



# **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, 27 April 2023**

**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 27 April 2023, 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, e pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hāpori e mahi nei mātou. Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, ā, mā te māia, te tiro whakamua me te hihiri ka taea te arahi i roto i te kotahitanga me te aroha.

“As we deliberate on the issues before us, we trust that we will reflect positively on the communities we serve. Let us all seek to be effective and just, so that with courage, vision and energy, we provide positive leadership in a spirit of harmony and compassion.”

**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 KORORMATUA | MAYOR'S REPORT**

Nil

## 10 PŪRONGO | REPORTS

### 10.1 ELECTORAL OFFICER'S REPORT ON LOCAL BODY ELECTIONS 2022

Kaituhi | Author: **Steffi Haefeli, Manager Democracy Services**

Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

#### TE PŪTAKE | PURPOSE

- 1 This report asks the Council to note the attached Election Services Report on the 2022 Triennial Elections from Kāpiti Coast District Council's appointed electoral officer, Dale Ofsooske of Election Services.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

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

#### TE TUKU HAEPAPA | DELEGATION

- 3 Council has the delegation to consider this matter.

#### TAUNAKITANGA | RECOMMENDATIONS

- A. That Council receives the attached Election Services Report on the 2022 Triennial Elections from Electoral Officer, Dale Ofsooske.
- B. That Council notes the Electoral Officer's advice that the the following electoral issues will need to be considered by Council in the 2023/24 financial year:
  - B.1 a decision on whether to retain the single transferable vote electoral system
  - B.2 a decision on whether to establish a Māori ward, the latter if established would trigger a representation review in 2024.

#### TŪĀPAPA | BACKGROUND

- 4 Up to and including the 2019 local government elections, Kapiti Coast District Council was part of an increasingly small group of councils that managed and delivered electoral services, including vote processing, in-house.
- 5 In early 2022, an operational decision was made to outsource delivery of electoral services for the 2022 local government election to Election Services Ltd, based on increased risks associated with in-house delivery including:
  - 5.1 Concerns about the ability to resource delivery of the elections given COVID-19 pandemic pressures on council staff workloads and work programmes and anticipated challenges in recruiting additional temporary staff for vote processing;
  - 5.2 Lack of availability of a local venue for vote processing that met security requirements and was also large enough to accommodate any physical distancing measures required;
  - 5.3 Business continuity risks around council capacity and capability to respond to disruptions during the voting period ie: COVID-19 alert level changes/lockdowns
  - 5.4 Ongoing concerns about the vulnerability of the technology used for vote processing
- 6 In addition, officers recommended the Council appoint Dale Ofsooske, director of Election Services, to the role of Electoral Officer, to ensure clear accountability relating to provision of electoral services.

- 7 The other main benefits to Council in contracting out its Electoral Officer role to Election Services are:
- 8 17.1 the ability to free up existing Council staff to concentrate on their core work requirements, and
- 9 17.2 using the services of an Electoral Officer who is independent, impartial and possesses a wealth of experience to ensure a smooth and successful election that meets legislative requirements.
- 10 On 26 May 2022 Council resolved to appoint Dale Ofoske, Independent Election Services Ltd, as the Electoral Officer in accordance with section 12 of the Local Electoral Act 2001.

## HE KŌRERORERO | DISCUSSION

- 11 The 2022 triennial local body elections occurred on Saturday 8 October 2022, and the attached report from Dale Ofoske, Independent Election Services summarises the electoral processes as well as some upcoming electoral matters that Council may wish to consider.

## He take | Issues

- 12 The Kāpiti Coast District Council's 2022 triennial elections were conducted meeting all legislative and practical requirements and significant issues or concerns arose.

## Ngā kōwhiringa | Options

- 13 There are several electoral matters that will impact the next triennial local body elections to be held in 2025 that Council may wish to note and consider during the 2023/24 year:
  - 13.1 Whether Council retains the single transferrable vote electoral system or adopts the first past the post electoral system for the 2025 triennial elections. Council officers will bring a report to Council to consider this matter in June or July 2023
  - 13.2 Whether Council establishes a Māori ward for the 2025 triennial elections. Council Officers have provided elected members and mana whenua with information on this matter, requesting early input from mana whenua to guide consideration on the approach. Further briefings and reports are planned in the coming months with a view to facilitate a decision by the end of the calendar year.
  - 13.3 Whether to undertake representation review in 2024. A representation review was conducted ahead of the 2022 Elections. As such, a representation review will not be required until 2027 unless a decision is made to establish a Māori ward, in which case a representation review will be required in 2024 for the 2025 triennial elections.
- 14 These options will be addressed in future reports to be brought before Council throughout 2023 and 2024.

## Tangata whenua

- 15 Mana whenua partners have been provided with information on what is entailed in the consideration of establishing a Māori ward and further conversations are planned to take place between mana whenua representatives at the next Te Whakaminenga o Kāpiti meeting on 9 May 2023. The position of Council's mana whenua partners on establishing a Māori ward and appropriate approach will be discussed with councillors at a briefing in late May/June.

## Panonitanga āhuarangi | Climate change

- 16 There are no climate change considerations.

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

The total cost of Independent Election Services delivering the elections for Kāpiti Coast District Council was \$198,527 (excluding GST and excluding costs met by Greater Wellington Regional Council). These costs are within the total budget for the 2022 elections. A more detailed analysis of costs and benefits will be completed to inform consideration of whether to maintain an outsourcing approach for the 2025 local government election.

**Ture me ngā Tūraru | Legal and risk**

- 17 Local authority elections present a high degree of risk due to the systems and processes required to ensure that all statutory requirements are met. All legislative requirements were met for the 2022 elections and no legal concerns or issues have been raised.

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

- 18 There are no policy impacts.

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

- 19 No engagement planning is required.

**Whakatairanga | Publicity**

- 20 As this is a noting report, there are no decisions that will need to be communicated with the public.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Election Services Report on the 2022 Triennial Elections [↓](#)

**Election Services**

Level 2, 198 Federal Street, Auckland  
PO Box 5135, Wellesley Street  
Auckland 1141  
Phone: 64 9 973 5212  
Email: [info@electionservices.co.nz](mailto:info@electionservices.co.nz)

Report to the  
Kāpiti Coast District Council  
regarding the

## 2022 Triennial Elections

From the  
Electoral Officer

14 April 2023



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## Outline

The 2022 local government triennial elections occurred on Saturday 8 October 2022. The elections for Kāpiti Coast District Council and Greater Wellington Regional Council were conducted satisfactorily and on time and met all legislative and practical requirements.

This report summarises the electoral process.

## Background

Local government elections are required every three years, with the 2022 election occurring on Saturday 8 October 2022. The conduct of these elections is prescribed by legislation and regulation to ensure public confidence and electoral integrity are maintained.

The following preliminary actions/decisions were made:

- (i) in 2020, Council resolved to retain the STV (single transferable voting) electoral system for the 2022 triennial election. The Greater Wellington Regional Council similarly retained the STV electoral system;
- (ii) during 2021, Council undertook a representation arrangements review (a review of wards, boundaries, number of councillors etc). The final proposal comprised the mayor, three councillors elected 'at large', seven councillors from four wards and 20 community board members from five community boards.
- (iii) postal voting to be used;
- (iv) the random order of candidate names to be used for Kāpiti Coast District Council and Greater Wellington Regional Council;
- (v) no election was required for the Capital and Coast District Health Board.

The electoral officer appointed for Kāpiti Coast District Council is Dale Ofsoske of Election Services, with special assistance provided by Katrina Shieffelfein from the Council.

With the 2022 elections now complete, this report details the various electoral processes undertaken, together with election statistics for the information of Council.

## Narrative

### Elections Required

Elections were undertaken for:

Kāpiti Coast District Council

- Mayor (elected 'at large')
- Councillors (10)
  - 'at large' (3)
  - Ōtaki Ward (1)
  - Paekākāriki-Raumati Ward (1)
  - Paraparaumu Ward (3)
  - Waikanae Ward (2)
- Community board members (20)
  - Ōtaki Community Board (4)
  - Paekākāriki Community Board (4)
  - Paraparaumu Community Board (4)

- Raumati Community Board (4)
- Waikanae Community Board (4)
- Greater Wellington Regional Council Members (1 member from the Kāpiti Coast Constituency)

#### Election Timetable

Key election functions and dates were:

##### **Nomination period**

15 July – 12 August 2022

##### **Inspection of Preliminary Electoral Roll**

15 July – 12 August 2022

##### **Delivery of voting mailers**

16-21 September 2022

##### **Special voting/early processing**

16 September – 8 October 2022

##### **Election day**

8 October 2022

##### **Preliminary count**

9 October 2022

##### **Official count**

9-14 October 2022

##### **Return of Electoral Donations & Expenses Form**

by 9 December 2022

#### Electoral Roll

The electoral roll comprises two parts, the Residential Electoral Roll and the Ratepayer Electoral Roll.

The Residential Electoral Roll contains parliamentary electors, whose details are supplied by the Electoral Commission.

Each territorial authority is responsible for compiling its own non-resident Ratepayer Electoral Roll.

To compile the Ratepayer Electoral Roll, two actions are required:

- a nationwide advertising campaign on the criteria of ratepayer elector qualifications and enrolment procedures; and
- the issuing of Ratepayer Confirmation Forms to all eligible 2019 Ratepayer Electoral Roll electors, and if returned, these along with any new enrolments, form the basis of the 2022 Ratepayer Electoral Roll.

A national advertising campaign was undertaken by Taituarā during May 2022 advising readers in all major daily newspapers of the criteria and qualifications required to be eligible for the Ratepayer Electoral Roll. A 0800 free-phone service was again used as a national helpline.

In April 2022, Ratepayer Roll Confirmation Forms were issued to eligible 2019 Ratepayer Electoral Roll electors. A total of



496 non-resident ratepayer electors appeared on the 2022 Final Ratepayer Electoral Roll.

#### Preliminary and Final Electoral Rolls

The Preliminary and Final Electoral Rolls contained elector details in alphabetical order with a flag denoting voting entitlement (ward, community board and regional council constituency).

The Preliminary Electoral Roll was available for public inspection during normal office hours between 15 July 2022 and 12 August 2022 from:

- Kāpiti Coast District Council, 175 Rimu Road, Paraparaumu;
- Ōtaki Service Centre & Library, 81-83 Main Street, Ōtaki;
- Paraparaumu Library, 9 Iver Trask Place, Paraparaumu;
- Paekākāriki Library, 14 Wellington Road, Paekākāriki;
- Waikanae Service Centre & Library, Mahara Place, Waikanae.

Statistics relating to the Final Electoral Roll are as follows:

Ward	Final Roll		
	No. Residents	No. Ratepayers	Total
Ōtaki	6,559	101	6,660
Paekākāriki-Raumati	6,236	60	6,296
Paraparaumu	17,677	103	17,780
Waikanae	12,141	232	12,373
TOTAL	42,613	496	43,109

The total number of electors of 43,109 is an increase of 2,714 (+6.7%) when compared to the 2019 Final Electoral Roll of 40,395.

#### Nominations

The nomination period was 15 July to noon 12 August 2022.

Nomination material was available during this time by:

- visiting one of five Council offices/libraries to uplift the material;
- downloading the material from the Council's website;
- contacting the electoral office to have the material posted or emailed out.

A detailed '2022 Candidate Information Handbook' was prepared and made available to all candidates, any interested party (e.g. media) and available online.

A total of 62 nominations were received for the 31 vacancies, these detailed as follows:

Issue	No. Nominations	No. Vacancies
Mayor	6	1
District Wide Ward	9	3
Ōtaki Ward	2	1
Paekākāriki-Raumati Ward	2	1
Paraparaumu Ward	7	3
Waikanae Ward	6	2
Ōtaki Community Board	7	4
Paekākāriki Community Board	4	4
Paraparaumu Community Board	7	4
Raumati Community Board	6	4
Waikanae Community Board	6	4
TOTAL	62	31

For candidate names, refer Notice of Day of Election – **Appendix 2**.

For the Paekākāriki Community Board, the number of nominations equaled the number of vacancies, and those candidates were duly declared elected following the close of nominations. Refer Notice of Day of Election – **Appendix 2**.

#### Voting Mailers

Voting mailers consisting of an outward envelope, return prepaid envelope, voting document and candidate profile booklet (which included instructions in English and Māori) were posted to electors from Friday 16 September 2022.

The voting mailers were produced by the NZ Post Group and were consistent in design layout to all other local authorities in the country.

**Return of Voting Documents**

Voting documents were able to be posted back to the electoral officer or delivered to a ballot box at the following locations:

- Kāpiti Coast District Council Offices, 175 Rimu Road, Paraparaumu;
- Paraparaumu Library, 9 Iver Trask Place, Paraparaumu;
- Waikanae Library, Mahara Place, Waikanae;
- Ōtaki Library, 81-83 Main Street, Ōtaki;
- Paekākāriki Library, Wellington Road, Paekākāriki;
- Wellington Region Special Voting Hub, Te Pokapū Hapori Community Centre, 105 Manners Street, Te Aro, Wellington;
- the electoral office.

**Special Voting**

Special votes were available from 16 September 2022 to noon 8 October 2022 by:

- (i) visiting Council's Main Paraparaumu Office, Ōtaki Library or the Wellington Region Special Voting Hub;
- (ii) contacting the electoral office, where a special vote was posted.

A total of 419 special votes were returned prior to the close of voting, of which 301 (71.84%) were valid. This compares to 764 special votes cast at the 2019 election, of which 674 were valid (or 88.2%).

**Elector Turnout**

Of the 43,109 electors on the Final Electoral Roll, 19,743 electors returned their vote. This represents a 45.8% return and compares to a 46.8% turnout at the 2019 election (-1%).

A schedule of the number of daily returned voting documents over the voting period is attached (**Appendix 1**).

Of note, the 2022 average nationwide voter turnout is 45.58% (compared to 41.7% for the 2019 election) and an average 43.83% voter turnout from similar councils (e.g. Far North District, Gisborne District, Waikato District etc).

**Results**

With the undertaking of the early processing of returned voting documents during the voting period, progress results were able to be released on election day at around 3pm. Progress results reflected about 86% of votes cast and did not include votes received at Council offices on election day morning or special votes received.

The preliminary results were released about 11:30am on Sunday morning following the receipt and processing of a significant number of votes received at the Council offices on

election day morning. The preliminary result reflected about 98% of votes cast. These statistics show about 12% of all votes cast were received on election day morning.

Both the progress and preliminary results were released to candidates and placed on Council's website.

The final results (Declaration of Results of Election – see **Appendix 3**) were made on Friday 14 October 2022 and were also released to candidates and placed on Council's website.

#### Election Costs

The 2022 estimated election cost was \$235,000 + GST (or for 41,000 electors, \$5.73 + GST/elector), subject to actual third-party costs.

The 2022 final election cost has now been determined at \$252,997 + GST (or for 43,109 electors, \$5.87 + GST/elector).

Of the \$252,997 + GST final cost, Council is able to recover \$54,470 + GST (21.53%) from the Greater Wellington Regional Council.

This leaves a net cost to Council for their election of \$198,527 + GST (78.47% of the total), or \$4.60 + GST/elector.

The cost share between organizations is determined by the nationally provided Taituarā MOU Cost Sharing Calculator.

### Upcoming Issues

#### Inquiry into the 2022 elections

Parliament's Justice Committee is currently undertaking an inquiry into the conduct of the 2022 local government elections. Submissions closed on 14 February 2023.

The committee is examining the law and administrative procedures, with particular reference to:

- low voter turnout
- the provision of election services by private organisations, with particular reference to:
  - special voting
  - provision of ballot papers
  - complaint processes
  - accountability for local elections
  - postal voting (including security of ballots and whether postal voting is an effective method of receiving votes)

- the age of eligible voters (with reference to lowering the age of eligible voters to 16 years).

**Electoral System Review**

Under the Local Electoral Act 2001, a local authority may resolve, before 12 September 2023, to change the electoral system used at the last election, unless a poll on the matter was recently held. Should Council wish to consider changing its electoral system, it can do so by resolution no later than 12 September 2023.

However, a public notice must be given by 19 September 2023 providing the right of electors to demand a poll on the matter.

**Māori Representation Review**

Under the Local Electoral Act 2001, Council may at any time resolve to introduce Māori wards. If Council wishes to establish Māori wards to apply for the 2025 and 2028 triennial elections, a resolution must be made before 23 November 2023.

**Representation Arrangements Review**

The Local Electoral Act 2001 requires every local authority to undertake a representation arrangements review at least once in every six-year period. As Council last undertook a review in 2021 (for the 2022 triennial elections), it is not required to conduct its next review until 2027. However, Council can undertake a further review after three-years (in 2024) if for example it wishes to review its wards, community boards, boundaries, number of elected members - or undertake minor boundary adjustments.

Should a resolution to establish Māori wards be made by 23 November 2023, then a further representation arrangements review must be undertaken in 2024.

**Local Government Electoral Legislation Bill**

Some aspects of the electoral system, Māori representation and representation arrangements review processes are currently under review via the Local Government Electoral Legislation Bill. The Bill proposes to change the legislative dates and requirements as outlined below:

**Electoral system:**

- If a successful demand for a poll of electors to change the electoral system is received by **11 December 2023** (currently 21 February 2024), or Council resolves to change the electoral system by **11 December 2023** (currently 21 February 2024), a poll **must** be held by **14 March 2024** (currently 21 May 2024) (sec 28 LEA).

**Māori representation:**

- If Māori representation is not already established,

Council **must** consult with, and have regard for the views of Māori and other communities, concerning the establishment of Māori representation **by 20 December 2023** (sec 19GA LEA);

- If Māori representation is not already established, Council **must** resolve whether or not to establish Māori representation **by 20 December 2023** (sec 19GA LEA);
- Public notice **must** be given **by 3 January 2024** following the Council resolution on whether or not to establish Māori representation (sec 19GA LEA) and Māori representation must/must not form part of the ensuing representation arrangements review.

**Representation arrangements review:**

- **From 20 December 2023** (currently 1 March 2024), a formal consultation/resolution period of initial representation arrangements review proposal commences, concluding **no later than 31 July 2024** (currently 31 August 2024) (sec 19K (1AA) LEA);
- Council **must** give public notice of resolution of initial proposal **by 8 August 2024** (currently by 8 September 2024), with submission period of at least one month (**by 8 September 2024** - currently by 8 October 2024) (sec 19M LEA);
- Submissions heard by Council, and resolution of final proposal **must** be made by **3 November 2024** (currently 19 November 2024) (sec 19N LEA);
- Council **must** give public notice of its resolution of final proposal within eight weeks of the close of submissions (**3 November 2024** - currently 19 November 2024), with an appeal/objection period of at least one month (sec 19N LEA);
- If an appeal/objection is received by **3 December 2024** (currently 20 December 2024), the final proposal **must** be submitted to the Local Government Commission **by 20 December 2024** (currently 15 January 2025) (sec 19Q LEA).

**Other proposed changes:**

- changes to support Auckland Council to provide fair and effective representation of Aucklanders (increase the current cap on number of councillors);
- updating the process for tied elections, including an automatic judicial recount before any coin toss;

- enabling all candidates to submit electronic nominations.

However, on 4 April 2023, at the Bill's 2<sup>nd</sup> Reading, the Minister of Local Government announced that there would be changes to the Bill – namely delaying the start date for certain provisions until after the 2025 local government elections (specifically the provisions requiring councils to consider Māori representation as part of their representation review and specified date changes relating to the electoral system and the representation arrangements review).

The other proposed changes in the Bill are due to come into effect when the Bill is passed, expected in August this year.

## Summary and Conclusions

The Kāpiti Coast District Council's 2022 triennial elections were conducted successfully and met all legislative and practical requirements. No issues or concerns of significance arose from these elections and all tasks were completed satisfactorily and on time.

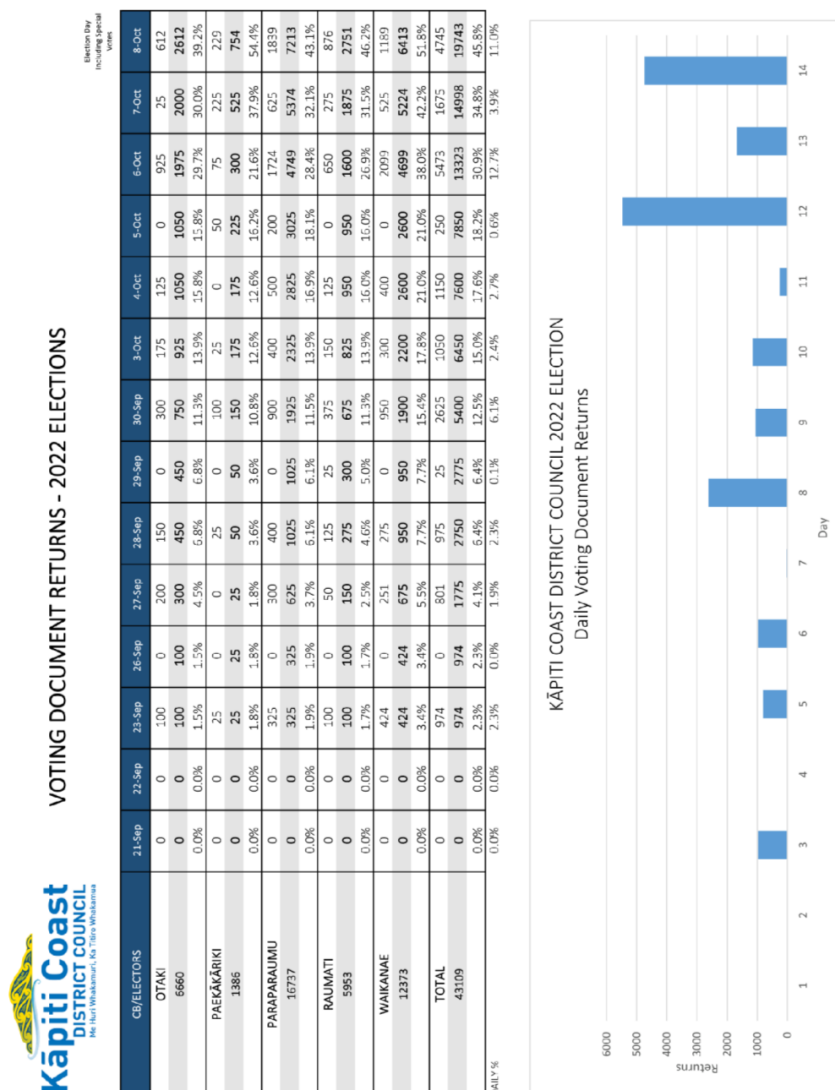
There are however several electoral issues Council may wish to consider during 2023/24:

- consider whether Council retains the single transferable voting electoral system or adopts the first past the post electoral system for the 2025 triennial elections – by 12 September 2023. A public notice of the electoral system to be used for the 2025 triennial elections must be made by 19 September 2023;
- consider whether Council establishes Māori wards for the 2025 and 2028 triennial elections (optional) – by 23 November 2023;
- consider whether Council undertakes a further representation arrangements review in 2024 (optional), if it wishes to review any of its current arrangements or make any minor boundary adjustments. However, if it is resolved to establish Māori wards, then a further representation arrangements review must be undertaken in 2024.



Dale Ofoske  
Electoral Officer // Kāpiti Coast District Council  
Election Services

## APPENDIX 1





## APPENDIX 2

## KĀPITI COAST DISTRICT ELECTIONS NOTICE

## NOTICE OF DAY OF ELECTION FOR THE 2022 ELECTIONS OF KĀPITI COAST DISTRICT COUNCIL

## Nominations received

Notice is given under section 65 of the Local Electoral Act 2001 that the following persons have been duly nominated as candidates for:

Mayor (*one vacancy*)

Last Name	First Name	Affiliation
HALLIDAY	Martin	Independent
HOLBOROW	Janet	Independent
LEWIS	Michelle	
LOBB	Murray	
MCCANN	Rob	Independent
MITCHELL	Chris	Independent

## COUNCIL

District-wide (*three vacancies*)

Last Name	First Name	Affiliation
BENTON	Mark	
ELLIOTT	Jackie	Independent
KIRBY	Lawrence	
KOFOED	Rob	
KOH	Liz	Independent
LEWIS	Michelle	
MCMILLAN	Maria	
POWELL	Ian	Independent
SCOTT	Michael	Independent

Ōtaki Ward (*one vacancy*)

Last Name	First Name	Affiliation
PAPPS	Chris	
WARWICK	Shelly	

Paekākāriki-Raumati Ward (*one vacancy*)

Last Name	First Name	Affiliation
HANDFORD	Sophie	
YOUNG	Richard	Independent

Paraparaumu Ward (*three vacancies*)

Last Name	First Name	Affiliation
COOPER	Glen	

## KĀPITI COAST DISTRICT ELECTIONS NOTICE

FRAUENSTEIN	Martin	Independent
HALLIDAY	Martin	Independent
LOBB	Murray	
OGDEN	David	Independent
RANDALL	Bernie	
SPIERS	Kathy	Independent

## Waikanae Ward (two vacancies)

Last Name	First Name	Affiliation
PARRY	Tim	Independent
PONSFORD	Gerald	
PRVANOV	Jocelyn	Independent
THOMSON	Kate	
WANSBROUGH	Jordon	
WILSON	Nigel	

## COMMUNITY BOARDS

## Ōtaki Community Board (four vacancies)

Last Name	First Name	Affiliation
BLACK	Simon	Independent
BUTLER	Cam	
ELLIOTT	Jackie	Independent
FOX	Graham	
KOFOED	Rob	
PAPPS	Chris	
STEVENS	Marilyn	

## Paraparaumu Community Board (four vacancies)

Last Name	First Name	Affiliation
BURNS	Guy	
FRAUENSTEIN	Martin	Independent
OLSEN	Glen	
O'NEIL	Kandi	
RANDALL	Bernie	
SPIERS	Kathy	Independent
WEBBER	Karl	

## Raumati Community Board (four vacancies)

Last Name	First Name	Affiliation
BEST	Jonny	Independent
GIMBLETT	Greg	

## KĀPITI COAST DISTRICT ELECTIONS NOTICE

HOLLANDER	Nicholas	
LARACY	Bede	Independent
SHEERIN	Tarn	
SUTTON	Tim	

Waikanae Community Board *(four vacancies)*

Last Name	First Name	Affiliation
ADDINGTON	Ben	
BEGOVICH	Tonchi	Independent
IRELAND	Barbara	
LEWIS	Michelle	
MANSELL	Richard	
MOORE	Michael	

As there are (for each office) more candidates than there are vacancies to be filled, an election will be held between the listed candidates on Saturday, 8 October 2022, under the single transferable voting electoral system by postal vote.

## Elected unopposed

Paekākāriki Community Board *(four vacancies)*

Last Name	First Name	Affiliation
JUDGE	Christian	
LEE	Kelsey	
MCKINLEY	Sean	
RUTH	Sorcha	

As the number of candidates does not exceed the number of vacancies, Christian JUDGE, Kelsey LEE, Sean MCKINLEY and Sorcha RUTH are duly declared elected members of the Paekākāriki Community Board.

## Order of candidate names

The Kāpiti Coast District Council resolved under regulation 31 of the Local Electoral Regulations 2001 to adopt the random order of candidate names to appear on the voting documents.

## Issuing of voting documents

Voting documents will be posted to electors from Friday, 16 September 2022.

## KĀPITI COAST DISTRICT ELECTIONS NOTICE

## Return of voting documents

Voting documents must be returned not later than noon, Saturday, 8 October 2022 to the electoral officer.

Voting documents can be returned by post or hand delivered at the following council offices between Friday, 16 September 2022 and Friday, 7 October 2022 during normal office hours, and Saturday, 8 October 2022 between 9.00am – noon:

- Kapiti Coast District Council Offices, 175 Rimu Road, Paraparaumu
- Ōtaki Library, 81-83 Main Street, Ōtaki
- Paekākāriki Library, Wellington Road, Paekākāriki
- Paraparaumu Library, 9 Inver Trask Place, Paraparaumu
- Waikanae Library, Mahara Place, Waikanae
- Wellington Region Special Voting Hub, Te Pokapu Hapori Community Centre, 105 Manners Street, Te Aro, Wellington

## Special voting

Special voting in terms of the Local Electoral Act 2001 and the Local Electoral Regulations 2001 may be exercised at the following locations between Friday, 16 September 2022 and Friday, 7 October 2022 during normal office hours, and Saturday, 8 October 2022 between 9.00am – noon:

- Kapiti Coast District Council Offices, 175 Rimu Road, Paraparaumu
- Wellington Region Special Voting Hub, Te Pokapu Hapori Community Centre, 105 Manners Street, Te Aro, Wellington

A person can apply to enrol as either a residential or ratepayer elector right up to and including Friday, 7 October 2022 – the day before the close of voting.

Dale Ofoske, Electoral Officer


Kāpiti Coast District Council

175 Rimu Road, Paraparaumu

17 August 2022

## APPENDIX 3

## DECLARATION OF RESULTS OF ELECTION for the Kāpiti Coast District Council 2022 Elections



I hereby declare the results of the elections held on 8 October 2022 for the following offices:

**Mayor (one vacancy)**

HOLBOROW, Janet (Independent)	Elected
MCCANN, Rob (Independent)	Excluded
MITCHELL, Chris (Independent)	Excluded
HALLIDAY, Martin (Independent)	Excluded
LOBB, Murray	Excluded
LEWIS, Michelle	Excluded

Informal votes received: 47  
Blank votes received: 220

I therefore declare Janet HOLBOROW to be elected. The final quota as determined at the last iteration was 7678.

**COUNCIL**

**District-wide (three vacancies)**

KOH, Liz (Independent)	Elected
KOFOED, Rob	Elected
KIRBY, Lawrence	Elected
ELLIOTT, Jackie (Independent)	Excluded
LEWIS, Michelle	Excluded
BENTON, Mark	Excluded
POWELL, Ian (Independent)	Excluded
SCOTT, Michael (Independent)	Excluded
MCMILLAN, Maria	Excluded

Informal votes received: 172  
Blank votes received: 657

I therefore declare Lawrence KIRBY, Rob KOFOED and Liz KOH and to be elected. The final quota as determined at the last iteration was 4085.624606140.

**Ōtaki Ward (one vacancy)**

WARWICK, Shelly	Elected
PAPPS, Chris	Excluded

Informal votes received: 3  
Blank votes received: 88

I therefore declare Shelly WARWICK to be elected. The final quota as determined at the last iteration was 1257.

**Paekākāriki-Raumati Ward (one vacancy)**

HANDFORD, Sophie	Elected
YOUNG, Richard (Independent)	Excluded

Informal votes received: 3  
Blank votes received: 120

I therefore declare Sophie HANDFORD to be elected. The final quota as determined at the last iteration was 1447.

**Paraparaumu Ward (three vacancies)**

HALLIDAY, Martin (Independent)	Elected
COOPER, Glen	Elected
SPIERS, Kathy (Independent)	Elected
LOBB, Murray	Excluded
OGDEN, David (Independent)	Excluded
RANDALL, Bernie	Excluded
FRAUENSTEIN, Martin (Independent)	Excluded

Informal votes received: 55  
Blank votes received: 316

I therefore declare Glen COOPER, Martin HALLIDAY, and Kathy SPIERS to be elected. The final quota as determined at the last iteration was 1708.807274522.

**Waikanae Ward (two vacancies)**

PRVANOVA, Jocelyn (Independent)	Elected
WILSON, Nigel	Elected
PARRY, Tim (Independent)	Excluded
THOMSON, Kate	Excluded
PONSFORD, Gerald	Excluded
WANSBROUGH, Jordon	Excluded

Informal votes received: 26  
Blank votes received: 324

I therefore declare Jocelyn PRVANOVA and Nigel WILSON to be

elected. The final quota as determined at the last iteration was 1971.617891787.

**COMMUNITY BOARDS**

**Ōtaki Community Board (four vacancies)**

PAPPS, Chris	Elected
BLACK, Simon (Independent)	Elected
BUTLER, Cam	Elected
ELLIOTT, Jackie (Independent)	Elected
STEVENS, Marilyn	Excluded
FOX, Graham	Excluded
KOFOED, Rob	Withdrawn

Informal votes received: 19  
Blank votes received: 49

Section 88A of the Local Electoral Act 2001 provides that if a person is declared to be elected as a member of a ward and that person is also declared elected as a member of a community board, that person must be treated as having vacated office as a member of the community board.

I therefore declare Simon BLACK, Cam BUTLER, Jackie ELLIOTT, Chris PAPPS and to be elected. The final quota as determined at the last iteration was 477.411989651.

**Paekākāriki Community Board (four vacancies)**

Elected unopposed when nominations closed were Christian JUDGE, Kelsey LEE, Sean MCKINLEY and Sophia RUTH.

**Paraparaumu Community Board (four vacancies)**

RANDALL, Bernie	Elected
WEBBER, Karl	Elected
BURNS, Guy	Elected
OLSEN, Glen	Elected
FRAUENSTEIN, Martin (Independent)	Excluded
O'NEIL, Kandi	Excluded
SPIERS, Kathy (Independent)	Withdrawn

Informal votes received: 33  
Blank votes received: 440

Section 88A of the Local Electoral Act 2001 provides that if a person is declared to be elected as a member of a ward and that person is also declared elected as a member of a community board, that person must be treated as having vacated office as a member of the community board.

I therefore declare Guy BURNS, Bernie RANDALL, Glen OLSEN and Karl WEBBER to be elected. The final quota as determined at the last iteration was 1267.914672327.

**Raumati Community Board (four vacancies)**

LARACY, Bede (Independent)	Elected
BEST, Jonny (Independent)	Elected
SUTTON, Tim	Elected
SHEERIN, Tarn	Elected
GIMBLETT, Greg	Excluded
HOLLANDER, Nicholas	Excluded

Informal votes received: 3  
Blank votes received: 202

I therefore declare Jonny BEST, Bede LARACY, Tarn SHEERIN and Tim SUTTON to be elected. The final quota as determined at the last iteration was 462.878341171.

**Waikanae Community Board (four vacancies)**

BEGOVICH, Tochi (Independent)	Elected
LEWIS, Michelle	Elected
MANSELL, Richard	Elected
MOORE, Michael	Elected
ADDINGTON, Ben	Excluded
IRELAND, Barbara	Excluded

Informal votes received: 25  
Blank votes received: 322

I therefore declare Tonchi BEGOVICH, Michelle LEWIS, Richard MANSELL, and Michael MOORE to be elected. The final quota as determined at the last iteration was 1137.176124693.

Full details of the official results of the election are available on request from the Electoral Officer.




Dated at Paraparaumu, 14 October 2022  
Dale Ofoske, Electoral Officer  
Kāpiti Coast District Council  
175 Rimu Road, Paraparaumu

## 10.2 RATES REMISSION FOR LAND PROTECTED FOR NATURAL OR CULTURAL CONSERVATION PURPOSES

Kaituhi | Author: **Rachael Ashdown, Biodiversity Advisor**

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

### TE PŪTAKE | PURPOSE

- 1 This report tables the rates remission applications for Land Protected for Natural or Cultural Conservation Purposes for the 2022/23 year and seeks approval for recommended allocations.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 This report tables the rates remission applications for Land Protected for Natural or Cultural Conservation Purposes for the 2022/23 year and seeks approval for recommended allocations.

### TE TUKU HAEPAPA | DELEGATION

- 3 The Council has the delegation to make this decision.

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Council approves the amounts of rates remission to the properties set out in Appendix 2 of this report in accordance with Council's Policy for Rates Remission for Land Protected for Natural or Cultural Conservation Purposes.

### TŪĀPAPA | BACKGROUND

- 4 The Long Term Plan 2021-41 references a policy for Rates Remission for Land Protected for Natural or Cultural Conservation Purposes. The detail of this policy is included in the Long Term Plan as Part 7 of the Rates Remission Policy, and attached as Appendix 1 to this report.
- 5 Part 7 of the Rates Remission Policy supports the provisions of the Kāpiti Coast District Plan regarding incentives for heritage feature management and protection. It recognises that most heritage features are already protected by rules in the District Plan and encourages landowners to maintain, enhance and protect heritage features by offering a financial incentive.
- 6 The granting of a rates remission as an incentive for encouraging the protection and management of heritage features is consistent with Council's responsibilities under the Resource Management Act 1991 and the Historic Places Act 1993.
- 7 The 2022/23 budget for Rates Remission for Land Protected for Natural or Cultural Conservation Purposes is \$38,984.
- 8 A total of 107 ratepayers benefited from the policy in 2021/22. Having applied successfully for rates remission, ratepayers may continue receiving it, provided they meet the rates remission policy criteria. Each applicant has been reviewed and the owners of the properties listed in Attachment 2 are recommended to receive remission in 2022/23.

### HE KŌRERORERO | DISCUSSION

- 9 The following paragraphs discuss the principles of rates remission, present the proposed amounts of remission in a table format (Table 1), and make a recommendation on which properties receive rates remission in 2022/23.

- 10 The rates remission programme's guiding principle is recognition of the conservation efforts of ratepayers and the positive contribution their actions make to protecting the District's cultural and biodiversity heritage.
- 11 The owners of these properties are often motivated solely by the desire to protect and manage their environment, and their actions are voluntary. Many are keen conservationists while others may fence off a bush remnant as the pasture gain is negligible or to better manage stock movement. Whatever their motivation, addressing significant pressures such as stock grazing or noxious pests has a positive impact on the Kāpiti Coast environment.
- 12 Landowners could use the rates remission for the upkeep of stock-proof fencing or pest animal and weed control. However, in most instances the amount of remission is far less than the true cost of these protective measures.
- 13 Rates remission is an added incentive for landowners to respect the conservation values of parts of their properties that have a legal protection mechanism in place. Further, rates remission is one of the non-regulatory incentives for protecting and maintaining sites of conservation value. The provision of rates remission also provides a good basis for on-going partnerships between Council and landowners.
- 14 Rates remission amounts are calculated according to the size of the heritage feature as shown in Table 1. This method is coarsely related to the level of contribution towards the environment as larger areas of forest or wetland are generally more significant. This does not take into account, however, the presence of rare and endangered species or the amount of time and effort put into management.
- 15 The rates remission amounts in Table 1 have been increased from the 2021/22 financial year by using a consumer price index (CPI) figure of 2.4%.

16 **Table 1 – Rates Remission Amounts**

Size of Heritage area / feature (ha)	Rates Remission (\$) 2022/2023
Up to 1.0 ha	\$139
1.001 – 5.0 ha	\$278
5.001 – 10.0 ha	\$419
10.001 – 20.0 ha	\$556
20.001 – 30.0 ha	\$695
30.001 – 40.0 ha	\$835
40.001 – 50.0 ha	\$974
50.001 – 70 ha	\$1114
70.001 – 100ha	\$1198
More than 100 ha	\$1396

### He take | Issues

- 17 One new application for Rates Remission for Land Protected for Natural or Cultural Conservation Purposes was received for the 2022/23 financial year and is recommended for approval. This property is listed in Appendix 2, marked with an asterisk.
- 18 One property, which meets the Rates Remission for conservation purposes criteria and has received a rates remission in previous years, has been subdivided. The new owner of the subdivided property has applied for a rate remission on the proportion of heritage area present on the subdivided title and is recommended for approval. The original and subdivided properties are listed in Appendix 2, marked with a double asterisk.

- 19 One property has been removed from the Rates Remission for Land Protected for Natural or Cultural Conservation Purposes programme as it was subdivided and no longer meets the Rates Remission Policy criteria.
- 20 Eight properties have had their rate remission amount adjusted down, due to accurate calculation of the size of the heritage feature (ha). These properties are listed in Appendix 2, marked with a minus.
- 21 Five properties have had their rate remission amount adjusted up, due to accurate calculation of the size of the heritage feature (ha). These properties are listed in Appendix 2, marked with a plus.
- 22 A total of 109 properties are recommended for remission.

### Ngā kōwhiringa | Options

#### Tangata whenua

- 23 There are no tangata whenua considerations.

#### Panonitanga āhuarangi | Climate change

- 24 By encouraging landowners to protect and enhance natural ecosystems, Rates Remission for Land Protected for Natural or Cultural Conservation Purposes contributes to the vision and principles of the Climate Emergency Action Framework by directly sequestering and storing carbon.

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

- 25 The total amount of rates remission allocated in 2022/23 would be \$32,221, within the 2022/23 budget of \$38,984.

#### Ture me ngā Tūraru | Legal and risk

- 26 There are no legal considerations.

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

- 27 The granting of Rates Remission for Land Protected for Natural or Cultural Conservation Purposes is in accordance with Part 7 of the Rates Remission Policy (Attachment 1) contained in the Long Term Plan 2021-41.

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

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

#### Te mahere tūhono | Engagement planning

- 29 Engagement planning is not required for the contents of this report.

#### Whakatairanga | Publicity

- 30 Advertising and publicity channels will not be used to communicate the decisions in this report.

## NGĀ ĀPITI HANGA | ATTACHMENTS

1. Appendix 1\_Rates Remission Policy 2021 [↓](#)
2. Appendix 2\_Properties recommended to receive Rates Remission for Land Protected for Natural or Cultural Conservation Purposes in 2022-23, and recommended amounts.



# Rates remission policy

Rates remission policy

Development contributions policy

Significance and engagement policy



## Rates remission policy

In order to allow rates relief where it is considered fair and reasonable to do so, the Council is required to adopt a policy specifying the circumstances under which rates will be considered for remission. There are various types of remission, and the circumstances under which a remission will be considered for each type may be different. The objectives, conditions and criteria relating to each type of remission are set out on the following pages.

This policy is prepared under section 109 of the Local Government Act 2002 and is made up of the following nine parts:

### Māori freehold land

Part 1 Rates remission and rates postponement on Māori freehold land

### Rates postponement

Part 2 Rates postponement for farmland located in the urban rating areas of the Kāpiti Coast district

Part 3 Optional Rates postponement

### Rates relief

Part 4 Rates remission for Council community properties, sporting, recreation and other community organisations

Part 5 Rates remission for recreation, sporting and other community

organisations which lease or own private property for a period of one year or longer

Part 6 Rates remission of late payment penalty

Part 7 Rates remissions for land protected for natural or cultural conservation purposes

Part 8 Rates relief for residential rating units containing two separately habitable units

Part 9 Rates assistance

Part 10 Water Leak Rates remission

### **Part 1 - Rates remission and rates postponement on Māori freehold land**

#### Policy objective

The objectives of this policy are to:

- recognise that certain pieces of Māori freehold land may have particular

conditions, features, ownership structures, or other circumstances that make it appropriate to provide for relief from rates;

- recognise where there is no occupier or person gaining an economic or financial benefit from the land;
- recognise that the Council and the community benefit through the efficient collection of rates; and
- meet the requirements of section 102 of the Local Government Act 2002 to have a policy on the remission and postponement of rates on Māori freehold land.

#### Policy conditions and criteria

Application for a remission or postponement under this policy should be made prior to the commencement of the rating year. Applications made after the commencement of the rating year may be

accepted at the discretion of the Council. A separate application should be made for each rating year.

Owners or trustees making application should include the following information in their applications:

- details of the rating unit or units involved;
- documentation that shows that the land qualifies as land whose beneficial ownership has been determined by a freehold order issued by the Māori Land Court; and
- the objectives that will be achieved by the Council providing a remission.

The Council may investigate and grant remission or postponement of rates on any Māori freehold land in the district.

Relief and the extent thereof is at the sole discretion of the Council and may be cancelled and reduced at any time, in accordance with the policy.

The Council will give a remission or postponement of up to 100% of all rates for the year for which it is applied for based on the extent to which the remission or postponement of rates will:

- support the use of the land by the owners for traditional purposes;

- support the relationship of Māori and their culture and traditions with their ancestral lands;
- avoid further alienation of Māori freehold land;
- facilitate any wish of the owners to develop the land for economic use;
- recognise and take account of the presence of wāhi tapu that may affect the use of the land for other purposes;
- recognise and take account of the importance of the land in providing economic and infrastructure support for Marae and associated papakainga housing (whether on the land or elsewhere);
- recognise and take account of the importance of the land for community goals relating to:
  - the preservation of the natural character of the coastal environment;
  - the protection of outstanding natural features;
  - the protection of significant indigenous vegetation and significant habitats of indigenous fauna;
- recognise the level of community services provided to the land and its occupiers;
- recognise matters related to the physical accessibility of the land; and

- provide for an efficient collection of rates and the removal of rating debt.

The policy shall apply to owners of Māori freehold land who meet the relevant criteria as jointly approved by the Chair of the Council committee with responsibility for managing Council finances, and the Group Manager, Corporate Services.

This policy relates to Kāpiti Coast District Council rates only.

## **Part 2 - Rates postponement for farmland located in the urban rating areas of the Kāpiti Coast district**

### **Policy objective**

The objective of this policy is to encourage owners of farmland located in the urban rating areas to refrain from subdividing their land for residential, commercial, and industrial purposes unless doing so demonstrably supports intended outcomes of the Kāpiti Coast District Plan.

### **Policy conditions and criteria**

The policy will apply to rating units that are:

- located in the urban rating area of a ward of the Kāpiti Coast district;
- individual or contiguous rating units, 10 hectares in area or more;
- farmland whose rateable value in some measure is attributable to the potential use to which the land may be put for

residential, commercial, industrial, or other non-farming development; and

- actively and productively farmed by the ratepayer or the farming business.

The application for rate postponement must be made to the Council prior to the commencement of the rating year. Applications received during a rating year will be eligible for the commencement of the following rating year. No applications will be backdated.

A new application must be made for each financial year.

Ratepayers making application should include the following documents in support of their application:

- details of ownership of the rating unit; and
- information on the farming activities.

If an application is approved the Council will request its valuation service provider to determine a rates postponement value of the land. The rates postponement value specifically excludes any potential value that, at the date of valuation, the land may have for residential purposes, or for commercial, industrial, or other non-farming use.

The rates postponed for any rating period will be the difference between the rates calculated according to the rateable land

value and the rates calculated according to the rates postponement land value.

Any objection to the rate postponement land value, determined by the Council and its valuation service provider, will not be upheld.

All rates whose payment has been postponed and which have not been written off become due and payable immediately on:

- the land (or any part of) ceasing to be farmland;
- the land being subdivided;
- the value of the land ceasing to have a portion of its value attributable to the potential use to which the land may be put for residential, commercial, industrial, or other non-farming development; or
- there being a change of ownership of the farmland.

Postponed rates may be registered as a charge against the land so that any postponed rates will be paid on or before the sale or transfer of the property.

Postponed farmland rates are written off after five years if a property is not subdivided or sold.

The policy shall apply to ratepayers who meet the relevant criteria as jointly approved by the Chair of the Council

Committee with responsibility for managing Council finances and the Group Manager, Corporate Services.

### Part 3 – Optional Rates postponement

#### Policy objective

The objective of this policy is to assist residential ratepayers 65 years of age and over who want to defer the payment of rates by using the equity in their property. The policy also applies to those who may have financial difficulties or unusual circumstances, as long as they have the required equity in their property.

#### Policy criteria

Current and all future rates may be postponed indefinitely:

- if at least one of the applicants is 65 years of age or older; or
- in demonstrable cases of significant financial difficulty.

Only rating units defined as residential, that are owned by the applicant and used by the applicant as their sole or principal residence will be eligible for consideration of rates postponement.

For the year of application, the applicant must have applied for the government rates rebate before any rates will be postponed.

The postponed rates (including any GWRC postponed rates) will not exceed 80% of the available equity in the property.

The available equity is the difference between the Council's valuation of the property and the value of any encumbrances against the property, including mortgages and loans.

The property must be insured for its full value.

All rates are eligible for postponement except for:

- targeted rates for water supplied by volume; and
- lump sum options which are rates paid in advance

All applications for postponement must be made on the prescribed form.

Those applying for postponement of rates because they are experiencing significant financial difficulty should provide clear details and proof of their circumstances.

#### Policy conditions and criteria

The Council recommends that all applicants seek advice from an appropriately qualified and independent financial advisor on the financial impacts and appropriateness of postponing their rates.

The Council will postpone payment of the residual rates (the amount of rates payable after any optional payment has been made) if the ratepayer meets the above criteria

An administration fee will be charged on the postponed rates which will not exceed the administrative and financial costs to Council of the postponement.

If the property in respect of which postponement is sought is subject to a mortgage, then the applicant will be required to obtain the mortgagee's consent before the Council will agree to postpone rates.

The postponed rates, or any part thereof, may be paid at any time.

The applicant may choose to postpone a lesser amount of rates than the amount they may be entitled to under the terms of this policy.

Any postponed rates (under this policy) will be postponed until:

- a) the ratepayer's death;
- b) the ratepayer no longer owns the rating unit;
- c) the ratepayer stops using the property as his or her residence; or
- d) until a date specified by the Council.

Postponed rates will be registered as a statutory charge against the property to protect the Council's right to recover postponed rates. At present, the law does not allow councils to register such a statutory land charge against Māori freehold land. Accordingly, Māori freehold

land is not eligible for rates postponement (unless and until the law is changed so that the Council can register a statutory land charge).

For the rates to be postponed the Council will require evidence each year, by way of statutory declaration, of the ratepayer's property insurance and the value of encumbrances against the property, including mortgages and loans.

#### Review or suspension of policy

The policy is in place indefinitely and can be reviewed subject to the requirements of the Local Government Act 2002 at any time. Any resulting modifications will not change the entitlement of people already in the scheme to continued postponement of all future rates.

The Council reserves the right not to postpone any further rates once the total of postponed rates and accrued charges exceeds 80% of the rateable value of the property as recorded in the Council's rating information database.

The policy acknowledges that future changes in policy could include withdrawal of the postponement option.

#### Procedures

Applications must be on the required application form which is available on the Council's website.

The policy will apply from the beginning of the rating year in which the application is made although the Council may consider backdating past the rating year in which the application is made depending on the circumstances.

The policy shall apply to ratepayers who meet the relevant criteria as approved by the Group Manager, Corporate Services (with sub-delegation to Chief Financial Officer).

#### **Part 4 - Rates remission for Council community properties, sporting, recreation and other community organisations**

##### **Policy objective**

The objectives of this policy are to:

- facilitate the on-going provision of non-commercial (non-business) community services and/or sporting and recreational opportunities that meets the needs of Kāpiti Coast district's residents;
- provide rating relief to Council community properties, sporting, recreation and other community organisations; and
- make membership of the sporting, recreation and other community organisations more accessible to the general public, particularly

disadvantaged groups. These include children, youth, young families, older persons and economically disadvantaged people.

##### **Policy conditions and criteria**

The policy may apply to land owned by the Council which is used exclusively or principally for community purposes, sporting, recreation, or to land which is owned and occupied by a charitable organisation and used exclusively or principally for sporting, recreation or other community purposes.

The policy does not apply to:

- organisations operated for private pecuniary profit, or those which charge commercial tuition fees; and
- groups or organisations whose primary purpose is to address the needs of adult members (over 18 years) for entertainment or social interaction, or who engage in recreational, sporting, or community services as a secondary purpose only.

Under this policy the following rate remission may apply to the Council and those sporting, recreation and other community organisations which qualify:

- A 50% remission may apply to the Council rates and charges (excluding water and wastewater).

No second remission of rates will be made on those properties which have already received a rate remission for a financial year or those properties which are fully or partially non-rateable under the provisions of schedule one, part two, of the Local Government (Rating) Act 2002.

The policy requires that applications for rate remission from all qualifying organisations must be made to the Council prior to the commencement (by 30 June) of the rating year for which the remission is being applied. No applications will be backdated.

Organisations making an application must provide the following documents in support of their application:

- statement of objectives;
- full financial accounts;
- information on activities and programmes

The policy may automatically apply to land owned by the Council which is used exclusively or principally for community purposes, sporting and recreation.

The policy may apply to recreation, sporting and other community organisations who meet the relevant criteria as jointly approved by the Chair of the Council committee with responsibility for managing Council finances and the Group Manager, Corporate Services.

### Part 5 - Rates remission for recreation, sporting and other community organisations which lease or own private property for a period of one year or longer

#### Policy objective

The objectives of this policy are to:

- facilitate the on-going provision of non-commercial (non-business) community services and/or recreational opportunities that meets the needs of Kāpiti Coast district's residents;
- provide rating relief to recreation, sporting and other community organisations; and
- make membership of the recreation, sporting and other community organisations more accessible to the general public, particularly disadvantaged groups. These include children, youth, young families, older persons, and economically disadvantaged people.

#### Policy conditions and criteria

The policy may apply to property leased or owned by a charitable organisation for a period of at least one year, is used exclusively or principally for recreation, sporting or community purposes, and the organisation is liable for the payment of the Council's rates under the property's lease agreement, or as the property owner.

The policy does not apply to:

- organisations operated for private pecuniary profit, or those which charge commercial tuition fees; and
- groups or organisations whose primary purpose is to address the needs of adult members (over 18 years) for entertainment or social interaction, or who engage in recreational, sporting, or community services as a secondary purpose only.

Under this policy the following rate remission may apply to those recreational, sporting and other community organisations which qualify:

- a 50% remission of the Council's rates and charges (excluding water and wastewater).

This 50% maximum rate remission may also apply to recreation, sporting and other community organisations that qualify and have a liquor licence. (Note: The reason for allowing recreation, sporting and other community organisations with liquor licences to also receive a 50% rate remission is because the change in social drinking patterns means that the liquor licenses no longer provide the same level of funding as was previously the case.)

No second remission of rates will be made on those properties which have already received a rate remission for a financial

year or those properties which are fully or partially non-rateable under the provisions of schedule one, part two, of the Local Government (Rating) Act 2002.

The policy requires that applications for rate remission must be made to the Council prior to the commencement (by 30 June) of the rating year for which the remission is being applied. No applications will be backdated.

Organisations making application must provide the following documents in support of their application:

- statement of objectives;
- full financial accounts;
- evidence of their lease or ownership of the property;
- evidence of the amount of rates paid to the property owner or to the Council for each financial year;
- information on activities and programmes;

The policy may apply to recreation, sporting and other community organisations who meet the relevant criteria as jointly approved by the chair of the Council committee with responsibility for managing Council finances and the Group Manager, Corporate Services.



### Part 6 - Rates remission of late payment penalty

#### Policy objective

The objective of this policy is to enable the Council to act fairly and reasonably when rates have not been received by the penalty date.

#### Policy conditions and criteria

The policy will apply to a ratepayer who has had a penalty levied where it is demonstrated that the penalty has been levied because of an error by the Council. Remittance will be upon either receipt of an application from the ratepayer or identification of the error by the Council.

The policy may also apply to a ratepayer where the Council considers that it is fair and equitable to do so. Matters that will be taken into consideration include the following:

- the ratepayer's payment history; being two clear years history without penalty OR two years history without a previous penalty remission;
- the impact on the ratepayer of extraordinary events;
- the payment of the full amount of rates due; or
- the ratepayer entering into an agreement with the Council for the payment of their rates.

Under this policy the Council reserves the right to impose conditions on the remission of penalties. The policy shall apply to ratepayers who meet the relevant criteria as approved by the Group Manager, Corporate Services (with sub-delegation to the Chief Financial Officer).

### Part 7 - Rates remission for land protected for natural or cultural conservation purposes

#### Policy objective

The objective of this policy is to preserve and promote natural resources and heritage land to encourage the maintenance, enhancement and protection of land for natural or cultural purposes.

#### Policy conditions and criteria

This policy supports the provisions of the Kāpiti coast district plan and the heritage strategy. It recognises that most heritage features are already protected by rules in the district plan and encourages landowners to maintain, enhance and protect heritage features by offering a financial incentive.

Ratepayers who own rating units which have some feature of cultural or natural heritage which is voluntarily protected may qualify for remission of rates under this policy, for example:

- properties that have a QEII covenant under section 22 of the Queen Elizabeth

the Second National Trust Act 1977 registered on their record(s) of title;

- properties that have a conservation covenant with the Department of Conservation registered on their record(s) of title;
- properties that have a site listed in the district plan heritage register (excluding any buildings);
- appropriately protected riparian strips; and
- heritage features that are protected by a section 221 consent notice (Resource Management Act 1991) registered on the record of title (excluding buildings).

This policy does not apply to land that is non-rateable under section 8 of the Local Government (Rating) Act 2002 and is liable only for rates for water supply or wastewater disposal.

Applications for rates remission in accordance with this policy must be in writing and supported by documentary evidence of the protected status of the rating unit, for example, a copy of the covenant agreement or other legal mechanism.

In considering any application for remission of rates under this policy, the Council committee responsible for the Council's environmental and natural heritage portfolio will consider the following criteria:

- 
- the extent to which the preservation of natural or cultural heritage will be promoted by granting remission on rates on the rating unit;
  - the degree to which features of natural or cultural heritage are present on the land;
  - the degree to which features of natural or cultural heritage inhibit the economic utilisation of the land;
  - whether, and to what extent, public access to/over the heritage feature is provided for;
  - the extent to which the heritage feature is legally (e.g. covenanted) and physically (e.g. fenced) protected;
  - in respect of geological sites and wāhi tapu:
    - the importance of the place to the tāngata whenua;
    - the community association with, or public esteem for, the place;
    - the potential of the place for public education;
    - the representative quality and/or a quality or type or rarity that is important to the District;
    - the potential of the place as a wildlife refuge or feeding area;
  - the potential of the place for its diversity in flora and fauna.
  - in respect of ecological sites (areas of significant indigenous vegetation and significant habitats of indigenous flora) whether the site has:
    - Representativeness - the site contains an ecosystem that is under-represented or unique in the ecological district;
    - Rarity - the site contains threatened ecosystems; threatened species; and species that are endemic to the ecological district;
    - Diversity - the site has a diversity of ecosystems species and vegetation;
    - Distinctiveness - the site contains large / dense population of viable species; is largely in its natural state or restorable; has an uninterrupted ecological sequence; and contains significant land forms;
    - Continuity and linkage within landscape - the site provides, or has potential to provide, corridor/buffer zone to an existing area;
    - Cultural values - the site has traditional importance for Māori; recreational values; significant landscape value; protection of soil values; water catchment protection; recreation or tourism importance; and aesthetic coherence;
  - Ecological restoration - an ability to be restored; difficulty of restoration; and cost/time;
  - Landscape integrity - significance to the original character of the landscape; isolated feature (for example, does it stand out or blend in); and whether it has a role in landscape protection; and
  - Sustainability - size and shape of area; activities occurring on the boundaries which may affect its sustainability; adjoins another protected area; links; and easily managed.
- Where remission of rates is granted under this policy the landowner, in conjunction with the Council, will be required to develop a heritage management plan.
- The purpose of a heritage management plan is to set out a plan of action for managing a heritage feature within the Kāpiti coast district that is subject to rates remission.
- The heritage management plan will:
-

- be reviewed on an annual basis by the Council in conjunction with the landowner;
- may contain conditions which shall be complied with on an on-going basis, including requirements to fence off the area, undertake weed control and restoration, undertake pest control and keep stock out of the area; and
- will ensure that the site will be managed in a manner that protects and enhances the heritage feature.

The amount of remission will be determined on a case-by-case basis by the Council Committee responsible for the Council's environmental and natural heritage portfolio, taking into account the merits of the protected feature and the extent to which it meets the criteria specified in this policy.

In granting rates remission under this policy, the Council committee responsible for the Council's environmental and natural heritage portfolio may specify certain conditions before remission will be granted.

Applicants will be required to agree in writing to these conditions and to pay any remitted rates if the conditions are violated.

<sup>1</sup> A designated minor flat has a floor area less than 60m<sup>2</sup> in a rural zone and a floor area less than 54m<sup>2</sup> in an urban zone.

## Part 8 – Policy for rates relief for residential rating units containing two separately habitable units

### Policy objective

The objectives of this policy are:

#### Objective 1

To enable the Council to provide relief for ratepayers who own a residential rating unit containing two habitable units, where the second unit is:

- either a consented family flat or is designated a minor flat<sup>1</sup>; and
- used only to accommodate non-paying guests and family

#### Objective 2

To enable the Council to provide relief for ratepayers who own a residential rating unit containing two habitable units, where the second unit is:

- designated a minor flat; and
- only rented out for less than one month each year.

### Policy conditions and criteria

#### Objective 1

1.1 The Council may remit a second targeted rate for community facilities

and Districtwide water supply fixed rates set on a separately habitable portion of the rating unit, provided that:

- a) the ratepayer provides a written application each year;
- b) their rating unit contains two habitable units, where the second unit is either a consented family flat or is designated a minor flat;
- c) the second unit is used only for family and friends of the occupants of the first unit on a non-paying basis; and
- d) the application is accompanied by a statutory declaration of intent made by the ratepayer that declares that all the above conditions will be complied with in the ensuing year.

1.2 If a rating unit contains more than two habitable units used by non-paying guests and family, only one is entitled to remission.

#### Objective 2

2.1 The Council may remit a second targeted rate for community facilities

and Districtwide water supply fixed rates set on a separately habitable portion of the rating unit, provided that:

- a) the ratepayer provides a written application each year;
- b) their rating unit contains two habitable units, where the second unit is designated a minor flat;
- c) their rating unit contains two habitable units; where the second unit is only rented out for less than one month each year; and
- d) the application is accompanied by a statutory declaration of intent made by the ratepayer that declares that all the above conditions will be complied with in the ensuing year.

2.2 If a rating unit contains more than two habitable units used by non-paying guests and family, only one is entitled to remission.

#### Application process for Objectives 1 and 2

The application for remission must be made to the Council prior to the commencement (by 30 June) of the rating year for which the remission is being applied. Applications will not be backdated.

Decisions for remission of rates for rating units consisting of two separately habitable

units will be delegated to the Group Manager, Corporate Services (with sub-delegation to the Chief Financial Officer).

### Part 9 - Rates assistance

#### Policy objectives

The objective of this policy is to set out the circumstances in which the Council will offer financial assistance (a remission of rates) to those people experiencing difficult financial circumstances.

#### Introduction

This policy is divided into three sections as follows:

1. People who are facing on-going financial difficulties:
  - a) Ratepayers who own their own home;
  - b) Ratepayers who own rental properties, who are applying jointly with and on behalf of a tenant facing difficult financial circumstances;
2. People who are facing temporary financial difficulties.

3. Water rate remission for vulnerable households relating to high water use.

### 1. On-going financial assistance

#### Policy conditions and criteria

##### General criteria

Application for on-going financial assistance must be made between 1 January and 30 June in the rating year in which the assistance is being applied for. Applications will be processed from 1 February onwards.

Funding will be available until such time as the rates assistance fund is fully subscribed in each financial year.

#### Ratepayers who own their own home

(A) A ratepayer who is experiencing on-going financial difficulty may be eligible for financial assistance (a remission of rates) of up to \$300 if they meet the following criteria:

- o the applicant owns the property; and
- o the applicant resides at the property; and
- o total household income before tax for the specified financial year, is less than or equal to the gross NZ Superannuation income level for a couple where both qualify; and
- o the applicant has first applied for the central government rates rebate; and

- expenditure on Kāpiti Coast District Council rates (after netting off any central government rates rebate) is more than 5% of net disposable income.

*(B) Ratepayers who own rental properties, who are applying jointly with and on behalf of a tenant facing difficult financial circumstances*

A tenant who is experiencing on-going financial difficulty can make a joint application with their landlord for financial assistance (a remission of rates) of up to \$300. Only the landlord, as the owner of the property, can receive this financial assistance (a remission of the Council's rates) from the Council. If the landlord receives a remission, they must pass it on to the tenant.

The tenant and landlord may be eligible for financial assistance if the following criteria have been met:

- the landlord is renting to a tenant whose total household income before tax for the specified financial year, is less than or equal to the gross NZ Superannuation income level for a couple where both qualify and proof of income is supplied;
- the landlord and tenant provide a joint application form and an explanation of the financial difficulty experienced with appropriate support;

- expenditure on Kāpiti Coast District Council rates is more than 5% of the tenant's net disposable income;
- the tenant has a rental agreement for no less than six months and a copy of the rental agreement is provided;
- the landlord provides proof of the current record of the rental paid; and
- proof at the end of the year that the full amount of annual rate remission has been forwarded on to the tenant.

Should the landlord receive the remission and then not continue to pass on the remission to the tenant, the amount of the remission will be subsequently charged to the relevant rateable property.

## **2. Temporary financial assistance**

The Council will make available financial assistance (a remission of rates) of up to \$300 per rateable property for those applicants who are experiencing financial difficulties due to, for example, repair of water leaks, a serious health issue (including on-going serious health issues) or for essential housing maintenance.

Applications may be made throughout the year and will be considered until the available Rates assistance fund is fully subscribed.

## **Policy conditions and criteria**

A ratepayer who has incurred significant one-off expenditure may be eligible for financial assistance (a remission of rates) of up to \$300 if they meet the following criteria:

- the applicant is the owner of the property;
- the applicant resides at the property;
- total household income before tax for the specified financial year, is less than or equal to the gross NZ Superannuation income level for a couple where both qualify; and proof of income is supplied;
- one-off expenditure has been incurred in relation to repairs for water leaks, a serious health issue or for essential housing maintenance within the same financial year and proof of expenditure and reasons for expenditure are provided;
- the applicant has also applied for the central government rates rebate and is receiving all relevant funding; and
- the effect of the one-off expenditure is to reduce net disposable income such that rates, net of any central government rates rebate, is more than 5% of net disposable income.

### 3. Water rate remission for vulnerable households relating to high water use

Applicants may apply for this remission in May with applications being assessed and applied to individual water rate accounts in June.

Criteria for approving water rate remission

Applications will be assessed against the following Criteria:

*(A) Ratepayer: owner of property – water variable charge paid by property owners*

A property owner with two or more dependents living at the property may apply for a water rate remission provided that:

- the applicant owns the property;
- the applicant resides at the property;
- the property owner is receiving a working for families tax credit;
- total water rate charges from 1 July to 30 April have exceeded \$311

*(B) Landlord and tenant: water variable charge – paid by landlord and on-charged to tenant*

A tenant with two or more dependents living at the property may apply for a water rate remission provided that:

- the tenant has a rental agreement for no less than six months and a copy of the rental agreement is provided;
- the tenant resides at the property and the property is also classified as residential;
- the tenant is receiving a working for families tax credit;
- total water rates charges from 1 July to 30 April have exceeded \$311;
- their landlord is informed and agrees to adjust any on-charged variable water charge to their tenant by the amount remitted by the Council.

Should the landlord receive the remission and then not continue to pass on the remission to the tenant, the amount of the remission will be subsequently charged to the relevant rateable property.

General conditions

- no rates remission will be provided for any variable charge for water use where that water use is for other than internal or essential household use.

Assessment

All rates remission applications will be treated on a case-by-case basis and will be approved/declined by the Group Manager, Corporate Services (with sub-delegation to the Chief Financial Officer). Other information or evidence may also be requested in certain circumstances (for example, information supporting what change of circumstance may have occurred to cause temporary financial difficulty).

## Part 10 – Water Leak Rates remission

Policy Objectives

To enable Council to provide relief for ratepayers who have incurred excess volumetric water rates charges due to a leak on their private water supply pipes.

Policy conditions and criteria

Council may remit water consumption rates (districtwide water supply volumetric rates) where all of the following apply:

- A remission application has been received

- The leak was on a private water supply pipe. Private Water supply pipe is the section of pipe between the point of supply and the ratepayers' premises through which water is conveyed to the premises. The private water supply pipe will not include any check meter installed on the pipe.
- It does not include:
  - Reasonably discernible water loss from leaking taps, shower heads, toilet cisterns or other water appliances.
  - Water loss from property sprinkler or other irrigation system, pools, ponds or similar systems,
  - leaking hot water systems or plumbing relating to a faulty hot water system.
- The leak has been repaired upon discovery or within 21 days from the date of notification from Council
- Proof of the leak being repaired has been provided

The amount of the remission will be determined by the difference between the average of the four previous quarterly volumetric water rates charges prior to the leak as deemed reasonable by Council and

the consumption as recorded by the water meter over and above that average.

In the absence of four previous quarterly readings, normal water consumption estimates may be assessed using the mean water use for an equivalent sized household using the invoice usage comparison chart; plus any other identified water use.

Remissions for a Private Water Leak will be considered on a case by case basis, limited to the period where the leak was identified and fixed and the last invoice. Remission for any particular property will generally be granted only once every year, unless there are extenuating circumstances.

Any remission will only be applied to the Districtwide Water supply volumetric rates and the Districtwide water supply fixed rate will still apply.

All rates remission applications will be treated on a case-by-case basis and will be approved/declined by the Group Manager, Corporate Services (with sub-delegation to the Chief Financial Officer). Other information or evidence may also be requested in certain circumstances to enable an application to be considered.

**Appendix 2 - Properties recommended to receive Rates Remission for Land Protected for Natural or Cultural Conservation Purposes in 2022/23, and recommended amounts.**

Location address	Valuation number	Remission amount 2022-23 (including GST)
366 State Highway 59, Paekākāriki	1540002404	\$278.00
528 State Highway 1, Paekākāriki	1540002500	\$695.00
116 Ruapehu Street, Paraparaumu	1525141400	\$139.00
117 Ruapehu Street, Paraparaumu	1525164400	\$139.00
12 Greendale Drive, Paraparaumu	1526035026	\$139.00
14 Riwai Street, Paraparaumu	1525142300	\$139.00
153 State Highway 1, Paraparaumu	1526203500	\$278.00
156 Maungakotukutuku Road, Paraparaumu	1540004400	\$278.00
16 Aston Road, Paraparaumu -	1515012422	\$278.00
184 State Highway 1, Paraparaumu	1526227100	\$278.00
2 Greendale Drive, Paraparaumu	1526035027	\$139.00
2 Ocean Vista Lane, Paraparaumu	1530150011	\$139.00
2 Riwai Street, Paraparaumu	1525141700	\$139.00
217 State Highway 1, Paraparaumu	1526205500	\$139.00
222 Valley Road, Paraparaumu	1530006403	\$278.00
30-34 Greendale Drive, Paraparaumu	1526035024	\$278.00
331 Valley Road, Paraparaumu	1540004300	\$419.00
362 State Highway 1, Paraparaumu +	1515011907	\$695.00
4 Ocean Vista Lane, Paraparaumu	1530150010	\$139.00
46 Ruahine Street, Paraparaumu	1525131500	\$139.00
524 State Highway 1, Paraparaumu	1515013802	\$278.00
67 Aston Road, Paraparaumu -	1515013800	\$139.00
69 Aston Road, Paraparaumu	1515013803	\$278.00
71 Aston Road, Paraparaumu	1515012400	\$556.00
80 Waterfall Road, Paraparaumu +	1540004100	\$556.00
95 Panorama Drive, Paraparaumu -	1530150001	\$278.00
54 Makora Road, Paraparaumu	1526004900	\$139.00
11 Kakariki Grove, Waikanae -	1496066800	\$139.00
111 Ngatiawa Road, Waikanae	1490018701	\$139.00
126 Te Hapua Road, Waikanae	1489000702	\$278.00
129 Belvedere Avenue, Waikanae	1495171400	\$139.00
15 Manu Grove, Waikanae	1495107600	\$139.00
152 Te Hapua Road, Waikanae	1489000700	\$556.00
153 Peka Peka Road, Peka Peka, Waikanae	1489012401	\$278.00
16 Elizabeth Street, Waikanae	1496002100	\$139.00
16 Jacks Bush Road, Waikanae	1489016203	\$278.00
17 Jacks Bush Road, Waikanae	1489016207	\$139.00
176 Te Hapua Road, Waikanae	1489000800	\$278.00
182 Te Hapua Road, Waikanae	1489000900	\$556.00
188 Ngarara Road, Waikanae	1489015600	\$139.00
19 Jacks Bush Road, Waikanae	1489016206	\$139.00
190 Te Hapua Road, Waikanae	1489001101	\$139.00
2 Jacks Bush Road, Waikanae	1489016200	\$139.00
2 Kereru Street, Waikanae	1496065000	\$139.00



Location address	Valuation number	Remission amount 2022-23 (including GST)
200 Reikorangi Road, Waikanae	1488516102	\$139.00
20-24 Reikorangi Road, Waikanae	1488515600	\$139.00
204 Te Hapua Road, Waikanae	1489001100	\$556.00
207 Te Hapua Road, Waikanae	1489001114	\$139.00
218 Pukenu Road, Waikanae	1489000213	\$278.00
227 Te Hapua Road, Waikanae	1489001113	\$278.00
231 Te Hapua Road, Waikanae +	1489001115	\$419.00
233 Te Hapua Road, Waikanae	1489001111	\$278.00
234 Te Hapua Road, Waikanae	1489001104	\$278.00
248 Park Avenue, Waikanae	1489015200	\$278.00
27 Jacks Bush Road, Waikanae	1489016205	\$139.00
303 Reikorangi Road, Waikanae	1488516806	\$556.00
31 Jacks Bush Road, Waikanae	1489016204	\$139.00
310-312 Te Hapua Road, Waikanae	1489001116	\$419.00
44 Manu Grove, Waikanae -	1495108800	\$139.00
49 Te Ara Kawakahia, Waikanae **	1489015219	\$419.00
5 Matata Place, Waikanae	1496055362	\$139.00
51 Te Ara Kawakahia, Waikanae **	1489015218	\$1,114.00
54 Kohekohe Road, Waikanae	1494149000	\$139.00
60 Octavius Road, Waikanae	1490005605	\$278.00
66 Maurice Smith Way, Waikanae	1489017300	\$278.00
7 Morrison Road, Waikanae	1489000603	\$278.00
79 Belvedere Avenue, Waikanae	1495128900	\$139.00
8 Jacks Bush Road, Waikanae	1489016201	\$278.00
87 Belvedere Avenue, Waikanae	1495129300	\$139.00
94 Huia Street, Waikanae	1496035150	\$278.00
95 Belvedere Avenue, Waikanae	1495129700	\$139.00
99 State Highway 1, Waikanae -	1489019600	\$278.00
298 Mangaone South Road, Reikorangi	1490024900	\$419.00
432 Mangaone South Road, Reikorangi +	1490023400	\$1,114.00
518 Mangaone South Road, Reikorangi	1490023401	\$139.00
53 Mangaone South Road, Reikorangi	1490018900	\$139.00
115 Arcus Road, Te Horo	1488127403	\$139.00
15 Catley Road, Te Horo	1488124001	\$139.00
244,246,294 Old Hautere Road, Te Horo *	1488119600	\$278.00
3 Hadfield Road, Te Horo	1490003207	\$278.00
37 Sandown Road, Te Horo	1487132037	\$139.00
564 State Highway 1, Te Horo	1490003212	\$278.00
58 Hadfield Road, Te Horo	1490005304	\$278.00
69 Mickell Road, Te Horo -	1488166504	\$278.00
92 Old Hautere Road, Te Horo	1488118100	\$278.00
1313 Ōtaki Gorge Road, Ōtaki	1488159001	\$695.00
140 Taylors Road, Ōtaki	1486120207	\$139.00
1400 Ōtaki Gorge Road, Ōtaki	1488165809	\$1,396.00
146 Rahui Road, Ōtaki	1486155800	\$139.00
150 Taylors Road, Ōtaki	1486120208	\$139.00
158 Taylors Road, Ōtaki	1486120209	\$278.00

Location address	Valuation number	Remission amount 2022-23 (including GST)
168 Taylors Road, Ōtaki	1486120212	\$278.00
243 State Highway 1 North, Ōtaki +	1486124200	\$556.00
331 Ōtaki Gorge Road, Ōtaki	1488106600	\$278.00
362 - 428 Ōtaki Gorge Road, Ōtaki	1488120000	\$419.00
387,405 Ōtaki Gorge Road, Ōtaki	1488107600	\$278.00
47 Oriwa Crescent, Ōtaki	1509124100	\$139.00
566 Rahui Road, Ōtaki -	1488151200	\$556.00
568 Ōtaki Gorge Road, Ōtaki	1488157510	\$278.00
67 Waihoanga Road, Ōtaki	1488158704	\$278.00
70 Ōtaki Gorge Road, Ōtaki	1488108900	\$139.00
81 Forest Lakes Road, Ōtaki	1486119900	\$139.00
908 Ōtaki Gorge Road, Ōtaki	1488164700	\$1,198.00
91A Ringawhati Road, Ōtaki	1486154000	\$278.00
96 Ōtaki Gorge Road, Ōtaki	1488109601	\$139.00
98 Old Coach Road North, Ōtaki	1486103300	\$419.00
Ōtaki Gorge Road, Ōtaki	1488107000	\$278.00
State Highway 1 South, Ōtaki	1486117000	\$278.00
State Highway 1 South, Ōtaki	1486122400	\$419.00
<b>Total</b>		<b>\$32,221.00</b>

**10.3 HEALTH AND SAFETY QUARTERLY REPORTS: 1 JULY 2022 - 31 MARCH 2023**

Kaituhi | Author: **Dianne Andrew, Organisational Development Manager**

Kaiwhakamana | Authoriser: **Darren Edwards, Chief Executive**

**TE PŪTAKE | PURPOSE**

- 1 Due to the timing of meeting schedules and the Local Government Elections and the subsequent meeting timetable for this triennium the regular Health and Safety Quarterly Reports have not had the opportunity to be formally presented. This meeting provides an opportunity to bring the reporting cycle back on track in providing a Health and Safety report for the periods 1 July 2022 – 31 March 2023.

**HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY**

- 2 The Health and Safety Quarterly Report links to the draft Health and Safety Plan 2020-2023 which aligns to the WorkSafe NZ SafePlus model of 'what good looks like', the framework of which sets out ten performance requirements under the three themes of Leadership, Worker Engagement and Risk Management. The Plan will continue to build on the three high level areas of Leadership, Health and Safety Management Systems, and Contractor Management all with an underlying focus on:
  - skills and capability of our people
  - managing our critical risks, and
  - leadership and engagement.

**TE TUKU HAEPAPA | DELEGATION**

- 3 The Council has the authority to consider this matter.

**TAUNAKITANGA | RECOMMENDATIONS**

- A. That the Council notes the Health and Safety Quarterly Reports for the periods 1 July 2022 – 31 March 2023 attached as Appendix One to this Report.

**TŪĀPAPA | BACKGROUND**

- 4 The quarterly Health & Safety Report is intended to provide the Council with insight into initiatives and activities and their progress, as part of our Council's commitment to providing a safe and healthy place to work. The contents and any subsequent discussions arising from this report can support Officers to meet their due diligence obligations under the Health & Safety at Work Act (HSWA) 2015.
- 5 The Health and Safety Plan period was extended from two to three years to enable Covid-19 lockdown delays and ongoing related interruptions to be considered. With the current work programme and resource challenges, the three-year period remains appropriate.
- 6 A draft Health and Safety Strategic Plan 2020-2023 was adopted by the Senior Leadership Team. Work is proceeding based on the deliverables stated in the 2020-2023 Plan.
- 7 In advance of the Health and Safety Strategic Plan being tabled at the Risk and Assurance Committee, a Discussion Forum will be scheduled to provide an opportunity for the Committee to familiarise themselves with the content and understand the context of some of the components.

**HE KŌRERORERO | DISCUSSION**

- 8 Disruptions because of previous Covid-19 alert level resurgence and/or restrictions have been factored into the draft 2020 – 2023 Health and Safety Plan and actions and deliverables are progressing, albeit slower than anticipated.

**He take | Issues**

- 9 Training for key competency/qualification requirements for specific roles was significantly disrupted through Covid-19 restrictions and the overflow effect of limitations on the availability of training opportunities. However, this training has been prioritised to ensure compliance where required and where delays are out of the Council's control, specific measures are being put in place to manage this to minimise any potential for organisational risk.
- 10 Planning continues to minimise organisational risk and enable best opportunities to continue a level of service delivery to our community during any future pandemic related or emergency related disruptions. Planning for such contingency includes the health and safety and wellbeing of staff and customers, and members of the community and as such will be dependent on Council's resource availability and acknowledgement of the potential that some services may be reduced intermittently or for a period.

**Ngā kōwhiringa | Options**

- 11 The delivery of key competency/qualification training will continue via remote delivery where practicable. Team management will ensure staff risk management is effectively balanced with the practical need to keep staff current in their skill areas as required for their roles. Where roles do not have specific training for compliance reasons, this training will continue to be prioritised and delivered as and when appropriate given the context of any restrictions or limitations at the time.

**Tangata whenua**

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

**Panonitanga āhuarangi | Climate change**

- 13 This Report does not impact on the work programmes for climate change.

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

- 14 Budget has been provided for implementation of the action plan initiatives as part of the 2018-38 Long-term plan.

**Ture me ngā Tūraru | Legal and risk**

- 15 There are no legal and risk considerations in addition to those already noted in this report.

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

- 16 There are no policy considerations arising from this report.

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

- 17 There are no communication and engagement considerations arising from this report.

**Te mahere tūhono | Engagement planning**

- 18 An engagement plan is not needed regarding this report.

**Whakatairanga | Publicity**

- 19 There are no publicity considerations.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Health and Safety Quarterly Reports for the periods 1 July 2022 to 31 March 2023 [↓](#)

**KĀPITI COAST DISTRICT COUNCIL**  
**Health and Safety Quarterly Report to the Risk and Assurance Committee**  
**1 July 2022 – 30 September 2022**

## 1. Executive Summary

There were no notifiable events or serious harm events this Quarter. However, this Quarter has seen a continued prevalence of events related to aggression and abuse towards workers from customers and members of the public. Training and support for frontline workers is being refreshed to enable an ongoing cycle of health, safety and wellbeing workshops and will be customized to the context for each team.

Two contractor events were reported this quarter. One was a near miss on the Waikanae River walking track. A Bobcat digger became stuck in soft silt after taking evasive action to avoid speeding moped riders. It was subsequently discovered through the investigation that the warning signs that had been well placed along the track had been removed and were found in the bushes. The Bobcat was towed out and there were no injuries. The second event saw a small digger fall onto its side when it drove across soft sand while clearing a beach accessway. This work was being undertaken as part of emergency remediation works to reinstate post storm beach access. A comprehensive investigation found that the Contractor worker was operating with the correct settings and using the correct procedures. There were no injuries. Both Contractor events highlighted the importance for robust risk assessments and have provided an opportunity to improve on the council's processes when engaging contractors and the discussions required on the nature of the work and the management of risks related to the tasks. The planned implementation of the SiteWise tool coupled with identifying improvements to the health and safety activities within the procurement cycle will reinforce the learning from these events and strengthen the processes around engaging contractors.

The Place and Space Group continue to report the highest number of events, and this is not surprising given the volume of community activity spaces (i.e.: Pools, Parks, Libraries) that this Group is responsible for, and as such the majority of Third-Party events are also attributed to this Group. Of the 85 total events reported this Quarter, 49 occurred at Pools – 40 of which were Third Party; 15 occurred at Libraries- 5 of which were Third Party.

The use of Employee Assistance Program (EAP) remains steady with use being predominantly for non-work related issues.

The Care Register (a confidential internal database to advise our workers of a known potential for harm from people or properties that workers may be required to engage with or visit to carry out their roles) had one new entry this Quarter in regard to an abusive customer.

The Senior Leadership Team (SLT) continues to monitor, and review leave usage. A recent outcome from this process resulted in two new leave provisions: one to enable employees to care for their Dependents, and one for employees to recover from Covid related illness.

## 2. LEAD INDICATORS

### 2.1. CORPORATE HEALTH AND SAFETY TRAINING SUMMARY

Training Type	Training Course Name	Scheduled	Status
<i>Task Related</i>	<ul style="list-style-type: none"> <li>Breathing Apparatus</li> <li>Confined Spaces &amp; Gas Detection</li> <li>Safety in Trenches</li> <li>Sling Regular Loads Safety</li> </ul>	Sep 2022 Sep 2022 Sep 2022 Aug 2022	Completed Completed Completed Completed
<i>Role Related</i>	<ul style="list-style-type: none"> <li>Truck Loader Crane</li> <li>Asbestos Awareness</li> <li>Electrical Competency</li> </ul>	Aug-Sep 2022 Sep 2022 Aug 2022	Completed Completed Completed
<i>Critical Risk Related</i>	<ul style="list-style-type: none"> <li>AA Safe Driving Assessment – Phase 1: Regular Drivers of Council vehicles (online assessments)</li> </ul>	Aug-Sep 2022	Completed

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Training Type	Training Course Name	Scheduled	Status
	<ul style="list-style-type: none"> <li>AA Safe Driving Assessment - Phase 1 – practical assessments</li> <li>AA Safe Driving Assessment - Phase 2: other staff (online assessment) - to complete within 2 months of notification</li> </ul>		Not yet Scheduled Not yet Scheduled
<i>General - Health &amp; Safety</i>	Comprehensive First Aid	Sep 2022	Completed
	First Aid Refresher	Sep 2022	Completed
	WFA Heartbeat (CPR/AED)	Sep 2022	Completed
	Health and Safety Representative	As required	Underway
	Fire Warden Training	As required	Completed
	Keeping Yourself Safe at Work		Not yet Scheduled
	Disability Awareness Training	Sep 2022	Completed

**2.2. EMERGENCY EVACUATIONS AND DRILLS**

- With the addition of Maple Building in June 2022, the Council now has 13 buildings which have emergency evacuation plans in place. Eleven of these buildings have their evacuation plans approved and lodged with Fire and Emergency NZ (FENZ) as required by the nature of their operation. Eleven buildings are required to carry out six monthly emergency evacuation drills.
- The Council has two buildings (EOC and Animal Management Shelter) which do not require six monthly evacuation drills and instead require procedures to be in place, checked and reviewed which is occurring.
- The Property Services Team have been working with Safety First to review the Council's evacuation and emergency plans as well as appointing and training new fire wardens
- Over the previous six months, trial evacuations have been on hold due to the ever-changing environment and supersessions caused by the changes with Covid-19 evaluations transitioning from Alert levels to the Traffic Light system. However, as we no longer have the Traffic Light system, for this quarter 9 trial evacuations were completed, putting us back on track.

**2.3. EMPLOYEE INDUCTIONS**

- 32 new employees commenced this quarter. Current induction processes are under review and health and safety inductions will be captured as part of the new 'Cognise' online training module. This new online system is a collaboration between the Digital Solutions team and Organisational Development team and has been a work in progress due to Covid-19 interruptions and resource limitations.

**2.4. WELLNESS INITIATIVES**

Wellness Initiative	Staff recipients
Eye Examinations	16
Ergonomic Work Assessments	11
Hearing Tests Annual cycle August – October	50
Noise Monitoring (Water Treatment Plants and Operations) - 5 yearly cycle commenced October – December 2020	Not due this quarter
EAP Services hours utilized	25 hours

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**2.5. DRUG AND ALCOHOL MANAGEMENT**

- Pre-employment Drug and Alcohol Tests continue to be undertaken by all preferred applicants.
- Reasonable cause testing continues to be undertaken as a mandatory requirement where any incident involves the use of machinery or vehicles, and a worker's actions or lack of action may have contributed.
- No Reasonable Cause tests for employees were conducted during this quarter.

**2.6. STANDARD OPERATING PROCEDURES (SOPs)**

- Operational activity SOPs continue to be maintained as work in progress/continuous improvement and have now been incorporated into business as usual.

**2.7. RISK MANAGEMENT**

- Contractors: *This term refers to contractors undertaking physical works or work where the risks are higher than would normally be present in a general office workplace.* As of 30 September 2022, a total of 168 Contractors had been approved by the in-house health and safety pre-qualification process.
- 3 contractors were newly added and 6 had their approval status renewed this quarter.
- The Safety for Contractors process is under review as changes to the process for engaging contractors will be required in conjunction with the planned implementation of the SiteWise Contractor Prequalification and Management Tool.
- SiteWise's prequalification system grades and publishes a contractor's health and safety capability allowing the Council better assurance on contractor selection and an easier tendering process for both contractors and contract managers
- As of 30 September, there were 55 Care Register entries, with one addition this quarter. The Care Register policy, process and forms are currently being reviewed to ensure they are working effectively and continue to be fit for purpose.

**2.8. ORGANISATION HEALTH AND SAFETY COMMITTEE**

- Monthly meetings were held in July, August, and September 2022.
- The committee has been working to increase worker participation on the committee. The revised Organisation Health and Safety Committee Terms of Reference was approved by SLT in early September.

**2.9. SENIOR LEADERSHIP TEAM**

- Senior Leadership Team (SLT) site visits recommenced under the orange traffic light setting. The Animal Management facility was visited in the previous quarter and future site visits will be confirmed for the new calendar year. No sites visits were scheduled this quarter.
- SLT continues to maintain a focus on wellbeing, including psychological wellbeing. SLT recognises the potential impact lockdowns, health concerns and feelings of general uncertainty may have on our people and as such continue to review and refresh related contingencies and support availability for staff.
- SLT continues to monitor, and review leave usage to ensure the leave policy is fit for purpose and staff have a balance between rest, recreation, and work. A recent outcome of this review process resulted in the implementation of a new leave provision to enable staff to care for their dependants. A new leave provision for Covid related sickness has also been introduced. Ensuring opportunities for rest and recreational breaks away from the workplace is still a priority to enable opportunities for wellbeing, resilience, and general good workplace practices.

**2.10. HEALTH AND SAFETY POLICY REVIEW**

- The wider health and safety policy related review work program continues to be a work in progress using a continuous improvement approach to enable best opportunities for checking fit for purpose is retained. This work program has been slowed down due to resource availability however priority is given where required in specific areas.

## Appendix One

**3. Reported Events****3.1. TOTAL REPORTED EVENTS 1 JULY – 30 SEPTEMBER 2022**

Group	Events	Notifiable* events	Near Miss	Total
Chief Executive including Org Dev	0	0	0	0
Corporate Services	0	0	1	1
Infrastructure Services	12	0	0	12
People and Partnerships	0	0	0	0
Place and Space	17	0	3	20
Regulatory Services	6	0	0	6
Strategy, Growth & Recovery	0	0	0	0
Third Party	40	0	6	46
Contractors undertaking major works	1	0	1	2
<b>Total</b>	<b>76</b>	<b>0</b>	<b>11</b>	<b>87</b>

*\*Under the Health and Safety at Work Act 2015, Council must notify WorkSafe when certain work-related events occur.*

**3.2. WORKER REPORTED EVENTS BY TYPE 1 JULY – 30 SEPTEMBER 2022**

Worker Events by Type	Jul – Sep 2022
Aggressive Interactions (towards staff from externals)	11
Injuries	9
Chemical/Biological Hazards & Unknown Organisms	7
Near Miss	5
Theft	2
Vehicle	2
Property Damage	2
Equipment/Machinery	1
Psychological Health and Safety (prolonged exposure)	1
Aggressive/roaming animal	1
<b>TOTAL</b>	<b>41</b>

- 2 of the above were Contractor events related to equipment/machinery (1 near miss, 1 incident)

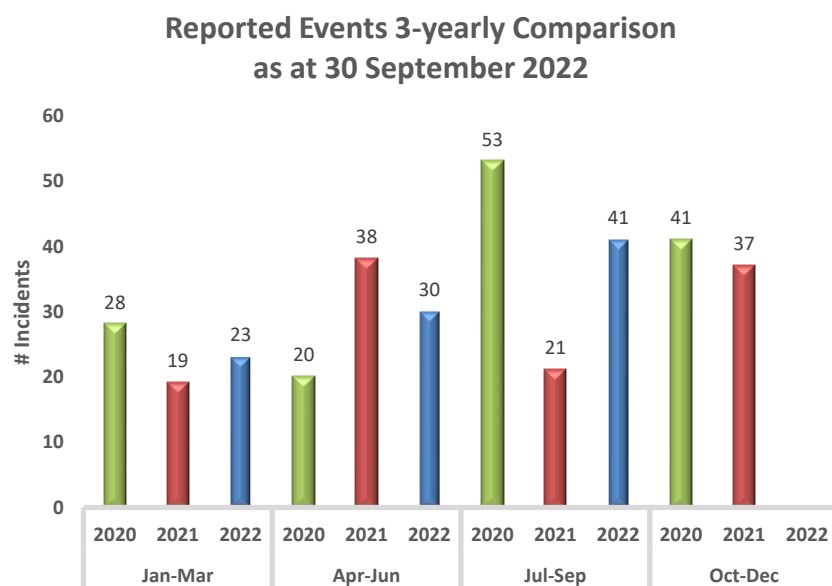


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## 3.3. THIRD PARTY REPORTED EVENTS BY TYPE 1 JULY – 30 SEPTEMBER 2022

Third Party Events by Type	Jul – Sep 2022
Injuries	18
Near Miss	6
Chemical/Biological Hazards & Unknown Organisms	6
Aggressive or Inappropriate Behaviour	5
Theft	2
Wet Rescue	2
Physical Hazard	2
Equipment/Machinery	2
Fall/Trip or Slip	1
Psychological Health and Safety (prolonged exposure)	1
Medical Event	1
<b>TOTAL</b>	<b>46</b>

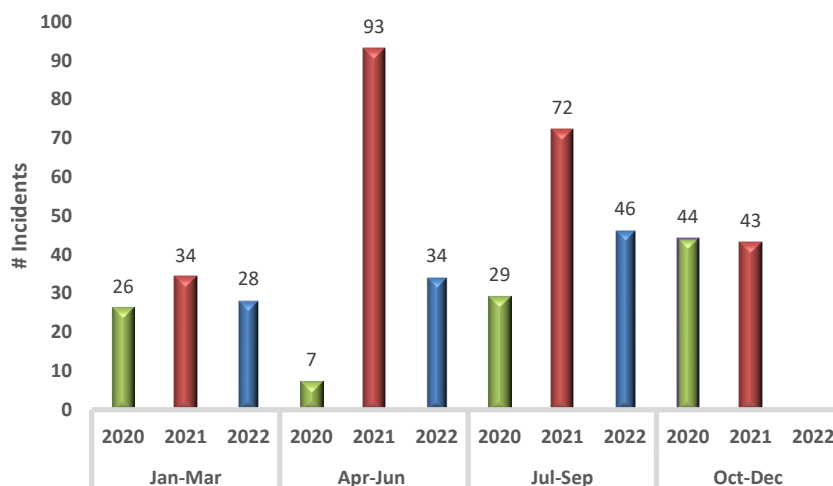
## 3.4. TOTAL REPORTED EVENTS 3-YEARLY COMPARISON



## Appendix One

## 3.5. THIRD PARTY EVENTS 3-YEARLY COMAPRISON

Third Party Events 3-yearly Comparison  
as at 30 September 2022

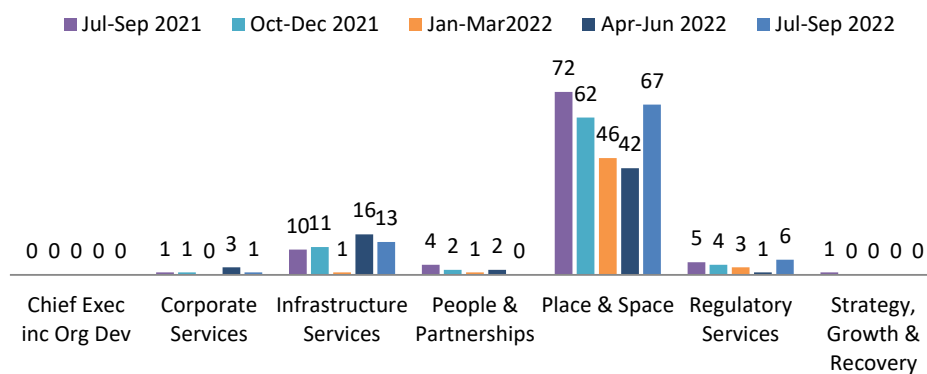


- Third Party is defined as a person who does not hold employee status or contractor worker status
- Third Party events tend to be associated primarily with Council's recreational public buildings i.e., Aquatics centres and Libraries.

## 3.6. TOTAL REPORTED EVENTS 3-YEARLY COMPARISON (INCLUDING THIRD PARTY)

The high proportion of incidents observed in Place and Space reflects the range of community facilities where responsibility sits under this group's activity area.

Total Reported Events by Group



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## 1 Executive Summary

There were no notifiable events or serious harm events this Quarter. No 'reasonable cause' drug and alcohol tests were required from employees this quarter.

There has been a concerning number of incidents reported by workers who have experienced Aggressive Interactions from customers or members of the public whilst carrying out their tasks. There were 11 reported in the previous quarter and 17 in this quarter.

A number of these incidents have occurred within the Regulatory Team and a series of workshops will be scheduled, initially for Regulatory staff and then rolled out across other teams, to explore the threats, triggers workers face, identify existing proactive controls (pre-event, how do we stop the aggressive interaction from starting), identify existing reactive controls (post-event, how do we manage the aggressive interaction) and determine if the controls are effective and what improvements can be made.

The number of reported events increased from 87 the last quarter to 116 for this quarter. The Aquatic Facilities within the Place and Space Group continue to report the highest number of events. Of the 116 total events reported this quarter, 77 occurred at Pools – 65 of which were Third Party. It should be noted that the reporting period for this quarter covers the opening of the Waikanae Pool season, so an increase of reported events is not unexpected. Customer behavior issues at the Coastlands Aquatic Centre around the sauna and waterslide has resulted in the implementation of health and safety improvements including 15-minutes checks of the sauna and the reception staff now monitoring activity at the water slide via a newly installed camera.

The Organisational Health and Safety Committee has been working to increase worker participation on the committee and 4 new members were confirmed this quarter.

The use of our Employee Assistance Program (EAP) has increased this quarter however this is not a major concern as the context and background of some situations is known and additional intervention support is in place where appropriate. The current EAP provider will be providing a revised reporting format over the coming months to enable a breakdown of usage between employees and elected members. This is a work in progress and updates will be provided going forward.

## 2 LEAD INDICATORS

### 2.1 CORPORATE HEALTH AND SAFETY TRAINING SUMMARY

Training Type	Training Course Name	Scheduled	Status
	<ul style="list-style-type: none"> <li>Forklift Code of Practice</li> <li>DiSC Profile Training (Leadership)</li> <li>Electric Fishing Machine training</li> <li>Electrical Awareness</li> <li>Waka Kotahi Inspector</li> <li>Wheels, Tracks Rollers Licence</li> </ul>	Oct 2022 Oct 2022 Oct 2022 Nov 2022 Nov 2022 Oct 2022	Completed Completed Completed Completed Completed Completed
<i>Critical Risk Related</i>	<ul style="list-style-type: none"> <li>AA Safe Driving Assessment - Phase 1: All drivers of Council vehicles (online assessment)</li> <li>AA Safe Driving Assessment - Phase 2: Regular drivers (practical assessment)</li> </ul>		Scheduled to recommence next quarter  Scheduled to recommence next quarter
<i>General - Health &amp; Safety</i>	<ul style="list-style-type: none"> <li>Comprehensive First Aid</li> <li>First Aid Refresher</li> <li>Health and Safety Representative</li> </ul>	Oct, Nov 2022 Oct, Nov 2022 As required	Completed Completed Underway

1

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Training Type	Training Course Name	Scheduled	Status
	<ul style="list-style-type: none"> <li>Fire Warden Training</li> <li>Keeping Yourself Safe at Work</li> </ul>		Not scheduled A rolling schedule to be completed by end May
	<ul style="list-style-type: none"> <li>Disability Awareness Training</li> <li>Risk Analysis – Aggressive Interactions</li> </ul>	Oct 2022 As required	Completed To be completed by end March 2023

**2.2 EMERGENCY EVACUATIONS AND DRILLS**

- Trial evacuations are current for all required buildings.

**2.3 EMPLOYEE INDUCTIONS**

- 30 new employees commenced this quarter. Progress on the new online induction system continues with limited resourcing but a revised implementation date has been proposed for 1 July 2023. Currently the induction process is manual based.

**2.4 WELLNESS INITIATIVES**

Wellness Initiative	Staff recipients
Eye Examinations	14
Ergonomic Work Assessments	4
Hearing Tests Annual cycle August – October	1
Noise Monitoring (Water Treatment Plants and Operations) - 5 yearly cycle commenced October – December 2020	Not due this quarter
EAP Services hours utilized	42 hours

**2.5 DRUG AND ALCOHOL MANAGEMENT**

- Pre-employment Drug and Alcohol Tests continue to be undertaken by all preferred applicants.
- Reasonable cause testing continues to be undertaken as a mandatory requirement where any incident involves the use of machinery or vehicles, and a worker's actions or lack of action may have contributed.
- No Reasonable Cause tests were conducted for employees during this quarter.

**2.6 RISK MANAGEMENT**

- As of 31 December 2022, a total of 167 Contractors\* had been approved by the in-house health and safety pre-qualification process.
- 6 contractors were newly added and 5 had their health and safety pre-qualification approval status renewed this quarter.
- The transition of the Council's contractor health and safety prequalification process over to SiteWise is due for completion by 31 March 2023.

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- Concerns about customer behavioral issues at the pools around the sauna and waterslide has resulted in the implementation of health and safety improvements including 15-minutes checks of the sauna and the reception staff are now able to monitor activity at the water slide via a newly installed camera.
- As of 31 December, there were 54 Care Register entries, with no additions and one deletion this quarter following review. The Care Register policy, process and forms have been reviewed and updated to ensure they are fit for purpose. A refresher for using the Care Register has been developed and will be incorporated into the new Cognise learning tool for all employees.

*\*Refers to contractors undertaking physical works, or work where the risks are higher than would normally be present in a general office workplace*

## 2.7 ORGANISATION HEALTH AND SAFETY COMMITTEE

- Monthly meetings were held in October and November 2022.
- The Health and Safety Committee continues a focus to increase worker participation and 4 new members were confirmed onto the Committee this quarter. There is now a total of 7 Health and Safety Representatives.
- Further Health and Safety Representative vacancies have been identified across the Council work groups, and a call for nominations will be circulated.

## 3 Reported Events

### 3.1 TOTAL REPORTED EVENTS 1 OCTOBER – 31 DECEMBER 2022

Group	Events	Notifiable* Events	Near Miss	Total
Chief Executive including Org Dev	0	0	0	0
Corporate Services	0	0	0	0
Infrastructure Services	9	0	2	11
People and Partnerships	5	0	0	5
Place and Space	23	0	7	30
Regulatory Services	5	0	0	5
Strategy, Growth & Recovery	0	0	0	0
Third Party	58	0	7	65
Contractors undertaking major works	0	0	0	0
<b>Total</b>	<b>100</b>	<b>0</b>	<b>16</b>	<b>116</b>

*\*Under the Health and Safety at Work Act 2015, Council must notify WorkSafe when certain work-related events occur.*

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**3.2 WORKER REPORTED EVENTS BY TYPE 1 OCTOBER – 31 DECEMBER 2022**

Worker Events by Type	Oct – Dec 2022
Injuries	17
Aggressive Interactions	12
Near Miss	9
Theft	4
Chemical/Biological Hazards & Unknown Organisms	3
Vehicle	2
Medical Event	1
Vandalism	1
Electrical Contact	1
Equipment/Machinery	1
<b>TOTAL</b>	<b>51</b>

**3.3 THIRD PARTY REPORTED\*\* EVENTS BY TYPE 1 OCTOBER – 31 DECEMBER 2022**

Third Party Events by Type	Oct – Dec 2022
Injuries	24
Aggressive Behaviour	13
Chemical/Biological Hazards & Unknown Organisms	12
Near Miss	7
Medical Event	3
Theft	2
Water Related	2
Drugs/Alcohol onsite	1
Physical Hazard	1
<b>TOTAL</b>	<b>65</b>

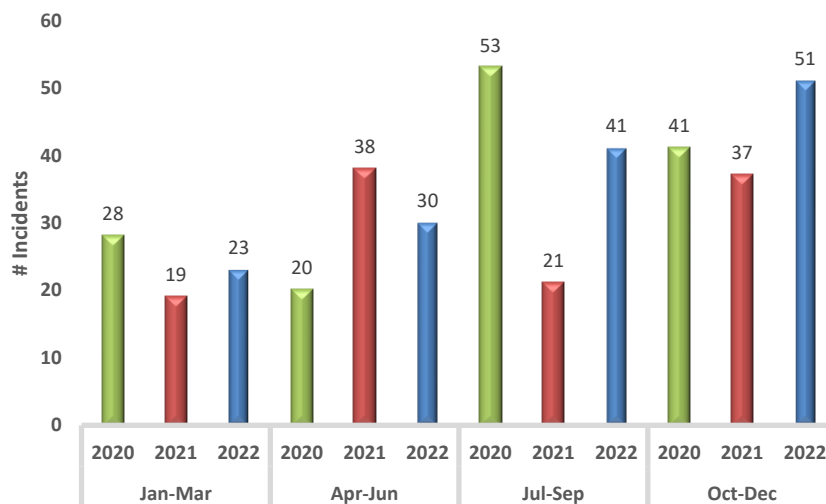
*\*\* Retrospectively a further 9 third party events were reported giving a total of 74 third party events. Of these 65 were from Pools and 9 were spread across the other teams.*

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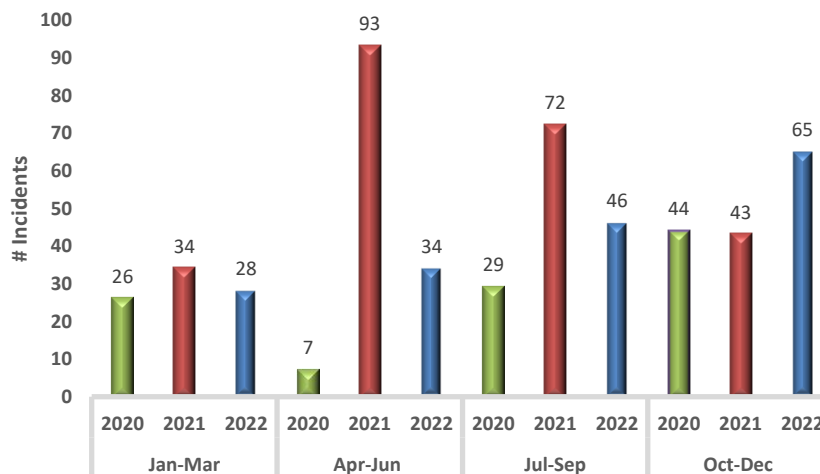
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**3.4 TOTAL REPORTED EVENTS 3-YEARLY COMPARISON**

**Worker Events 3-yearly Comparison  
as at 31 December 2022**

**3.5 THIRD PARTY REPORTED EVENTS 3-YEARLY COMAPRISON**

**Third Party Events 3-yearly Comparison  
as at 31 December 2022**

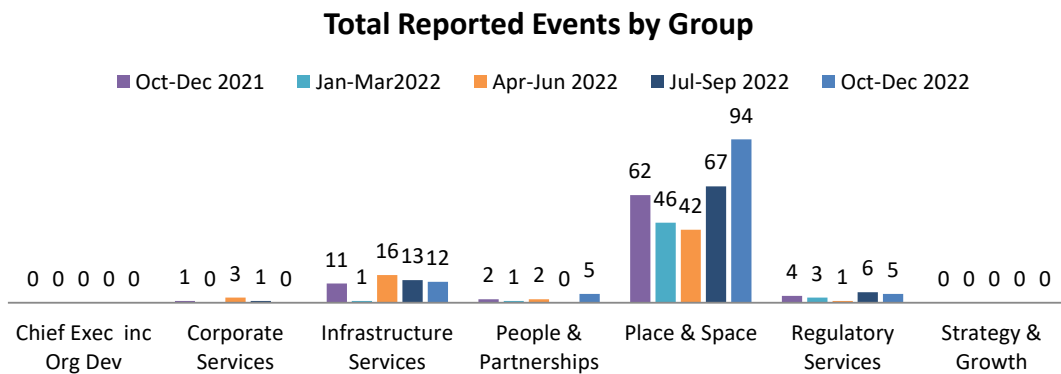


- *Third Party is defined as a person who does not hold employee status or contractor worker status*
- *Third Party events tend to be associated primarily with Council's recreational public buildings i.e., Aquatics centres and Libraries.*

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**3.6 TOTAL REPORTED EVENTS 3-YEARLY COMPARISON (INCLUDING THIRD PARTY)**



*The high proportion observed in Place and Space reflects the range of community facilities where responsibility sits under this group's activity area. Of the 116 total incidents, 77 occurred at the Pools, 14 at Libraries, 12 across Infrastructure teams, with the remaining 13 at other locations throughout the Council*



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## **1 Executive Summary**

There were no notifiable events or serious harm events this Quarter. No 'reasonable cause' drug and alcohol tests were required from employees this quarter. WorkSafe were notified of the Canada Geese incident but did not consider this to be defined as a 'notifiable event'.

SiteWise is now the Council's preferred health and safety accreditation system. All contractors that do physical work for Council or do work where health and safety risk is higher than would normally be present in a typical workplace, are required to be either be accredited by SiteWise, or by an alternative Health and Safety assessor, provided that the alternative accreditation is acceptable to us. As of 31 March 2023, there are a total of 146 selected contractors on the SiteWise system.

With the recent concerning number of incidents reported by workers who have experienced Aggressive Interactions from customers or members of the public whilst carrying out their tasks, two risk analysis workshops have been carried out with the Regulatory Services Team. The purpose of the workshops is for staff to identify the threats and triggers that can lead to an aggressive interaction while carrying out their duties, discuss the proactive and reactive controls that are already in place and their effectiveness, and identify any further controls. To finish the risk analysis, a further two more workshops are scheduled in April with the Regulatory Services Team and results will then be shared with the Senior Leadership Team.

The Organisational Health and Safety Committee has had a positive response to their call for nominations for further Health and Safety Representatives across Council. 9 new members were confirmed this quarter, taking the total number of Representatives to 16.

An investigation into the Canada Geese Culling incident has been completed. The investigation identified two key contributing factors:

- the introduction of new equipment and a new methodology for night shooting was different from what had worked in the past, and new risks associated with this change were not adequately identified and managed;
- assumptions about the new methodology limited the extent to which neighbours were notified of the cull.

These factors culminated in the private residence being struck by a bullet and shotgun pellets hitting the roof, and the ensuing concern. We have a corrective action plan in place and have committed to undertaking a full hazard assessment before making any future decisions to resume this method of culling Canada Geese. This has been a testing incident for staff involved. Our approach has been open and constructive with a view to continual improvement and we have learned a lot.

The initial investigation into the Public Spaces and Animal Management Team incident where a calf fell off a Council trailer while being transported to the Animal Shelter has been completed. The investigation highlighted several contributing factors of which further investigation into this matter is still continuing.

For future Health and Safety Reports the format will be changing slightly to provide more of a 'dashboard' style of summary information. This improvement is a result of a new HR reporting platform which compliments the financial reporting system. Implementation of a refreshed report format is due for the first quarter of the new financial year.

## **2 LEAD INDICATORS**

### **2.1 CORPORATE HEALTH AND SAFETY TRAINING SUMMARY**

<b>Training Type</b>	<b>Training Course Name</b>	<b>Scheduled</b>	<b>Status</b>
<i>Task Related</i>	• Confined Spaces & Gas Detection	Mar 2023	Completed

1

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Training Type	Training Course Name	Scheduled	Status
	<ul style="list-style-type: none"> <li>AMI SAC254 – UVT Analyser (measurement of UV absorption for monitoring of organic contamination at WWTP)</li> </ul>	Mar 2023	Completed
<i>Critical Risk Related</i>	<ul style="list-style-type: none"> <li>AA Safe Driving Assessment - Phase 1: All drivers of Council vehicles (online assessment)</li> <li>AA Safe Driving Assessment - Phase 2: Regular drivers (practical assessment)</li> <li>Situational Safety and Tactical Communications</li> </ul>	Feb 2023  Feb 2023	Rescheduled for June/July  Completed  Completed
<i>General - Health &amp; Safety</i>	<ul style="list-style-type: none"> <li>Comprehensive First Aid</li> <li>First Aid Refresher</li> <li>Risk Analysis – Aggressive Interactions</li> </ul>	Feb 2023 Feb 2023 As required	Completed Completed 2 workshops completed with a further 2 scheduled for April 2023

**2.2 EMERGENCY EVACUATIONS AND DRILLS**

- Trial evacuations are current for all required buildings.

**2.3 EMPLOYEE INDUCTIONS**

- 54 new employees commenced this quarter. Good progress is now being made on the new 'Cognise' online training module with implementation date being brought forward to May.

**2.4 WELLNESS INITIATIVES**

Wellness Initiative	Staff recipients
Eye Examinations	20
Ergonomic Work Assessments	7
Hearing Tests Annual cycle August – October	Not due this quarter
Noise Monitoring (Water Treatment Plants and Operations) - 5 yearly cycle commenced October – December 2020	Not due this quarter
EAP Services hours utilised	33 HOURS

**2.5 DRUG AND ALCOHOL MANAGEMENT**

- Pre-employment Drug and Alcohol Tests continue to be undertaken by all preferred applicants.

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- Reasonable cause testing continues to be undertaken as a mandatory requirement where any incident involves the use of machinery or vehicles, and a worker's actions or lack of action may have contributed.
- No Reasonable Cause tests were conducted on employees during this quarter.

**2.6 RISK MANAGEMENT**

- SiteWise is now our preferred health and safety accreditation system. We require all our suppliers that do physical work for us or do work where health and safety risk is higher than would normally be present in a typical workplace, to either be accredited by SiteWise, or by an alternative Health and Safety assessor, provided that the alternative accreditation is acceptable to us.
- As of 31 March 2023, there are a total of 146 selected Contractors on the SiteWise system.
- Two risk analysis workshops looking at the critical risk, aggressive interactions were carried out with the Regulatory Services Team. The purpose of the workshops is for staff to identify the threats and triggers that can lead to an aggressive interaction while carrying out their duties, discuss the proactive and reactive controls that are already in place and their effectiveness, and identify any further controls. To finish the risk analysis, a further two more workshops are scheduled in April with the Regulatory Services Team.
- As of 31 March, there were 55 Care Register entries, with one addition this quarter.

**2.7 ORGANISATION HEALTH AND SAFETY COMMITTEE**

- Monthly meetings were held in February and March 2023.
- The committee has been successful in increasing worker participation on the committee and 9 new members were confirmed this quarter, taking the total number of representatives to 16, including the Chair.

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**3 Reported Events****3.1 TOTAL REPORTED EVENTS 1 JANUARY – 31 MARCH 2023**

Group	Events	Notifiable Events*	Near Miss	Total
Chief Executive including Org Dev	0	0	1	1
Corporate Services	2	0	0	2
Infrastructure Services	13	0	3	16
People and Partnerships	5	0	0	5
Place and Space	27	0	4	31
Regulatory Services	4	0	4	8
Strategy, Growth & Recovery	1	0	0	1
Third Party	65	0	5	70
Contractor	2	0	2	4
<b>Total</b>	<b>119</b>	<b>0</b>	<b>19</b>	<b>138</b>

*\*Under the Health and Safety at Work Act 2015, Council must notify WorkSafe when certain work-related incidents occur.*

**3.2 WORKER REPORTED EVENTS BY TYPE 1 JANUARY – 31 MARCH 2023**

Worker Events by Type	Jan – Mar 2023
Injuries	19
Near Miss	15
Aggressive Interactions	12
Medical Event	5
Biological Hazards/Unknown Organisms	2
Vandalism/property damage	3
Water related	3
Hit by moving object	3
Live animals	2
Theft	1
Vehicle	1
Fall/Trip/Slip	1
Fire	1
<b>TOTAL</b>	<b>68</b>

- 4 of the above were Contractor events related to equipment/machinery (2 near miss, 1 non injury incident) and the firearm incident related to the Geese culling.

**KĀPITI COAST DISTRICT COUNCIL**  
**Health and Safety Quarterly Report to the Risk and Assurance Committee**  
**1 January 2023 - 31 March 2023**

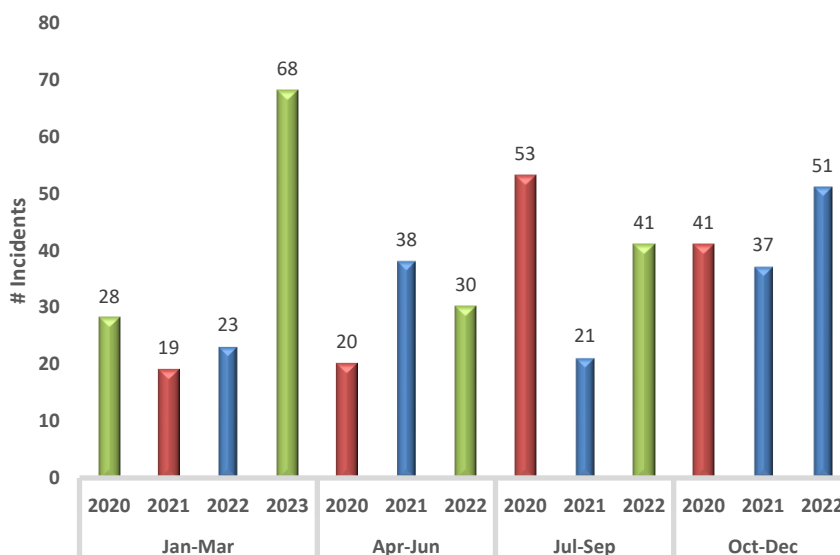
Appendix One

**3.3 THIRD PARTY REPORTED EVENTS BY TYPE 1 JANUARY – 31 MARCH 2023**

Third Party Incidents by Type	Jan – Mar 2023
Injuries	35
Aggressive Behaviour	12
Water Related	5
Near Miss	5
Drugs/Alcohol onsite	4
Medical Event	2
Fire	2
Theft	1
Physical Hazard	1
Trip/Slip	1
Other	1
Vehicle	1
<b>TOTAL</b>	<b>70</b>

**3.4 TOTAL REPORTED EVENTS 3-YEARLY COMPARISON**

**Total Reported Events 3-yearly Comparison**  
**as at 31 March 2023**

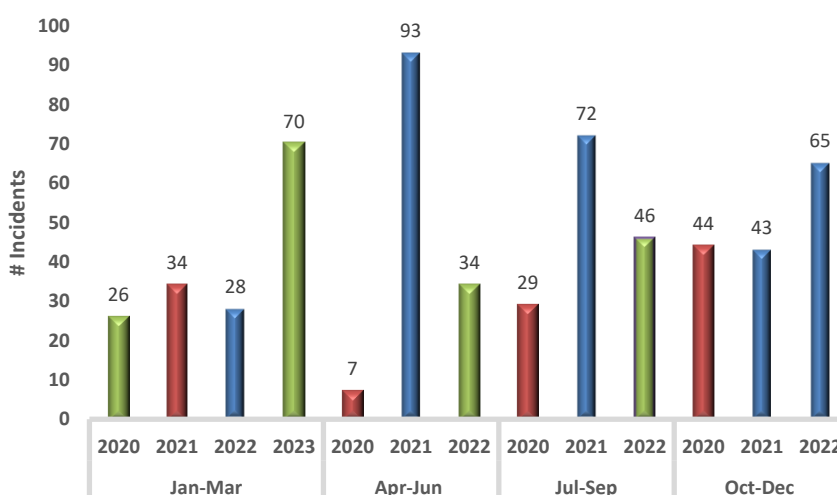


**KĀPITI COAST DISTRICT COUNCIL**  
**Health and Safety Quarterly Report to the Risk and Assurance Committee**  
**1 January 2023 - 31 March 2023**

Appendix One

**3.5 THIRD PARTY REPORTED EVENTS 3-YEARLY COMAPRISON**

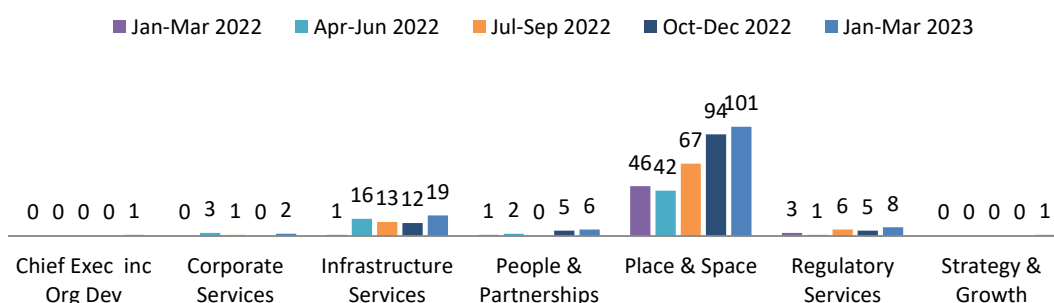
**Third Party Events 3-yearly Comparison**  
**as at 31 March 2023**



- *Third Party is defined as a person who does not hold employee status or contractor worker status*
- *Third Party incidents are associated primarily with Council's recreational public buildings i.e., Aquatics centres and Libraries.*

**3.6 TOTAL REPORTED EVENTS YEARLY COMPARISON (INCLUDING THIRD PARTY)**

**Total Reported Incidents by Group**



*The high proportion observed in Place and Space reflects the range of community facilities where responsibility sits under this group's activity area. Of the 138 total incidents, 78 occurred at the Pools - primarily third party events; 18 at Libraries; 19 across the Infrastructure Group; with the remaining 23 across other teams throughout the Council*

## 10.4 REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND COMMUNITY BOARDS

Kaituhi | Author: **Kate Coutts, Democracy Services Advisor**

Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

### TE PŪTAKE | PURPOSE

- 1 This report presents any reports up and recommendations to Council made by Standing Committees and Community Boards from 14 March 2023 to 4 April 2023.

### HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

### TE TUKU HAEPAPA | DELEGATION

- 3 The Council has the authority to consider recommendations made by Standing Committees and Community Boards to the Council.

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Council receives this report.
- B. That the Council considers the following recommendation from the Raumati Community Board meeting on 4 April 2023:
  - That the Raumati Community Board requests Council to support the organisation of public meetings to share the findings of the Jacobs report with the community before the beginning of the Takutai Kāpiti consultation process beginning in July 2023.

### TŪĀPAPA | BACKGROUND

- 4 During the period of 14 March 2023 to 4 April 2023, Standing Committee and Community Board meetings took place on the following dates:

Climate and Environment Subcommittee	Tuesday, 14 March 2023
Social Sustainability Subcommittee	Thursday, 16 March 2023
Paekākāriki Community Board	Tuesday, 21 March 2023
Paraparaumu Community Board	Tuesday, 28 March 2023
Raumati Community Board	Tuesday, 4 April 2023

- 5 Items discussed at each of the meetings listed in paragraph 4 are noted below:
  - 5.1 On 14 March 2023 the Climate and Environment Subcommittee met to discuss:
    - Update: High Level Overview of the new Stormwater Strategy and Framework
    - Update: State of the Environment Kapiti Coast: A Great Wellington overview of current state and key insights into future impacts of climate change and urban development
  - 5.2 On 16 March 2023 the Social Sustainability Subcommittee met to discuss:
    - Presentation from Kāpiti Health Advisory Group
    - Asset Management Plan for public toilets
    - Update on the Social Investment Programme

- Review of Council Older Persons Housing – Project Scope
  - Update on Healthy Homes and Older Persons' Housing Portfolio
- 5.3 On 21 March 2023 the Paekākāriki Community Board met to discuss:
- KCDC Speed Management Plan 2023-2023 “Heads Up”
  - Transmission Gully and stream work
  - Cycle stand trial, Beach Road
  - Paekakariki Wayfinding Cycle Route, Tilley Road
  - Tilley Road Bus Stop Update
  - Consideration of applications for funding
- 5.4 On 28 March 2023 the Paraparaumu Community Board met to discuss:
- Update from Place and Space
  - KCDC Speed Management Plan 2023-2023 “Heads Up”
  - Consideration of applications for funding
- 5.5 On 4 April 2023 the Raumati Community Board met to discuss:
- Kāinga Ora Update
  - Raumati Seawall
  - KCDC Speed Management Plan 2023-2023 “Heads Up”
  - Consideration of applications for funding

6 In addition, the follow meetings took place:

Kāpiti Coast Youth Council	Monday, 13 March 2023 Monday, 3 April 2023
Te Whakaminenga o Kāpiti	Tuesday, 28 March 2023

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

- 7.1 On 13 March 2023, the Kāpiti Youth Council met to discuss:
- Partner Reports from Work Ready Kāpiti, Police – Area Commander (Youth Action Plan), Careers Expo.
  - Number 8 Wire Workshops
  - Kāpiti Run for Youth
- 7.2 On 3 April 2023, the Kāpiti Youth Council met to discuss:
- Mural Project! at Raumati Pools
  - Waikanae Library Engagement
  - Work Ready Kāpiti – Kāpiti Kindness Trust
  - ThinkBIG Grants – opening 24 April
- 7.3 On 28 March 2023, Te Whakaminenga o Kāpiti met to discuss:
- Confirmation of Chair



- Waste Management and Minimisation Plan (2023) – Progress to date and local action development
- Climate Action Grants Allocation Policy
- Establishment of Māori Ward Consideration
- Maramataka
- Heritage Funding – Taumanuka and Rangiru
- Māori Economic Development Grants 2022/2023
- Iwi Updates

## HE KŌRERORERO | DISCUSSION

### He take | Issues

- 8 Within the reports and recommendations considered by Standing Committees and Community Boards from 14 March 2023 to 4 April 2023, there was one recommendation made to Council.
- 9 The recommendation was made at the Raumati Community Board meeting on 4 April 2023 in relation to organising public meeting to share the findings of the Jacobs report with the community before the Takutai Kāpiti consultation begins in July 2023.
- 9.1 The recommendation was:
- 9.1.1 That the Raumati Community Board requests Council to support the organisation of public meetings to share the findings of the Jacobs report with the community before the beginning of the Takutai Kāpiti consultation process beginning in July 2023.

### Ngā kōwhiringa | Options

- 10 Options are not required for 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 financial and resourcing considerations relevant to this report.

### Ture me ngā Tūraru | Legal and risk

- 14 There are no legal and risk 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 No publicity is required with regards to this report.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

Nil

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

**Author:** Fiona Story, Senior Advisor Democracy Services

**Authoriser:** Janice McDougall, Group Manager People and Partnerships

**Taunakitanga | Recommendations**

That the minutes of the Council meeting of 23 March 2023 be accepted as a true and correct record.

**APPENDICES**

1. Council Meeting Minutes 23 March 2023 [↓](#)

## COUNCIL MEETING MINUTES

23 MARCH 2023

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 23 MARCH 2023 AT 9.42AM**

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

**IN ATTENDANCE:** Mr André Baker, Mr Huriwai Paki, Ms Denise Hapeta (via Zoom) Ms Kim Tahiwai (via Zoom), Denise Hapeta (via Zoom), Mr Bede Laracy, Mr Glen Olsen, Mr Richard Mansell, Mr Darren Edwards, Mr Mark de Haast, Mr Sean Mallon, Ms Janice McDougall, Mr Mike Mendonça, Ms Steffi Haefeli, Ms Fiona Story, Ms Jessica Mackman, Ron Minnema, Vijay Sharma, Rosie Salas, Sonja Williams, Sarah Wattie, Darryn Grant.

**WHAKAPĀHA | APOLOGIES:** Nil

**LEAVE OF ABSENCE:** Nil

**1 NAU MAI | WELCOME**

The Mayor welcomed everyone to the meeting.

**2 KARAKIA | COUNCIL BLESSING**

André Baker opened the meeting with a karakia.

**3 WHAKAPĀHA | APOLOGIES**

There were none.

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

Bede Laracy declared a conflict of interest regarding the confirmation of a Community Board representative to the Risk and Assurance Committee (item 10.6) and the appointment of District Licensing Committee list members (item 13.3).

Martin Halliday declared a conflict of interest regarding the appointment of District Licensing List members (item 13.3).

**5 TE WHAKATAKOTO PETIHANA | PRESENTATION OF PETITION**

There were none.

**6 NGĀ WHAKAWĀ | HEARINGS**

There were none.

## COUNCIL MEETING MINUTES

23 MARCH 2023

## 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

Deirdre Kent – spoke regarding food security in the district and spoke positively about the green gardener who used to be at the Council and that this was a good way for people to learn how to grow their own good. Deirdre Kent urged Council to consider ways to support increased food security in the district in the light of climate change. Deirdre Kent answered questions from members.

Lynn Sleath from Kāpiti Cycling Action spoke to item 10.1 on the agenda: Speed management plan. Mr Sleath noted that Bruce Henderson was unable to attend the meeting and on behalf of Mr Henderson advised that the Cycle Walkways and Bridleways advisory group (CWB) wants to be involved in the consultation process.

David Ogden complimented the governance statement that had been produced. Mr Ogden also spoke to the keeping of a Heritage Inventory – suggesting that a list of heritage properties in the district is made and kept by Council.

## 8 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) Leave of Absence – there were none
- (b) Matters of an Urgent Nature – there were none

## 9 TE PŪRONGO A TE KORORMATUA | MAYOR'S REPORT

Her Worship tabled a list of activities from the last two months, highlighting the opening of the Māoriland Film festival and congratulated the Paraparaumu RSA's work in achieving the completion of the memorial in MacLean Park and promoted the "over the fence cuppa" initiative which is about building community connection.

### TABLED DOCUMENTS

The following documents were tabled

#### Appendices

- 1 Mayoral Activities 26 January - 22 March 2023

## 10 PŪRONGO | REPORTS

### 10.1 KAPITI COAST DISTRICT COUNCIL - SPEED MANAGEMENT PLAN (CONSULTIVE DRAFT)

Ron Minnema, Transport Safety Lead, introduced the report and noted that amendments would be made to correctly identify Ki Whakarongotai Marae and to provide higher resolution photographs in the consultation document. Ron Minnema and Sean Mallon, Group Manager Infrastructure Services, answered questions from members.

Cr Glen Cooper left the meeting at 10:56 am.

Cr Glen Cooper returned to the meeting at 10:58 am.

#### RESOLUTION CO2023/25

Moved: Mayor Janet Holborow

## COUNCIL MEETING MINUTES

23 MARCH 2023

Seconded: Cr Kathy Spiers

A: That Council receives this report.

B: That Council agrees to consult on the Kāpiti Coast District Council – Speed Management Plan 2023 – 2033 (For consultation).

C: That Council notes that:

C.1 if approved by Council submissions on the *Speed Management Plan* will open on 24 April and close on 9 June 2023.

C.2 following the receipt of submissions, the *Speed Management Plan* will be amended, and a final version will be presented to Council for adoption. Once adopted this will enable (1) the *Speed Management Plan* to be submitted for inclusion in the Wellington *Regional Speed Management Plan* (2) budgets for speed related infrastructure to be included in the LTP (3)

**CARRIED**

The meeting adjourned at 11.10am

The meeting resumed at 11.23am

## 10.2 GOVERNANCE STATEMENT 2022-2025 TRIENNIUM

Steffi Haefeli, Democracy Services Manager introduced the report and gave an explanation of the difference between the Governance Structure and the Governance Statement. Steffi Haefeli, Janice McDougall, Group Manager People and Partnerships, and Darren Edwards, Chief Executive, answered questions from members.

### RESOLUTION CO2023/26

Moved: Cr Nigel Wilson

Seconded: Deputy Mayor Lawrence Kirby

A: That Council adopts the Governance Statement 2022-2025 Triennium (in Appendix 1) as required under Section 40(1) of the Local Government Act 2002.

B: That Council authorises the Chief Executive to make administrative updates to the Governance Statement as necessary throughout the triennium to reflect any changes in circumstances or amendments Council may make to policies, plans or other information contained or referenced in the Governance Statement.

**CARRIED**

Kim Tahiwī left the meeting at 12.08pm and returned at 12.20pm

### RESOLUTION CO2023/27

Moved: Cr Nigel Wilson

Seconded: Deputy Mayor Lawrence Kirby

That Council notes that the Chief Executive and Council staff will work on amendments to the document that reflect on the following points raised by Elected and Appointed Members at the meeting:

- Explanation of Council's commitments, obligations and engagement with mana whenua and Māori in the district
- Update of Long-term Plan dates
- Numbering of document
- Representation Review requirements

## COUNCIL MEETING MINUTES

23 MARCH 2023

- Including Te Whakaminenga o Kāpiti and Community Board in the Governance Structure diagram
- Amendment of Deputy Chair for Paraparaumu Community Board

**CARRIED****10.3 PUBLIC ART PANEL REVISED TERMS OF REFERENCE AND APPROVAL TO APPOINT MEMBERS FOR 2022-2025**

Mike Mendonça, Group Manager Place and Space, introduced the report and introduced the report writer Rosie Salas, Arts, Museums and Heritage Advisor to. The report was taken as read. Mike Mendonça and Rosie Salas answered questions from members.

Members discussed whether this item should be considered in public excluded business due to the discussion concerning details of private individuals. It was agreed that discussion of the item would pause and resume during public excluded business.

**10.4 AMENDMENTS TO COUNCIL DELEGATIONS TO STAFF**

Sarah Wattie, Governance and Legal Services Manager introduced the report and explained the process for amendments to Council delegations to staff being brought to Council. Ms Wattie advised that Council has the ability under various legislation to delegate powers to the Chief Executive and to staff and each piece of legislation provides for whether the Council must delegate or whether the Chief Executive can sub-delegate powers to staff. Sarah Wattie answered questions from members.

Cr Rob Kofoed left the meeting at 12:50 pm.

Cr Rob Kofoed returned to the meeting at 12:53 pm.

**RESOLUTION CO2023/28**

Moved: Cr Nigel Wilson  
 Seconder: Cr Martin Halliday

A: That the Council adopts the revised Council Delegations to Chief Executive and Staff as shown in Attachment 1 to the report 'Amendments to the Council Delegations to Staff'.

B: That the Council adopts the revised Resource Management Act 1991 Delegations to Staff as shown in Attachment 2 to the report 'Amendments to the Council Delegations to Staff'.

C: That the Council notes the existing delegations shown in Attachment 1 and Attachment 2 to the report 'Amendments to the Council Delegations to Staff'.

**CARRIED****10.5 APPOINTMENT OF MANA WHENUA REPRESENTATIVE**

Steffi Haefeli, Democracy Services Manager introduced the report which was taken as read.

**RESOLUTION CO2023/29**

Moved: Cr Sophie Handford  
 Seconder: Mayor Janet Holborow

A: That Council appoint Kim Tahiwī as the representative for Ngā Hapū o Ōtāki to attend the Social Sustainability Subcommittee, the Climate and Environment Subcommittee and Grants

## COUNCIL MEETING MINUTES

23 MARCH 2023

Allocation Committee – Creative Communities NZ scheme meetings in line with the formally adopted Governance Structure and Delegations 2022-2025.

B: That Council note that remuneration for mana whenua representatives was confirmed in the Governance Structure and Delegations document, as agreed by Council on 24 November 2022.

**CARRIED**

## 10.6 CONFIRMATION OF COMMUNITY BOARD REPRESENTATIVE

Steffi Haefeli, Democracy Services Manager introduced the report which was taken as read.

**RESOLUTION CO2023/30**

Moved: Cr Nigel Wilson

Seconder: Cr Shelly Warwick

A: That Council, in line with the formally adopted Governance Structure and Delegation 2022-2025, confirm Bede Laracy as the Raumati Community Board representative to the Risk and Assurance Committee for the triennium effective from the date of this meeting on 23 March 2023.

**CARRIED**

## 10.7 REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND COMMUNITY BOARDS

Steffi Haefeli, Democracy Services Manager introduced the report and explained the recommendations which had been made by Community Boards to Council.

**RESOLUTION CO2023/31**

Moved: Cr Rob Kofoed

Seconder: Cr Sophie Handford

A: That Council receives this report.

B: That the Council considers the following recommendation from the Raumati Community Board meeting on 21 February 2023:

- That the Raumati Community Board requests that Council develops a community education plan to enable Raumati residents to participate effectively in the Takutai Kāpiti process and reports back before the next meeting.
- That the Council notes that Takutai Kāpiti are delivering community engagement and Council encourages the group to provide information ahead of time so that participants can prepare for the meetings.

C: That the Council notes and considers the following recommendations from the Ōtaki Community Board meeting on 7 March 2023:

- For noting: That the Chair of the Ōtaki Community Board write to the Remuneration Authority requesting an increase in the funding of Community Board members for all community boards in Kāpiti given the increased complexity of matters requiring advocacy from Community Boards resulting in an increased time commitment from Board members
- For consideration: The Board recommends that Council also advocate for community boards in Kāpiti receiving additional funding from the Remuneration Authority.
- Council will explore ways it can advocate to the remuneration authority and notes the commitment that mana whenua will also feed into that process.



## COUNCIL MEETING MINUTES

23 MARCH 2023

CARRIED

## 11 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

## 11.1 CONFIRMATION OF MINUTES

**RESOLUTION CO2023/32**

Moved: Cr Nigel Wilson

Seconder: Cr Liz Koh

A: That the minutes of the Council meeting of 23 February 2023 be accepted as a true and correct record.

B: That the minutes of the Council meeting of 2 March 2023 be accepted as a true and correct record.

CARRIED

The meeting adjourned at 1.16pm

The meeting resumed at 1.56pm

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 CO2023/33**

Moved: Cr Nigel Wilson

Seconder: Cr Jocelyn Prvanov

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
12.1 - Confirmation of Public Excluded minutes	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons Section 7(2)(i) - the	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

Page 6

## COUNCIL MEETING MINUTES

23 MARCH 2023

	withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	withholding would exist under section 6 or section 7
<b>13.1 - Property Disposal</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)(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>	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>13.2 - Strategic Property Acquisition</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)(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>	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

## COUNCIL MEETING MINUTES

23 MARCH 2023

<b>13.3 - Appointment of District Licensing Committee list members</b>	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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>13.4 - Appointment of Independent Member to the Risk and Assurance Committee</b>	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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>13.5 - Appointment of Community Representatives to the Grants Allocation Committee</b>	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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>13.6 - Property Update</b>	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
<b>10.3 Public Art Panel revised terms of reference and approval to appoint members for 2022-2025</b>	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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>CARRIED</b>		

**RESOLUTION CO2023/42**

Moved: Cr Nigel Wilson  
 Seconder: Cr Liz Koh

## COUNCIL MEETING MINUTES

23 MARCH 2023

That the Kaunihera | Council moves out of a public excluded meeting.

**CARRIED**

The Kaunihera | Council meeting went into public excluded session at 1.58pm.

The Kaunihera | Council came out of public excluded session at 4.41pm.

### 13.3 APPOINTMENT OF DISTRICT LICENSING COMMITTEE LIST MEMBERS

The following resolution was passed to released the report (excluding appendices) and the resolutions from public excluded business.

#### RESOLUTION CO2023/38

Moved: Cr Kathy Spiers  
 Seconder: Cr Shelly Warwick

A: That the Council appoint Bede Laracy and Ron Tustin to the District Licensing Committee as list members immediately effective from 23 March 2023.

B: That the Council appoint Martin Halliday and Jackie Elliott to the District Licensing Committee as list members from 18 December 2023.

C: That Council approves the release of this report 'Appointment of District Licensing Committee List members' (excluding appendices) and the resolutions from public excluded business.

**CARRIED**

#### Appendices

- 1 Appointment of District Licensing Committee List Members

### 13.4 APPOINTMENT OF INDEPENDENT MEMBER TO THE RISK AND ASSURANCE COMMITTEE

The following resolution was passed to release the report (excluding Appendices 2-9) from the public excluded meeting.

#### RESOLUTION CO2023/39

Moved: Cr Liz Koh  
 Seconder: Cr Nigel Wilson

A: That Council approve the appointment of David Cochrane as an independent member of the Risk and Assurance Committee for triennium 2022 - 2025.

B: That Council approves the release of this report, Appointment of Independent Member to the Risk and Assurance Committee with the exception of Appendices 2-9 from public excluded session.

**CARRIED**

#### Appendices

- 1 Appointment of Independent member of the Risk and Assurance Committee

## COUNCIL MEETING MINUTES

23 MARCH 2023

**13.5 APPOINTMENT OF COMMUNITY REPRESENTATIVES TO THE GRANTS ALLOCATION COMMITTEE**

The following resolution was passed to release the report (excluding appendices) from the public excluded meeting.

**RESOLUTION CO2023/40**

Moved: Cr Nigel Wilson

Seconder: Cr Sophie Handford

A: That Council appoints for the 2022-2025 Triennium:

A.1 Michelle Scullion, Jennifer Turnbull and Grant Stevenson as community representatives on the Grants Allocation Committee for the Creative Communities New Zealand Scheme:

A.2 Tama Porter as the youth representative on the Grants Allocation Committee for the Creative Communities New Zealand Scheme:

A.3 John Hayes and Sarah Yuile as community representatives on the Grants Allocation Committee for the Community Grants Scheme

B: That Council approves the release of this report 'Appointment of Community Representatives to the Grants Allocation Subcommittee (excluding appendices) and the resolutions from public excluded session.

**CARRIED****Appendices**

- 1 Appointment of Community Representatives to the Grants Allocation Committee

André Baker closed the meeting with a karakia.

**The Kaunihera | Council meeting closed at 4.42.**

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

## 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
<b>12.1 - Confirmation of Public Excluded minutes</b>	<p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 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>	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 - Appointment of Independent Chairperson to the Kapiti Airport Community Liaison Group and updated terms of reference</b>	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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>13.2 - Property Update</b>	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

