



# **RĀRANGI TAKE AGENDA**

## **Kaunihera | Council Meeting**

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

**Te Rā | Date: Thursday, 26 September 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 26 September 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

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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 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 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)

**9 TE PŪRONGO A TE KOROMATUA | MAYOR'S REPORT**

Nil

## 10 PŪRONGO | REPORTS

### 10.1 CLASS 4 GAMBLING & TAB VENUE GAMBLING POLICY 2023 - AMENDMENT TO GUIDANCE FOOTNOTE

Kaituhi | Author: **Lesley Olsson, Policy Advisor**

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

#### TE PŪTAKE | PURPOSE

- 1 This report seeks Council's approval for an amendment to a guidance footnote in the *Kapiti Coast District Council Class 4 Gambling & TAB Venue Gambling Policy 2023*.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 No executive summary is required.

#### TE TUKU HAEPAPA | DELEGATION

- 3 Council has authority to consider this matter under section A2 of the *Governance Structure and Delegations 2022-2025*.

#### TAUNAKITANGA | RECOMMENDATIONS

- A. That Council agrees to amend footnote 2 on page 2 of the *Kapiti Coast District Council Class 4 Gambling & TAB Venue Gambling Policy 2023* and add a sentence to the validation section (as shown in Attachment 1).

#### TŪĀPAPA | BACKGROUND

- 4 The *Kapiti Coast District Council Class 4 Gambling & TAB Venue Gambling Policy 2023* (the Policy) was adopted by Council on 14 December 2023 following the Special Consultative Procedure.
- 5 The Policy takes a comprehensive sinking lid approach to Class 4 gambling venues and TAB venues. This means no new venues or "pokie" machines can be introduced into our district, no venues can merge, and no venues can relocate.

#### HE KŌRERORERO | DISCUSSION

- 6 The 2023 Policy:
  - 6.1 Sets out that Class 4 gambling venue licences cannot be transferred to a new location in the District without Council consent, this includes where an existing license holder relocates to a new venue.
  - 6.2 Currently includes a footnote that reads: "Where a venue proposes to move **nearby**, an application to the Department of Internal Affairs can be made and Council consent may not be required". The reason this footnote was included in the Policy is because the Department of Internal Affairs (DIA) was able to consider minor relocations without requiring territorial authority consent, even if a local council's relocation policy did not allow it. This was based on the "Waikiwi precedent" of a 2013 High Court case where subsequently some relocations nearby were permitted.
- 7 Regarding para 6.2, the ability of DIA to use the Waikiwi precedent is currently a matter of consideration of the Courts. Of note:
  - 7.1 On 19 February 2024, in a court case between *Feed Families Not Pokies Inc* and the DIA, the High Court declared that "Waikiwi" relocations of class 4 venues was no longer permitted. The Court found that class 4 venue relocations that relied on the

2013 High Court case concerning the Waikiwi Tavern were not permitted under the Gambling Act. Instead, decision-making about the relocation of licensed venues sits with the relevant territorial authority.

7.2 However, the Court's decision is now subject to an appeal to the Court of Appeal.

- 8 Currently, the Policy's footnote 2 on page 2 is legally incorrect, although this is subject to appeal. In the short-term there is a need to amend the footnote regarding DIA's ability to grant relocations that rely on the Waikiwi precedent. We propose to address the matter by amending the current footnote with additional information to highlight this recent decision, but also that it is now the subject of an appeal:

"Where a venue proposes to move nearby, an application to the Department of Internal Affairs (DIA) can be made and Council consent may not be required. Guidance Note: this avenue to DIA was overturned on 19 February 2024 in the High Court decision of [Feed Families not Pokies Aotearoa Inc v Secretary For Internal Affairs \[2024\] NZHC 217](#). The effect of the decision is that it is currently unlawful for DIA to approve relocations of class 4 venues and these must be granted by the relevant territorial authority. However, this decision is subject of an appeal to the Court of Appeal (as at September 2024)."

- 9 This proposed amendment should remove any uncertainty around relocations. Refer to Attachment 1 for the tracked changes.
- 10 Although s.102(2) of the Gambling Act 2003 states that a policy may be amended only in accordance with the special consultative procedure, Council's legal team have advised that this is not a policy review nor amendment to the policy itself. It is providing more guidance around a point related to the policy and therefore consultation is not required. As the Policy is required to be reviewed every three years the proposed amendment provides context to this matter in the interim, with any permanent changes able to be identified from, the current appeal, as part of the next review commencing in 2026.

### He take | Issues

- 11 This issue has low significance as amending the footnote strengthens the integrity of the Policy, by clarifying the recent High Court decision around relocations, and does not change its' purpose or intent. Further:
- 11.1 While the outcome of the appeal on the decision is yet to be determined, we are reflecting the findings from the 19 February 2024 High Court decision.
- 11.2 If there is a different outcome following the Court of Appeals decision, the Policy can be updated to reflect this change (at the time of its next review or prior if necessary).

### Ngā kōwhiringa | Options

- 12 To be consistent with the High Court decision, noted in para 7.1, the recommended option is to amend footnote 2 as shown on page 2 in Attachment 1 to provide additional guidance. This update to clause 6.1 will remove any uncertainty around relocations.

### Mana whenua

- 13 Our iwi partners Te Rūnanga O Toa Rangātira, Ngā Hapū o Ōtaki and Āti Awa ki Whakarongotai Charitable Trust were engaged as part of the gambling policy review process but not in relation to this amendment.

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

- 14 There are no climate change implications in relation to the amendment to the Policy.

### Ahumoni me ngā rawa | Financial and resourcing

- 15 The amendment of the Policy has no financial or resourcing implications for Council.

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

- 16 The amendment to this Policy is not inconsistent with the New Zealand Bill of Rights Act 1990 and Human Rights Act 1993. The Policy does not restrict people's freedom to gamble if they choose, it specifies requirements as per the Gambling Act 2003 and Racing Industry Act 2020 with regards to venues (including relocations and mergers), and pokies in the district.
- 17 The proposed amendment reflects the judgement from the recent High Court case and the need for Council to reflect changes into its Policy to be consistent with this.

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

- 18 This amendment does not change the intent of the Policy, it provides clarification with regards to relocations. It is our primary regulatory tool for reducing gambling harm in our community.

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

- 19 A communications and engagement plan is not required in relation to the amendment to this Policy.

**Whakatairanga | Publicity**

- 20 Once approved, the updated Policy will be uploaded to the policies section of our website.
- 21 The updated policy will also be provided to the DIA as is required under section 102(4) of the Gambling Act 2003 and to TAB NZ and Racing New Zealand under section 97(3) of the Racing Industry Act 2020.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Class 4 Gambling & TAB Venue Gambling policy 2023 with tracked changes for footnote amendment [↓](#)





# Kapiti Coast District Council Class 4 Gambling & TAB Venue Gambling Policy 2023

## 1. Policy Validation

- 1.1 The Kapiti Coast District Council Class 4 Gambling & TAB Venue Gambling Policy 2023 was approved at a meeting of the Kapiti Coast District Council (Council) held on 14 December 2023, after completion of a public consultation process. [It was further amended through a Council resolution on 26 September 2024.](#)
- 1.2 This Policy has been made pursuant to section 101 of the Gambling Act 2003 (the Gambling Act) and section 96 of the Racing Industry Act 2020 (the Racing Industry Act) and reviewed in accordance with the requirements of section 102 of the Gambling Act and section 97 of the Racing Industry Act.

## 2. Interpretation

2.1 In this Policy, unless the context requires otherwise:

<b>Class 4 gambling</b>	means it meets the definition under section 30 of the Gambling Act which in summary is gambling that satisfies the following criteria: <ul style="list-style-type: none"> <li>i. the net proceeds are distributed for authorised purposes; and</li> <li>ii. no commission is paid for conducting the gambling; or the only commission that is paid is to a venue operator that complies with regulations made under the Gambling Act; and</li> <li>iii. there are game rules for the gambling; and</li> <li>iv. the gambling satisfies relevant game rules; and</li> <li>v. either the Secretary for Internal Affairs categorises the gambling as Class 4 gambling, or the gambling utilises or involves a gaming machine.</li> </ul>
<b>Class 4 gambling venue</b>	means a place at which Class 4 gaming machines (also known as pokies) are located, or for the purposes of application, at which it is proposed that gaming machines be located.
<b>Gaming machine</b>	means a gaming machine as defined under section 4 of the Gambling Act, which in summary, is a device, whether totally or partly mechanically or electronically operated, that is adapted or designed and constructed for gambling; and is played by the insertion of money. It is also commonly known as a “pokie” machine.
<b>Harm</b>	means harm or distress of any kind arising from, or caused or exacerbated by, a person’s gambling; and includes personal, social, or economic harm suffered— <ul style="list-style-type: none"> <li>i. by the person; or</li> <li>ii. by the person’s spouse, civil union partner, de facto partner, family,</li> <li>iii. whanau, or wider community; or</li> <li>iv. in the workplace; or</li> <li>v. by society at large</li> </ul>
<b>Relocation/relocating</b>	means where a new venue replaces an existing venue in a different location.
<b>TAB venue</b>	means premises owned or leased by TAB NZ and where the main business carried on at the premises is providing racing betting, sports betting, or other racing or sports betting services under the Racing Industry Act.

### 3. Objectives of the Policy

- 3.1 To minimise harm to Kapiti Coast District communities caused by Class 4 gambling and TAB venue gambling to the extent this can be reasonably done through a gambling policy.
- 3.2 To use a sinking lid<sup>1</sup> approach to:
  - 3.2.1 ensure no additional Class 4 gambling venues and gaming machines are established in the Kapiti Coast Council District (the District).
  - 3.2.2 ensure no Class 4 gambling venues relocate within the District.
  - 3.2.3 ensure no Class 4 gambling club venues merge within the District.
  - 3.2.4 ensure no new TAB venues are established in the District.
- 3.5 To ensure that Council and its communities have involvement in decisions about the provision of Class 4 gambling venues and TAB venues in the District.

### 4. Rules Regarding Existing Class 4 Gambling Venues

- 4.1 The Gambling Act imposes a number of restrictions on gaming machines including:
  - 4.1.1 section 92 provides that venues that held a licence on 17 October 2001 are restricted to a maximum of 18 gaming machines.
  - 4.1.2 section 93 provides that venues that did not hold a licence on 17 October 2001 are restricted to a maximum of nine gaming machines.
- 4.2. The primary activity of all Class 4 gambling venues must not be the operating of gaming machines.

### 5. Where Class 4 Gambling Venues may be Established

- 5.1 No additional Class 4 gambling venues are to be established in any part of the District without Council consent.

### 6. Relocation of Class 4 Gambling Venues

- 6.1 Class 4 gambling venue licences cannot be transferred to a new location in the District without Council consent.<sup>2</sup>

### 7. Merging of Class 4 Gambling Club Venues

- 7.1 No Class 4 club venues are to merge in any part of the District without Council consent.

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<sup>1</sup> A sinking lid approach means when a venue closes, loses its licence or looks to relocate, no consent will be issued for any new or re-establishing venue.

<sup>2</sup> Where a venue proposes to move **nearby**, an application to the Department of Internal Affairs ([DIA](#)) can be made and Council consent may not be required. [Guidance Note: this avenue to DIA was overturned on 19 February 2024 in the High Court decision of \*Feed Families not Pokies Aotearoa Inc v Secretary For Internal Affairs\* \[2024\] NZHC 217. The effect of the decision is that it is currently unlawful for DIA to approve relocations of class 4 venues and these must be granted by the relevant territorial authority. However, this decision is subject of an appeal to the Court of Appeal \(as of September 2024\).](#)

**8. Numbers of Class 4 Gaming Machines**

- 8.1 No increase in Class 4 gaming machine numbers at Class 4 gambling venues in any part of the District is permitted without Council consent.

**9. Where TAB venues may be established**

- 9.1 No new TAB venues are to be established in any part of the District without Council consent<sup>3</sup>.

**10. Applications and Fees for Consents**

- 10.1 Any consent applications will be reviewed in line with this Policy and processed in accordance with the Environmental Compliance Officer hourly rate for extraordinary activities as set in the current Annual Plan.

**11. Next Policy Review**

- 11.1 In accordance with section 102 of the Gambling Act and section 97 of the Racing Industry Act, this Policy will be reviewed by Council in 2026.

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<sup>3</sup> For the avoidance of doubt, this Policy only applies to TAB venues as defined in this Policy. It does not cover TAB betting services in premises not owned or leased by TAB NZ (such as in bars and clubs).

## 10.2 UPDATES TO GOVERNANCE STRUCTURE 2022 - 2025

Kaituhi | Author: **Steffi Haefeli, Manager Governance**

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

### TE PŪTAKE | PURPOSE

- 1 This report asks Council to note and approve amendments to Governance Structure and Delegations 2022 – 2025 document, in particular to:
  - 1.1 note the resignation of Oriwia Raureti (Ngā Hapū o Ōtaki) as the mana whenua representative on the Risk and Assurance Committee,
  - 1.2 approve the amendment to rename the two subcommittees to committees, and
  - 1.3 approve the amendment to the appointed delegate to the Wellington Region Waste Management and Minimisation Joint Committee.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Council adopted its current governance structure on 24 November 2022 and reviewed its governance structure arrangements in February 2024. Over the past few months, since the last report, a few minor amendments have been suggested to ensure the document is up-to-date and reflects current arrangements. This report outlines these minor amendments to the governance structure suggested and asks Council to consider and approve the amendments.

### TE TUKU HAEPAPA | DELEGATION

- 3 Council has the delegation to adopt and amend its governance structure and delegate certain decisions to committees and community boards as required and appropriate.

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Council, as appended in Appendix 1, notes the amended membership of the Risk and Assurance Committee, as a result of Oriwia Raureti's (Ngā Hapū o Ōtaki) resignation from the committee.
- B. That Council, as appended in Appendix 1, adopts that the nomenclature of the two subcommittees be amended to Social Sustainability Committee and Climate and Environment Committee.
- C. That Council, as appended in Appendix 1, adopts the amended appointed representative to the Wellington Region Waste Management and Minimisation Joint Committee to be Councillor Jocelyn Prvanov **or** Councillor Martin Halliday as an alternate in the event that Councillor Prvanov is unable to attend.

### TŪĀPAPA | BACKGROUND

- 4 The governance and management of local authorities is provided for in Part 4 of the Local Government Act 2002 (LGA). Establishing and maintaining the right kind of governance structure in terms of decision-making is critical to a Council effectively discharging its governance role.
- 5 The LGA provides the following guidance:
  - council can appoint committees, subcommittees and other decision-making bodies,
  - committees can appoint subcommittees,
  - a decision made under delegated authority cannot be overturned by the body that gave the delegation,
  - for the purposes of efficiency and effectiveness a council can delegate any of its powers or responsibilities except certain specified exemptions.

- 6 In line with these powers, on 24 November 2022, Council established the following committees and subcommittees for the 2022-2025 triennium:

Strategy, Operations and Finance Committee
Social Sustainability Subcommittee
Climate and Environment Subcommittee
Risk and Assurance Committee
Grants Allocation Committee
Appeals Hearing Committee
Chief Executive Performance and Employment Committee

## HE KŌRERORERO | DISCUSSION

- 7 Since the adoption of the governance structure in November 2022 and an amendment to the document made in February 2024, suggested amendments to the membership of committees and joint committees and nomenclature of subcommittees have been identified. As a result, a number of amendments are proposed to the current Governance Structure and Delegations as highlighted in Appendix 1.

### He take | Issues

#### **Amended Membership of Risk and Assurance Committee**

- 8 On 25 May 2023, Oriwia Raureti (Ngā Hāpū o Ōtaki) was confirmed as the mana whenua representative to the Risk and Assurance Committee with full voting rights in line with the Council's decision on 24 November 2022 to allow for one mana whenua representative on the committee.
- 9 On 13 May 2024, Oriwia Raureti advised Council officers of her resignation as the mana whenua representative to the Risk and Assurance Committee.
- 10 It is therefore proposed that Council note the removal of her name from the membership of the Risk and Assurance Committee to reflect iwi's current representation requirements. As new representation is yet to be confirmed, this position will remain vacant until such time as mana whenua advise Council of a new nomination for the position. Once a new nomination is received, Council will be asked to confirm the new appointment at an upcoming Council meeting.

#### **Amended Nomenclature of Subcommittees**

- 11 On 24 November 2022, Council adopted its governance structure for the 2022-2025 triennium which included the establishment of two subcommittees: the Social Sustainability Subcommittee and the Climate and Environment Subcommittee.
- 12 On 29 February 2024, Council confirmed additional decision-making delegations for the two subcommittees to include:
- 12.1 the authority to approve criteria for and disbursement of grant funding as approved through the Long-term Plan or Annual Plan.
- 12.2 the authority to receive and consider regular updates in relation to regional transport matters.
- 13 With the addition of these decision-making delegations, the two subcommittees' delegations are considered to be in line with decision-making delegations of the other committees and it is therefore proposed that the nomenclature of the two subcommittees be amended to Social Sustainability Committee and Climate and Environment Committee.

***Amended Appointment of Delegate and Alternate Delegate to the Wellington Region Waste Management and Minimisation Joint Committee***

- 14 On 24 November 2022, Council appointed Councillor Jocelyn Prvanov and/or Councillor Martin Halliday as the representatives to the Wellington Region Waste Management and Minimisation Joint Committee.
- 15 Earlier this year, the Wellington City Council secretariat of the joint committee advised that the terms of reference for the joint committee (in Appendix 2) state that the membership is to be:
  - 15.1 “Each territorial authority in the Wellington Region will be entitled to appoint one member to the Joint Committee. In addition, each territorial authority can appoint an alternate member to attend and vote in Joint Committee meetings in the appointed member’s absence.”
- 16 Due to Council appointing Councillor Prvanov and/or Councillor Halliday in this manner, on occasion both councillors have attended the meetings and Councillor Halliday was not documented as a voting member in the minutes and was not able to speak and participate in the meetings.
- 17 It is therefore proposed that the appointment to the Joint Committee be amended to reflect the terms of reference of the joint committee and amend the appointment to Councillor Jocelyn Prvanov or as an alternate Councillor Halliday, in the event that Councillor Prvanov is unable to attend.

**Ngā kōwhiringa | Options**

- 18 In addition to Council noting the resignation of Oriwia Raureti as mana whenua representative to the Risk and Assurance Committee, the following amendments to the membership and nomenclature in the Governance Structure and Delegations 2022 – 2025 are proposed:
  - 18.1 Amending the nomenclature of the two subcommittees to Social Sustainability Committee and Climate and Environment Committee.
  - 18.2 Amending the appointed representative to the Wellington Region Waste Management and Minimisation Joint Committee to Councillor Jocelyn Prvanov or Councillor Martin Halliday as an appointed alternate delegate in the event that Councillor Prvanov is unable to attend a meeting.

**Mana whenua**

- 19 In addition to the specific matters already discussed in this report, mana whenua and tangata whenua have not been consulted wider in relation to this report.

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

- 20 There are no climate change considerations for this report.

**Ahumoni me ngā rawa | Financial and resourcing**

- 21 Budget to cover remuneration for each elected position has been provided through the Remuneration Authority Determination 2023–2024 and decisions made as a result of this report do not impact on remuneration and positions of responsibility.
- 22 External appointments to committees are remunerated under a separate policy for non-elected members which was adopted by Council in January 2023. Decisions made as a result of this report will not impact on remuneration of externally appointed members and will not have any budgetary implications.

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

- 23 There are no additional legal and or organisational risks arising from this report.

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

- 24 This report is assessed to have a low level of significance under Council's significance and engagement policy and does not directly impact any of Council policies.

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

- 25 An engagement plan is not needed to implement this decision. Council will communicate this decision through the established communication channels.

**Whakatairanga | Publicity**

- 26 Council will use its established communication channels to inform the community of its decision. The Governance Structure and Delegations document will be uploaded to the Council website.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Amended Governance Structure and Delegations 2022 - 2025 [↓](#)
2. Terms of Reference Wellington Waste Management and Minimisation Joint Committee [↓](#)





**GOVERNANCE STRUCTURE  
AND DELEGATIONS**  
**TE HANGANGA ME NGĀ  
KANOHI KĀWANATANGA**  
**2022-2025 TRIENNIUM**

[kapiticoast.govt.nz](http://kapiticoast.govt.nz)

  
**Kāpiti Coast**  
DISTRICT COUNCIL  
Me Huri Whakamuri, Ka Titiro Whakamua































































































### 10.3 DRAFT CALENDAR OF MEETINGS 2025

Kaituhi | Author: **Kate Coutts, Advisor Governance**

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

#### TE PŪTAKE | PURPOSE

1 This report seeks Council's approval of the appended meeting schedule for 2025.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

2 An executive summary is not required for this report.

#### TE TUKU HAEPAPA | DELEGATION

3 The Council has the authority to set a meeting schedule for the upcoming calendar year.

#### TAUNAKITANGA | RECOMMENDATIONS

A. That Council approves the appended calendar of meetings 'Draft Calendar of Meetings 2025' for the 2025 calendar year.

#### TŪĀPAPA | BACKGROUND

4 The calendar of meetings for 2025 covers the meeting cycle for Council, committee and subcommittee meetings and briefings; and includes other meetings, such as meeting dates for the five community boards.

5 While there is no statutory requirement to adopt a calendar of meetings, it is practical and transparent to do so.

#### HE KŌRERORERO | DISCUSSION

##### He take | Issues

6 All meetings have been scheduled in accordance with the Governance Structure and Delegations for the 2022-2025 triennium.

6.1 the meetings for Council and the Strategy, Operations and Finance Committee have been scheduled on a monthly cycle.

6.2 the meetings for the Social Sustainability Subcommittee, the Climate and Environment Subcommittee and all Community Boards have been scheduled on an approximately six-weekly cycle.

6.3 the meetings for the Risk and Assurance Committee and all other committees have been scheduled on a more irregular basis in line with the Governance Structure and Delegations.

7 The cycles suggested allow for substantial progression of issues. Provisions in the Local Government Official Information and Meetings Act 1987 and Council's Standing Orders prescribe that meeting agendas must be received by meeting participants at least two clear working days ahead of the meeting date. This prescribed standard is exceeded by distributing the agendas five working days in advance of the meeting to give elected members, mana whenua representatives and independent members adequate time to consider the reports and associated information within meeting agendas.

8 No meetings or briefings have been scheduled for the first week of the school holidays; these periods are shown as 'Keep Free' days. During the second week of the holidays only briefing placeholders have been scheduled on Tuesdays and Thursdays.

## Ngā kōwhiringa | Options

### Meeting days and start times

- 9 The first Council meeting for 2025 is set for the last week of January to allow for a good break over the Christmas and New Years period for Elected Members.
- 10 Council and committee meetings are generally scheduled on a Thursday, with a few exceptions where some committee and subcommittee meetings have been scheduled to take place on a Tuesday due to Thursdays not being available.
- 11 Council, committee and subcommittee meetings are scheduled to begin at 9.30am; with the exception of the meetings of the Chief Executive Employment and Performance Committee and some Grants Allocation Committee meetings.
- 12 All community board meetings are currently scheduled to take place on Tuesday evenings. The Paraparaumu Community Board meetings will be starting at 6.30pm, while the Paekākāriki, Raumati, Waikanae and Ōtaki Community Board meetings will begin at 7.00pm.

### Briefings, workshops, and training

- 13 Briefings and workshop placeholders have been scheduled on Tuesdays, with some exceptions of placeholders scheduled for a Thursday.
- 14 Briefings and workshops are intended to keep elected members' up to date with key projects and issues and in line with the provisions set in the Local Government Official Information and Meetings Act 1987, decisions must not be made in these sessions.
- 15 Elected member training events will also be scheduled on Tuesdays or Thursdays as required.

### Other meetings

- 16 The Appeals Hearing Committee and the District Licensing Committee meet as required and no placeholders are included in the calendar of meetings.
- 17 The draft calendar includes meeting date placeholders for Te Whakaminenga o Kapiti and the five community boards; however, as Te Whakaminenga o Kāpiti and each of the boards are free to set and approve their own meeting schedule, the placeholders may be subject to change.
- 18 Dates for Local Government New Zealand's Zone 4 meetings and Super Local Conference are not confirmed yet. Zone 4 meetings usually take place quarterly on a Friday, and Super Local Conferences in a Local Body Election year typically occur in late July. The calendar may therefore be subject to minor adjustments once dates are announced for the 2025 Super Local Conference.

### Changes to the calendar

- 19 Occasionally unforeseen circumstances arise, and it becomes necessary to add, reschedule, or cancel meetings in the calendar. In such cases, the matter is first addressed with the Mayor or Chair of the relevant committee prior to informing elected members about the proposed alternative meeting dates.
- 20 Any changes to meeting dates are publicly communicated through Council's Calendar of Meetings webpage. Elected members are also promptly alerted of changes via Karanga Mai (Outlook) calendar invites, alongside being notified via the weekly Elected Members' Bulletin 'Schedule of Meetings' section. Cancellation notices will include reasons for cancelling.

### Proposed meeting dates for the 2025-2028 triennium

- 21 Tentatively proposed meeting dates for the months immediately after the Local Body Elections in October 2025 have also been included in the appended meeting schedule.

**Mana whenua**

- 22 While the appended calendar includes meeting placeholders for te Whakaminenga o Kapiti meeting dates, appropriate dates will be confirmed through consultation with the ĀRT Rongoā Collective and as part of a wider review of Te Whakaminenga o Kapiti.

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

- 23 There are no climate change and environmental considerations within this report.

**Ahumoni me ngā rawa | Financial and resourcing**

- 24 The proposed timetable of meetings can be delivered within existing budgets.

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

- 25 Adopting a schedule of meetings assists with fulfilling the requirement under section 46 of the Local Government Official Information and Meetings Act 1987 to publicly notify meetings.

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

- 26 There are no policy considerations within this report.

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

- 27 This matter has a low level of significance under Council's Significance and Engagement Policy.

**Whakatairanga | Publicity**

- 28 Meetings will be publicly advertised each month in the local newspapers in line with the requirements of the Local Government Official Information and Meetings Act 1987, and Council's Standing Orders.
- 29 Meeting dates will also be published on Council's Calendar of Meetings webpage.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Draft Calendar of Meetings 2025 (under separate cover) [⇒](#)

**11 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****11.1 CONFIRMATION OF MINUTES**

**Author:** Maria Cameron, Advisor Governance

**Authoriser:** Darren Edwards, Chief Executive

**Taunakitanga | Recommendations**

That the minutes of the Council meeting of 29 August 2024 be accepted as a true and correct record.

**NGĀ ĀPITIHINGA | ATTACHMENTS**

1. Unconfirmed Minutes from 29 August 2024 meeting [↓](#)















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

**13 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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>12.1 - Confirmation of Public Excluded Minutes</b>	<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> <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>	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
<b>13.1 - Stream and Open Channel Urban Network Maintenance Contract</b>	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	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	<p>Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <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>	
<b>13.2 - Amohia Stormwater Improvement Project Stage 1 Including Amohia/Kapiti Road Sliplane</b>	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	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
<b>13.3 - 2024-C403 Chipsealing Contract</b>	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	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 CLOSING KARAKIA

Kia tau ngā manaakitanga ki runga i a  
tātou katoa,

*May blessings be upon us all,*

Kia hua ai te mākihikihi, e kī ana

*And our business be successful.*

Kia toi te kupu

*So that our words endure,*

Kia toi te reo

*And our language endures,*

Kia toi te wairua

*May the spirit be strong,*

Kia tau te mauri

*May mauri be settled and in balance,*

Ki roto i a mātou mahi katoa i tēnei rā

*Among the activities we will do today*

Haumi e! Hui e! Taiki e!

*Join, gather, and unite! Forward together!*