial places that honour and celebrate lost loved ones. As well as this, our cemeteries provide a level of service to:
  - Provide opportunities to explore and research social and genealogical history.
  - Provide online records of the district social history.
  - Enable preservation of historic sites and features.
- 4 Cemeteries are critical assets that perform a vital social and health service.
- 5 The cemeteries asset management plan does not extend to urupā. The existing Council cemeteries are largely based on a European approach, and officers consider that there may be an opportunity to explore collaboration in order to better reflect Te Ao Māori in future planning.
- 6 Cemeteries are funded 30-40% by District-wide general rates and 60-70% by user fees.

### HE TAKE | ISSUES

#### Asset Management

- 7 Cemeteries have not previously been presented to Council in the form of an asset management plan. However, like roads, community halls and pipes, cemeteries are assets that must be properly managed, and it is important that Councillors have visibility of the key risks associated with cemetery assets and services.

#### Demand Management and Levels of Service

- 8 Cemetery space is not finite. During this update Councillors will be briefed on remaining cemetery capacity across the District, and on progress with a records keeping initiative.



**NGĀ MAHI PANUKU | NEXT STEPS**

- 9 The formal asset management plan will be presented to the November meeting of the Strategy, Operations and Finance Committee for approval.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

Nil

**8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****8.1 CONFIRMATION OF MINUTES FROM 14 SEPTEMBER 2023**

**Author:** Evan Dubisky, Democracy Services Advisor

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

**Taunakitanga | Recommendations**

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

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Social Sustainability Subcommittee Subcommittee - 14 September 2023 minutes [↓](#)

**SOCIAL SUSTAINABILITY SUBCOMMITTEE MEETING MINUTES****14 SEPTEMBER 2023**

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
SOCIAL SUSTAINABILITY SUBCOMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 14 SEPTEMBER 2023 AT 1.37PM**

**PRESENT:** Cr Martin Halliday (Chair), Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Cr Kathy Spiers, Cr Nigel Wilson, Mr Guy Burns, Mr Jonny Best, Mrs Jackie Elliott, Ms Sorcha Ruth, Mr Michael Moore  
**Via Zoom:** Ms Kim Tahiwī (Ngā Hapū o Ōtaki)

**IN ATTENDANCE:** Cr Sophie Handford, Mrs Janice McDougall, Ms Steffi Haefeli, Ms Kate Coutts, Ms Kris Pervan, Ms Morag Taimalietane, Ms Gina Anderson-Lister

**LEAVE OF ABSENCE:** Cr Rob Kofoed

**1 NAU MAI | WELCOME**

The Chair welcomed everyone to the meeting.

**2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING**

The Chair read the Council blessing.

**3 WHAKAPĀHA | APOLOGIES**

Cr Rob Kofoed was noted to be on a Leave of Absence.

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

There were no declarations of interest relating to items on the agenda.

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

Sandra Daly, the Chair of the Kāpiti Health Advisory Group, spoke to Item 7.2 Kāpiti Health Advisory Group Terms of Reference, and shared recommendations made at a recent Kāpiti Advisory Group meeting (appended). Ms Daly answered members' questions.

**Appendices**

- |   |
|---|
| 1 Recommendations from the Kāpiti Health Advisory Group |
|---|

Kim Tahiwī joined the meeting via Zoom at 1.51pm.

Following Ms Daly's submission, the Chair proposed a motion based upon the recommendations received from the Kāpiti Health Advisory Group, which members discussed. Kris Pervan, Group Manager Strategy and Growth answered members' questions pertaining to Council's ongoing policy and strategy work.

## SOCIAL SUSTAINABILITY SUBCOMMITTEE MEETING MINUTES

14 SEPTEMBER 2023

**COMMITTEE RESOLUTION SSS2023/25**

Moved: Cr Martin Halliday

Seconder: Mrs Jackie Elliott

- A. That the Social Sustainability Subcommittee notes that more than 30% of deaths from preventable diseases in New Zealand arise from factors that Kāpiti Coast District Council has the ability to influence, specifically alcohol, smoking, unhealthy foods and eating habits.
- B. That the Social Sustainability Subcommittee recommends that Kāpiti Coast District Council investigates working with other Councils in our Region and the Wellington Regional Public Health Authority to develop regional strategies, plans and approaches that create an environment where it is easy to say "Yes" to healthy choices, this through a coordinated regional approach. Noting that this is envisaged to include Local Alcohol Policies that provide our communities with some degree of control over where and when alcohol is sold and consumed; Smokefree Policies that contribute to less smoking/vaping in public place and education programmes that support the above as well as supporting healthy eating and exercise choices.

**CARRIED**

Item 6 - Members' Business was moved to a later part of the meeting.

**7 PŪRONGO | REPORTS**

Item 7.2 - Kāpiti Health Advisory Group Terms of Reference was brought forward in the meeting.

**7.2 KĀPITI HEALTH ADVISORY GROUP TERMS OF REFERENCE**

Kris Pervan, Group Manager Strategy and Growth and Gina Anderson-Lister, Strategy Manager spoke to the report, and alongside Kāpiti Health Advisory Group members Sandra Daly (Chair), Ian Powell and Claire Hynd, answered subcommittee members' questions.

**COMMITTEE RESOLUTION SSS2023/26**

Moved: Cr Martin Halliday

Seconder: Deputy Mayor Lawrence Kirby

That the Social Sustainability Subcommittee:

- A. **Endorses** the Terms of Reference and, subject to agreed funding, the work plan for the Kāpiti Health Advisory Group for 2023/24.
- B. **Recommends** that the Strategy, Operations and Finance Committee approves the Terms of Reference and, subject to agreed funding, the work plan for the Kāpiti Health Advisory Group for 2023/24.
- C. **Recommends** that Chair of the Strategy, Operations and Finance Committee, delegates responsibility for receiving updates against, the Kāpiti Health Advisory Group's, work plan to the Social Sustainability Subcommittee.
- D. **Endorses** the Kāpiti Health Advisory Group drafting a proposal for funding to support the agreed activities.

**CARRIED**

The meeting adjourned at 2.47pm and reconvened at 3.04pm.

**SOCIAL SUSTAINABILITY SUBCOMMITTEE MEETING MINUTES****14 SEPTEMBER 2023**

Item 8.1 - Health Strategy Planning was brought forward in the meeting.

**8 HE KŌRERO HOU | UPDATES****8.1 HEALTH STRATEGY PLANNING**

Kris Pervan, Group Manager Strategy and Growth and Gina Anderson-Lister, Strategy Manager spoke to a presentation on the process and scope of a Health Strategy. Ms Pervan and Ms Anderson-Lister answered members' questions.

Item 7.1 – Becoming a Living Wage Employer was moved to later in the meeting.

**7.1 BECOMING A LIVING WAGE EMPLOYER**

Morag Taimalietane, Principal Advisor spoke to the report and answered members' questions.

**COMMITTEE RESOLUTION SSS2023/27**

Moved: Cr Nigel Wilson

Seconder: Cr Kathy Spiers

That Te Komiti Whāiti Toitūtanga Pāpori (the Social Sustainability Subcommittee):

- A. Note that all staff directly employed by the Council are currently paid no less than the Living Wage.
- B. Note 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. Note the benefits of becoming an accredited Living Wage Employer.
- D. Note 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. Recommends to the Council that Living Wage accreditation is sought via Option A "Immediate Accreditation".

**CARRIED**

The Mayor left while the meeting had adjourned, and returned to the meeting at 3.29pm.

Jackie Elliot left the meeting at 3.33pm and returned to the meeting at 3.34pm.

Guy Burns left the meeting at 3.41pm.

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

(a) Leave of Absence

There were no requests for a leave of absence.

(b) Matters of an Urgent Nature

There were no matters of an urgent nature.

(c) Members' Items

Cr Nigel Wilson provided an update on the Citizen's Advice Bureau matter raised at the Social Sustainability Subcommittee meeting of 22 June 2023.

**SOCIAL SUSTAINABILITY SUBCOMMITTEE MEETING MINUTES****14 SEPTEMBER 2023**

Michael Moore provided an update on reinstatement of a bus service to serve the rural communities of Peka Peka and Te Horo, which was initially raised at the Social Sustainability Subcommittee meeting of 9 May 2023.

Jackie Elliott provided an update on the recent Ōtaki Safety Symposium.

The Chair provided an update on a recent housing hui with the Community Land Trust.

Sorcha Ruth left the meeting at 3.55pm and returned to the meeting at 3.57pm.

**9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****9.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION SSS2023/28**

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Nigel Wilson

That the minutes of the Social Sustainability Subcommittee meeting of 3 August 2023 be accepted as a true and correct record.

**CARRIED**

**10 CLOSING KARAKIA**

Cr Sophie Handford closed the meeting with karakia.

**The Te Komiti Whāiti Toitūtanga Pāpori | Social Sustainability Subcommittee meeting closed at 4.04pm.**

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

**9 CLOSING KARAKIA**