



RĀRANGI TAKE AGENDA

Hui 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, 4 July 2024

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 4 July 2024, 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 Representative	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 *As we deliberate on the issues before us,*

E pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hapori e mahi nei mātou. *We trust that we will reflect positively on the communities we serve.*

Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, *Let us all seek to be effective and just,*

Ā, mā te māia, te tiro whakamua me te hihiri *So that with courage, vision and energy,*

Ka taea te arahi i roto i te kotahitanga me te aroha. *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 TEPUTEIHANA | DEPUTATIONS

Nil

7 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)

8 HE KŌRERO HOU | UPDATES

Nil

9 PŪRONGO | REPORTS

9.1 DECISIONS ON OMNIBUS PLAN CHANGES 1A, 1C, 1D, 1F, 1K, AND 1L TO THE OPERATIVE KAPITI COAST DISTRICT PLAN

Kaituhi | Author: **Jason Holland, District Planning Manager**

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

TE PŪTAKE | PURPOSE

- 1 To seek Council decisions for a range of Omnibus Plan Changes, to the Operative Kapiti Coast District Plan 2021 (District Plan / the Plan), in relation to Clause 17, and related schedules, of the Resource Management Act 1991 (RMA).

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 This report updates and seeks decisions from Council regarding eight “omnibus” plan changes initiated by Council in October 2021.¹
- 3 Decisions are sought to progress six of those plan changes to the next step in the plan change process set out in Schedule 1 of the Resource Management Act 1991 (RMA):
 - 3.1 Proposed Plan Changes 1A (Accessible Carparking) and 1C (Cycle Parking) are now at the final stage of the plan change process, leaving Council only to provide its final approval before they can be made operative.
 - 3.2 Three plan changes are one step further back in the process, being ready now for Council to make decisions on provisions and matters raised in submissions. These are Proposed Plan Changes 1D (Reclassification of Arawhata Road, Tutanekai Street, and Ventnor Drive), 1F (Modification of Indigenous Vegetation and Update to Key Indigenous Tree Species List) and 1K (Electoral Signage).
 - 3.3 Should Council decide to withdraw a part of Proposed Plan Change 1L (Council Site Rezoning), then it would also be able to make decisions on provisions and matters raised in submissions on that plan change.
- 4 This report also reports back on two other omnibus plan changes, including:
 - 4.1 Updating Council on progress and next steps for Draft Plan Change 1E (Rural Indigenous Biodiversity Incentives)
 - 4.2 Seeking a decision from Council not to proceed with Plan Change 1M (Bylaw and District Plan Alignment), following completion of a review which concluded no plan change was required.
- 5 Finally, this report seeks Council decisions to amend a deadline for staff to report back on progress with further changes to the District Plan, and other related work. On 10 August 2023, as part of decisions on Plan Change 2, Council passed resolution CO2023/99 which instructed Council to investigate and report back to it on a range of matters. A decision from Council is sought to extend the deadline for the report back on those matters to December 2024.

TE TUKU HAEPAPA | DELEGATION

- 6 Clause 8D of Schedule 1 of the RMA allows a local authority to decide to withdraw a proposal to change its District Plan. It states:

¹ Agenda available at: [Agenda of Strategy and Operations Committee Meeting - Thursday, 21 October 2021 \(infocouncil.biz\)](https://www.infocouncil.biz)

8D Withdrawal of proposed policy statements and plans

- (1) *Where a local authority has initiated the preparation of a policy statement or plan, the local authority may withdraw its proposal to prepare, change, or vary the policy statement or plan at any time—*
 - (a) *if an appeal has not been made to the Environment Court under clause 14, or the appeal has been withdrawn, before the policy statement or plan is approved by the local authority; or*
 - (b) *if an appeal has been made to the Environment Court before the Environment Court hearing commences.*
- (2) *The local authority shall give public notice of any withdrawal under subclause (1), including the reasons for the withdrawal.*

7 Clause 10 of that schedule requires a local authority to decide on the provisions and matters raised in submissions on a plan change, whether or not a hearing is held on the plan change. It states:

- (1) *A local authority must give a decision on the provisions and matters raised in submissions, whether or not a hearing is held on the proposed policy statement or plan concerned.*
- (2) *The decision—*
 - (a) *must include the reasons for accepting or rejecting the submissions and, for that purpose, may address the submissions by grouping them according to—*
 - (i) *the provisions of the proposed statement or plan to which they relate; or*
 - (ii) *the matters to which they relate; and*
 - (ab) *must include a further evaluation of the proposed policy statement or plan undertaken in accordance with section 32AA; and*
 - (b) *may include—*
 - (i) *matters relating to any consequential alterations necessary to the proposed statement or plan arising from the submissions; and*
 - (ii) *any other matter relevant to the proposed statement or plan arising from the submissions.*
- (3) *To avoid doubt, the local authority is not required to give a decision that addresses each submission individually.*
- (4) *The local authority must—*
 - (aaa) *have particular regard to the further evaluation undertaken in accordance with subclause (2)(ab) when making its decision; and*
 - (a) *give its decision no later than 2 years after notifying the proposed policy statement or plan under clause 5; and*
 - (b) *publicly notify the decision within the same time.*
- (5) *On and from the date the decision is publicly notified, the proposed policy statement or plan is amended in accordance with the decision.*

8 Clause 17 of that schedule requires a local authority to approve a proposed plan change once the preceding steps of the process are completed. It states:

- (1) *A local authority shall approve a proposed policy statement or plan (other than a regional coastal plan) once it has made amendments under clause 16 or variations under clause 16A (if any).*

- (1A) *However, a local authority may approve a proposed policy statement or plan (other than a regional coastal plan) in respect of which it has initiated a variation.*
- (1B) *A variation to a proposed policy statement or plan approved under subclause (1A) must be treated as if it were a change to the policy statement or plan unless the variation has merged in and become part of the proposed policy statement or plan under clause 16B(1).*
- (2) *A local authority may approve part of a policy statement or plan, if all submissions or appeals relating to that part have been disposed of.*
- (3) *Every approval under this clause shall be effected by affixing the seal of the local authority to the proposed policy statement or plan.*
- (4) *See also section 99 of the Urban Development Act 2020 (which requires notice of plan changes, at least 20 working days before approval, to Kāinga Ora–Homes and Communities, in certain circumstances).*

9 Council has the delegated authority to consider these matters.

TAUNAKITANGA | RECOMMENDATIONS

That Council:

- A. Approves Plan Changes 1A (Accessible Carparking) and 1C (Cycle Parking) under clause 17 of Schedule 1 of the Resource Management Act 1991 (RMA), as set out in Attachments 1 and 2 respectively.
- B. Withdraws, under clause 8D of that schedule, that part of Proposed Plan Change 1L (Council site Rezonings) relating to Maclean Park.
- C. Endorses the provisions of the following plan changes under clause 10 of that schedule:
 - C.1 Proposed Plan Change 1D (Reclassification of Arawhata Road, Tutanekai Street, and Ventnor Drive), as set out in Attachment 3 (Appendix 2, p.29)
 - C.2 Proposed Plan Change 1F (Modification of Indigenous Vegetation and Update to Key Indigenous Tree Species List); as set out on in Attachment 4 (Appendix 2, pp.30-32)
 - C.3 Proposed Plan Change 1K (Electoral Signage), as set out in Attachment 3 (Appendix 3, p.32).
 - C.4 Proposed Plan Change 1L (Council Site Rezonings) under clause 10 of Schedule 1 of the RMA, as set out in Attachment 3 (Appendix 4, pp.33-49).
- D. Confirms it will not progress Plan Change 1M (Bylaw and District Plan Alignment).
- E. Notes further consultation will occur on Draft Plan Change 1E (Rural Indigenous Biodiversity Incentives) before December 2024.
- F. Amends its direction, as part of the Plan Change 2 decision on 10 August 2023, which instructed Council to investigate and report back on a range of matters, so that staff are instructed to investigate and report back on those matters no later than December 2024.

TŪĀPAPA | BACKGROUND

- 10 The process requirements for preparing changes to District Plans are prescribed by different clauses in Schedule 1 of the Resource Management Act 1991 (RMA). Local authorities must:
 - 10.1 decide to proceed with the proposed plan, or proposed plan change, and publicly notify it for submissions (clause 5);
 - 10.2 prepare a summary of the decisions requested in submissions, and publicly notify that summary inviting further submissions to be made (clause 7);
 - 10.3 hold a hearing into submissions (clause 8B) unless no submitter wished to be heard (clause 8C);
 - 10.4 make a decision on the provisions of the proposed plan and matters raised in submissions (clause 10), and publicly notify that decision (clause 11);
 - 10.5 dispose of (i.e. resolve) any appeals to the Environment Court on those provisions and make required amendments (clause 17); and
 - 10.6 once those steps are completed, approve the proposed plan change under clause 17(2), and publicly notify the date on which the proposed plan change becomes operative.
- 11 Once the first step in the process is completed (10.1), clause 10(4) of Schedule 1 sets a timeframe of two years for local authorities to complete the next three steps (i.e. to complete steps 10.2 – 10.4 inclusive), unless the Minister for the Environment agrees to an extension.² No timeframe is set for completing steps 10.5 – 10.6, but local authorities must “avoid unreasonable delay”.³
- 12 The scope of this report includes discussion of six omnibus plan changes which are currently at different points along this process, and in each case a decision is sought from Council to progress the plan change to the next step:
 - 12.1 Proposed Plan Changes 1A (Accessible Carparking) and 1C (Cycle Parking) have progressed through steps 10.1 – 10.5, and decisions are now sought to complete the final step (10.6).
 - 12.2 Proposed Plan Changes 1D (Reclassification of Arawhata Road, Tutanekai Street and Ventnor Drive), 1F (Modification of Indigenous Vegetation) and 1K (Electoral Signage) have progressed through steps 10.1 – 10.3, and decisions are now sought to complete the next step (10.4). As step 10.1 (public notification for submissions) was completed on 14 July 2022, step 10.4 (public notification of decisions on provisions) must be completed by 14 July 2024.
 - 12.3 Proposed Plan Change 1L (Council Site Rezoning) has progressed through the first two steps (10.1 and 10.2); decisions are being sought to progress through two steps (10.3 and 10.4). As step 10.1 was completed on 14 July 2022, steps 10.3 and 10.4 must both be completed by 14 July 2024.
- 13 The other plan changes discussed in this report have not reached the first step in this process, i.e. they are in the “pre-notification” phase which involves scoping, research, and consultation on a preliminary “draft” plan change.

Proposed Plan Changes 1A (Accessible Carparking) and 1C (Cycle Parking)

- 14 Proposed Plan Changes 1A and 1C primarily addressed unintended consequences from a requirement in the National Policy Statement on Urban Development 2020 that local authorities must remove minimum general carparking requirements from their district plans.

² The process for extensions is set out in clause 10A of Schedule 1 of the RMA.

³ Refer to section 21 of the RMA.

- 15 On 14 December 2023, Council decided to withdraw a part of Proposed Plan Change 1A and endorse proposed amendments to Proposed Plan Changes 1A and 1C reflecting the outcome of discussions with submitters.⁴ Council's decisions were publicly notified on 14 February 2024, initiating a 30 working-day period for appeals to the Environment Court. No appeals were lodged, and as a result, the proposed rules and provisions in both plan changes have been treated as operative since 27 March 2024.⁵
- 16 The final step for Council for these plan changes is to approve them under clause 17 of Schedule 1 of the RMA. Staff will then exercise their delegated authority to complete the remaining steps leading to these provisions being formally incorporated into the District Plan.

Proposed Plan Change 1D (Reclassification of Arawhata Road, Tutanekai Street and Ventnor Drive)

- 17 This plan change proposes to correct existing errors in the District Plan Planning Maps, and in particular the classifications on the Transport Network hierarchy of Arawhata Road, Tutanekai Street, and Ventnor Drive. The issue the plan change seeks to address is described in the attached planning report as follows (Attachment 3, p.14):
- Applying an incorrect classification to a road can result in safety issues to pedestrians and road users as a result of the application of inappropriate subdivision and development provisions for sites fronting those roads i.e. allowing the reversing of vehicles from sites onto the road following new subdivision or the construction of a new residential unit. The incorrect classification of roads carries greater risk following the Council's Intensification Planning Instrument (Plan Change 2) becoming operative in September 2023 due to the increased residential densities now enabled on Arawhata Road.*
- 18 Following earlier public consultation on a draft plan change, Council decided to publicly notify this plan change on 30 June 2022,⁶ and it was duly notified on 14 July 2022.⁷ A single submission was received, which supported the plan change and who wished to be heard in support of their submission. Following the public notification of the summary of decisions requested, no further submissions were received.
- 19 Following staff contact with the sole submitter on this plan change, they have subsequently advised they did not wish to be heard in support of their submission.⁸ While this submission must still be considered by Council, as no submitters now wish to be heard, no hearing of submissions is required, and Council may now proceed to making decisions on provisions and matters raised in submissions.
- 20 Having considered the submission and other planning matters, the planner's recommendation is to proceed with the plan change as notified without any amendment. The version of Proposed Plan Change 1D recommended to Council can be found in Attachment 3 (see Appendix 2, p.29).⁹

Proposed Plan Change 1F (Modification of Indigenous Vegetation and Update to Key Indigenous Tree Species List)

- 21 This plan change proposes amendments to a controlled activity rule (ECO-R6) which manages modification of indigenous vegetation in particular circumstances, and amends a list of key indigenous tree species (ECO-Table 1) to specifically recognise coastal kānuka as a species. The proposed amendment to the rule responded to an implementation issue that

⁴ Agenda available at: [Agenda of Council Meeting - Thursday, 14 December 2023 \(infocouncil.biz\)](https://infocouncil.biz)

⁵ As required by section 86F of the RMA.

⁶ Agenda available at: [Agenda of Council Meeting - Thursday, 30 June 2022 \(infocouncil.biz\)](https://infocouncil.biz)

⁷ Public notice available at: [Public notices - Kāpiti Coast District Council \(kapiticoast.govt.nz\)](https://kapiticoast.govt.nz)

⁸ Written correspondence confirming the submitter's withdrawal of their right to be heard is provided in Attachment 3 (see Appendix 11, p.62).

⁹ As Proposed Plan Change 1D does not make amendments to any rules, it will not be treated as operative until the Council approves it under Clause 17 and resolves to make it operative on the date specified in accordance with Clause 20 of Schedule 1 of the RMA.

highlighted the potential for the rule to result in unintended effects on indigenous vegetation, while recognition of the smaller-statured coastal kānuka enables its protection under the rules in the District Plan.

- 22 Following public notification on 14 July 2022, three submissions were received, including two who initially wished to be heard in support of their submission. No further submissions were received after the notification of the summary of decisions requested.
- 23 Engagement with submitters has led to all submitters confirming they do not wish to be heard in support of their submissions.¹⁰ This means that no hearing of submissions is required, and Council may now proceed to making decisions on provisions and matters raised in submissions.
- 24 Having considered the submissions and other planning matters, the planner's recommendation is to proceed with the plan change with some amendments to the notified version of the plan change. Those amendments are:
- 24.1 Removing "risks significantly damaging surrounding protected vegetation" as a reason justifying modification of indigenous vegetation (thus limiting the reason to being that "the tree(s) present a demonstrable imminent risk of serious harm to people or building(s)."
- 24.2 The addition of an advisory note clarifying Council has discretion to seek an independent review of arborist information provided by an applicant.
- 25 The version of Proposed Plan Change 1F recommended to Council can be found in Attachment 4 (see Appendix 2, pp.30-32).

Proposed Plan Change 1K (Electoral Signage)

- 26 This plan change proposes to align the size of electoral signs permitted during both national and local body elections in the District Plan with the requirements outlined in the Electoral (Advertisements of a Specific Kind) Regulations 2005.
- 27 Currently, the District Plan allows for smaller election sign sizes (2m²) compared to the authorized size (3m²) under Electoral Regulations, leading to confusion during election periods.
- 28 Following public notification on 14 July 2022, one submission was received which stated a neutral position on this plan change. After the public notification of the summary of decisions requested, no further submissions were received.
- 29 The sole submitter later confirmed they did not wish to be heard in support of their submission.
- 30 Having considered the submission and other planning matters, the planner's recommendation is to proceed with the plan change as notified without any amendment. The version of Proposed Plan Change 1K recommended to Council can be found in Attachment 3 (see Appendix 3, pp.32).¹¹

Proposed Plan Change 1L (Council Site Rezoning)

- 31 This plan change proposes rezoning a number of Council-owned sites. The majority of these sites have been vested in Council through subdivision processes for the purposes of creating open spaces. The plan change proposes rezoning these from General Residential Zone to an open space or natural open space zone. The plan change also proposed rezoning the

¹⁰ Written correspondence confirming the submitter's withdrawal of their right to be heard is provided in Attachment 3 (see Appendix 11, p.62) and Attachment 4 (see Appendix 6, p.36).

¹¹ In accordance with section 86B (1) of the RMA, the proposed amendment to rule SIGN-R2 under Proposed Plan Change 1K (Election Signage) will have legal effect once decisions on submissions are made and publicly notified under Clause 10(4) of Schedule 1 of the RMA.

toilet block and carpark area of Jim Cooke Memorial Park, and all of Maclean Park, from Natural Open Space Zone to Open Space Zone (Recreation Precinct).

- 32 Following public notification on 14 July 2022, three submissions seeking to be heard were received, including one submission strongly opposing the rezoning of Maclean Park. After the summary of decisions requested was notified, 14 further submissions were received supporting this opposing submission.
- 33 One of the three initial submitters has subsequently withdrawn their entire submission on this plan change.¹² Another submission which is supportive of the plan change has confirmed they no longer wish to be heard in support of their submission.¹³ This leaves one remaining submission and 14 further submissions which all oppose the proposed rezoning of Maclean Park.
- 34 Having considered the submissions and other planning matters, the planner's recommendation is to proceed with the plan change to rezone all sites as notified, except for Maclean Park. With respect to Maclean Park, the planner has noted that the opposition "would be addressed in full if the Council approves the recommendation to formally withdraw Maclean Park from the plan change pursuant to Clause 8D of the RMA" (see Attachment 3, p.19. The planner states that "Maclean Park is recommended to be formally withdrawn" (see Attachment 3, pp.24-28).
- 35 A decision by Council to withdraw Maclean Park from the plan change would mean no hearing of this plan change would be required, and Council would have the opportunity to make decisions on the provisions and matters raised in submissions.
- 36 The version of Proposed Plan Change 1L recommended to Council can be found in Attachment 3 (see Appendix 4, pp.33-49).¹⁴

Draft Plan Change 1E (Rural Indigenous Biodiversity Incentives)

- 37 This plan change responds to a review of the current District Plan "development incentives" provisions, and proposes refocusing those provisions to incentivise positive indigenous biodiversity and ecological outcomes across all rural zones (including General Rural, Rural Production and Rural Lifestyle zones).
- 38 Public consultation on a draft of this plan change was undertaken in late 2022. It has yet to proceed to Council for a decision to publicly notify it.
- 39 Following the 2022 consultation on a draft plan change, in July 2023 central government brought into force a new National Policy Statement on Indigenous Biodiversity (NPS-IB). The RMA requires local authorities to give effect to national policy statements in their district plans. As the NPS-IB was not in place when the first draft consultation occurred, it is necessary for Council to update this draft plan change. Accordingly, a revised draft will be prepared and re-issued for public feedback later in 2024, and it is anticipated Council will be presented with an opportunity to publicly notify the plan change in early 2025.

Plan Change 1M (Bylaw and District Plan Alignment)

- 40 In October 2021 as part of its decisions to initiate the omnibus plan change programme, Council created a placeholder for this potential plan change in recognition that some overlaps existed between the District Plan and a number of bylaws (Keeping of Animals, Bees and Poultry Bylaw; Transport Bylaw; and Beach Bylaw). Following those decisions,

¹² Written correspondence confirming the submitter's withdrawal of their entire submission is provided in Attachment 3 (Appendix 12, p.63).

¹³ Written correspondence confirming the submitter's withdrawal of their right to be heard is provided in Attachment 3 (see Appendix 11, p.62)

¹⁴ As Proposed Plan Change 1L does not make amendments to any rules, it will not be treated as operative until the Council approves it under Clause 17 and resolves to make it operative on the date specified in accordance with Clause 20 of Schedule 1 of the RMA.

staff have completed a review of those overlaps (see Attachment 5). The recommendations from that review were that:

- 40.1 Minor technical amendments to achieve greater alignment with the District Plan should be made to the Keeping of Animals, Bees and Poultry Bylaw (these have since been completed)
 - 40.2 A minor issue relating to a Transport rule could merit its consideration for a future District Plan change
 - 40.3 A report to Council be progressed recommending that Plan Change 1M not proceed.
- 41 Given the outcome of this review, a decision is sought from Council to agree not to proceed with Plan Change 1M.

Report-back on further plan changes and other related work

- 42 On 10 August 2023, as part of decisions on Plan Change 2, Council passed resolution CO2023/99 which instructed Council to investigate and report back to it within 6 months on:¹⁵
- 42.1 the potential scope for further changes to the District Plan related to future urban development, mana whenua (sites and areas of significance to Māori), coastal environment and flood risk;
 - 42.2 steps to support the development of papakāinga by tangata whenua, including the development of papakāinga design guides and progressing actions related to Māori housing in the Council's Housing Strategy 2022;
 - 42.3 whether it is necessary to review the Council growth strategy *Te tupu pai – Growing Well*; and
 - 42.4 options to build the Council's urban design capacity and expertise, including by building mana whenua kaupapa (values), huanga (vision) and tikanga (approach) capability, developing in-house urban design expertise and/or exploring the use of Design Review Panels.
- 43 Work on these investigations is still ongoing, including to ensure that advice to Council on these matters is integrated with wider Council work, including but not limited to Vision Kāpiti. Staff are now requesting that the report back on those matters occurs by December 2024.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 44 The only issue that has been identified relates to decisions being sought on Proposed Plan Change 1L (Council Site Rezoning). Withdrawing the Maclean Park rezoning from Proposed Plan Change 1L (Council Site Rezoning) is recommended, as it would achieve the outcome sought by the opposing submitter and further submitters; and allow Council to make decisions on provisions and matters raised in submissions on the remaining parts of this plan change without needing a hearing, and without needing Minister agreement to extend timeframes for this plan change. The withdrawal of this part of the plan change will mean that the appropriateness of the current zoning (and therefore the appropriateness of the current rule framework for managing activities on that land) will remain untested. However, staff note that:
- 44.1 while the rules managing activities on Natural Open Space Zone land may be less enabling than the rules for Open Space Zone (Recreation Precinct), resource consent can still be sought to carry out activities on that land if necessary (i.e. the existing rules

¹⁵ Agenda available at: [Agenda of Council Meeting - Thursday, 10 August 2023 \(infocouncil.biz\)](https://infocouncil.biz)

are not completely prohibitive to the kinds of activities that may be contemplated for that land).

- 44.2 a decision to withdraw the plan change would not preclude Council from revisiting the appropriateness of the zoning of Maclean Park through a future plan change if it wished to do so.
- 45 Regarding the other decisions sought for:
- 45.1 Proposed Plan Changes 1A (Accessible Carparking) and 1C (Cycle Parking) are procedural, and will not materially change how the affected parts of the District Plan will be implemented. This is because the rules in these plan changes have been treated as operative since 27 March 2024 (30 days after the submission period closed), as required by Section 86F(1)(a) of the RMA.
- 45.2 Proposed Plan Changes 1D (Reclassification of Arawhata Road, Tutanekai Street and Ventnor Drive) and 1K (Election Signage) are made straightforward by the lack of any submissions in opposition or seeking amendments, and the planner's recommendation which is to endorse these plan changes as notified.
- 45.3 Proposed Plan Change 1F (Modification of Indigenous Vegetation and Update to Key Indigenous Tree Species List) do require Council to consider and endorse amendments recommended by the planner in response to submissions. However, the amendments are limited and are considered to be improvements that will improve clarity and better achieve the policy intent. Importantly, the amendments still retain an enabling consenting pathway for modifying indigenous trees where it risks serious harm to people or buildings.¹⁶ The amendments have also achieved the purpose of ensuring no submitters wished to be heard in support of their submission, ensuring Council is able to make this decision without requiring a hearing.
- 45.4 Draft Plan Change 1E ((Rural Indigenous Biodiversity Incentives) and the Report-back on further plan changes and other related work are not substantive, and would provide assurance to interested parties that this work is underway and will be progressed further by the end of 2024.

Ngā kōwhiringa | Options

- 46 An alternative option of not withdrawing the Maclean Park component from Proposed Plan Change 1L (Council Site Rezoning), and instead progressing to a hearing has been considered but is not recommended.
- 47 Organising and holding the hearing would require significant time, as would the hearing panel's deliberation and preparation of recommendations for Council. Consequently, an extension of time for this plan change process would need to be requested from the Minister for the Environment under clause 10A of Schedule 1 of the RMA. This extension is necessary because Council would be unable to meet the clause 10(4)(a) requirement to give its decisions within two years of notification (notification was on 14 July 2022, making the decision due by July 14, 2024).
- 48 The outcome of an application to the Minister for an extension is also uncertain. Clause 10A states:
- 10A Application to Minister for extension of time*
- (1) *A local authority must, before the time for making its decision under clause 10, apply to the Minister for an extension of the time for giving a decision under that clause if*

¹⁶ The term "modification" (of vegetation) is defined in the District Plan, and it includes felling, removal, damage or destruction of the vegetation. Landowners can also "trim" trees creating risk to people and/or buildings as a permitted activity (no resource consent required) under Rule ECO-R3. The term "trimming" (of vegetation) is also defined in the District Plan, and it includes pruning and selected branch removal.

the local authority is unable, or is likely to be unable, to meet the requirement of clause 10(4)(a) (under which decisions must be given within 2 years of notification of a proposed policy statement or plan).

- (2) *An application under subclause (1) must be in writing, and must set out—*
 - (a) *the reasons for the request for an extension; and*
 - (b) *the duration of the extension required.*
- (3) *Before applying for an extension, a local authority must take into account—*
 - (a) *the interests of any person who, in its opinion, may be directly affected by an extension; and*
 - (b) *the interests of the community in achieving adequate assessment of the effects of the proposed policy statement or plan or change to a policy statement or plan; and*
 - (c) *its duty under section 21 to avoid unreasonable delay.*
- (4) *The Minister—*
 - (a) *may decline or agree to an extension applied for under subclause (1); but*
 - (b) *in the case of a regional coastal plan, must consider the views of the Minister of Conservation before granting an extension.*
- (5) *The Minister must serve notice of his or her decision on the local authority.*
- (6) *If the Minister grants an extension, the local authority must give public notice of that extension.*
- (7) *This clause applies instead of section 37 if the time limit prescribed by clause 10(4)(a) is to be extended.*

49 As set out in sub-clause (4)(a), the Minister may decline or agree to an extension. The Minister would consider the reasons for the request (sub-clause (2)(a)), the requested duration of the extension (sub-clause (2)(b)) and would also look at the analysis provided by Council under sub-clause (3).

50 Given the apparent lack of any strong reasons for Council to progress with this option, it is possible the Minister could decline Council's application. It is not known whether there is a precedent for such a decision, so the next steps in that situation are unclear. However, it is noted section 24A of the RMA provides the Minister with a range of powers to investigate the exercise and performance by a council of any of its functions, powers, or duties under the RMA, and make recommendations to it on those matters.

51 It is therefore recommended that Council withdraws the Maclean Park rezoning from Proposed Plan Change 1L (Council Site Rezoning).

Mana whenua

52 The District Planning team has engaged with mana whenua on all matters addressed by this report. Of note:

- 52.1 Regarding Proposed Plan Changes 1A (Accessible Carparking) and 1C (Cycle Parking), the recent Council report on 14 December 2023 seeking decisions on provisions and matters raised in submissions noted that the District Planning team engaged with iwi on these plan changes, and that iwi did not lodge a submission.¹⁷

¹⁷ Agenda available at:

https://kapiticoast.infocouncil.biz/Open/2023/12/CO_20231214_AGN_2564_AT_WEB.htm

- 52.2 Regarding Proposed Plan Changes 1D (Reclassification of Arawhata Road, Tutanekai Street and Ventnor Drive), 1F (Modification of Indigenous Vegetation and Update to Key Indigenous Tree Species List), 1K (Election Signage) and 1L (Council Site Rezoning), the Council report on 30 June 2022 seeking public notification of these plan changes also noted that engagement had occurred prior to public notification. Subsequently iwi did not lodge submissions following the public notification of any of the plan changes in July 2022, or any further submission(s) following public notification of the summary of decisions requested.
- 52.3 Regarding Draft Plan Change 1E (Rural Indigenous Biodiversity Incentives), engagement has occurred with iwi in relation to the development of the first draft in 2022. Further engagement will occur in coming months including an opportunity to provide comment on the revised draft.
- 52.4 Regarding Plan Change 1M (Bylaw and District Plan Alignment), which has not progressed to a draft plan change (and is not recommended to progress), engagement has been limited to advising iwi that this work was underway as part of a wider omnibus work programme.
- 52.5 Regarding report-back on further plan changes and other related work, the range of topics that will be investigated and scoped includes steps to enable papakāinga and a review of the sites and areas of significance to Māori chapter of the District Plan. Iwi and Council have held preliminary discussions regarding these and other elements of the forward work programme for district planning, and further engagement will occur to inform the report-back to Council.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 53 Elements of the matters covered by this report are anticipated to have climate change and environment benefits. For instance:
 - 53.1 Proposed Plan Change 1C (Cycle Parking) supports cycling as a low-carbon transport option within the district.
 - 53.2 Proposed Plan Change 1F (Modification of Indigenous Vegetation and Update to Key Indigenous Tree Species List) manages some risks to indigenous vegetation.
 - 53.3 Draft Plan Change 1E (Rural Indigenous Biodiversity Incentives) offers some potential benefit for indigenous vegetation.
 - 53.4 Report-back on further plan changes and other related work covers the preparation of coastal and flood risk plan changes, which are intended to assist the district to adapt to the projected impacts of climate change.

Ahumoni me ngā rawa | Financial and resourcing

- 54 The operational implications of the decisions being sought from Council have been factored into the operating expenses of the District Planning team. It is noted that those expenses will be reduced by decisions (for instance in relation to Proposed Plan Change 1L (Council Site Rezoning)) that have the effect of avoiding a hearing.

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

- 55 All necessary procedural steps necessary for Council to make the requested decisions have been satisfied, and legal advice has confirmed that the recommendations relating to Proposed Plan Change 1L (Council Site Rezoning) are appropriate.
- 56 Where relevant, written confirmation from submitters confirming the withdrawal of their right to be heard (or withdrawing their submission entirely) have been obtained and are appended to the relevant planner reports (see Attachments 3 and 4).

- 57 Council's endorsement of the proposed amendments to Proposed Plan Change 1F (Modification of Indigenous Vegetation and Update to Key Indigenous Tree Species List), having particular regard to the section 32AA evaluation (p.16 of Attachment 4) addresses any procedural risk associated with Council having negotiated the withdrawal of that submission.
- 58 Council's decisions in respect of Proposed Plan Changes 1D (Reclassification of Arawhata Road, Tutanekai Street and Ventnor Drive), 1F (Modification of Indigenous Vegetation and Update to Key Indigenous Tree Species List), 1K (Election Signage) and 1L (Council Site Rezoning), followed by staff exercising their delegated authority to notify those decisions no later than 14 July 2024, will ensure Council meets timing requirements set out in clause 10(4) of Schedule 1.

Ngā pānga ki ngā kaupapa here | Policy impact

- 59 The policy impact of the eight omnibus plan changes covered in this report is limited, as each deals with a relatively discrete matter, rather than seeking to fundamentally amend the direction that the District Plan is taking on a significant issue. Details of the policy impact of these changes is described in the relevant section 32 evaluation (for plan changes that have reached the step of public notification) and in a later section 32AA evaluation (where amendments are recommended to the notified version of the plan change).
- 60 It is likely that the policy impact of projects under the umbrella of "Report-back on further plan changes and other related work", particularly urban development, coastal and flood risk, are likely to be more significant. However, as these projects have yet to be scoped and investigated, it would be premature to speculate on their impact at this moment.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

- 61 An engagement plan is not required for these decisions.

Whakatairanga | Publicity

- 62 In the event Council makes the recommended decisions on Proposed Plan Changes 1A (Accessible Carparking), 1C (Cycle Parking), 1D (Reclassification of Arawhata Road, Tutanekai Street and Ventnor Drive), 1F (Modification of Indigenous Vegetation and Update to Key Indigenous Tree Species List), 1K (Election Signage) and 1L (Council Site Rezoning):
- 62.1 Council will be required to publicly notify those decisions in accordance with requirements for notification set out in Schedule 1 of the RMA.
- 62.2 Staff would exercise their delegated authority to prepare and issue this public notice.
- 62.3 The public notice will be issued on or before 14 July 2024 to ensure Council meets timing requirements set out in clause 10(4) of Schedule 1 of the RMA relating to Proposed Plan Changes 1D (Reclassification of Arawhata Road, Tutanekai Street and Ventnor Drive), 1F (Modification of Indigenous Vegetation and Update to Key Indigenous Tree Species List), 1K (Election Signage) and 1L (Council Site Rezoning).
- 63 A media release will also be prepared.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Proposed Plan Change 1A (Accessible Carparking) [↓](#)
2. Proposed Plan Change 1C (Cycle Parking) [↓](#)
3. Planner's Report for Proposed Plan Changes 1D (Street Reclassifications), 1K (Electoral Signage) and 1L (Council Site Rezoning) [↓](#)
4. Planner's Report for Proposed Plan Change 1F (Modification of Indigenous Vegetation and Update to Key Indigenous Tree Species List) [↓](#)

5. Review of Bylaw and District Plan Alignment (Plan Change 1M) [↓](#)

PC1A: Amendments

In the following District Plan provisions:

1. Text that is struck through (~~example~~) is to be deleted from the District Plan.
2. Text that is underlined (example) is to be inserted into the District Plan.

1. Part 1- Introduction and General Provisions- Interpretation- Definitions:

'ACCESSIBLE CARPARK means a carpark designed and marked (for instance, in accordance with the mobility car parking scheme) for use by persons with a disability or with limited mobility and accessible carpark has a corresponding meaning.'

2. In Chapter TR-PARK – Parking: Amend Policy TR-PARK-P8 requiring provision for 'accessible carparks' and 'accessible carpark' as follows:

TR-PARK-P8	Parking
<p>All new <i>subdivision</i> and <i>development</i> shall provide for safe vehicular and pedestrian access and appropriate vehicle parking areas <u>accessible carparks</u> by:</p> <ol style="list-style-type: none"> 1. providing parking <u>accessible carpark</u> numbers, layouts and dimensions consistent with parking standards <u>that meet the needs of users</u>; 2. supplying adequate off street parking <u>accessible carparks</u> to meet the demand of the <i>land</i> use while having regard to the following factors: <ol style="list-style-type: none"> a. the intensity, duration, location and management of the activity; b. the adequacy of parking <u>accessible carparks</u> in the location and adjacent areas; c. the classification and use of the <i>road</i> (as per transport network hierarchy in TR-Table 7), and the speed restrictions that apply; d. the nature of the <i>subject site</i>, in particular its capacity to accommodate parking <u>accessible carparks</u>; e. the characteristics of the previous activity that utilised <u>undertaken on the <i>subject site</i></u>; f. <u>where the new <i>development</i> is an alteration or addition to an existing <i>building</i>, the actual demand for <u>accessible carparks</u> created by the additional <i>gross floor area</i> added to the existing <i>building</i> (excluding any uncovered patio or deck);and</u> 3. taking <i>effects</i> on neighbouring areas into account when designing the location, layout and number of parking spaces (including car and cycle parks and disability car parks) <u>accessible carparks</u>; 	

9.2 KĀPITI HEALTH ADVISORY GROUP WORK PROGRAMME AND BUDGET FOR 2024/25

Kaituhi | Author: **Gina Anderson-Lister, Strategy Manager**

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

TE PŪTAKE | PURPOSE

- 1 This report seeks the Strategy, Operations and Finance Committee (SOF's) approval of the Kāpiti Health Advisory Group's (KHAG) work plan for 2024/25 and provides an update on budget considerations.

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 may consider this matter under section C.1. of the Governance Structure and delegations 2022-2025.

TAUNAKITANGA | RECOMMENDATIONS

That the Strategy, Operations and Finance Committee:

- A. **Approve**, following endorsement by the Social Sustainability Subcommittee, the work plan for the Kāpiti Health Advisory Group for 2024/25.
- B. **Note** that budget considerations of up to \$5,000 will be funded within baseline funding held by the Strategy & Growth Group.

TŪĀPAPA | BACKGROUND

- 4 The Kāpiti Health Advisory Group (KHAG) has been in operation and supporting Council's work on identifying and advocating for health service improvements since 2017.
- 5 Over the last year the following decisions have occurred:
 - 5.1 In 2023, Council agreed that KHAG be refreshed to enable free and frank, independent advice to Council.
 - 5.2 In September 2023, following the Social Sustainability Subcommittee (SSSC) endorsement, the the Strategy, Operations and Finance Committee approved the new Terms of Reference for KHAG and 2023/24 work programme, establishing KHAG as an advisory group to Council, reporting through to the SSSC.
- 6 On 20 June 2024, the SSSC endorsed the updated work programme and recommended that Strategy, Operations and Finance (SOF) approve it.

HE KŌRERORERO | DISCUSSION

- 7 KHAG has made good progress on a number of areas of its work programme. Recent updates to the SSSC have noted:
 - 7.1 That the Access to Services Working Group has been progressing work on a compelling case for a 'polyclinic' facility, focusing on an expansion of the Kāpiti Health centre.

- 7.2 The Transport Working Group has been engaging with Te Whatu Ora Capital, Coast and Hutt Valley on options for additional transport services, with the offer of support for a business case.
- 7.3 The Mental Health Working Group has been engaging with Statistics New Zealand on data to gain a picture of mental health in Kāpiti and have been meeting with Tu Ora Compass Primary Health Organisation and Kāpiti Youth Support.
- 7.4 The Public Health Working Group has recruited public health experts and have supported recommendations to SSSC and SOF on smoking legislation change and media opportunities to promote vaccination.
- 7.5 The Children and Young People Working Group has been in contact with key stakeholder organisations with a brief questionnaire on key issues to inform its work.
- 8 Further updates provided for May 2024 are noted in the attached 2024/25 work programme document.
- 9 It is proposed that the work programme for 2024/25 will continue with the existing focus areas, looking to make further progress on these.

He take | Issues

- 10 KHAG's Terms of Reference notes that to will consider issues of relevance to Kāpiti as a whole. There is ongoing opportunity to gain better understanding work progressing in Otaki, and this is a priority for KHAG's engagement and next steps.

Ngā kōwhiringa | Options

- 11 There are no options proposed for consideration.

Mana whenua

- 12 KHAG's Terms of Reference acknowledges that KHAG will seek to build a relationship with Kāpiti iwi and mana whenua, subject to iwi capacity and preference.
- 13 Should additional members be considered necessary to represent specific interests at a future date, the Terms of Reference will be updated by joint agreement between KHAG and the SSSC.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 14 This matter does not contain outcomes and actions specifically related to sustainability or climate change goals. However, there will be opportunities to support the Council's climate change and sustainability goals in the development of the Health Strategy.

Ahumoni me ngā rawa | Financial and resourcing

- 15 Approval of the 2023/24 work programme noted we would come back on budget considerations. KHAG has been able to progress its 2023/24 work with minor financial support from the Strategy and Growth Group where necessary. However, KHAG would like to increase awareness activity in 2024/25. Council officers have considered the proposed budget and this can be covered within baseline funding by the Strategy and Growth Group.
- 16 This assumes:
 - 16.1 Council will continue to provide secretarial support to monthly meetings and will continue to host these in the Council Chambers.
 - 16.2 Any specific tasks undertaken at the request of Council will be funded by the Council to the extent agreed.

- 16.3 In the event that funds are needed for purposes that KCDC does not wish to fund, KHAG will attempt to fundraise through community sources.

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

- 17 There are no legal considerations for the purposes of this report.

Ngā pānga ki ngā kaupapa here | Policy impact

- 18 There is no direct policy impact from this paper. The work KHAG progresses will inform relevant policy development, including the Health Strategy.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 19 Engagement that KHAG is planning to undertake, in order to carry out its role, is outlined in the work plan. Where opportunities arise over the year for further engagement that may be significantly different from the activity outlined, the Group will make Council aware.

- 20 From time to time, the group will update its stakeholders on the work it is doing. Significant updates to stakeholders will follow updates to the SSSC or its Chair.

Te mahere tūhono | Engagement planning

- 21 No further engagement is planned.

Whakatairanga | Publicity

- 22 No further publicity is planned.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Draft 2024/25 Workprogramme and progress to date [↓](#)

9.3 ELECTED MEMBERS' REMUNERATION, EXPENSES AND ALLOWANCES POLICY 2022-2025

Kaituhi | Author: **Anna Smith, Acting Team Leader Governance**

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

TE PŪTAKE | PURPOSE

- 1 This report asks Council to note the updated Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Elected members are remunerated in accordance with the provisions of schedule 7(Part 1(section 6)), of the Local Government Act 2002 (LGA) which states that the Remuneration Authority (the Authority) must determine remuneration, allowances and expenses of local body elected members. The Authority determines this by gazetting a determination annually ahead of or at the start of the new financial year. This year, the Authority has decided (from 1 July 2024 onwards) to apply a 3.7% increase to the governance remuneration pools, and a 3.7% increase to the annual remuneration of elected members of local authorities and community boards.
- 3 The Authority has also decided to maintain the current allowances and hearing fees as determined in 2022, and the vehicle-kilometre allowance covering the elected members of local authorities at the same level as the last local government determination in 2023. The vehicle-kilometre allowance reflects the current rates prescribed by the Inland Revenue Department.

TE TUKU HAEPAPA | DELEGATION

- 4 Under section A.2 of the 2022-2025 Triennium Governance Structure and Delegations, Council has the authority to consider this matter.

TAUNAKITANGA | RECOMMENDATIONS

- A. That Council notes the updated Elected Members' Remuneration, Expenses and Allowances Policy (as attached in Appendix 2 – Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025).

TŪĀPAPA | BACKGROUND

- 5 In accordance with the LGA, the Authority is the independent body responsible for setting remuneration for elected local body representatives and sets the amounts for reimbursement of costs met by members in undertaking their duties. Accordingly, the Authority provides local authorities with a determination annually that stipulates the parameters around remuneration, allowances and expenses payments to elected members. Within these parameters councils can develop their own policies ensuring that payment of allowances and expenses is:
 - 5.1 in line with legislation,
 - 5.2 related to the conduct of Council business by elected members while acting in their role,
 - 5.3 payable under clear rules communicated to all claimants
 - 5.4 oversights by senior management and audit,

- 5.5 adequately documented (clear audit trail),
- 5.6 reasonable and conservative in line with public sector norms,
- 5.7 does not extend to any expenses related to electioneering.

Elected Members' Remuneration, Expenses and Allowances Policy 2022 - 2025

- 6 To give effect to the above, the Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 (the 'Policy') (appended to the report at Appendix 2) was adopted by Council on 26 January 2023 and provides a comprehensive overview of the remuneration, expenses and allowances payments to elected members.

The content of the Policy is informed by the annually gazetted determination of the Authority.

- 7 The determination prescribes the exact remuneration of the Mayor and community boards, and the expenses and allowances payments that elected members may claim. The determination also prescribes the minimum allowable remuneration for the councillor annual governance remuneration pool that territorial authorities can allocate amongst its councillors.
- 8 Council confirmed its proposed allocation of its governance remuneration pool for councillors (at that time set at \$545,969) for the 2022-2025 triennium at the 24 November 2022 Council meeting. The governance pool allocation was confirmed by the Authority in its amended determination in March 2023.
- 9 In June 2024, the Authority released its latest annual determination, the Local Government Members (2024/2025) Determination 2024 (appended to the report as Appendix 1), covering the period 1 July 2024 to 30 June 2025.
- 10 The Authority decided in its latest determination to:
 - 10.1 Apply a 3.7% increase to the governance remuneration pools which cover the councillors of each local authority
 - 10.2 Apply a 3.7% increase to the annual remuneration of elected members of local authorities and community boards
 - 10.3 Maintain all allowances and hearing fees covering elected members of local authorities at the same levels as the last local government determination
 - 10.4 Maintain the vehicle-kilometre allowance, which reflects the current rates prescribed by the Inland Revenue Department at the time that this determination was made.

HE KÖRERORERO | DISCUSSION

He take | Issues

Remuneration of Mayor & Councillors

- 11 The Authority has confirmed the Mayor's remuneration will increase by 3.7% to \$150,975 and the governance remuneration pool to \$566,170.
- 12 The Authority has further confirmed the remuneration of councillors will also increase by 3.7% effective from 1 July 2024 as shown in the table below.

Tier	Office	Annual Remuneration
Tier 1	Mayor – set by the Authority and not included in the governance remuneration pool	\$150,975
Tier 2	Deputy Mayor	\$68,746
Tier 3	Chair of Strategy, Operations and Finance Committee	\$62,183
Tier 4	Deputy Chair of Strategy, Operations and Finance Committee Chair of Social Sustainability Subcommittee Chair of Climate and Environment Subcommittee	\$59,072
Tier 5	Chair of the Grants Allocation Subcommittee	\$54,924
Tier 6	Councillors with additional responsibilities relating to appointments to community boards, advisory groups and other external bodies.	\$50,776
Tier 7	Councillors with no additional responsibilities – minimum allowable remuneration <i>Note: Under the Governance Structure and Delegations 2022-2025 Triennium, no appointments are remunerated at this level.</i>	\$40,406

Remuneration of Community Board Members

- 13 The Authority has increased the remuneration of all community board members of the Kāpiti Coast District by 3.7 percent effective from 1 July 2024 to the amount shown in the table below.

Office	Annual Remuneration
Ōtaki Community Board	
Chairperson	\$16,138
Member	\$8,069
Paekākāriki Community Board	
Chairperson	\$8,547
Member	\$4,273
Paraparaumu Community Board	
Chairperson	\$20,599
Member	\$10,299
Raumati Community Board	
Chairperson	\$15,696
Member	\$7,848
Waikanae Community Board	
Chairperson	\$18,737
Member	\$9,368

Ngā kōwhiringa | Options

14 There are no options to consider in this report.

Mana whenua

15 Mana whenua remuneration is not set by the Authority and is instead met by operational budget.

16 At the start of the triennium, at the 24 November 2022 Council meeting, Council agreed that mana whenua representatives appointed to Council be remunerated on an equivalent basis to the remuneration of councillors under the Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 at a rate of \$48,964 per annum (the same level as a Tier 6 Councillor) for their attendance at Council, Committee and Subcommittee meetings.

17 It has been communicated to our mana whenua partners that the latest determination of the Authority increases the remuneration of elected members of Kāpiti Coast District Council by 3.7% and as such, the rate for mana whenua representatives also increases to \$50,776.00 per annum effective from 1 July 2024.

Panonitanga āhuarangi | Climate change and Environment

18 There are no climate change and environment considerations arising from this report.

Ahumoni me ngā rawa | Financial and resourcing

19 The latest determination of the Authority signifies an increase in the budget required for elected member remuneration as indicated in the body of the report. This has been communicated with the relevant teams at Council and provisions for the increase have been made.

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

20 There are no additional legal considerations or organisational risks arising from this report.

Ngā pānga ki ngā kaupapa here | Policy impact

22 The Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 has been updated and is appended to the report in Appendix 2.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

23 An engagement plan is not required.

Whakatairanga | Publicity

24 The signed updated Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 will be made available on Council's website after the meeting

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Local Government Members (2024/25) Determination 2024 [↓](#)
2. Elected Members Remuneration, Expenses and Allowances Policy 2022-2025 [↓](#)

10 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

10.1 CONFIRMATION OF MINUTES

Author: Kate Coutts, Advisor Governance

Authoriser: Kris Pervan, Group Manager Strategy & Growth

TAUNAKITANGA | RECOMMENDATIONS

That the minutes of the Strategy, Operations and Finance meeting of 16 May 2024 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Minutes of the Strategy, Operations and Finance Committee 16 May 2024 Meeting [↓](#)

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

Kia tau ngā manaakitanga ki runga i a tātou katoa,	<i>May blessings be upon us all,</i>
Kia hua ai te mākihikihi, e kī ana	<i>And our business be successful.</i>
Kia toi te kupu	<i>So that our words endure,</i>
Kia toi te reo	<i>And our language endures,</i>
Kia toi te wairua	<i>May the spirit be strong,</i>
Kia tau te mauri	<i>May mauri be settled and in balance,</i>
Ki roto i a mātou mahi katoa i tēnei rā	<i>Among the activities we will do today</i>
Haumi e! Hui e! Taiki e!	<i>Join, gather, and unite! Forward together!</i>