



RĀRANGI TAKE AGENDA

Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee Meeting

I hereby give notice that a Meeting of the Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee will be held on:

Te Rā | Date: Thursday, 16 November 2023

Te Wā | Time: 9.30am

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

**Kris Pervan
Group Manager Strategy & Growth**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 16 November 2023, 9.30am.

Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee Members

| | |
|--|--------|
| Cr Sophie Handford | Chair |
| Cr Liz Koh | Deputy |
| Mayor Janet Holborow | Member |
| Deputy Mayor Lawrence Kirby | Member |
| Cr Glen Cooper | Member |
| Cr Martin Halliday | Member |
| Cr Rob Kofoed | Member |
| Cr Jocelyn Prvanov | Member |
| Cr Shelly Warwick | Member |
| Cr Nigel Wilson | Member |
| Cr Kathy Spiers | Member |
| Ms Kim Tahiwī | Member |
| Mr Huriwai Paki | Member |
| Ātiawa ki Whakarongotai (André Baker or Janine Huxford) | Member |

Te Raupapa Take | Order Of Business

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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.”

Tino Rangatiratanga Flag

The Tino Rangatiratanga (National Māori) flag was identified through a nationwide consultation process. The National Māori flag is a symbol that complements the NZ flag – displaying the two flags together, side by side, symbolises the Crown and Māori relationship – alongside Te Tiriti o Waitangi already displayed in the chambers, it is fitting and further enhances and gives mana to the Council and Māori partnership. Adopting the flag in chambers will be done so in a way that respects the status of both flags and expresses a spirit of mutual respect and kotahitanga.

The flag was designed in 1989 by three wahine Māori (Linda Munn, Jan Dobson and Hiraina Marsden).

The elements of the flag:

- The black represents Te Kore, the realm of potential being. The long darkness (creation story ref), from where the world emerged.
- The white represents Te Ao Marama the realm of being, the physical world. The koru is symbolic of a curling fern frond, representing the unfolding of new life, hope for the future and the process of renewal.
- The red represents Te Whai Ao the realm of coming into being, Papatūānuku, Earth Mother, sustainer of all living things. Red is the colour of the earth from which the first human was made.

Having both flags visible does not diminish one from the other but acknowledges our collective approach to the betterment of our community in partnership, alongside one another. It is a symbolic step forward in our partnership.

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

Nil

8 PŪRONGO | REPORTS

8.1 ASSET MANAGEMENT PLAN CEMETERIES

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 seek the Committee's approval of the Asset Management Plan Cemeteries in order to inform the Long-Term Plan 2024.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 No executive summary is required for this report.

TE TUKU HAEPAPA | DELEGATION

- 3 The Strategy, Operations and Finance Committee has the authority to receive this report under section C.1. of the Governance Structure and Delegations 2022-2025.

TAUNAKITANGA | RECOMMENDATIONS

That the Strategy, Operations and Finance Committee:

- A. Notes the Asset Management Plan Cemeteries.
- B. Approves in principle the Asset Management Plan as the basis for long term planning.

TŪĀPAPA | BACKGROUND

- 4 Asset management planning is critical for the delivery of sustainable outcomes for our communities. A summary of the draft Asset Management Plan (AMP) Cemeteries was presented to the Social Sustainability Committee on 3rd October 2023.
- 5 The Council has a statutory requirement to provide cemetery services. They are critical assets that perform a vital social and health service. 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.
- 6 As the Kāpiti Coast grows, there will be a growing demand on cemetery facilities in the district.
- 7 This AMP sets out to describe:
 - The existing assets and their condition.
 - Current and future levels of service.
 - Demand management, particularly around growth and identified need in the District.
 - Lifecycle analysis including capital and operating costs.

HE KÖRERORERO | DISCUSSION

- 8 The draft AMP is enclosed. These assets must be properly managed, and it is important for Councillors to be informed about key risks and issues associated with cemetery assets and services.
- 9 Some key considerations for the Committee include:
- There are four Council owned cemeteries. Privately owned cemeteries such as urupā and cemeteries in churches are not included.
 - Cemeteries must be maintained in perpetuity, even when closed.
 - There is sufficient district wide capacity within the cemeteries, however Waikanae is nearing capacity.
 - A data improvement programme is under way and a new record keeping system is being implemented.
 - An improvement programme is included in the AMP.

He take | Issues

Ngā kōwhiringa | Options

Mana whenua

- 10 The Open Spaces Strategy has been developed in collaboration with mana whenua, using a kaupapa Māori planning framework. The Strategy incorporates strategic planning for cemeteries.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 11 Adaptation. Generally, cemeteries are in lower flood risk areas. Increased risk of fire can be reduced through good mowing and tree maintenance.

Mitigation. Increasingly residents are making use of natural burials to reduce environmental impact.

Ahumoni me ngā rawa | Financial and resourcing

- 12 All financial decisions are processed through the Long-Term Plan.

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

- 13 Good asset management is a control for risks identified in Council's risk framework.

Ngā pānga ki ngā kaupapa here | Policy impact

- 14 No policy impacts.

TE WHAKAWHITI KÖRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 15 There is no specific communication or engagement planned for this AMP.

Te mahere tūhono | Engagement planning

- 16 See 15.

[Whakatairanga | Publicity](#)

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Asset Management Plan Cemeteries [↓](#)



Cemeteries Te Kaiwhakahaere Tiakitanga

pg. i

| Version No. | Date | Review Date |
|-------------|-------------------|----------------|
| 1 | 28 September 2023 | September 2024 |

| | Name |
|-----------------------|--|
| Author | Claire Winter |
| Reviewed by | Mike Mendonca, Trevor Jackson, Gareth Eloff, Jennifer Mckenzie |
| Approved for Issue by | Mike Mendonca |

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8.2 ASSET MANAGEMENT PLAN- BEACH ACCESSWAYS

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 seek the Strategy, Operations and Finance Committee's approval of the beach accessways asset management plan. This will help inform discussions around the Long-Term Plan 2024.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

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

TE TUKU HAEPAPA | DELEGATION

- 3 The Strategy, Operations and Finance Committee has the authority to receive this report under section C.1. of the Governance Structure and Delegations 2022-2025.

TAUNAKITANGA | RECOMMENDATIONS

That the Strategy, Operations and Finance Committee:

- A. Notes the asset management plan beach accessways (at Enclosure 1).
- B. Approves in principle this asset management plan as the overarching principal document underpinning investment in beach accessways.

TŪĀPAPA | BACKGROUND

- 4 Asset management planning is critical for the delivery of sustainable outcomes for our communities. While the Council's asset management for horizontal infrastructure is generally sound, there is a need to improve asset management planning for other infrastructure including beach accessways.
- 5 This AMP (beach accessways) sets out to describe:
 - The condition of our beach accessways
 - Current and future levels of service
 - Demand management
 - Lifecycle analysis including capital and operating cost considerations.
 - The financial implications and future considerations of owning and operating this asset.

HE KŌRERORERO | DISCUSSION

- 6 The draft AMP is enclosed. It reflects the intent of the Open Spaces Strategy, which specifically states:

...all access points will be reviewed and an action plan will be developed to show which accessways to upgrade, delete or maintain. At least one 'well designed and well planned' access point suitable for the elderly, disabled or pushchairs will be provided per beach settlement, i.e. Paekākāriki, Paraparaumu, Raumati Beach, Raumati South, Waikanae and Ōtaki. These will generally be located near shops or other attractions.

This could include upgrading existing accessways to a higher standard, possibly including boat ramps and vehicle access points.

- 7 The AMP serves as an action plan to progress the Strategy.

He take | Issues

Ngā kōwhiringa | Options

Mana whenua

- 8 Beach accessways are intrinsic linkages between our coastline and the moana and remain an area of particular interest to Mana Whenua. Iwi have been identified in the AMP as a key stakeholder and will be requested to provide a Te Ao Māori perspective into all aspects of the mahi.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 9 The AMP considers the impacts of climate change, including increased frequency and intensity of storms, high tides and sea level rise are starting to impact many of the District's beach accessways. There is also increased effort into restoring and protecting the coastal dune systems as the first line of defence against the impacts of climate change, and therefore minimising the impact that human activity has on the dunes is increasingly important.

Ahumoni me ngā rawa | Financial and resourcing

- 10 All financial decisions are channelled through the Long-Term Plan.

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

- 11 Sound asset management is a control for risks identified in the Council's risk framework.

Ngā pānga ki ngā kaupapa here | Policy impact

- 12 Beach accessways and the associated coastline remain intrinsically linked to our identity as a District. They are essential to the delivery of wider policy in the Economic Development, coastal adaptation and community wellbeing.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 13 There is no specific communications and engagement planned for this asset management plan, however there will be extensive engagement through the implementation process and the Long-Term Plan process.

Te mahere tūhono | Engagement planning

- 14 See item 13.

Whakatairanga | Publicity

- 15 See item 13.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. AMP: Beach Accessways [↓](#)

8.3 ASSET MANAGEMENT PLAN - RECREATIONAL TRACKS AND TRAILS

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

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

TE PŪTAKE | PURPOSE

- 1 This report seeks the Committee's endorsement of a proposed approach for the future management of recreational tracks and trails in the District.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 No executive summary is required for this report.

TE TUKU HAEPAPA | DELEGATION

- 3 The Strategy, Operations and Finance Committee has the authority to receive this report under section C.1. of the Governance Structure and Delegations 2022-2025.

TAUNAKITANGA | RECOMMENDATIONS

That the Strategy, Operations and Finance Committee:

- A. Notes the asset management plan for recreational tracks and trails (at Enclosure 1).
- B. Notes that officers are seeking advice on establishing a trails trust.
- C. Notes that recreational tracks and trails are a subset of the cycleway, bridleway and walking (CWB) networks.
- D. Notes that the Council owns a small proportion of the land available for recreational tracks and trails assets, and that future work needs to progress with partners.
- E. Approves in principle this asset management plan as the overarching principal document underpinning planning for recreational tracks and trails.

TŪĀPAPA | BACKGROUND

- 4 Kāpiti has developed an enviable network of recreational tracks and trails that sets the District apart from others. With further development, this network has the potential to unlock significant economic and recreational potential.
- 5 The Open Spaces Strategy considers nine categories of open spaces which contribute to a cohesive and connected network. This asset management plan focuses on the recreational tracks and trails role in that network. This AMP does not cover transport assets such as roads, cycle lanes and shared paths that attract Waka Kotahi subsidies. Recreational tracks and trails are therefore a subset of the CWB network and the work of the CWB Advisory Group.
- 6 There is currently no framework for the prioritisation of tracks and trails.
- 7 To effectively manage the existing network, and to prioritise future needs, this AMP introduces a scaled approach to recreational tracks and trails, their maintenance and enhancement.

- 8 Most of the existing and future tracks and trails are not owned by the Council, and working alongside partners is key to realising this potential.

HE KŌRERORERO | DISCUSSION

- 9 The draft AMP is enclosed. Some key considerations include:
- It is recognised that a trails trust may be a more appropriate vehicle for delivering outcomes than a Council business unit. Trusts can access funding and other resources that are not available to Councils. Advice is currently being sought around options for this in Kāpiti District.
 - A visual representation of potential new assets is included, however further work with owners is required in order to plan, manage and deliver this aspiration.
 - While most maintenance is reactive, Council owned bridges are regularly inspected and assessed for serviceability and safety.
 - The AMP sets out to establish a tiered framework of destination trails, trails in reserves and local trails to inform future decisions and investments.

Mana whenua

- 10 The Open Spaces Strategy has been developed in collaboration with Mana Whenua, using a kaupapa Māori planning framework. The Council will continue to partner with iwi on the implementation of the strategy.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 11 There are carbon reduction benefits where residents can be persuaded to shift transport modes, and recreational tracks and trails can be a catalyst for this to occur.

Ahumoni me ngā rawa | Financial and resourcing

- 12 Financing and resourcing decisions are made through the Long-Term Plan process.

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

Ngā pānga ki ngā kaupapa here | Policy impact

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 13 It is not proposed to undertake communications and engagement around this AMP.

Te mahere tūhono | Engagement planning

Whakatairanga | Publicity

NGĀ ĀPITIHINGA | ATTACHMENTS

1. Asset Management Plan Tracks and Trails [↓](#)

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

Author: Anna Smith, Senior Democracy Services Advisor

Authoriser: Kris Pervan, Group Manager Strategy & Growth

Taunakitanga | Recommendations

That the minutes of the Strategy, Operations and Finance Committee meeting of 19 October 2023 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Strategy, Operations and Finance Committee minutes -19 October 2023 [↓](#)

10 PURONGO KĀORE E WĀTEA KI TE MAREA | PUBLIC EXCLUDED REPORTS

RESOLUTION TO EXCLUDE THE PUBLIC

PUBLIC EXCLUDED RESOLUTION

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

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

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48 for the passing of this resolution |
|---|--|--|
| <p>10.1 - Write-off of Sundry Debt</p> | <p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <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 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p> |

10 CLOSING KARAKIA