



# **RĀRANGI TAKE AGENDA**

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

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

**Te Rā | Date: Thursday, 1 August 2024**

**Te Wā | Time: 9.30am**

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

**Brendan Owens  
Group Manager Customer and Community**

**Kāpiti Coast District Council**

**Notice is hereby given that a meeting of the Te Komiti Whāiti Toitūtanga Pāpori | Social Sustainability Subcommittee will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 1 August 2024, 9.30am.**

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

Cr Martin Halliday	Chair
Cr Rob Kofoed	Deputy
Mayor Janet Holborow	Member
Deputy Mayor Lawrence Kirby	Member
Cr Kathy Spiers	Member
Cr Nigel Wilson	Member
Mr Huriwai Paki	Member
Ms Kim Tahiwī	Member
Ātiawa ki Whakarongotai Representative	Member
Mr Guy Burns	Member
Mr Jonny Best	Member
Mrs Jackie Elliott	Member
Ms Sorchā Ruth	Member
Mr Michael Moore	Member

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**1 NAU MAI | WELCOME****2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING**

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro *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****6.1 KĀPITI COAST OLDER PERSONS' COUNCIL UPDATE**

**Author:** Norie Parata, Advisor Connected Communities

**Authoriser:** Brendan Owens, Group Manager Customer and Community

**TE PŪTAKE | PURPOSE**

- 1 Kevin Burrows, Chair of the Kāpiti Coast Older Persons' Council, will provide an update on the Older Persons' Council's activity.

**NGĀ ĀPITIHANGA | ATTACHMENTS**

Nil

**6.2 KĀPITI DISABILITY ADVISORY GROUP UPDATE****Author:** Norie Parata, Advisor Connected Communities**Authoriser:** Brendan Owens, Group Manager Customer and Community**TE PŪTAKE | PURPOSE**

- 1 Joanne Dacombe, Chair of the Kāpiti Disability Advisory Group, will provide an update on the Kāpiti Disability Advisory Group's activities.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

Nil

**6.3 KĀPITI HEALTH ADVISORY GROUP WORK PROGRAMME UPDATE****Author:** Gina Anderson-Lister, Strategy Manager**Authoriser:** Kris Pervan, Group Manager Strategy & Growth**TE PŪTAKE | PURPOSE**

- 1 Graham Scott and Clare Hynd, the leads of the Mental Health workstream of the Kāpiti Health Advisory Group work programme, will provide a brief update on progress in this workstream.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

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)
- (c)    Members' Items

**8      HE KŌRERO HOU | UPDATES**

Nil

## 9 PŪRONGO | REPORTS

### 9.1 UPDATE ON THE IMPLEMENTATION OF THE HOUSING STRATEGY AND PROPOSAL FOR A COMMUNITY AND AFFORDABLE HOUSING SEED FUND

Kaituhi | Author: Yvonna Chrzanowska, Advisor, Coastal Project

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

## TE PŪTAKE | PURPOSE

- 1 This report provides an update on the implementation of the Kāpiti Coast District Council Housing Strategy and an overview of the proposed Community and Affordable Housing Seed Fund, which would be funded as part of the Better Off Funding Housing Programme.

## HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 No executive summary is required.

## TE TUKU HAEPAPA | DELEGATION

- 3 The Social Sustainability Subcommittee may consider this matter under section C.1. of the Governance Structure and delegations 2022-2025.

## TAUNAKITANGA | RECOMMENDATIONS

That the Social Sustainability Subcommittee:

- A. **Note** the targeted progress made to date in implementing the Kāpiti Coast District Council Housing Strategy, and that an ongoing focus is needed to support the degrading housing crisis in communities.
- B. **Support** the proposal for a one-off contestable Community and Affordable Housing Seed Fund, supported by Better Off Funding and its contribution to the delivery of actions identified in the Housing Strategy.
- C. **Note** that a paper will be prepared for the Strategy, Operations and Finance Committee seeking approval for the establishment of the Community and Affordable Housing Seed Fund.
- D. **Endorse** the approach to the Strategy, Operations and Finance Committee that the delegation of the decision to award the funds is delegated to the Social Sustainability Subcommittee.
- E. **Nominate** one member from the Social Sustainability Subcommittee to join an independent assessment panel, to consider and recommend allocation of the funds to the Social Sustainability Subcommittee.

## TŪĀPAPA | BACKGROUND

*Kāpiti and our Housing Strategy*

- 4 In May 2022, Council adopted the [Kāpiti Coast District Council Housing Strategy \(2022\)](#). The Strategy outlined the range of challenges and opportunities that the district faces, including the current and projected housing need in the community and the lack of diverse housing options including affordable and social housing. The five key objectives of the Strategy are:

**HEALTHY & AFFORDABLE**

There is a range of healthy and affordable homes for all Kāpiti residents.

**WELL-FUNCTIONING**

There is a well-functioning housing continuum in Kāpiti that is responsive to emerging challenges and opportunities to meet the needs and aspirations of residents.

**TYPE & VARIETY**

There is a range of housing types to support community wellbeing (specifically, quality medium density and suitable Māori housing).

**RESILIENCE & SUSTAINABILITY**

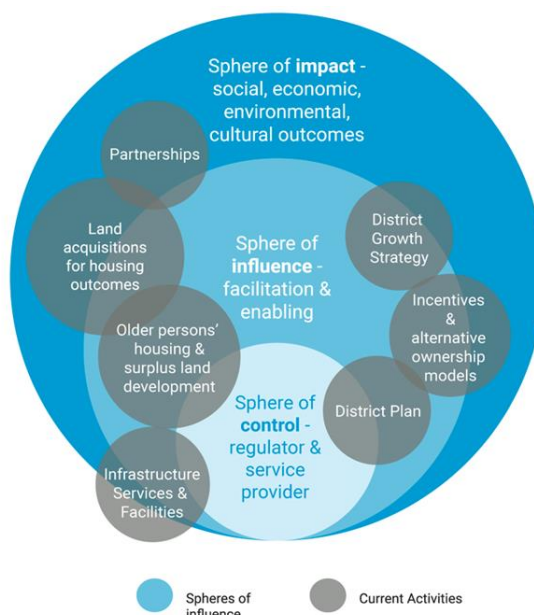
Housing contributes to places that are connected, resilient, environmentally sustainable, safe and inclusive.

**MĀORI HOUSING**

Whai Kāinga Whai Oranga: Iwi solutions for whānau and hapū to live and prosper.

- 5 The Strategy acknowledges that housing is a complex issue and is not the sole responsibility of one organisation or sector. As illustrated in the diagram below, Council is continuing to strengthen its various roles to deliver and support better housing outcomes for Kāpiti. This includes identifying and leveraging opportunities to:

- Facilitate an increase in housing stock and implementing government policy to support a broader range of housing typologies across the housing continuum.
- Advocate to central government to create awareness and visibility of our housing need.
- Explore the strategic use of council land and assets, and other future development opportunities, including partnerships with external providers to progress housing opportunities.



- 6 The Strategy identifies a need for “*effective partnerships across sectors, and between organisations delivering housing solutions*”. Several work streams are already underway that respond to this focus and include the work undertaken to establish the Kāpiti Coast Affordable Housing Trust (KCAHT) and the review of Council’s Older Persons’ Housing portfolio.

*Wider context and opportunities*

- 7 The coalition government has signalled strong focus on housing and addressing the current housing crisis. This will include a new \$1 billion fund to incentivise affordable and social housing across the country. It will be critical that our community is ready to engage in this process, and to put forward options that can progress in the short term.
- 8 Kāpiti Council has been asked to work with the Ministry of Housing and Urban Development on the approach that will be set and released by Ministers. This is a new and important step by central government to improve how local and central government are working together.

**HE KŌRERORERO | DISCUSSION****Housing Strategy Implementation Update**

- 9 Good progress has been made in implementing the Housing Strategy since its adoption in May 2022, particularly in establishing and growing productive partnerships with iwi, central government, the private sector, community housing providers and the community. These partnerships provide a foundation for ongoing work to enable delivery of improved housing outcomes into the future.
- 10 The delivery of improved housing outcomes for Kāpiti rely on many actions across various focus areas across Council and with external providers. Highlights include:
  - The establishment of the Affordable Housing entity
  - The review of Older Persons' Housing
  - Establishment of a Place-based steering group
  - Development facilitation service in place
  - Papakāinga provisions included in the District Plan
- 11 Actions to fulfil the Housing Strategy outcomes have been integrated into various work programmes across Council. The LTP 2024-34 contains a housing focus (Priority B and F) and outlines continued work towards:
  - increasing the opportunities for provision of affordable housing and improved social housing through partnerships, and
  - implementing a good growth strategy that balances housing needs and the environment through appropriate district planning.
- 12 A high-level summary of the progress made on the Housing Strategy to date, along with the detailed wording from section **5.1 Focus Areas and housing actions** (from pp. 28-29 of the Housing Strategy) is attached to this report.

**Better Off Funding Housing Initiatives**

- 13 In order to support the continued delivery of the Housing Strategy Work Programme, but reduce pressure on rate payers, Council approved the allocation of \$500,000 of Better Off Funding on 22 September 2022 to the Housing Work Programme. Importantly, utilising funding from central government for high areas of need in the community can be progressed without placing additional burden on rates. This funding has been allocated across the following six projects:

Project	Description
a. Rapid Rehousing	Support continuation of advocacy service working with homeless people in the community, while central government funding is sought.

b. Typology project	Encourage and support different typologies via the development of user-friendly guides for residential property owners.
c. Housing Needs data consolidation	Ensure Council and partners have ongoing access to current and accurate housing information.
d. Contestable Fund	Seed funding to support the progress of local community and affordable housing projects.
e. Inclusionary Zoning	Increasing understanding and awareness of Inclusionary Zoning, identifying need and unintended consequences.
f. Support Papakāinga Housing projects	Work with Iwi to identify and address barriers to delivery of Papakāinga housing.

- 14 The above projects are currently at different stages of implementation and will contribute to delivering actions identified in the Housing Strategy. The attachment to this report provides a high-level summary of progress made on the Housing Strategy actions.

### Proposal for a Contestable Housing Seed Fund

- 15 A focus area of the Housing Strategy is to promote the growth of affordable and community housing provision, with a targeted action to “*actively work with Community Housing Providers and iwi to explore development opportunities in Kāpiti.*”
- 16 The proposed Community and Affordable Housing Seed Fund aims to increase capacity of community organisations and social enterprises to deliver community and affordable housing solutions.
- 17 The Kāpiti Coast Housing Needs Assessment 2022 showed a strong need for improved access to social and affordable housing in the district. There is currently a low level of activity in the local social sector related to housing provision. As such, support is needed to ensure that the district’s goals for increased options for housing are met, and local innovations and partnerships are fostered.
- 18 The Government has clearly identified non-government housing providers as their preferred partners for community and affordable housing provision and has also signalled its support for locally led community projects.
- 19 Because many local organisations and service providers in Kāpiti are in the beginning or early stages of community and affordable housing provision, the Council has an opportunity to support them to build capacity and progress initiatives.
- 20 The proposed seed fund is one way to act as a catalyst to encourage groups to explore local innovations and partnerships and develop initiatives that allow them to understand and prepare for how they can deliver local affordable or community housing solutions and meet the broader outcomes of the Housing Strategy. This fund will also support initiatives for affordable rentals and progressive home ownership schemes.
- 21 The broader outcomes of the fund are to create a pipeline of community and affordable housing supply initiatives by growing local innovations and productive partnerships that contribute to:
- increased community and affordable housing options and/or providers, or
  - improved long term sustainable and cost-effective housing outcomes for the Kāpiti district
  - reduced housing stress and increased security of tenure which aids the improved economic and social wellbeing of our communities.
- 22 Successful applicants will have an opportunity to build capacity and capability, and to understand how to deliver cost effective and sustainable community or affordable housing

options. It will also enable them to develop initiatives or grow potential partnerships which may lead to “shovel-ready” projects.

- 23 There is also potential for successful initiatives to partner with the Kāpiti Coast Affordable Housing Trust or established Community Housing Providers to access additional funding to deliver housing options.

### Proposed approach

- 24 The fund will follow a documented process and apply the principles of transparency, accountability, openness, fairness and integrity to ensure the grant is used for the best possible public benefit, ensure value for money and to meet the broader outcomes being sought. This includes:
- 24.1 Using a fit for purpose funding approach that supports good fund management practice and assessment process that is proportionate to the size and scope of the funding available.
- 24.2 Having a well-designed grant management process and funding arrangement to support the outcomes (e.g., equity, collaboration, local leadership) that Council is seeking.
- 24.3 Avoiding funding arrangements that create unnecessary competition, or require the recipient to over commit time, and resources out of proportion to the amount of funding they are requesting.
- 24.4 Having eligibility criteria to ensure organisations have the capacity and capability to deliver and to ensure applicants have credibility and can demonstrate and meet any regulatory or accreditation criteria associated with housing provision.
- 25 Due to the low number of local organisations that are currently equipped to deliver community housing provision, the Housing team will use various channels to notify groups about the fund and invite participation. Council officers will be able to provide guidance for those applicants that have questions on eligibility, or the outcomes being sought.

### Application process

- 26 The application process will be simple, and unnecessary bureaucracy minimised. It will include:
- 26.1 Full Application Form: Part A. covers eligibility criteria, Part B. Requests details about their proposal and includes questions that aligns with selection criterion.
- NB: Only applicants that meet the eligibility criteria will proceed to the Interview stage.
- 26.2 Interview: Eligible applicants will be invited to discuss their proposal with the Independent Panel prior to final assessment and award recommendation. This approach which will allow both the applicant and the Panel to provide more information to support their proposal.

### Eligibility criteria

- 27 Applicants will be asked to consider their eligibility to the fund before they complete the application form and can contact the Housing team if in doubt.
- 28 Eligibility criteria will be included in Part A of the Application Form, and cover questions about the organisations' status, as well as specific criteria related to compliance for housing provision. *NB: The term “organisation” includes, for example, Trusts or incorporated society, charitable organisation, social enterprise, legal entity, or community housing provider.*
- 29 The following eligibility criteria is proposed:
- The organisation will need to be a local organisation or entity and be currently delivering housing provision or be intending to provide community and/or affordable housing solutions in Kāpiti. The organisation can be affiliated with a national organisation.

- An organisation can provide services beyond Kāpiti, for example, an applicant may be a nationally or regionally aligned community housing provider, and Council would consider proposals for initiatives within Kāpiti.
- Demonstrate their credibility, competency and capability related to their main services or activities,
- Demonstrate an understanding and appreciation of the issues associated with community housing provision.
- Provide information about any accreditation, and how they comply with relevant legislation in their policies, processes and systems, particularly for managing community and/or affordable rental housing.

### Proposal Details

30 The application will seek the following information about the Proposal:

- Proposal Details: including Overview, alignment with outcomes and objectives; aims and goals, approach, delivery, timeline, monitoring and review.
- Site Identification: Information on whether a specific site has been identified for the proposed project; and if the site requirements in relation to the Operative District Plan 2021 have been investigated.
- Benefits: partnership or collaboration opportunities, project impacts and how they will be measured, value for money.
- Budget and Funding: Overall budget with expenses identified, and quotes supplied (where relevant).
- Alignment of the Proposal: with the Housing Strategy, Housing Needs Assessment, the Community and Affordable Housing Seed Fund outcomes and objectives, and relevant central government policies and priorities.

### Assessment criterion

31 The assessment criteria are designed to align with the outcomes sought by the fund and are closely aligned with information being sought via the Application Form and from the Interview. The criteria will assist the assessment panel with their final selection and grant recommendation. The following assessment criteria is proposed:

Assessment Criterion	Assessment description	Weighting
1. Alignment with Grant Objectives	How well the project aims align with one or more of the grant objectives	20
2. Project benefits post-funding	How well the project will continue to support better housing outcomes or offer benefits to the Kāpiti Coast District once grant funding has ended.	15
3. Targeted community benefits	How well the project identifies local need and responds with targeted housing provision options (e.g. typology, mixed models, shared equity or future ownership, or designed for specific occupants)	15
4. Project plan and timeline	How the project will be developed, delivered, managed and promoted, and estimated project costs.	15
5. Project team and ability to deliver	How well they demonstrate meeting eligibility criteria, and where appropriate, evidence of a sound management structure, and good financial management. Includes assessment of the relevant experience of the individual or group and their ability to deliver the project.	15

6. Measuring success	How effectively the proposal describes how it will measure success in relation to project aims and goals	10
7. Value for money	Assessment of the potential project benefits vs funds requested	10
		<b>100</b>

### Independent Assessment Panel

- 32 Because of the specificity of the fund, it is proposed that an Independent Assessment Panel assesses applications (via selection criteria and interview process) and make recommendations on how the grant should be allocated.
- 33 The panel will contain panellists who have experience in working in community housing and how to address or mitigate concerns related to proposals. The panel will also have an understanding on how realistic a proposal for housing provision is.
- 34 It is proposed that the Panel will be made up of four members:
- Social Sustainability Subcommittee (1 elected member)
  - Iwi partnerships representative (1 member)
  - Community and Social Housing representative (1 member)
  - Stephen Cross (KCDC Housing Programme Manager)

### Approval to run the fund

- 35 To enable the fund to proceed, a Report will be presented to the Strategy, Operations and Finance Committee at the meeting on 8 August 2024 seeking the following:
- 35.1 Agree to the proposed intent and objectives of the Community and Affordable Housing Seed fund.
- 35.2 Approve that the fund can proceed.
- 35.3 Agree that a member of the Social Sustainability Subcommittee be appointed to the Independent Panel.
- 35.4 Agree to delegate the granting of the Community and Affordable Housing Seed fund to the Social Sustainability Subcommittee.
- 36 If Strategy, Operations and Finance Committee agree to the recommendations, the fund will proceed, and the Social Sustainability Subcommittee will be asked to make final decision to allocate the fund.

### He take | Issues

#### Separation of Services

- 37 Giving grants to groups who want to provide social, or community housing can be problematic. Risks arise when there is unclear organisation separation between the delivery of housing and any other support services they may offer to social housing tenants.
- 38 The Community Housing Regulatory Authority has issued a Guidance Note for the Separation of Services, which provides a best practice guide and clarifies the rights as a tenant and rights as a recipient of health services.
- 39 Council will need to determine that organisations are appropriate, credible, and likely to succeed, and that they have an understanding and appreciation of the issues associated with community housing provision.



- 40 To reduce the risk to Council, and to service tenants who may benefit from the housing initiative funded by the grant, the assessment process includes criteria that address these concerns.

### Recognising low maturity of local sector

- 41 Given that there are few local organisations experienced in housing provision, it is expected that most applicants will not be registered Community Housing Providers (CHPs). Adopting strict criteria such as requiring applicants to be CHPs could disadvantage smaller local organisations that propose initiatives with potential.
- 42 During assessment, a balance will need to be made between backing projects that are highly likely to succeed, with initiatives that, for example, propose innovative approaches or local partnerships and have potential to succeed.
- 43 The independent panel will bear the following in mind when selecting successful initiatives:
- 43.1 Successful applicants do not need to be registered community housing providers. However, they may propose to work with a registered CHP, or partner with other local organisations to provide assurance that their proposal will succeed.
- 43.2 The allocation of a grant to applicants and initiatives with potential, may eventually lead to the successful applicant becoming a reliable local community housing provider.

### Ngā kōwhiringa | Options

- 44 The table below provides some options for consideration. Option one is recommended within this report:

Kōwhiringa   Options	Hua   Benefits	Tūraru   Risks
<b>Option 1: Run Contestable Fund</b> Council runs a one-off contestable seed fund for Community and Affordable Housing to achieve Housing Strategy actions (as proposed).	Fulfills and progresses an action in the Kāpiti Coast District Council Housing Strategy.  A catalyst to create or expand local housing initiatives.  Supports the growth of locally-led housing solutions, increases interest and strengthens partnerships for future projects.  Transparent selection process to identify best initiatives and applicants.	Labour intensive processes for potentially little gain.  Potential to support applications from ill-equipped organisations or individuals.
<b>Option 2: No fund</b> Do not approve the contestable fund, and identify another way of achieving Housing Strategy Action	The \$150,000 could be allocated elsewhere, if it is deemed to be a more appropriate use of resource.	Lack of access to funding will slow down the ability for community based to progress housing initiatives.
<b>Option 3: Direct Approach</b> Instead of a fund, identify partners to develop proposals for community and/or affordable housing initiatives.	Working with known regional community housing providers, or local organisations, (i.e. Contract in services either through an RFP process to, or by direct approach).  Could specify desired housing outcomes.	Council could be open to accusations of lack of transparency, unfairness and/or conflicts of interest, if it goes direct to known partners.  CHP direct approach may not necessarily result in local partnerships.  Could restrict innovation.

		May led to an emphasis away from the not-for-profit sector.
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### Mana whenua

- 45 To support the implementation of the Housing Strategy Te Urunga Whakakāinga, a Kāpiti Place-Based Housing Steering Group, with representation from Te Rūnanga O Toa Rangatira, Ngā Hapū o Ōtaki and Te Ātiawa ki Whakarongotai Charitable Trust and central government (including the Ministry for Housing and Urban Development, Kāinga Ora, and Te Puni Kokiri) has been formed.
- 46 Council staff have also proactively worked with Ngā Hapū o Ōtaki, Te Rūnanga O Toa Rangatira, and Te Ātiawa ki Whakarongotai to understand their aspirations and current activity to support provision of housing in their communities. These discussions confirmed that there was a strong willingness to partner and that iwi and hapu were already well advanced in their thinking about the delivery of social and affordable housing.
- 47 The inclusion of specific principles, an objective and actions related to Māori housing within the Housing Strategy illustrate that Council recognises it needs to take a supportive role in helping to deliver Māori housing solutions.
- 48 Council passed a resolution at the 22 September 2022 Strategy, and Operations Committee meeting (Committee Resolution SAOCC2022/49), to distribute \$300K of Better Off funding to the ART Kāpiti Place Based Housing Strategy for housing provision.
- 49 Council staff will respect the key guiding principles from the Housing Strategy that include working with iwi to ensure more equitable Māori housing outcomes and build effective relationships with iwi to enable ongoing partnership.
- 50 As part of the steps to promote the fund, we will inform iwi and the Place Based Steering Group about the fund prior to opening and provide details on where to access fund information.
- 51 The approach for assessment of applications to the seed fund, proposes that a representative of Iwi Partnerships Team be part of the independent assessment panel.

### Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 52 Applicants will be asked about how their proposal addresses climate considerations via the application form. Consideration of climate impact will be factored into the selection criteria, when assessing applications.
- 53 Minimising climate impact can be achieved through having compact and well-designed and planned urban areas. Proposals that consider factors such as: proximity to transport, recognise natural hazard constraints, resilience, and sustainability, or propose homes that meet or exceed Climate/Carbon measurements and Healthy Homes benchmarks, will be considered favourably.

### Ahumoni me ngā rawa | Financial and resourcing

- 54 The proposed fund does not use rate payer funding. The \$150,000 amount available for distribution has come from the Better Off funding allocation to the Housing Programme. This is a one-off fund and there is no implied ongoing provision for the fund. It is likely projects funded will be between \$30,000 and \$80,000, however no cap is proposed. The money is for operational expenses and cannot be used for capital projects.
- 55 Outcomes will be assessed to understand learnings and determine if the fund should be supported in future years.

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

- 56 This fund does not present any legal considerations or risk in addition to those presented by the other funds and grants which the Council currently allocates and administers. Staff will check with the legal team to ensure due diligence is undertaken during the fund opening, assessment and allocation stages. Prior to allocating the funds, the legal team will review the documentation for the funding agreements.

**Ngā pānga ki ngā kaupapa here | Policy impact**

- 57 There is no direct policy impact from this paper.

**TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**

- 58 Clear communication of the intent of the fund, particularly the eligibility criteria and focus on separation of services from community and social housing provision is critical.
- 59 A communication plan has been developed with the Communications and Engagement team to support fund promotion, communications with applicants and manage expectations regarding meeting eligibility criteria.

**Te mahere tūhono | Engagement planning**

- 60 No further engagement is planned.

**Whakatairanga | Publicity**




- 61 Council will use its established communications channels to inform the community before the fund opens.

**NGĀ ĀPITI HANGA | ATTACHMENTS**




1. Housing Strategy High-Level Update (July 2024) [↓](#)

For detail please refer: Kāpiti Coast District Council Housing Strategy 2022 (Page 28-29)

### Housing Strategy High-Level Summary (July 2024)

Focus Area	Housing Strategy Actions (Refer Pages 28-29 of Housing Strategy)	Progress	Focus Area Completion (%)
<b>1. Quantum of new homes being built</b>	A. Implement District Growth Strategy Te Tupu Pai.	Ongoing	
	B. Continue with District Plan changes	Underway	
	C. Development facilitation	Underway	
	D. Capital investment in infrastructure	Ongoing	
	E. Regulatory resources available	Ongoing	
<b>2. Typology of houses being built</b>	A. Evidence of district housing needs	Phase 1 COMPLETE	
	B. District Plan changes - mix of typology.	Underway	
	C. Active partnerships to influence typology.	Underway	
	D. Planning provisions to enable Māori housing solutions	Completed	
<b>3. Housing affordability</b>	A. Alternative tenure and ownership models	Underway	
	B. District Plan changes (rezone land & intensification)	Ongoing	
	C. Encourage medium density in suitable areas (quality, design guides and plan changes).	Underway	
	D. Incentives for desired type of housing, in the right places.	Underway	
	E. Inclusionary zoning & similar options	Pre-planning	
	F. Regional cooperation & collaboration (WRGF). Coordinate with agencies & iwi	Ongoing	

For detail please refer: Kāpiti Coast District Council Housing Strategy 2022 (Page 28-29)

Focus Area	Housing Strategy Actions (Refer Pages 28-29 of Housing Strategy)	Progress	Focus Area Completion (%)
<b>4. Social Housing</b>	A. Advocacy (Kāinga Ora and MHUD)	Ongoing	
	B. Evidence base of social housing need and share information	Ongoing	
	C. Review council land (older person housing and additional social housing)	Underway	
	D. Strategic land acquisition	Ongoing	
	E. Actively work with CHPs and iwi to explore development opportunities	Ongoing	
<b>5. Emergency and transitional housing</b>	F. Advocacy (Kāinga Ora and MSD)	Ongoing	
	G. Identify / facilitate opportunities to fulfil existing transitional housing.	Underway	
	H. Advocate for emerging homelessness response & wrap-around support.	Ongoing	
	I. Council's role re: homelessness is clear and on Council's website.	Complete	
	J. Support work on secure housing for all	Ongoing	
<b>6. Infrastructure and Service provision</b>	A. Complete HBA assessment and infrastructure modelling	Complete (2023)	
	B. Existing LTP capital projects – for new and upgraded infrastructure	Ongoing	
	C. Seek government funding for infrastructure investment (for housing)	Ongoing	
	D. 2024 LTP Review infrastructure priorities & update strategy	Complete	
	E. Progress the Kāpiti-Horowhenua Infrastructure and Service Provision WRGF project.	Ongoing	

For detail please refer: Kāpiti Coast District Council Housing Strategy 2022 (Page 28-29)

Focus Area	Housing Strategy Actions (Refer Pages 28-29 of Housing Strategy)	Progress	Focus Area Completion (%)
<b>7. Māori Housing</b>	A. Revised papakāinga provisions. Deliver on existing LTP capital projects	Complete	
	B. Mechanisms to protect 'wāhi'.	Ongoing	
	C. Support iwi to protect sites of cultural importance	Ongoing	
	D. Work with iwi to help facilitate more housing on whenua near marae.	Ongoing	
	E. Papakāinga – assist development and infrastructure	Pre-planning	
	F. Develop guidance/toolkit for papakāinga development.	Pre-planning	
	G. Support iwi - management of social and community housing.	Ongoing	
	H. Place-based steering group jointly with iwi and government agencies	Underway	
	I. Identify the environmental and social impacts of MDRS	Complete	

For detail please refer: Kāpiti Coast District Council Housing Strategy 2022 (Page 28-29)

## 5.1 Focus areas and housing actions

From the Housing and Social Needs Assessment and work carried out by our Housing Working Group, seven overarching key focus areas for housing actions have been identified. Within each focus area are a number of actions that Council is or will be taking to respond to the identified need in that focus area, as outlined in Table 2 below.

**Table 2.** Focus areas and housing actions, both underway and to be explored

### Quantum of new houses being built

- A. Implement the new District Growth Strategy Te Tupu Pai.
- B. Continue with District Plan changes to rezone suitable land and implement the NPS-UD, the medium density residential standards and Te Tupu Pai.
- C. Continue building relationships with developers in the District to facilitate housing development where it is needed.
- D. Capital investment in infrastructure to support new developments and improve resilience.
- E. Ensure regulatory resources are available to respond to the increased demand for planning and building consents services.

### Typology of houses being built

- A. Provide an evidence base of housing needs (including typology) in the District through a Housing and Social Needs Assessment [COMPLETE].
- B. Explore District Plan changes to require or incentivise mix of typology.
- C. Develop active partnerships to influence typology.
- D. Explore planning provisions that will enable Māori housing solutions to be delivered on Māori land (for example, papakāinga) and in urban areas.

### Housing affordability

- A. Explore how alternative tenure and ownership models could be incentivised or delivered in partnership with others (for example, build to rent, community land trust or leaseholder arrangements).
- B. Continue with District Plan changes to rezone land and encourage intensification in key areas to enable more housing to be built.
- C. Encourage and/or require good quality medium density in suitable areas, through updating design guides and plan changes.
- D. Explore the use of incentives (for example, review of financial and development contributions) to facilitate and motivate the private sector and community partners to deliver the desired type of housing, in the right places.
- E. Explore the use of inclusionary zoning and other similar options to provide affordable housing options in the District.
- F. Cooperate and collaborate regionally on shared issues, including under the umbrella of the Wellington Regional Growth Framework. Play a coordinating role with central government agencies, iwi, non-government organisations and developers to respond to needs in the district.

### Social housing availability and homelessness

- A. Advocate to, and facilitate opportunity for, Kāinga Ora and Ministry of Housing and Urban Development to invest further in social and affordable housing in Kāpiti.
- B. Continue to grow evidence base of social housing need and share that information with key government agencies and social organisations.
- C. Review existing Council older person housing land and other Council land to see if additional social housing could be built.
- D. Strategic land acquisition that supports the delivery of the stated housing outcomes, through partnership with others; develop partnerships with developers and community housing providers to facilitate developments that will increase social housing places in Kāpiti.
- E. Actively work with Community Housing Providers and iwi to explore development opportunities in Kāpiti.

For detail please refer: Kāpiti Coast District Council Housing Strategy 2022 (Page 28-29)

### **Emergency and transitional housing**

- A. Continue to advocate to Kāinga Ora and Ministry of Social Development to invest further in emergency and transitional housing in Kāpiti.
- B. Identify/facilitate opportunity to fulfil existing transitional housing places in Kāpiti.
- C. Continue to advocate for quick responses to emerging homelessness issues and for responses to include wrap-around support.
- D. Ensure Council's role responding to homelessness is clear and information can be found on Council's website.
- E. Support work to deliver appropriate secure housing for all, to reduce need for emergency and transitional housing over time.

### **Infrastructure and Service provision to meet projected growth**

- A. Complete HBA assessment and further infrastructure modelling based on new population forecasts to determine gaps to address.
- B. Deliver on existing LTP capital projects – for new and upgraded infrastructure in key growth areas.
- C. Seek government funding opportunities to bring forward infrastructure investment or undertake unplanned investment that will have a measurable impact on housing numbers.
- D. Review infrastructure priorities and update Council's infrastructure strategy for 2024 LTP
- E. Progress the Kāpiti-Horowhenua Infrastructure and Service Provision WRGF project.

### **Māori Housing**

*Responses to iwi issues are to be evolved through ongoing engagement with iwi.*

- A. Include revised papakāinga provisions into the District Plan, developed in partnership with iwi. Deliver on existing LTP capital projects – for new and upgraded infrastructure in key growth areas.
- B. Review mechanisms for protection of 'wāhi'.
- C. Support iwi to protect sites of cultural importance.
- D. Work with iwi to help facilitate more housing on whenua near marae.
- E. Assistance with development of papakāinga and infrastructure that connects to papakāinga.
- F. Develop guidance/toolkit for papakāinga development to help Māori navigate through Council processes.
- G. Support iwi to take on management of social and community housing.
- H. Support establishment of place-based steering group jointly with iwi and government agencies to achieve Māori housing aspirations and monitor progress.
- I. Identify the environmental and social impacts of the proposed MDRS and work together to achieve the best outcome.



**10 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****10.1 CONFIRMATION OF MINUTES**

**Author:** Jessica Mackman, Senior Advisor Governance

**Authoriser:** Brendan Owens, Group Manager Customer and Community

**TAUNAKITANGA | RECOMMENDATIONS**

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

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Minutes of Social Sustainability Subcommittee Meeting of 20 June 2024 [↓](#)

## SOCIAL SUSTAINABILITY SUBCOMMITTEE MEETING MINUTES

20 JUNE 2024

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
SOCIAL SUSTAINABILITY SUBCOMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 20 JUNE 2024 AT 9.40AM**

**PRESENT:** Cr Martin Halliday (Chair), Cr Rob Kofoed, Cr Kathy Spiers, Deputy Mayor Lawrence Kirby, Cr Nigel Wilson, Mr Jonny Best, Mr Michael Moore, Mrs Jackie Elliott

**IN ATTENDANCE:** Mr Brendan Owens, Ms Kris Pervan, Ms Anna Smith, Ms Maria Cameron, Ms Katie Coutts, Ms Morag Taimalietane, Ms Laura Willoughby  
**Via Zoom:** Ms Kirsten Hapeta

**WHAKAPĀHA |** Mr Guy Burns, Ms Kim Tahiwī, Mayor Janet Holborow, Mrs Jackie Elliott (early departure)

**APOLOGIES:**

**LEAVE OF ABSENCE:** Nil

**1 NAU MAI | WELCOME**

The Chair welcomed everyone to the meeting.

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

Councillor Kathy Spiers read the Council blessing.

**3 WHAKAPĀHA | APOLOGIES****APOLOGY****COMMITTEE RESOLUTION SSS2024/15**

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Rob Kofoed

That the apologies received from Guy Burns, Kim Tahiwī, Mayor Janet Holborow and Jackie Elliott be accepted.

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

There were no declarations of interest.

## SOCIAL SUSTAINABILITY SUBCOMMITTEE MEETING MINUTES

20 JUNE 2024

**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**

Joanne Dacombe, Chair of Disability Advisory Group gave an update and answered questions from members.

Jackie Elliott arrived at 9.48am.

**6 NGĀ TEPUTEIHANA | DEPUTATIONS****6.1 OLDER PERSONS COUNCIL UPDATE**

John Hayes, Chair of Age Friendly Reference Group gave an update on the groups' approaches so far and answered questions from members.

Kevin Burrows, Chair of Older Persons' Council gave an update and answered questions from members.

Mr Michael Moore left the meeting at 10:20 am.

Mr Michael Moore returned to the meeting at 10:23 am.

Mrs Jackie Elliott left the meeting at 10:26 am.

Mrs Jackie Elliott returned to the meeting at 10:27 am.

Cr Kathy Spiers left the meeting at 10:41 am.

Cr Kathy Spiers returned to the meeting at 10:43 am.

Mrs Jackie Elliott left the meeting at 10:57 am and did not return.

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

- (a) No leaves of absence were applied for during the meeting.
- (b) The Chair had not been advised of any matters of an urgent nature prior to the commencement of the meeting.
- (c) Jackie Elliott raised as a Members' Item the ongoing impact of illegal gatherings involving vehicles in Ōtaki. The Chair signalled an intent to revisit the discussion later in the meeting.

**TABLED DOCUMENTS**

The following documents were tabled.

**Appendices**

- 1 Tabled Notes from Jackie Elliott

## SOCIAL SUSTAINABILITY SUBCOMMITTEE MEETING MINUTES

20 JUNE 2024

**8 HE KŌRERO HOU | UPDATES****8.2 UPDATE ON THE KĀPITI HEALTH ADVISORY GROUP WORK PROGRAMME**

Item 8.2 Update on the Kāpiti Health Advisory Group Work Programme - was moved from another part of the minutes.

Don Hunt, Ron Tustin and Sandra Daly gave updates on the Kāpiti Health Advisory Group work programme and answered questions from members.

Cr Rob Kofoed left the meeting at 11:00 am.

Cr Rob Kofoed returned to the meeting at 11:02 am.

The Mayor, Janet Holborow arrived at 11.49am

**8.1 UPDATE ON HEALTH STRATEGY****COMMITTEE RESOLUTION SSS2024/16**

Moved: Cr Kathy Spiers

Seconder: Deputy Mayor Lawrence Kirby

That the Social Sustainability Subcommittee note the update provided in this report.

**CARRIED**

Item - 8.2 Update on the Kāpiti Health Advisory Group Work Programme - was moved to another part of the minutes.

**9 PŪRONGO | REPORTS****9.1 KĀPITI HEALTH ADVISORY GROUP WORK PROGRAMME AND BUDGET FOR 2024/25****COMMITTEE RESOLUTION SSS2024/17**

Moved: Cr Kathy Spiers

Seconder: Mr Michael Moore

That the Social Sustainability Subcommittee:

- A. **Recommends** that the Strategy, Operations and Finance Committee approves the work plan for the Kāpiti Health Advisory Group for 2024/25.
- B. **Notes** that budget considerations of up to \$5,000 will be funded within baseline funding from the Strategy & Growth Group.
- C. **Notes** that any changes to the Group's Terms of Reference that may be recommended as a result of the Council's review of advisory groups will be discussed with the Group and Chair of SSSC before being incorporated.

**CARRIED**

## SOCIAL SUSTAINABILITY SUBCOMMITTEE MEETING MINUTES

20 JUNE 2024

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

Discussion resumed on item 7(c) Members' Business, Members' Items.

Mayor Janet Holborow, provided feedback regarding further advice that she is seeking on this issue, alongside Chief Executive Darren Edwards. The Mayor committed to bringing an update back to the subcommittee at the earliest opportunity.

**10 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****10.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION SSS2024/18**

Moved: Cr Kathy Spiers

Seconder: Cr Nigel Wilson

That the minutes of the Social Sustainability Subcommittee meeting of 9 May 2024 be accepted as a true and correct record.

**CARRIED**

**11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA**

The Chair asked Cr Kathy Spiers to close the meeting with karakia.

**The Te Komiti Whāiti Toitūtanga Pāpori | Social Sustainability Subcommittee meeting closed at 12.05pm.**

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

**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>