



RĀRANGI TAKE AGENDA

Hui Kaunihera | Council Meeting

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

Te Rā | Date: Thursday, 29 August 2024

Te Wā | Time: 9.30am

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

**Darren Edwards
Chief Executive**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Kāpiti Coast District Council will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 29 August 2024, 9.30am.

Kaunihera | Council Members

Mayor Janet Holborow	Chair
Deputy Mayor Lawrence Kirby	Deputy
Cr Glen Cooper	Member
Cr Martin Halliday	Member
Cr Sophie Handford	Member
Cr Rob Kofoed	Member
Cr Liz Koh	Member
Cr Jocelyn Prvanov	Member
Cr Kathy Spiers	Member
Cr Shelly Warwick	Member
Cr Nigel Wilson	Member

Te Raupapa Take | Order Of Business

1	Nau Mai Welcome	5
2	Karakia a te Kaunihera Council Blessing	5
3	Whakapāha Apologies	5
4	Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take Declarations of Interest Relating to Items on the Agenda	5
5	Te Whakatakoto Petihana Presentation of Petition	5
	Nil	
6	Ngā Whakawā Hearings	5
	Nil	
7	He Wā Kōrero ki te Marea mō ngā Mea e Hāngai ana ki te Rārangi Take Public Speaking Time for Items Relating to the Agenda	5
8	Ngā Teputeihana Deputations	6
	8.1 Voices of the Future – The Generation Chair	6
9	Ngā Take a ngā Mema Members’ Business	6
10	Te Pūrongo a te Koromatua Mayor's Report	6
	Nil	
11	Pūrongo Reports	7
	11.1 2020 - 23 Economic Development Strategy & new Operating Model.....	7
	11.2 Ōtaki Pool Masterplan	25
	11.3 Reports and Recommendations from Community Boards	46
	11.4 Reports and Recommendations from Committees and Subcommittees	49
12	Te Whakaū i ngā Āmiki Confirmation of Minutes	54
	12.1 Confirmation of Minutes	54
13	Te Whakaūnga o Ngā Āmiki Kāore e Wātea ki te Marea Confirmation of Public Excluded Minutes	72
14	Purongo Kāore e Wātea ki te Marea Public Excluded Reports	72
	Resolution to Exclude the Public	72
	13.1 Confirmation of Public Excluded Minutes	72
	14.1 Paekakariki Seawall	72
15	Karakia Whakamutunga Closing Karakia	73

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 TE WHAKATAKOTO PETIHANA | PRESENTATION OF PETITION

Nil

6 NGĀ WHAKAWĀ | HEARINGS

Nil

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

8 NGĀ TEPUTEIHANA | DEPUTATIONS

8.1 VOICES OF THE FUTURE – THE GENERATION CHAIR

TE PŪTAKE | PURPOSE

- 1 Members of Voices for the Future will read the declaration of the Generation Chair.

9 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)

10 TE PŪRONGO A TE KOROMATUA | MAYOR'S REPORT

Nil

11 PŪRONGO | REPORTS

11.1 2020 - 23 ECONOMIC DEVELOPMENT STRATEGY & NEW OPERATING MODEL

Kaituhi | Author: **Mark Ward, Economic Development Manager**

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

TE PŪTAKE | PURPOSE

- 1 This paper:
 - 1.1 Provides Council with a close out report on the delivery of the Kapiti Coast Economic Development Strategy 2020-2023; and
 - 1.2 Seeks in principal approval to transition the Economic Development Kotahitanga Board into an independent legal entity, comprising a Charitable Trust and a General-Purpose Vehicle which will carry out day to day activity.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Council adopted the Kāpiti Coast Economic Development Strategy and Implementation Plan 2020-23 in July 2020. The Economic Development Kotahitanga Board (EDKB) was established to oversee the implementation of the Strategy providing strategic direction and advice.
- 3 Significant progress has been made in the delivery of actions in the current strategy, with impact measures showing that growth in the local economy has generally outperformed NZ and Wellington Region. There are however significant pressures in the economy currently and it is therefore important that continued support is available to Kāpiti businesses to ensure potential long-term impacts are minimised.
- 4 The EDKB has been leading the refresh of the Economic Development Strategy, which has included a review of the current operating model. This has identified a number of limitations in the current approach, including the ability to attract external investment to support the delivery of future projects.
- 5 It is proposed that in principle approval is given to a new operating model for the EDKB, which would involve the establishment of an independent Charitable Trust and General-Purpose Vehicle to undertake the commercial transactions of the Trust. A key benefit of the proposed model is the increased ability to attract new investment into the district, and enable wider access to Government funding for which Council is currently ineligible to receive. This will increase support and funding opportunities for our business community, and employment opportunities for our residents.

TE TUKU HAEPAPA | DELEGATION

- 6 Council has the authority to make this decision.

TAUNAKITANGA | RECOMMENDATIONS

That Council

- A. Acknowledges the progress made on the implementation of the 2020-2023 Kapiti Coast Economic Development Strategy.
- B. Approves in principle the proposed new operating model for the Economic Development Kotahitanga Board comprising a Charitable Trust and General-Purpose Vehicle.

- C. Notes that detailed documentation including the Trust Deed, and relationship management framework which will set out the connection between Council and the new entity, and expectations for the new entity will be provided to Council for input and finalisation before the end of 2024.

TŪĀPAPA | BACKGROUND

- 7 In July 2020, Council adopted the Kāpiti Coast Economic Development Strategy and Implementation Plan 2020-23 (Strategy). Adoption of the Strategy was considered to be a significant milestone, with the local community providing significant input into its development.
- 8 The Strategy was broken down into five key Pou, with objectives, actions and outcomes identified against each of the Pou. The five Pou and the overall objectives against each of these is listed in Table 1 below:

Table 1: Kāpiti Coast Economic Development Strategy and Implementation Plan 2020-23 – Pou and Objectives

Pou	Overall objectives
Kotahitanga Strengthening partnerships and leadership	Delivery and implementation through strengthened partnerships and leadership and recognizes the significant relationship with Iwi as Mana Whenua
Manaakitanga Supporting key sectors	Grow industries and sectors that provide the most potential for supporting improved economic well-being
Whānau Growing skills and capability	Enable employment, innovation, creativity and entrepreneurship and improve capacity for Mana Whenua participation
Kaitiakitanga Open for opportunity	Facilitate quality growth that protects and enhances the District and its natural environment
Whakapapa Positioning of the Kāpiti Coast	Celebrate our rich culture, natural environment and identity, highlighting the opportunities and advantages of the Kāpiti Coast

- 9 A key action of the strategy was the establishment of the Economic Development Kotahitanga Board (EDKB). The purpose of the EDKB was to provide independent industry leadership and oversight in the implementation of the Strategy. This was strongly supported by the community as an initial step in the transition of the ongoing governance of economic development activities in Kapiti.
- 10 Neil Mackay was appointed by Council as Independent Chair of the EDKB, with the Chair of the Strategy and Operations Committee and Neil Mackay responsible for the appointment of the remaining independent board members. Iwi representatives on the board were appointed by Iwi in consultation with the Chair. Current members of the EDKB are listed below:
- Hillmare Schultze (Independent)
 - Kim Tahiwī (Ngā Hapū o Ōtāki representative)
 - Russell Spratt (Ātiawa ki Whakarongotai representative)
 - Scott Houston (Independent)
 - Waipuna Grace (Ngāti Toa Rangatira representative)
- 11 Further to this:

- 11.1 In addition to the board members, Council resolved to appoint an ex-officio representative to the EDKB, with Cr Koh appointed in the current triennium.
 - 11.2 Council provides ongoing operational support and resourcing by way of Council staff that support the implementation of the strategy.
 - 11.3 The EDKB have also secured additional external funding from organisations such as Wellington NZ to support the delivery of key projects in the strategy, although this has to be contracted through Council as the EDKB is not a legal entity and cannot formally enter into contracts.
- 12 Four impact measures were included in the strategy to understand the impact on the local economy and establish a baseline for future strategies. This was particularly important as the strategy was approved during the Covid Pandemic, when there was significant uncertainty in the local and global economy. The impact measures are outlined in table 2 below:

Table 2: Kāpiti Coast Economic Development Strategy and Implementation Plan 2020-23 – Impact Measures

Measure	Impact
Employment Growth	Increase in local employment options and pathways
Mean Income Growth	Increase in higher paying local employment and income generating opportunities
Business Unit Growth	Increase in businesses establishing, expanding and moving to the district.
GDP Growth	Increased growth of the local economy and key sectors

- 13 As well as overseeing the implementation of the current strategy, the EDKB has also provided oversight into the refresh of the current economic strategy (as is outlined in its Terms of Reference). This includes identifying future focus areas and the ongoing operating model required to support the implementation of the refreshed strategy and consulting on this with key partners and stakeholders.
- 14 As noted above, the current EDKB model was considered a transition approach to a more independent model over time for economic development. Council was briefed on:
 - 14.1 7 December 2023 on the ED Strategy Refresh and various EDKB model options.
 - 14.2 The preferred option of transitioning the EDKB into an independent legal entity was workshopped with Council on 4 April 2-24 and 6 June 2024.
 - 14.3 A briefing on the results of implementation of the current strategy was provided to Council on 20 August 2024, which included a further overview of the proposed operating model.

HE KŌRERORERO | DISCUSSION

Close-out Report

- 15 There were 22 key actions in total included in the 2020-2023 strategy, with each action varying in size and complexity. An overview of actions is set out in a table in Appendix 1 to this paper, this includes the current status and progress against each of the actions in the strategy. Of note:
 - 15.1 Many of the actions included multiple phases of activity, reflecting the need for operating plans to be developed and then implemented. This included the formation and establishment of industry clusters, with industry game plans then being developed and implemented with the cluster members.

- 15.2 Significant progress has been made in the delivery of the actions and medium-term outcomes, with numerous ongoing operating plans, such as the Destination Management Plan and Workforce Plan now in place to support the achievement of the long-term outcomes of the Strategy.
- 15.3 Key highlights from the implementation of the strategy include:
 - 15.3.1 Development of the first Kapiti Workforce Plan, which received a Commendation Award for Integrated Planning from Economic Development New Zealand.
 - 15.3.2 Being the first district in the Wellington Region to receive Mayors Task For Jobs Funding, with 11 local rangātahi supported into employment within the first 6 months
 - 15.3.3 Development of the first comprehensive Destination Management Plan for Kapiti, with an increase in visitor numbers and spending each year since 2021. This includes an average annual return on investment of 25:1 from Council’s Major Events Investment.
 - 15.3.4 Establishment of the Kapiti Food and Beverage Cluster, with over 120 current members and the development of an industry led game plan. Key actions to date have included targeted industry events and training, joint participation in trade events and implementation of a shared logistics hub.
 - 15.3.5 Formation of the Kapiti Tech Cluster, with delivery of a suite of events as part of New Zealand’s Tech Week and development of an industry game plan underway.
 - 15.3.6 Establishment of Pakihi Toitu o Kapiti, the sustainable business network with over 75 members.

Impact Measure Results

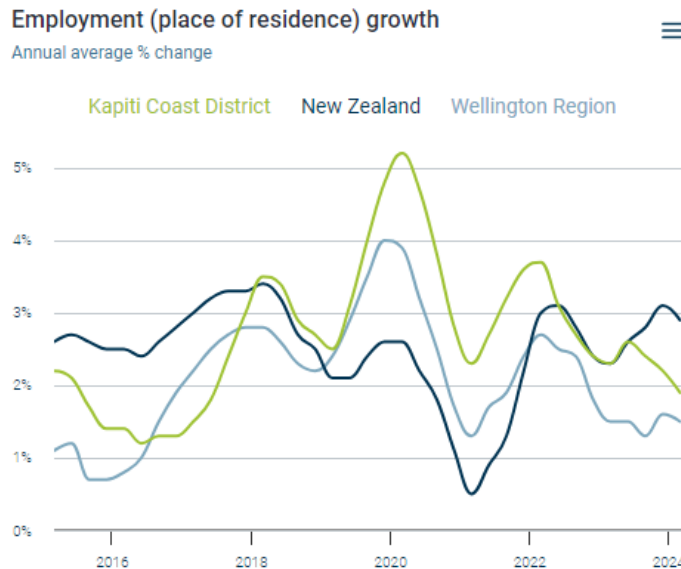
- 16 Four Impact Measures, outlined in Table 3 below, were included in the Strategy to help understand the effectiveness of the actions but to also set a baseline for future strategies. We acknowledge that the results cannot be fully attributed to delivery of the strategy solely, however, they provide a strong indication of how the local economy is performing and where more support / focus is required. The results indicate that the Kapiti economy has performed relatively well in comparison to New Zealand since the strategy was approved in 2020, with both actual numbers and percentage changes shown where applicable.

Table 3: Kāpiti Coast Economic Development Strategy and Implementation Plan 2020-23 – Impact Measure Results

Measure	Kāpiti Coast				New Zealand			
	March 2021	March 2022	March 2023	March 2024	March 2021	March 2022	March 2023	March 2024
Employment (by place of residence)	21,789	22,452	23,017	23,459	2,205,325	2,264,462	2,315,309	2,382,453
% change	-	3.04%	2.52%	1.92%	-	2.68%	2.25%	2.90%
Unemployment rate (%)	3.8%	2.6%	2.5%	2.9%	4.7%	3.4%	3.4%	4.0%
GDP (\$ m)	\$2,431m	\$2,572m	\$2,621m	\$2,596m	\$339,577m	\$357,577m	\$367,926m	\$377,783m
% change	-	5.8%	1.9%	-1.0%	-	5.3%	2.89%	2.68%
No. Business Units	5523	5895	5774	5872	600,945	630,786	641,556	647,972
% change	-	6.74%	-2.05%	1.7%	-	4.97%	1.71%	1.00%
Mean Household Income	\$105,045	\$106,711	\$112,887	\$118,386	\$115,393	\$118,793	\$125,424	\$132,485
% change	-	1.59%	5.79%	4.87%	-	2.95%	5.58%	5.6%

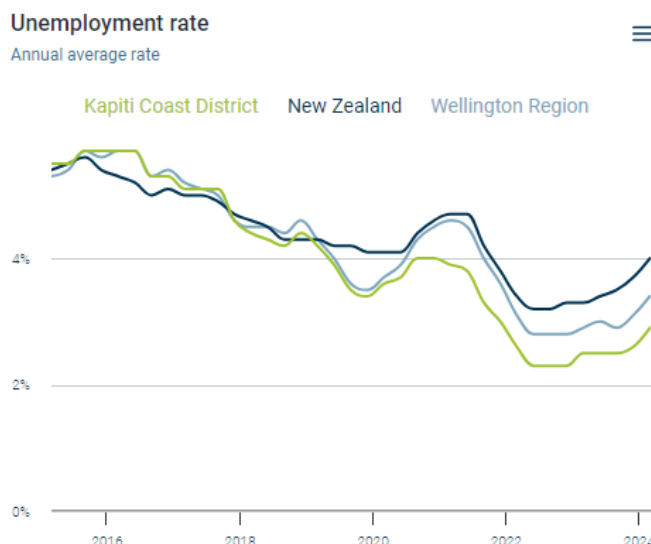
- 17 The results from Table 3 along with results for the Wellington Region economy have been included in the following graphs in provide further information and evidence around the strength of the Districts economic performance over this period.

Graph 1: Kāpiti Coast Economic Development Strategy and Implementation Plan 2020-23 – Impact Measures: Employment by Place of Residence



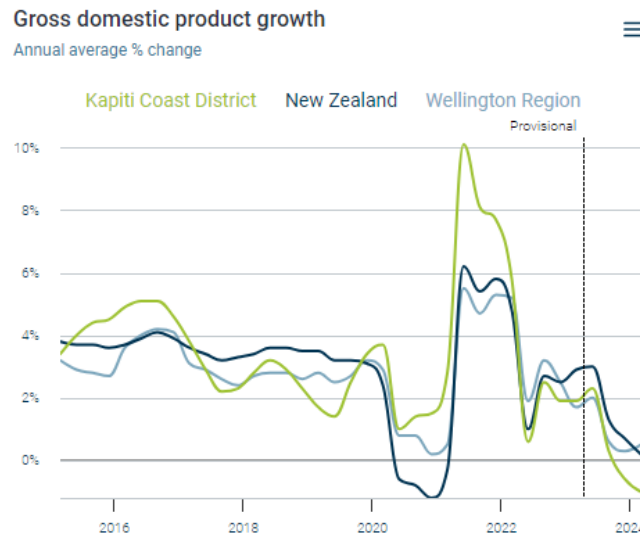
- 18 Graph 1 confirms that Kapiti has generally seen strong employment growth over the period with year-on-year growth either at or above the NZ and Wellington Region results. There has however been a slightly larger slowdown in local employment growth in the last year compared to what was experienced nationally, however this still remains above the result for the Wellington Region.

Graph 2: Kāpiti Coast Economic Development Strategy and Implementation Plan 2020-23 – Impact Measures: Unemployment Rate



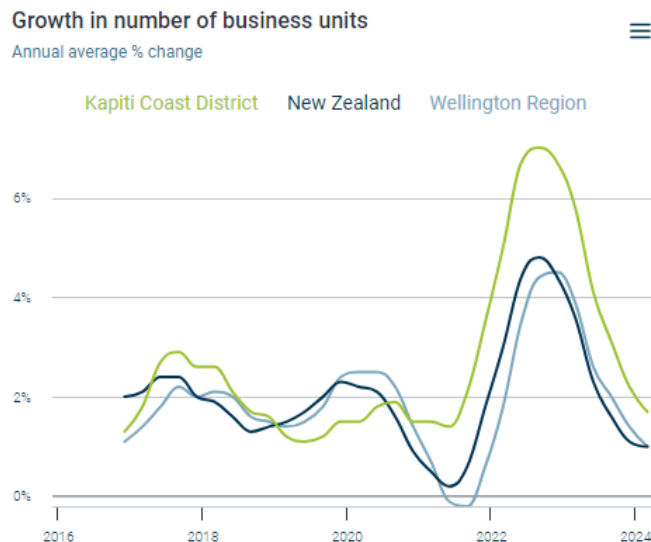
- 19 Graph 2 highlights that during the period of the strategy, the local unemployment rate has consistently tracked lower than New Zealand and the Wellington Region. There has been a recent increase in the level of local unemployment, however this is at a similar rate to NZ and the Wellington Region. Although this is generally considered to be a positive indicator, we are aware that local businesses have struggled to recruit, and this can make it difficult for businesses to grow in a competitive market.

Graph 3: Kāpiti Coast Economic Development Strategy and Implementation Plan 2020-23 – Impact Measures: Gross Domestic Product (GDP)



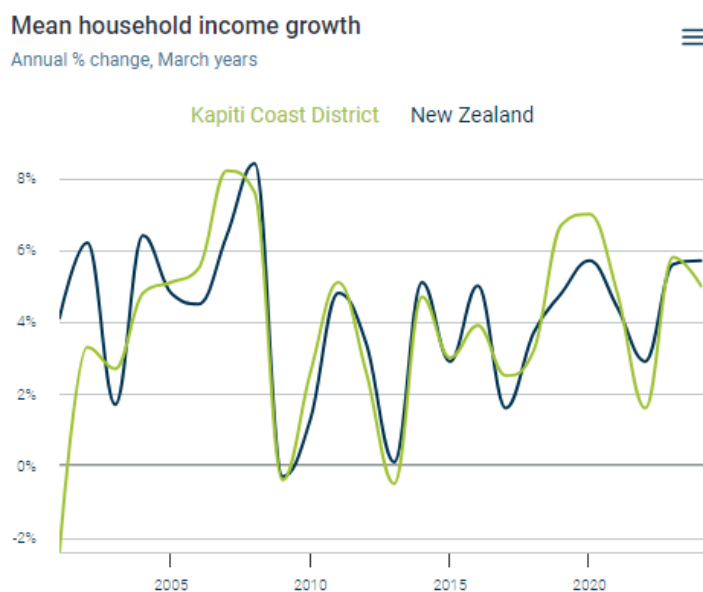
20 Graph 3 shows that the Kapiti economy has grown at a greater rate than the NZ or Wellington Region economies over most of the last 4 years, however this has slowed down with slight decrease in the last 12-month period. This would be supported by feedback from local businesses which are feeling the impacts from the wider economy with reduced local spending power being a major impact on many local businesses.

Graph 4: Kāpiti Coast Economic Development Strategy and Implementation Plan 2020-23 – Impact Measures: Business Units



21 Graph 4 illustrates that local growth in business units has outperformed both NZ and the Wellington Region over the period, which is a shift from pre covid results. This result is further supported by the high level of self-employment in the Kapiti District compared with other parts of New Zealand, with Kapiti home to a very number of small / micro businesses.

Graph 5: Kāpiti Coast Economic Development Strategy and Implementation Plan 2020-23 – Impact Measures: Mean Household Income



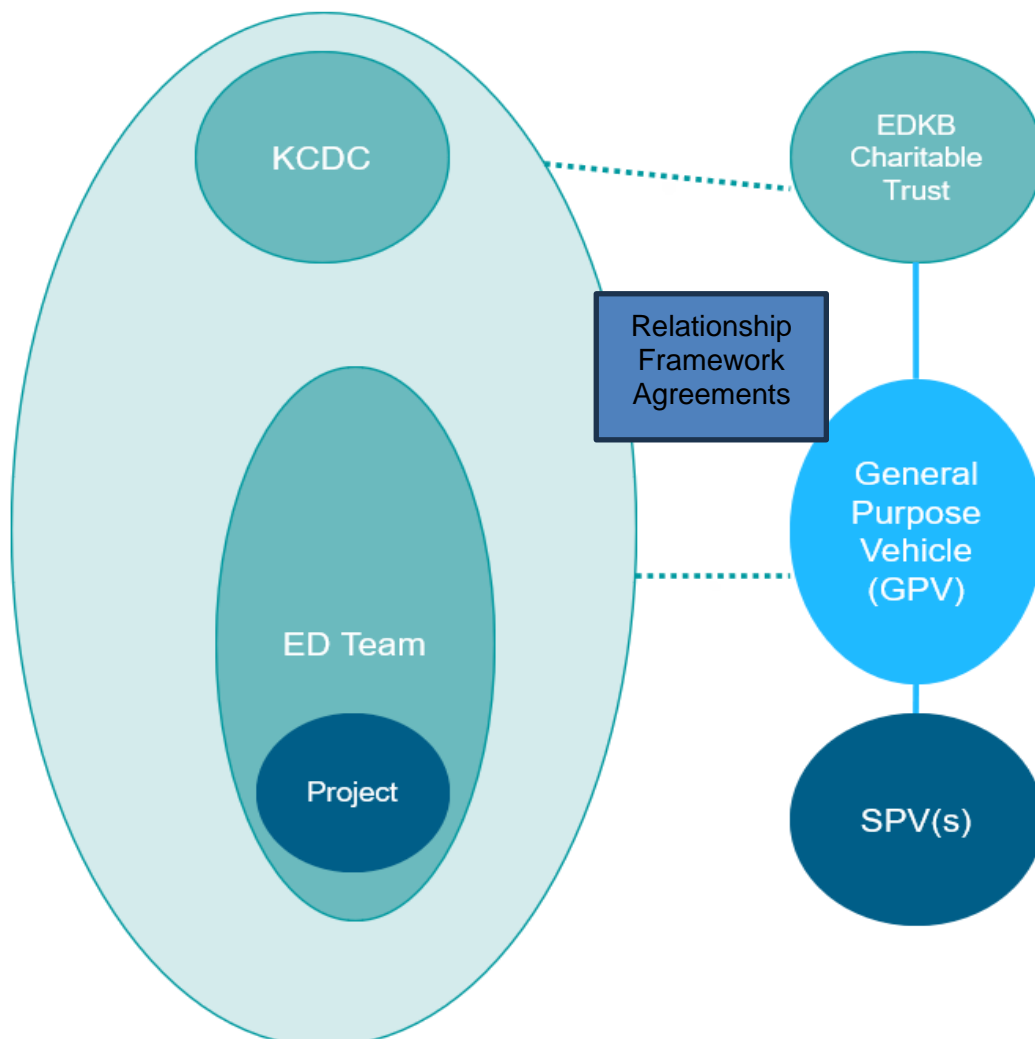
- 22 Graph 5 shares that household income levels have grown at a similar rate to the national result, which is a positive. However as can be seen in Table 3, Kapiti has grown from a lower starting point and as result, we have been unable to bridge the difference between local and NZ mean household income levels. This is potentially an impact on the local GDP results where there is likely to be a greater impact on GDP when consumer spending power is reduced.
- 23 The combined assessment of the impact measures collectively indicate that the Kapiti economy has outperformed both the NZ and Wellington Region economies over the period of the strategy, particularly during the Covid Pandemic. However, like the NZ and Wellington Region economies, Kapiti is being impacted by the current global economy and it is important that the impacts on the local community are well understood, particularly those that are the most vulnerable in the community.

Proposed EDKB Operating Model

- 24 The EDKB Operating model was approved as part of the current Economic Development Strategy and was based on strong community support for an independent body to oversee the delivery of economic development activity in the district.
- 25 There had been a number of previous unsuccessful attempts to establish a similar operating model, with the key difference between this and previous approaches being the establishment of a skills-based board and a shift away from an organisation representation model. This was supported by local partner / stakeholder organisations, including the Kapiti Chamber of Commerce and Kapiti Economic Development Agency.
- 26 The current EDKB model has worked well to date, which is evidenced by the significant progress in the delivery and implementation of the Strategy. However as discussed in previous workshops with Council the current model does have a number of limitations. These include the fact that the EDKB is limited in its ability to:
- 26.1 Contract directly with government agencies, investors, and strategic partners.
 - 26.2 Maximise opportunities to secure investment, funding, and grants from a variety of public, private and philanthropic organisations.
 - 26.3 Carry out projects which are entrepreneurial in nature while mitigating risk to Council.

- 26.4 Undertake commercial operations that provide commercial returns to the community.
- 27 As part of the refresh of the ED Strategy, alternative operating models and approaches were evaluated to ensure that the appropriate structure is in place to delivery against the strategic priorities of the refreshed Strategy. This included considering the pros and cons of various existing models for ED organisations across NZ, such as the Horowhenua NZ Trust, Priority One (Tauranga) and Wellington NZ (a Council controlled organisation).
- 28 Based on the review of the different options, it was determined that the establishment of an Independent Trust offered the best local solution, which is a similar approach to the Kapiti Coast Affordable Housing Trust that is currently in the process of being established.
- 29 However, in addition to the establishment of the trust, which would be a registered Charitable Trust, a general-purpose vehicle (GPV) should be formed to undertake the commercial activities of the trust. The GPV would be a limited liability company, with shares owned and controlled by the Trust for charitable purposes. Special purpose vehicles (SPV) could then be used to operationalising and enable separation between projects for funding and investment purposes. An example of where a SPV could be used is the establishment of a shared Food Hub, with a range of businesses under one roof able to grow by benefitting from shared infrastructure and equipment.
- 30 The relationship between Council and the proposed operating model can be seen in diagram 1 below, with a Relationship Framework Agreement in place between Council and the Trust and the GPV:

Diagram 1: Proposed Economic Development Operating Model



- 31 The EDKB engaged directly with Council, key partners and stakeholders on the proposed approach and also via the Economic Development Direction of Travel document which Council approved. Overall, there was strong support for the proposed approach from partners and stakeholders, who could see the benefit, especially if it helped to attract greater investment into the local economy. There was also support for Council continuing to support the delivery of economic activity in the district in coordination with the Trust model.
- 32 The identified key benefits of the proposed operating model are outlined below:
 - 32.1 Maximises opportunities to secure investment, funding, and grants from a variety of public, private, and philanthropic organisations.
 - 32.2 Has the capacity to enter into agreements with Council, government agencies, investors and businesses.
 - 32.3 Maintains the flexibility to grow as the need arises and can expand to take on new initiatives.
 - 32.4 Is independent of Council but complimentary.
 - 32.5 Builds and retains the trust and confidence of the business community by being seen as a truly independent entity.

Next steps

- 33 Given the support for the proposed operating model and following the outcomes of previous briefings / workshops with Council it is request that approval in principle is given to the new operating model with the following staged process proposed to enable implementation to occur:

Establishment stage	Milestones	Responsible Party
Stage 1:	A draft Trust Deed, Relationship Framework Agreement and Constitution are prepared.	EDKB
	The draft Trust Deed, Relationship Framework Agreement and Constitution are shared with Council for feedback.	EDKB
Stage 2	Approve Trust Deed, Relationship Framework Agreement and Constitution in principle	Council / EDKB
	Trustee appointments undertaken	Council / Trust Board Appointments Panel
Stage 3:	Settle the Trust	Council / Trustees
	Finalise Relationship Framework Agreement	Council / Trustees
	Complete charitable registration	Trust Board
Stage 4:	Complete remaining setup, including registration of Limited Liability Company	Trust Board

- 34 Subject to Council approval of the proposed model and based on the stages outlined above it is expected that the new Trust would be established by early 2025.

He take | Issues

Governance structure

- 35 A draft Trust Deed outlining a proposed structure of the trust including Council and Mana Whenua appointed trustees, as well as independent trustees would be developed. This would be based on a similar approach to the Affordable Housing Trust. A skills-based selection approach for all trustees would be proposed.
- 36 At the same time, a draft Relationship Framework Agreement would be developed between Council and Trust, plus the General-Purpose Vehicle as appropriate.
- 37 These documents would be workshopped with Council in order to provide feedback and input on the draft documents, prior to being presented to Council for approval.

Independent Model and Council’s role

- 38 A review of potential operating models has identified that ensuring the Trust is truly independent is important to ensure potential funding opportunities can be maximised, particularly those involving commercial partners / investors.

The Council would however be able to influence the focus and conduct of the Trust through the appointment of a Council appointed trustee and mechanisms within the Relationship Framework Agreement, including regular reporting and meeting requirements.

Ongoing impacts on the local economy

- 39 As outlined in the discussion section of this report, the local economy is currently being impacted by the global economy and other external forces with slowdowns in GDP and Employment Growth. It is not clear if the full impacts have yet been felt by the local economy, with the Reserve Bank recently announcing a reduction in the Official Cash Rate as a result of current economic indicators.
- 40 It will be important the Council, in coordination with the EDKB is able to react to these ongoing challenges and put in place measures to support local businesses and residents. This will be discussed further when the refreshed Economic Development Strategy is presented to Council.

Ngā kōwhiringa | Options

Table 1: Table Name

Kōwhiringa Options	Hua Benefits	Tūraru Risks
<p>Option A (recommended)</p> <p>Approve in principle the future EDKB operating model as proposed.</p>	<p>Ensure momentum is maintained in the delivery of economic development projects and outcomes.</p> <p>Maximise opportunities to secure investment, funding, and grants from a variety of public, private and philanthropic organisations.</p> <p>Enabling greater flexibility to grow and take on new initiatives.</p>	<p>A greater level of independence could lessen the influence of Council if appropriate mechanisms are not put in place during establishment.</p>

<p>Option B (status quo)</p> <p>Maintain the current Board model.</p>	<p>Continues the current approach which has made good progress in the delivery of the ED Strategy to date.</p>	<p>Reduced ability to bring new capacity, resourcing, and flexibility to accelerate economic development projects of an entrepreneurial and commercial nature.</p> <p>Economic Development activity remains primarily ratepayer funded.</p>
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Mana whenua

- 41 Representation from each of Council's three iwi partners - Ngāti Raukawa ki te Tonga, Te Ātiawa ki Whakarongotai, and Ngāti Toa Rangatira is included within the EDKB.
- 42 The EDKB and Council are currently working on a number of projects that have significant involvement from our iwi partners. These include working with Ngā Hapū o Ōtaki and landholders, and the Ministry of Primary Industries towards a regenerative Ag/Horticulture project to optimise land-use in line with hapū aspirations.
- 43 The proposed EDKB operating model includes ongoing iwi representation.
- 44 Māori economic development is a key priority for in the refreshed Strategy including understanding the Māori economy and developing a landscape for partnership opportunities working with our Iwi partners and Te Rōpū Pakihi, the Māori Business Network for Kāpiti-Horowhenua.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 45 The Economic Development Team has established a network for sustainable businesses called Pakihi Toitū o Kāpiti. The network currently has 75 local businesses as members and an online network and resource to support businesses on their pathway to sustainable practices. Workshops have been provided on sustainability, carbon emission reduction, and waste minimisation.
- 46 Further action to align areas for ongoing or increased economic development opportunities to support climate adaptation and mitigation steps in alignment with Council's priorities are being explored through the refresh of the EDS. For example, our regenerative Ag/Horticulture pilot project led by Ngā Hapū o Ōtaki aims to ensure that our natural environment is restored and enhanced as we transition to a low carbon future.

Ahumoni me ngā rawa | Financial and resourcing

- 47 The EDKB and delivery of the Economic Development Strategy is currently funded primarily through the Economic Development Budget, based on a specific 'business rate', with some additional funding received from external parties such as WellingtonNZ.
- 48 There is a need to secure additional external funding with a key purpose of the proposed new operating model being to secure increased funding and reduce any future burden on ratepayers.
- 49 External funders include Kānoa (MBIE), Ministry for Primary Industries, and Wellington NZ for specific ED projects as well as private sector businesses / investors.

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

- 50 Council's lawyers, Buddle Findlay will be requested to assist with the development of a draft Trust Deed and Relationship Framework Agreement between Council and the Trust.
- 51 Legal advice will also be sought on the appointment of Trustees and directors to the General-Purpose Vehicle.

Ngā pānga ki ngā kaupapa here | Policy impact

- 52 This report has been considered against the Kāpiti Coast Economic Development Strategy and Implementation Plan 2020–2023.
- 53 The delivery of the Economic Development Strategy and Implementation Plan is in alignment with the advancement of the community outcomes set out in the Kāpiti Coast District Council’s Long-Term Plan 2024-44, including “Our local economy is prosperous with ample opportunities for people to work and learn in Kāpiti”.

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

- 54 Not applicable.





Whakatairanga | Publicity

- 55 The Economic Development Team will work with the Council Communications Team to communicate the decisions from this paper.





NGĀ ĀPITIHINGA | ATTACHMENTS

1. ED Strategy Completion Status [↓](#)








Appendix 1 – ED Strategy 2020-2023 Completion Status

Actions	Status	Progress	Commentary
Establish an Economic Development Kotahitanga Board (EDKB) and finalise the monitoring and reporting framework for the Strategy	EDKB Established		The independent EDKB and their oversight of the implementation plan have been fundamental to the delivery of the strategy, providing strategic guidance and proactively working with the Council, Iwi, the business community, and local, regional and central government partners.
	Proposal to transition to new operating model to be presented to Council		
Support the development and delivery of an integrated COVID-19 recovery plan	Recovery Plan completed and implemented		A COVID-19 recovery plan was developed, approved by Council and implemented. Kāpiti’s economy performed stronger than predicted during this period and the recovery plan was adapted to reflect the changing needs in the business community. Kapiti achieved over 14% growth during the period before COVID through to March 2023, the second highest growth in the country.
Support actions that enable mana whenua aspirations	Ongoing		There is representation from each of the three local iwi on the Economic Development Kotahitanga Board, which has ensured that mana whenua aspirations are supported and incorporated into deliverables. This has included workforce training and development initiatives, support for Māori businesses, and commencing the exploration of optimal Māori land use opportunities through the regenerative Ag/Horticulture scoping project.

Actions	Status	Progress	Commentary
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Advocate for new and improved essential infrastructure including electrification of rail to Ōtaki	Ongoing		Opportunities to advocate and seek funding to support new and improved infrastructure continue to be actively pursued via Council, EDKB and other partners.
Support unique economic opportunities in our communities	Ongoing		A significant number of businesses have been supported to progress economic opportunities in Kāpiti over the period this includes the F&B Logistics Hub at Bond Store, product development workshops with emerging F&B businesses, joint marketing with F&B Cluster members at the Auckland Food Show, and the first attendance by a number of tourism businesses at the recent TRENZ Conference in Wellington.
Advocate for increased access to affordable housing to support the growth and retention of local residents	Housing Strategy completed		In May 2022, Council adopted the Kāpiti Coast District Council Housing Strategy. A Housing Programme has formed to implement the Strategy including actions to increase access to affordable housing to support growth and retention of local residents.
	Implementation underway		





Actions	Status	Progress	Commentary
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Identify opportunities and barriers experienced by key sectors, including high growth sectors	Establish active cluster groups established for F&B, Tourism, Tech.		The Cluster development work programmes have identified sector opportunities and challenges that are being addressed in a collective approach. Current active cluster groups include Food and Beverage, Tourism, Tech, and Start-ups. Cluster groups being supported or in the early establishment phase include Creative and Wellbeing.
	Ongoing		
Develop a district-wide Destination Plan to support the growth of the visitor economy, including strengthen air linkages and supporting infrastructure such as the Kāpiti Gateway	Destination Plan complete		The Kāpiti Destination Management Plan was adopted by Council in August 2021. The Kāpiti Tourism Advisory Board was established by the EDKB late 2021 to advise on the implementation of the plan, which included visitor marketing, development of the Kāpiti Destination Story, Major Events attraction, and targeted support for the Tourism industry.
	Implementation currently underway		
Support the development and delivery of a Kāpiti Creatives Industries Plan	Preplanning		Support was provided to local industry groups to commence this work however they were unable to complete it due to resourcing challenges. Council in coordination with the EDKB will be supporting industry to progress an industry plan in coordination with the development of a Creative and Culture Strategy.
Facilitate and support the development of a Climate Change and Resilience Strategy	In development		The Climate Change and Resilience Strategy is currently in development, which includes economic development input on challenges and opportunities for the local economy.
Support development of industry led groups	Ongoing		Current active cluster groups include Food and Beverage, Tourism, Tech, Sustainability and Start-ups. Cluster groups being supported or in the early establishment phase include Creative and Wellbeing.

Actions	Status	Progress	Commentary
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Develop a Workforce Plan including Youth Initiatives and opportunities for Māori, older people and people with disabilities	Workforce Plan completed		The Kāpiti Coast Workforce Plan was adopted by Council in February 2022. Implementation of the plan has commenced with a number of initiatives underway including a partnership in the construction sector to set up on the job and technology-enabled training, the Mayor’s Taskforce for Jobs programme, work with MSD, Ngā Hapu o Ōtaki, Kāpiti Youth Service, Work Ready Kāpiti and other local and regional training and education providers.
	Implementation underway		
Facilitate growth of international education	On hold		Border closures and lock downs as a result of Covid 19 meant that this action was paused. Discussions to be held with local schools / industry to understand current status and opportunity to reestablish this project.
Advocate for local tertiary and apprentice linkages	Ongoing		This was reenforced as a key action following the completion of the Workforce Plan with relationships established with local, regional and national tertiary training providers to support increased access to training in Kāpiti.
Enhance business networking and training opportunities	Ongoing		Extensive networking and training events have been supported and instigated across the period working with partners including WellingtonNZ and Kāpiti Business Chamber. Other targeted capability-building programmes have been rolled out with the F&B, Sustainability and Tourism Clusters, and more recently with the developing Tech and Start-up Clusters.
Develop a business investment and support matching programme	Pilot Programme underway		A new programme is currently being piloted with Start-up and emerging businesses to support local business growth in partnership with the local business ecosystem including the Chamber, Te Rōpū Pakihi, KEDA, and Creative NZ. A new business website has also been launched to support local business attraction, growth and investment activities.

Actions	Status	Progress	Commentary
Ensure a welcoming and customer focused approach to council services	Ongoing		Implementation of new facilitation activities to support business growth and start-up engagements with Council’s regulatory and compliance teams has been actioned. This has helped to enhance the customer experience journey. The business start-up process is also currently being reviewed as part of this programme of work.
Have a coordinated approach to the facilitation of key opportunities	Business attraction lead		A Business Attraction Lead has been appointed to support the facilitation of new opportunities in coordination with other Council Teams and other external partners. A Development Facilitation lead has also been appointed to assist with internal regulatory and consenting processes.
	Ongoing		
Ensure effective regulations and policies that support growth and protect our environment, including the District Plan	Ongoing		Input on Business and Economic Development opportunities and challenges is actively provided into Council policy and regulations including the District Plan.
Retain and attract businesses and agencies to the Kāpiti Coast	Ongoing		An integrated strategy for business attraction is underway with the key elements of an attractive Destination Story and business and tourism websites. Ongoing new business support and facilitation is part of this developing strategy.

Actions	Status	Progress	Commentary
Develop and deliver the Kāpiti Coast Destination Story	Concept for story drafted		Work has been progressed on the development of the Kāpiti Destination Story to support a connected collaborative tourism sector. This includes the development of a new visitor websites and an industry toolkit. This is currently being shared and discussed with industry for their feedback.
	Underway		
Facilitate and support Major Events funded by Council's Major Events Fund and increase the number of attendees, particularly visitors and visitor expenditure	Major Event Fund and Policy in place		The major events industry has been supported throughout the challenges of the COVID 19 pandemic by continued investment in Major Events and complimentary destination marketing campaigns, which have continued to attract visitors to Kāpiti. More than 50,000 visitors attend the 8 annual events with an overall average return on investment of 25:1 on \$200,000 invested. Visitor spend has increased significantly over the 4 years from \$135m to \$205m.
	Ongoing		

11.2 ŌTAKI POOL MASTERPLAN

Kaituhi | Author: **Mike Richardson, Programme Delivery Manager – Community Facilities**

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure and Asset Management**

TE PŪTAKE | PURPOSE

- 1 This report seeks Council's approval to proceed on Option 3 from the proposed masterplan concept options for Ōtaki Pool.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

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

TE TUKU HAEPAPA | DELEGATION

- 3 Council has delegated authority to consider this matter under section A.2 of the 2022-2025 Triennium Governance Structure and Delegations "Council and Mayoral Powers".

TAUNAKITANGA | RECOMMENDATIONS

That Council:

- A. Approves proceeding with Option 3 of the masterplan concept options for Ōtaki Pool.
- B. Notes the delay to the start of construction to 2027/2028 as per the Long-term Plan 2024-34.

TŪĀPAPA | BACKGROUND

- 4 HDT Architecture have been engaged to carry out design for the replacement and upgrading of the current changing rooms, upgrades of existing aging pool water services, increased facility heating (water and air) efficiency and inclusion of heat recovery.
- 5 The Project Team have investigated increasing the main pool depth and separation with a fixed bulkhead at 25m to create a warm water teaching and programmes water space. Due to budget constraints and feedback received from pool user groups this option is not considered viable at this time.
- 6 In August 2022 HDT Architecture worked up the initial masterplan concept Option 1.
- 7 In February 2023 two additional concept designs were explored by HDT Architecture as masterplan concept Option 2.
- 8 In May 2023 HDT Architecture started work on masterplan concept Option 3.
- 9 In July 2024 a cost estimate for masterplan concept Option 3 came in at \$12,059,250, with the independent quantity surveyor indicating Options 1 and 2 would cost around \$12,000,000.

HE KŌRERORERO | DISCUSSION

- 10 The three masterplan concept options have been presented to a wider user group of the Ōtaki Pool. The overarching feedback from these sessions is that masterplan concept Option 3 is the only viable option for these community clubs and groups because it has the least impact on closing the facility through construction.

- 11 There is \$12,105,000 allocated between year 1 and year 7 of the Long-term Plan 2024-34, however there is a delay between the funding for design (2024/2025) and the funding for construction to commence (2027/2028).

He take | Issues

- 12 The impact of construction on the current users of Ōtaki Pool, e.g. sports clubs, learn to swim, has been considered against the three masterplan concept options. At the stakeholder sessions feedback was that an extended period of closure would significantly impact and likely jeopardise the survival of the sports clubs and user groups. Option 3 reduces the impact of pool closure for the users. At the stakeholder sessions the user groups voiced a preference for Option 3.
- 13 The current car parking around the Ōtaki Pool facility, and within the wider Haruatai Park, has been raised as an issue across all user groups, particularly during peak hours (e.g. Saturday morning junior sport). An independent traffic consultant has undertaken a parking survey and report which highlights the need for more parking through Haruatai Park during peak hour times.

Ngā kōwhiringa | Options

- 14 A table summarising and rating the three masterplan concept options is included at Attachment 1.
- 15 A briefing was provided to Council on Tuesday 20 August 2024 summarising the three masterplan concept options. A copy of the briefing presentation is included at Attachment 2.

Option 1:

Demolishing to west of the main building and rebuilding in same location (single stage)

- 16 This initial masterplan concept design Option 1 was prepared in 2022 and proposed:
- 16.1 Demolishing the entirety of the existing buildings west of the main building, except for the plant room adjacent to the Toddler Pool.
 - 16.2 Demolishing the existing staff room, plus the existing WCs and storeroom at the east end of the building.
 - 16.3 Demolishing the existing sauna and spa pool in the main pool building.
 - 16.4 Retaining the existing entry shade sale canopy and columns.
 - 16.5 Retaining the existing entry and reception area.
 - 16.6 All new facilities would be at the same relative level to the pool concourse to enable better accessibility throughout the building.
 - 16.7 New sauna, spa, and poolside showers would be installed in the approximate same position as those items previously demolished.
 - 16.8 Heat pumps and air handling plant would be roof mounted and screened for acoustic and aesthetic benefit.
 - 16.9 A new community room with storage space, kitchenette and WC where the previous staff room was positioned.
 - 16.10A new pool store at the east end of the building where in the position where the WCs are previously demolished.
- 17 Option 1 lacked the flexibility to be staged, and the demolition and replacement of plant areas would require the pool to be decommissioned for an extended period of time (estimated between 14-20 months).
- 18 A plan for Option 1 is included at Attachment 3.

Option 2:**Demolishing to west of the main building and rebuilding in same location (staged)**

- 19 Option 2 considered the same components as included in Option 1 above, as well as:
- 19.1 A greater emphasis was placed on the ability to stage to works and reduce potential development cost.
 - 19.2 The functional separation of the existing pool tank to provide additional flexibility in service delivery.
 - 19.3 Stage 1 development would see the existing plantroom retained (including existing filtration systems) and the redevelopment of the changeroom, entrance and staff areas.
 - 19.4 At a later stage when the existing pool tank is separated the filtration system would change and a larger plantroom would be required. Because the existing plantroom is at a higher ground level than the pool concourse the extension would need to be built at the same higher ground level (roughly equivalent to the existing carpark level).
 - 19.5 The heat pumps were moved off the roof, with only a small area of flat membrane roofing required to allow a platform for the air handling equipment. This allowed a cheaper roof construction generally.
 - 19.6 There was the potential to add solar panels to the new roof areas if desired.
 - 19.7 New changerooms, accessible and family change rooms, pool control, reception areas, staff room, meeting room, staff facilities and a reduced circulation area would be provided at pool concourse level.
 - 19.8 Community Rooms and pool storerooms would be provided at the east end of the building, configured around the existing east WCs, which could remain or be reconfigured for storage.
 - 19.9 New sauna, spa and connected accessible WC/change facilities could be added at a different stage, either before or after the pool separation stage.
 - 19.10 Pool separation was explored to separate the existing 33m pool into a 25m x 13 lane pool with a separate smaller learn to swim pool at a warmer temperature.
- 20 Option 2 could be staged but would still require the pool to be decommissioned for an extended period of time (estimated between 14-20 months) due demolishing to the west of the existing building and rebuilding in the same location.
- 21 A plan for Option 2 is included at Attachment 4.

Option 3 – Preferred Option:**New entrance and changerooms at eastern end**

- 22 Option 3 investigated locating the new entrance and changerooms to the north-eastern end of the existing pool hall. The rationale behind this was to explore an option that would enable the pool to remain open to the public for as much of the construction period as possible.
- 23 Option 3 proposed:
- 23.1 Demolition works would be much the same as Option 2, but would also include the existing east WCs and a large part of the existing east wall of the main building.
 - 23.2 The community room, store and all of the public facilities and services would be located at the east end of the building.
 - 23.3 Poolside facilities (sauna, spa and showers) are grouped together at the western end. There is also staff facilities and a first aid room.
 - 23.4 The upgrade works for this option would require a Resource Consent.
- 24 Option 3 could be staged and the pool would only need to be decommissioned for a minimal period of time (likely to be 4-6 months). The Project Team will make all endeavours to

minimise the period of time the pool is closed for by coordinating a detailed commissioning methodology.

- 25 A plan for Option 3 is included at Attachment 5.

Mana whenua

- 26 Council Officers have engaged with Ngā Hapū o Ōtaki who will provide a site history and cultural narrative.
- 27 Council has engaged Pou Architecture who have affiliation to Ngā Hapū o Ōtaki to work alongside and create cultural opportunities within the building form.
- 28 The design team will then come up with options for how the cultural narrative could be translated into the architectural design elements of the building for discussion with Ngā Hapū o Ōtaki. This could include, but is not limited to, elements such as window manifestations, entry Pou, entry soffit, planting and landscaping, screens/dividers, wayfinding surface patterns/paving, wall material textures and patterns.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 29 The new entrance and changing rooms create the necessary building envelope to ensure energy efficiency and environmental separation from the pool hall, which reduces energy costs and CO2 emissions while enhancing the customer experience.
- 30 HDT Architecture will be designing with sustainable principles in mind.
- 31 The upgrade to the plant to remove the current gas boilers and replace them with electric will reduce the building's emissions.

Ahumoni me ngā rawa | Financial and resourcing

- 32 The total estimated cost for Option 3 (new entrance and changerooms at eastern end) is \$12,059,250, as broken down in Table 1 below. This cost estimate is current as at July 2024.

Table 1: Option 3 – Estimated Costs

Item	Cost
Construction	\$7,670,000
Contingencies	\$1,325,000
Consultant/Consent Fees	\$1,650,000
Escalation	\$840,000
KCDC Overheads	\$574,250
TOTAL COST	\$12,059,250

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

- 33 There are no significant legal or organisational risks anticipated with the matters in this report.

Ngā pānga ki ngā kaupapa here | Policy impact

- 34 There are no policy considerations.

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

- 35 A Communications and Engagement Plan has been developed and will be modified to reflect the preferred masterplan concept option.

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Table summarising and rating the three masterplan concept options [↓](#)
2. Presentation to Council Briefing, 20 August 2024 [↓](#)
3. Option 1 Plan [↓](#)
4. Option 2 Plan [↓](#)
5. Option 3 Plan [↓](#)

11.3 REPORTS AND RECOMMENDATIONS FROM COMMUNITY BOARDS

Kaituhi | Author: **Evan Dubisky, Advisor Governance**

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

TE PŪTAKE | PURPOSE

- 1 This report presents items considered and recommendations made to Council by community boards between 12 June 2024 and 16 August 2024.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Council has received two recommendations from the Ōtaki Community Board to consider:
 - 2.1 Implementing a bylaw to restrict access of non-industrial vehicles to industrial roads in order to minimise the risk of those roads being used for illegal activities.
 - 2.2 Retaining the legal status of Lot 72 Moy Place as a Reserve in the event that Council is asked to make a decision on the status of this land.

TE TUKU HAEPAPA | DELEGATION

- 3 Council has the authority to consider recommendations made by Community Boards and provide direction to Council officers to action these recommendations.

TAUNAKITANGA | RECOMMENDATIONS

- A. That Council **receives** this report.
- B. That Council **notes** the two recommendations from the Ōtaki Community Board meeting of 23 July 2024:
 - B.1 That the Ōtaki Community Board recommends to Council to explore the feasibility of a bylaw for limiting non-industrial vehicle access to the industrial roads off Riverbank Rd, Ōtaki.
 - B.2 That the Ōtaki Community Board support the residents of Sue Ave and Moy Place and request that Council retain the current legal status of Lot 72 Moy Place as Reserve in the event that Council is asked to make a decision on the status of this land.
- C. That Council **requests** staff investigate the feasibility of developing and implementing a bylaw that limits non-industrial vehicle access outside of typical industrial operating hours for businesses off Riverbank Rd, Ōtaki and reports back to Council on the results of the investigation.
- D. That Council **notes** that a report on progressing the road dedication Lot 72 Moy Place will be brought to Council for consideration in October 2024.

TŪĀPAPA | BACKGROUND

- 4 During the period of 19 June 2024 to 16 August 2024, Community Board meetings took place on the following dates:

Raumati Community Board	Tuesday, 25 June 2024
Ōtaki Community Board	Tuesday, 23 July 2024
Paraparaumu Community Board	Tuesday, 30 July 2024
Paekākāriki Community Board	Tuesday, 6 August 2024

Raumati Community Board

Tuesday, 13 August 2024

- 5 Items discussed at each of the meetings listed in paragraph 5 are noted below:
- 5.1 On Tuesday, 25 June 2024 the Raumati Community Board met to discuss:
- Consideration of Applications for Funding
- 5.2 On Tuesday, 23 July 2024 the Ōtaki Community Board met to discuss:
- Deputation of Moy Place Residents
 - Deputation of Greater Wellington Regional Council (Metlink) – Regional Public Transport Plan Update
 - Consideration of Applications for Funding
- 5.3 On Tuesday, 30 July 2024 the Paraparaumu Community Board met to discuss:
- Consideration of Applications for Funding
- 5.4 On Tuesday, 6 August 2024 the Paekākāriki Community Board met to discuss:
- Amendment to Standing Orders for Meetings of the Paekākāriki Community Board
 - Consideration of Applications for Funding
 - Consideration of Funding Applications for the Campe Estate
- 5.5 On Tuesday, 13 August 2024 the Raumati Community Board met to discuss:
- Amendment to Standing Orders for Meetings of the Raumati Community Board
 - Consideration of Applications for Funding

HE KŌRERORERO | DISCUSSION

He take | Issues

- 6 Within the reports and recommendations considered by Community Boards from 19 June 2024 to 16 August 2024, there were 2 recommendations made to Council.

Ōtaki Community Board

- 7 At the Ōtaki Community Board meeting on Tuesday, 23 July 2024, the board made two recommendations to Council:
- 7.1 That the Ōtaki Community Board recommends to Council to explore the feasibility of a bylaw for limiting non-industrial vehicle access to the industrial roads off Riverbank Rd, Ōtaki.
- 7.2 That the Ōtaki Community Board support the residents of Sue Ave and Moy Place and request that Council retain the current legal status of Lot 72 Moy Place as Reserve in the event that Council is asked to make a decision on the status of this land.

Non-Industrial Vehicle Access Bylaw

- 8 The drafting of a bylaw to limit non-industrial vehicle access to the industrial roads off Riverbank Rd, Ōtaki is not part of the current policy work programme and therefore would be over and above current budget allocations. Officers can undertake a feasibility assessment on the costs and implications of progressing this work.

Lot 72 Moy Place

- 9 Following the notification of the EPA decision on 15 July 2024, and since the Ōtaki Community Board meeting of 23 July, Kāpiti Coast District Council has now received a

formal request to progress the road dedication from the adjoining landowner. Officers have been waiting for the appeal period to end before considering next steps.

- 10 Council Officers would recommend that decisions on the application for road dedication related to Moy Place would not be discussed or considered by formal Council Committees until the required processes under the Reserves Act 1977 is completed.
- 11 Staff are now initiating steps to develop advice for Council's consideration in response to the application, including an overview of the process that will progress, including consultation period/s.
- 12 Elected Members will not be asked for a decision on this matter until October 2024.
- 13 The advice provided to Council will include appropriate evidence and information relevant to the decision that is been requested on this matter (including an outline of requirements set by relevant legislation). Council officers would recommend that no decisions are made outside of this process.

Ngā kōwhiringa | Options

- 14 There are no options in addition to those already discussed in this report.

Mana whenua

- 15 There are no specific mana whenua considerations arising from this report.

Panonitanga āhuarangi | Climate change and Environment

- 16 There are no climate change and environment considerations in this report.

Ahumoni me ngā rawa | Financial and resourcing

- 17 There are no financial considerations in addition to those already discussed in this report.

Ture me ngā Tūraru | Legal and risk

- 18 There are no legal or risk considerations relevant to this report.

Ngā pānga ki ngā kaupapa here | Policy impact

- 19 There are no policy impacts in addition to those already discussed in this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

- 20 An engagement plan is not required for this report.

Whakatairanga | Publicity

- 21 The decision made in this report will be publicly available through Council's normal communications channel.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

11.4 REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND SUBCOMMITTEES

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

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

TE PŪTAKE | PURPOSE

- 1 This report presents any items considered and recommendations made to Council by Committees and Subcommittees from 12 June 2024 to 16 August 2024.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 There was one recommendation made to Council by the Social Sustainability Subcommittee during this period.

TE TUKU HAEPAPA | DELEGATION

- 3 The Council has the authority to consider recommendations made by Committees and Subcommittees.

TAUNAKITANGA | RECOMMENDATIONS

- A. That Council **receives** this report.
- B. That Council **notes** the following recommendation received from the Social Sustainability Subcommittee meeting of 1 August 2024:

- B.1 That the Social Sustainability Subcommittee:

Receives and endorses the recommendation from the Older Persons' Council:

That the Older Persons' Council recommend to Council to implement the Maclean Park upgrade addition "to create an older persons' recreation area to provide opportunities for senior members of the community to meet up, improve fitness, and to support intergenerational families who visit the park together".

- C. That Council **notes** that there is ongoing collaboration between the Connected Communities and Parks Team with the Older Persons' Council on how best to provide and activate an older persons' recreation area in Maclean Park.

TŪĀPAPA | BACKGROUND

- 4 During the period of 12 June 2024 to 16 August 2024, Committee and Subcommittee meetings took place on the following dates:

Social Sustainability Subcommittee	Tuesday, 20 June 2024
Climate and Environment Subcommittee	Tuesday, 2 July 2024
Strategy, Operations and Finance Committee	Thursday, 4 July 2024
Chief Executive Performance and Employment Committee	Thursday, 4 July 2024
Social Sustainability Subcommittee	Thursday, 1 August 2024
Chief Executive Performance and Employment Committee	Tuesday, 6 August 2024

Strategy, Operations and Finance Committee	Thursday, 8 August 2024
Risk and Assurance Committee	Thursday, 15 August 2024
Climate and Environment Subcommittee	Tuesday, 20 August 2024

- 5 Items discussed at each of the meetings listed in paragraph 4 are noted below:
- 5.1 On Tuesday, 20 June 2024 the Social Sustainability Subcommittee met to discuss:
- Deputation: Older Persons Council Update
 - Update on the Kāpiti Health Advisory Group Work Programme
 - Update on Health Strategy
 - Report: Kāpiti Health Advisory Group Work Programme and Budget for 2024/2025
- 5.2 On Tuesday, 2 July 2024 the Climate and Environment Subcommittee met to discuss:
- Deputation: James Willcocks, Director of Predator Free New Zealand
 - Update: Next Steps in Corporate Carbon Emissions Reduction
 - Report: 2024 Climate Action Grants – Summary of Applications and Funding Recommendations
- 5.3 On Thursday, 4 July 2024 the Strategy, Operations and Finance Committee met to discuss:
- Report: Elected Members' Remuneration, Expenses, and Allowances Policy 2022-2025
 - Report: Kāpiti Health Advisory Group Work Programme and Budget for 2024/2025
 - Report: Decisions on Omnibus Plan Changes 1A, 1C, 1D, 1F, and 1L to the Operative Kapiti Coast District Plan
 - Matter of an Urgent Nature: Submission to the Ministry of Transport on Speed Limit changes
- 5.4 On Thursday, 4 July 2024 the Chief Executive Performance and Employment Committee met to discuss:
- Public Excluded Report: Adoption of Chief Executive Key Performance Indicators 2024
- 5.5 On Thursday, 1 August 2024 the Social Sustainability Subcommittee met to discuss:
- Deputation: Kāpiti Coast Older Persons' Council Update
 - Deputation: Kāpiti Disability Advisory Group Update
 - Deputation: Kāpiti Health Advisory Group Work Programme Update
 - Report: Update on the Implementation of the Housing Strategy and Proposal for a Community and Affordable Housing Seed Fund
- 5.6 On Tuesday, 6 August 2024 the Chief Executive Performance and Employment Committee met to discuss:
- Public Excluded Report: Draft Chief Executive Performance and Employment Committee Meetings Timeline for 2024/25
 - Public Excluded Report: Update on Chief Executive Performance and Employment Committee Operational Processes
 - Public Excluded Report: Strategic Pay Update
 - Public Excluded Report: Discussion of Chief Executive External Stakeholder Engagement Leadership Survey Results July 2024

- Public Excluded Report: Update on Procurement of 360-Degree Performance Feedback Process Provider

5.7 On Thursday, 8 August 2024 the Strategy, Operations and Finance Committee met to discuss:

- Report: Implementation of the Housing Strategy and Proposal for a Community and Affordable Housing Seed Fund
- Report: Update on Development and Implementation of the Kapiti Destination Story
- Contracts Under Delegated Authority

5.8 On Thursday, 15 August 2024 the Risk and Assurance Committee met to discuss:

- Update: First Discussion on Recovery, as the Second Component of the Emergency Management Programme
- Report: Audit Closing Report for the 2024-34 Long-term Plan
- Report: EY Control Findings: 2022-23 Audit – Update
- Report: Health and Safety Quarterly Report: 1 April 2024 to 30 June 2024
- Report: Top 10 Organisational Risk Report
- Report: Internal Audit Work Programme – Update
- Report: Quarterly Treasury Compliance
- Report: Legislative Compliance 1 April to 30 June 2024
- Report: Forward Work Programme 2024/25 for Risk and Assurance Committee
- Public Excluded Report: Litigation and External Investigations Report

6 In addition, the following meetings took place:

Youth Council	Monday, 17 June 2024
Older Person’s Council	Wednesday, 26 June 2024
Disability Advisory Group	Monday, 22 July 2024
Te Whakaminenga o Kapiti	Tuesday, 30 July 2024
Older Person’s Council	Wednesday, 31 July 2024

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

7.1 On Monday, 17 June 2024 the Youth Council met to discuss:

- Partner Report: Work Ready Kāpiti
- Partner Report: Council’s Health Strategy
- General Business

7.2 On Wednesday, 26 June 2024 the Older Person’s Council met to discuss:

- Older Persons’ Housing Update
- Rooding Update
- Aged Friendly Update
- General Business

7.3 On Monday, 22 July 2024 the Disability Advisory Group met to discuss:

- KCDC Te ara whetū plans
- Wellington Regional Emergency Management Office
- Ngā Manu

- Te Newhanga Kāpiti Community Centre Update
 - New Zealand Sign Language
 - General Business
- 7.4 On Tuesday, 30 July 2024 Te Whakaminenga o Kapiti met to discuss:
- Iwi Updates
 - Treaty Settlements
 - Iwi Partnerships Te Whakaminenga o Kapiti Review Update
 - Meeting Dates for Te Whakaminenga o Kapiti
- 7.5 On Wednesday, 31 July 2024 the Older Person's Council met to discuss:
- Transport Forum
 - Older Persons' Housing update
 - General business

HE KŌRERORERO | DISCUSSION

He take | Issues

- 8 Within the reports and recommendations considered by Committees and Subcommittees between 12 June 2024 and 16 August 2024, there was one recommendation made to Council from the 1 August 2024 Social Sustainability Subcommittee meeting:
- 8.1 That the Social Sustainability Subcommittee:
- A. Receives and endorses the recommendation from the Older Persons' Council:
- That the Older Persons' Council recommend to Council to implement the Maclean Park upgrade addition "to create an older persons' recreation area to provide opportunities for senior members of the community to meet up, improve fitness, and to support intergenerational families who visit the park together".
- 9 Council officers from the Connected Communities and Parks team have confirmed that they will be working with the Older Persons' Council around how best to provide and activate an older persons' recreation space in Maclean Park.

Ngā kōwhiringa | Options

- 10 No further options are provided in this report.

Tangata whenua

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

Panonitanga āhuarangi | Climate change

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

Ahumoni me ngā rawa | Financial and resourcing

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

Ture me ngā Tūraru | Legal and risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

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

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

16 An engagement plan is not required for this report.

Whakatairanga | Publicity

17 The decision made in this report will be publicly available through Council's normal communications channel.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

12 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**12.1 CONFIRMATION OF MINUTES**

Author: Maria Cameron, Advisor Governance

Authoriser: Darren Edwards, Chief Executive

Taunakitanga | Recommendations

That the minutes of the Council meeting of 20 June 2024 be accepted as a true and correct record.

That the minutes of the Council meeting of 25 July 2024 be accepted as a true and correct record.

That the minutes of the Council meeting of 30 July 2024 be accepted as a true and correct record.

That the minutes of the Council meeting of 6 August 2024 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Unconfirmed Minutes of the 20 June 2024 Council Meeting [↓](#)
2. Unconfirmed Minutes of the 25 July 2024 Council Meeting [↓](#)
3. Unconfirmed Minutes of the 30 July 2024 Council Meeting [↓](#)
4. Unconfirmed Minutes of the 6 August 2024 Council Meeting [↓](#)

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

14 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
13.1 - Confirmation of Public Excluded Minutes	<p>Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> <p>Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</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
14.1 - Paekakariki Seawall	Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

15 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>