



RĀRANGI TAKE AGENDA

Kaunihera | Council Meeting

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

Te Rā | Date: Thursday, 12 December 2024

Te Wā | Time: 9.30am

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

**Darren Edwards
Chief Executive**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Kāpiti Coast District Council will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 12 December 2024, 9.30am.

Kaunihera | Council Members

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

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1 NAU MAI | WELCOME

2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro *As we deliberate on the issues before us,*

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

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

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

Ka taea te arahi i roto i te kotahitanga me te aroha. *We provide positive leadership in a spirit of harmony and compassion.*

3 WHAKAPĀHA | APOLOGIES

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

Notification from Elected Members of:

4.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

4.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

5 TE WHAKATAKOTO PETIHANA | PRESENTATION OF PETITION

Nil

6 NGĀ WHAKAWĀ | HEARINGS

Nil

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

8 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) Leave of Absence

(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

9 TE PŪRONGO A TE KOROMATUA | MAYOR'S REPORT

Nil

10 PŪRONGO | REPORTS

10.1 APPOINTMENT OF ELECTORAL OFFICER

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

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

TE PŪTAKE | PURPOSE

- 1 This report asks Council to appoint an Electoral Officer for the Kāpiti Coast District Council (Council) ahead of the 2025 local body elections as required under the Local Electoral Act 2001 (LEA).

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 The LEA requires local authorities (councils) to have an Electoral Officer appointed at all times to ensure any elections, by-elections and polls can be managed in line with legislative requirements as required.
- 3 It is proposed that Council reappoint Dale Ofsoske of Independent Election Services Ltd, as Council's Electoral Officer for the reasons outlined in this report.

TE TUKU HAEPAPA | DELEGATION

- 4 Council has the delegation under section 12 of the LEA which requires that every local authority has an Electoral Officer appointed 'at all times' to exercise the powers and carry out the duties conferred to the Officer by this Act.

TAUNAKITANGA | RECOMMENDATIONS

That Council reappoint Dale Ofsoske of Independent Election Services Ltd as the Electoral Officer for the Kāpiti Coast District Council in accordance with section 12 of the Local Electoral Act 2001.

TŪĀPAPA | BACKGROUND

- 5 In line with the LEA, local authorities are required to have an Electoral Officer appointed at all times that is responsible for ensuring any election, by-elections and polls are held in accordance with the statutory provisions set out by the LEA. The Electoral Officer is a statutory officer of Council but is not legally required to be an employee. An elected member or candidate intending to stand in an election must not be appointed as an Electoral Officer and normally the Chief Executive should also not be appointed, unless the local authority is satisfied that no other course of action is reasonably practicable in the circumstances.
- 6 The Electoral Officer, unless they die, resign, are dismissed from office, or become incapable of acting in the role, remain in office until they are again capable of acting, or a successor is appointed and comes into office.
- 7 Under Section 13 of the LEA, the appointed Electoral Officer must appoint a Deputy Electoral Officer. In the event the Electoral Officer is unable to discharge their duties or powers, the Deputy Electoral Officer has all the powers of the Electoral Officer and must carry out their duties while acting as the Electoral Officer.
- 8 Council officers will also be appointed as Electoral Officials to undertake certain functions that must be carried out by staff on-site. These functions include liaising with the Electoral Officer to obtain Council resolutions as required, assisting with the review of key documentation (i.e. nominations, public notices and the candidate handbook), supporting candidate information sessions, receiving locally lodged nominations, issuing and receiving special voting material at selected locations, and to be available on-site on election day.

- 9 Once appointed, under Section 14(1) of the LEA, the Electoral Officer, Deputy Electoral Officer and other electoral officials are not subject to the direction of the local authority or community boards when exercising their powers and carrying out their duties, which means they are independent and cannot be directed by Council officers or elected members to take a certain action.
- 10 In May 2022, Council appointed Dale Ofoske, the Managing Director of Independent Election Services Ltd, as Council's Electoral Officer. Prior to that a Council employee was appointed to that role.
- 11 The technical advisory services of Independent Election Services Ltd had first been contracted in 2021 to support Council through the Representation Review process underway.

HE KÖRERORERO | DISCUSSION

He take | Issues

- 12 There are two service providers in New Zealand that councils can contract to manage elections: Independent Election Services Ltd and ElectionsNZ.com. Councils therefore have the option to retain the management of elections in-house or contract it to either of the two service providers.

Ngā kōwhiringa | Options

- 13 While it is an option to manage the 2025 local body elections in-house and appoint a staff member as the Electoral Officer or consider appointing the second service provider available for election management in New Zealand, it is proposed that Dale Ofoske from Independent Election Services Ltd, be reappointed as the Electoral Officer for the 2025 local body elections and any possible by-elections and polls that may arise ahead of the 2028 local body elections.
- 14 Dale Ofoske has managed Council's 2022 local body elections and supported the 2021 and 2024 Representation Review processes, and he possesses significant knowledge of Council's systems and processes and benefits from established relationships and rapport with staff and elected members.
- 15 He has extensive experience in the local government sector having conducted local authority elections for over 40 years across Aotearoa and is supported by a team of specialists engaged full-time on election management.
- 16 Further to this, Mr Ofoske was also a founding member of the SOLGM (New Zealand Society of Local Government Managers, now Taituarā) Electoral Reference Working Group that played a pivotal role in the development of the Local Electoral Act 2001.
- 17 Independent Election Services Ltd currently provide election management services to a number of local authorities using the STV (Single Transferable Vote) electoral voting system (including Palmerston North and Hamilton City Councils and New Plymouth, Gisborne and Far North District Councils) and 15 local authorities using the FPP (First Past the Post) electoral voting system.
- 18 Appointing a Council officer as the Electoral Officer or the other service provider active in New Zealand, while possible, presents challenges as there are no fully trained and experienced Council officers employed that could step into the position without significant investment in training and resourcing. The other service provider, while possessing election management experience, has not previously worked with this Council so an initial investment to familiarise the provider with this Council's systems and processes is expected.
- 19 Under the LEA, the appointed Electoral Officer must appoint a Deputy Electoral Officer. It is proposed that the Manager Governance will be appointed to the role of on-site Deputy Electoral Officer.

Mana whenua

- 20 Mana whenua have not been consulted in relation to this decision as the appointment of an Electoral Officer sits with Council.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 21 There are no climate change and environment considerations.

Ahumoni me ngā rawa | Financial and resourcing

- 22 Independent Election Services Ltd have quoted an overall cost of election management services and third-party requirements (i.e. postal services) of \$360,000. Of the total cost, \$105,000 will be recoverable from Greater Wellington Regional Council¹.
- 23 The costs of outsourcing the management of the elections has increased from \$235,000 in 2022 which is an increase of over 40%. This increase is in large part due to the increases in costs announced by New Zealand Post. Independent Election Services Ltd have retained their direct costs at the same level as 2022.
- 24 The cost of the elections has been budgeted through the Long-term Plan process. However, at that time the extent of the cost increases recently announced by New Zealand Post were not yet known and an additional bid through the annual plan process to ensure the shortfall can be funded is underway.

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

- 25 Council is required by law to have an Electoral Officer in place at all times.
- 26 Outsourcing the role of Electoral Officer ensures business continuity in the provision of electoral management activity and maintains the level of service delivery expected by the community.
- 27 An election is a complex and high-profile process and failure to meet legislative requirements may lead to legal challenge, public criticism, loss of social license, unforeseen costs or an invalid electoral process.

Ngā pānga ki ngā kaupapa here | Policy impact

- 28 This decision does not have any policy impacts.

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

- 29 This decision does not require community engagement or consultation.

Whakatairanga | Publicity

- 30 The appointment of the Electoral Officer will be notified through Council's usual communication channels including the public release of the minutes of this Council meeting.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

¹ Under section 17 and 18 of the LEA, all regional council elections are to be conducted by the electoral officer of the territorial authority within the region. And section 147 provides that the costs incurred by the territorial authority in conducting the election for a regional council are to be borne and paid for by the regional council.

10.2 REPORTS AND RECOMMENDATIONS FROM COMMUNITY BOARDS

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

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

TE PŪTAKE | PURPOSE

- 1 This report presents items considered and recommendations made to Council by community boards between 25 September 2024 and 30 November 2024.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Council has received one recommendation from the Paraparaumu Community Board to consider reviewing the overall parking situation in the area around Ocean Road and Bluegum Road, including parking at the community centre, to increase the quantity of parking and accessible parking spaces.
- 3 Council has received two recommendations from the Waikanae Community Board to:
 - 3.1 Consider protection for the Waikanae Garden Precinct and Waikanae Beach Area as a priority issue to be addressed through upcoming District Plan changes.
 - 3.2 Investigate the use of bollards to protect grass edges at the Waimanu Lagoons Reserve.

TE TUKU HAEPAPA | DELEGATION

- 4 In line with Council's Governance Structure and Delegations 2022-2025, Council has the authority to consider recommendations made by community boards and provide direction to Council officers to action these recommendations.

TAUNAKITANGA | RECOMMENDATIONS

- A. That Council **notes** the recommendation from the Paraparaumu Community Board on the meeting of 5 November 2024 and the two recommendations from the Waikanae Community Board meeting of 19 November 2024:
 - A.1 That the Paraparaumu Community Board recommends to Council to review the overall parking situation in the area around Ocean Road and Bluegum Road, including parking at the community centre, to increase the quantity of parking and accessible parking spaces.
 - A.2 That the Waikanae Community Board request that Council consider protection for the Waikanae Garden Precinct and Waikanae Beach Area as a priority issue to be addressed through upcoming District Plan changes
 - A.3 That the Waikanae Community Board requests that Council investigate the use of bollards to protect grass edges at the Waimanu Lagoons Reserve.
- B. That Council:
 - B.1 **Notes** that a review of the overall parking situation in the area around Ocean Road and Bluegum Road can be conducted at a future time if the need arises due to increased use.
 - B.2 **Notes** that the request for bollards to protect grass edges at the Waimanu Lagoons Reserve is currently being investigated.
 - B.3 **Requests** that staff investigate what action can be taken to protect the Waikanae Garden Precinct and Waikanae Beach Area ahead of further legislation being passed.

TŪĀPAPA | BACKGROUND

- 5 During the period of 25 September 2024 to 30 November 2024, the following community board meetings took place:

Ōtaki Community Board	Tuesday, 15 October 2024
Paraparaumu Community Board	Tuesday, 5 November 2024
Raumati Community Board	Tuesday, 12 November 2024
Waikanae Community Board	Tuesday, 19 November 2024
Ōtaki Community Board	Tuesday, 26 November 2024

- 6 The following items were discussed at each of the meetings:

- 6.1 On Tuesday, 15 October 2024 the Ōtaki Community Board met to discuss:
- Deputation: Greater Wellington Neighbourhood Support
 - Deputation: Waka Kotahi and Tonkin + Taylor
 - Funding Application to be Considered as a Matter of an Urgent Nature
 - Emergency Management Update – The Community Approach.
 - Consideration of Applications for Funding
 - Draft Calendar of Meetings 2025
 - Matters Under Action
- 6.2 On Tuesday, 5 November 2024 the Paraparaumu Community Board met to discuss:
- Emergency Management Update – The Community Approach
 - Ocean Road Time Restricted Parking
 - Seaview Road Loading Zone
 - Considerations of Applications for Funding
 - Draft Calendar of Meetings
- 6.3 On Tuesday, 12 November 2024 the Raumati Community Board met to discuss:
- Deputation: Kāpiti Whaitua Committee
 - Reserve Naming – Leon Kiel Reserve
 - Draft Calendar of Meetings 2025
 - Consideration of Applications for Funding
- 6.4 On Tuesday, 19 November 2024 the Waikanae Community Board met to discuss:
- Election of Community Board Chair for the Remainder of the 2022-2025 Triennium
 - Deputation: Waikanae Garden Precinct Protection Society
 - Consideration of Applications for Funding
 - Te Ara Whetū Update
 - Update on 56-62 Main Road, Waikanae
 - Road Naming – Cul-de-sac, Manu Park, Waikanae

- Road Naming – 14 Ngarara Road, Waikanae
- 6.5 On Tuesday, 26 November 2024 the Ōtaki Community Board met to discuss:
- Ōtaki Pool – Preliminary Design
 - Bluebluff Slip Update
 - Road Naming – 55 Riverbank Road, Ōtaki
 - Consideration of Applications for Funding

HE KŌRERORERO | DISCUSSION

He take | Issues

- 7 The Paraparaumu Community Board made a recommendation to Council at their meeting on 5 November 2024:
- 7.1 That the Paraparaumu Community Board recommends to Council to review the overall parking situation in the area around Ocean Road and Bluegum Road, including parking at the community centre, to increase the quantity of parking and accessible parking spaces.
- 7.2 This recommendation addresses concerns raised by public speakers at the meeting regarding the time restricted parking changes proposed for the 8 angled on-street car parking spaces adjacent to 42-44 Ocean Road.
- 8 The Waikanae Community Board made two recommendations to Council at their meeting on Tuesday, 19 November 2024:
- 8.1 That the Waikanae Community Board request that Council consider protection for the Waikanae Garden Precinct and Waikanae Beach Area as a priority issue to be addressed through upcoming District Plan changes.
- 8.2 This recommendation addresses the concerns raised by the Waikanae Garden Precinct Protection Society.
- 8.3 That the Waikanae Community Board requests that Council investigate the use of bollards to protect grass edges at the Waimanu Lagoons Reserve.
- 9 In relation to the recommendation to conduct a review of the overall parking situation in the area around Ocean Road and Bluegum Road, the Access and Transport team have confirmed that sufficient budget to undertake site specific car parking reviews does not currently exist. Options for a future district-wide car parking strategy is being considered but is dependent on available funding and may not be initiated until the next Long Term Plan period. A parking strategy would also only apply to legal roads where Council is the road controlling authority.
- 10 Any specific provision for additional car parking or accessible car parking within the Ocean Road Community Centre precinct would have to be considered as part of managing the lease for the community centre.
- 11 In relation to the recommendation to investigate and consider protection for the Waikanae Garden Precinct and Waikanae Beach Area, the amendments to the Waikanae Garden Precinct provisions of the District Plan occurred through Plan Change 2 to the District Plan. Those changes were driven by the previous Government's statutory requirements that all Tier 1 councils (including Kāpiti Coast District):
- apply medium density residential standards (MDRS) to residential zones
 - enable greater building heights around town centres and rapid transit stops (including Waikanae railway station).
- 12 While Plan Change 2 is operative and those changes are now in full effect, the current Government has indicated it will introduce a RMA amendment bill before the end of the year,

including a ratification vote on use of the MDRS, matched with a requirement to provide for 30 years of housing growth. This may provide council with more statutory discretion to consider requests such as this through a future plan change process.

12.1 Staff will assess the RMA amendments once they are publicly available and provide advice on implications early in 2025.

- 13 In relation to the recommendation to investigate the use of bollards to protect grass edges at the Waimanu Lagoons Reserve, the Mayor's office has confirmed that this request is currently being investigated.

Ngā kōwhiringa | Options

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

Mana whenua

- 15 Mana whenua have not been consulted in relation to this report.

Panonitanga āhuarangi | Climate change and Environment

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

Ahumoni me ngā rawa | Financial and resourcing

- 17 There are no direct financial considerations resulting from the recommendations in this report.

Ture me ngā Tūraru | Legal and risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

- 19 There are no direct policy impacts relevant to this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

10.3 PERFORMANCE REPORT FOR THE PERIOD ENDING 31 OCTOBER 2024

Kaituhi | Author: **Sheryl Gavin, Principal Advisor Corporate Services**

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

TE PŪTAKE | PURPOSE

- 1 This report details Council's financial and non-financial performance for the four months ended 31 October 2024.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An Executive Summary is not required for this report.

TE TUKU HAEPAPA | DELEGATION

- 3 Council has the authority to consider this matter.

TAUNAKITANGA | RECOMMENDATIONS

That Council:

- A Receives this report; and
- B Notes the Council's financial and non-financial performance for the four months ended 31 October 2024, as attached in Appendix 1 to this report.

TŪĀPAPA | BACKGROUND

- 4 The performance report for the four months ended 31 October 2024 details how we have performed against operating and capital budgets, service levels, and our top 10 priorities for the reporting period.
- 5 We have changed to thirdly performance reporting for years one, two, and three of our 2024-34 Long Term Plan and refreshed how we present our performance, taking on board feedback for simpler, more transparent and relevant information.
- 6 The new performance framework introduced in the 2024-34 Long Term Plan comes into effect in 2024/25 with 44 strategic outcome measures (impact targets) and 73 operational level of service targets across 16 activities.
- 7 Impact targets are measured annually. For level of service targets some are measured thirdly and some are only measured annually. How Council has performed against all 73 level of service and 44 impact targets will be included in Council's Annual Report for 2024/25.

HE KŌRERORERO | DISCUSSION

He take | Issues

Performance

- 8 94 percent of the non-financial performance targets that were measured were achieved.
- 9 81 percent of the Top 10 priority actions are on track for completion within expected timeframes.
- 10 Year-to-date operating results were \$2.5 million below budget, namely due to temporary timing differences of crown funding (NZTA Waka Kotahi and the Infrastructure Acceleration Fund) and higher fixed costs (personnel, cleaning, security, energy) than expected.
- 11 Full year operating results anticipate an operating surplus of \$8.2 million at year end. This is \$3.8 million below budget (due to higher fixed operating costs than expected) and is not a

permanent cash surplus but instead a temporary timing difference of capital project funding received within the 2024/25 financial year.

- 12 Year-to-date capital spend of \$21.9 million (or 29% of full year budget) was mainly in line with budget.
- 13 Capital projects spend of \$82.3 million is estimated at year end which would be an overspend of \$6.9 million against budget. The forecast overspend will continue to be closely monitored, re-assessed and updated in subsequent performance reports to ensure delivery remains within the three-year total LTP budget.
- 14 Net debt at 31 October 2024 was \$272.3 million, 208 percent of total operating revenue (well within the limit of 280 percent).
- 15 Total assets at 31 October 2024 were \$2.4billion – the majority of this being property plant and equipment (\$2.31 billion).

Ngā kōwhiringa | Options

- 16 There are no options to consider with this report.

Tangata whenua

- 17 There are no tāngata whenua matters in addition to those already outlined in this report.

Panonitanga āhuarangi | Climate change

- 18 There are no climate change matters in addition to those already outlined in this report.

Ahumoni me ngā rawa | Financial and resourcing

- 19 There are no financial and resourcing matters in addition to those already outlined in this report.

Ture me ngā Tūraru | Legal and risk

- 20 There are no legal and risk matters in addition to those already outlined in this report.

Ngā pānga ki ngā kaupapa here | Policy impact

- 21 There are no policy impacts arising directly from this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

- 22 There is no engagement planning required for this report.

Whakatairanga | Publicity

- 23 Appendices to this report will be made publicly available on the Council's website.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Performance Report for the period ending 31 October 2024 (under separate cover) [⇒](#)

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

Author: Evan Dubisky, Advisor Democracy Services

Authoriser: Darren Edwards, Chief Executive

Taunakitanga | Recommendations

That the minutes of the Council meeting of 28 November 2024 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Unconfirmed Minutes of the 28 November 2024 Council Meeting [↓](#)

COUNCIL MEETING MINUTES

28 NOVEMBER 2024

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
COUNCIL MEETING
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON THURSDAY, 28 NOVEMBER 2024 AT 9.32AM**

PRESENT: Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Cr Glen Cooper, Cr Martin Halliday, Cr Rob Kofoed, Cr Liz Koh, Cr Kathy Spiers, Cr Shelly Warwick

Via Zoom: Cr Jocelyn Prvanov, Cr Sophie Handford, Cr Nigel Wilson

IN ATTENDANCE: Ms Kim Tahiwī, Mr Huriwai Paki (via Zoom), Mr Bede Laracy, Mr Glen Olsen, Mr Michael Moore, Mr Cam Butler, Mr Darren Edwards, Mr Mark de Haast, Mr Sean Mallon, Mr Martin Cole, Ms Kris Pervan (via Zoom), Mr Darryn Grant, Mr Mark Ward, Mr Chris Worth, Mr Neil Mackay, Mr Scott Houston, Ms Rach Wells (via Zoom), Ms Hara Adams, Ms Kate Coutts, Ms Anna Smith, Mr Evan Dubisky

WHAKAPĀHA | APOLOGIES: Nil

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

Mayor Janet Holborow, welcomed everyone to the meeting.

2 KARAKIA | COUNCIL BLESSING

The Mayor read the Council blessing.

3 WHAKAPĀHA | APOLOGIES

There were no apologies at this meeting.

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

There were no declarations of interest raised at this meeting.

5 TE WHAKATAKOTO PETIHANA | PRESENTATION OF PETITION

5.1 CHANGING THE STATUS OF THE LAND AT THE END OF MOY PLACE, ŌTAKI

Mayor Janet Holborow acknowledged that the petition was received prior to the meeting and that there were no changes or additions to the petition.

6 NGĀ WHAKAWĀ | HEARINGS

There were no hearings at this meeting.

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

Mr James Unwin Jr. spoke to Item 11.2 Dedicating Local Purpose (Road) Reserve As Road.

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COUNCIL MEETING MINUTES**28 NOVEMBER 2024**

Mr James Unwin Sr. spoke to Item 11.2 Dedicating Local Purpose (Road) Reserve As Road.

Mr Phil McIntyre spoke to Item 11.2 Dedicating Local Purpose (Road) Reserve As Road and answered questions from elected members.

Mr Lyall Payne spoke to Item 11.2 Dedicating Local Purpose (Road) Reserve As Road and the petition presented at Item 5.1.

Cr Sophie Handford joined via Zoom at 9:56am.

Mr Nick Taylor of Cuttriss spoke to Item 11.2 Dedicating Local Purpose (Road) Reserve As Road and answered questions from elected members and mana whenua. He tabled the following document as a part of his public speaking time.

TABLED DOCUMENTS**Appendices**

- 1 Tabled Document from Cuttriss

Mr James Unwin Jr. spoke to Item 11.2 Dedicating Local Purpose (Road) Reserve As Road in relation to comments made by Mr Nick Taylor.

Cr Sophie Handford (via Zoom) left the meeting at 10:38am.

Deputy Mayor Lawrence Kirby left the meeting at 10:38am and returned at 10:41am.

Mr Michael Moore left the meeting at 10:39am and returned at 10:42am.

8 NGĀ TEPUTEIHANA | DEPUTATIONS**8.1 DEPUTATION FROM LOCAL GOVERNMENT NEW ZEALAND**

Ms Amanda Wells, Director Member Engagement, Local Government New Zealand (LGNZ) and Mr Toby Adams, National Council member, LGNZ, spoke via Zoom regarding the LGNZ four-monthly report. Ms Wells and Mr Adams answered questions from elected members.

9 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) No leave of absence was requested at this meeting.
- (b) Mayor Janet Holborow raised a matter of an urgent nature relating to changes to the Waikanae Community Board structure at their meeting of 19 November 2024.

MATTER OF AN URGENT NATURE – WAIKANAЕ COMMUNITY BOARD APPOINTMENTS

Mayor Janet Holborow acknowledged Mr Michael Moore's presence at the Council meeting and thanked Mr Richard Mansell for his efforts as previous Chair of the Waikanae Community Board.

RESOLUTION CO2024/151

Moved: Cr Liz Koh

Seconder: Cr Martin Halliday

That Council:

- A. **Confirms** Michael Moore as Waikanae Community Board representative to Council (speaking rights only) for the remainder of the 2022-2025 triennium following his election as Chairperson of Waikanae Community Board on 19 November 2024.
- B. **Confirms** the appointment of Richard Mansell as the Waikanae Community Board representative to the Strategy, Operations and Finance Committee (speaking rights only) for the remainder of the 2022-2025 triennium following his election as Deputy Chair of the Waikanae Community Board on 19 November 2024.
- C. **Notes** that the Governance Structure and Delegation 2022-2025 will be updated accordingly.

COUNCIL MEETING MINUTES

28 NOVEMBER 2024

CARRIED**10 TE PŪRONGO A TE KOROMATUA | MAYOR'S REPORT**

There was no Mayor's Report brought to this meeting.

11 PŪRONGO | REPORTS**11.1 CLASSIFICATION OF THE LAND AT THE INTERSECTION OF POPLAR AVENUE AND RENOWN ROAD, RAUMATI SOUTH, UNDER THE RESERVES ACT 1977**

Ms Morag Taimalietane, Principal Advisor Customer and Community, and Ms Yolanda Morgan, Team Leader Open Space Planning, introduced the report and answered questions from elected members.

RESOLUTION CO2024/152

Moved: Cr Kathy Spiers
 Seconder: Cr Martin Halliday

- A. That Council declare Section 110 Wainui District WN27B/669 as a reserve under the Reserves Act 1977, to be held for the purposes of recreation in accordance with section 17.
- B. That the Council resolution set out in A above, be published in the New Zealand Gazette, along with the notice to name the reserve Leon Kiel Reserve.

CARRIED

The meeting adjourned at 11:02am and resumed at 11:21am.
 Cr Cooper left the meeting at 11:33am and returned at 11:34am.

11.4 LOCAL WATER DONE WELL - FUTURE DIRECTION FOR KAPITI COAST DISTRICT COUNCIL

Mr Sean Mallon, Group Manager Infrastructure & Asset Management, introduced Mr Martin Cole, contractor to Kāpiti Coast District Council. The report was taken as read and the recommendations were clarified through questions from elected members.

RESOLUTION CO2024/153

Moved: Cr Nigel Wilson
 Seconder: Cr Liz Koh

That Council:

- A. **Receives** this report
- B. **Notes** the legislative changes enacted under the Government's, Local Water Done Well policy through the Local Government (Water Services Preliminary Arrangements) Act 2024, to address long standing water infrastructure challenges which includes:
 - B.1 new economic, environmental and water quality regulations
 - B.2 a new planning, reporting and accountability framework
 - B.3 financial sustainability requirements
 - B.4 new statutory objectives consistent for all water providers
 - B.5 restrictions against privatisation and.
 - B.6 the requirement for Councils to produce a Water Services Delivery Plan and accompanying implementation plan by 3 September 2025.

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- C. **Notes** that the Government intends to introduce further water services legislation in December 2024 to be enacted in mid-2025 that will establish the economic and regulatory oversight regime and statutory objectives for water services.
- D. **Notes** that the Council can choose to consult on the future delivery model for water services under the streamlined arrangements in the Local Government (Water Services Preliminary Arrangements) Act 2024 that requires two options, being an internal business unit and at least one alternative.
- E. **Resolves** to exit the joint Wellington Region Water Services Delivery Plan project as recommended as option A
- F. **Resolves** to exclude the advice and service only WSCCO's, a single Kāpiti District only WSCCO and consumer trust models from the future delivery model considerations for Kāpiti water services as recommended as options C, D and E
- G. **Resolves** to continue developing the Kāpiti and Horowhenua District and Kāpiti, Horowhenua, Manawatu Districts and Palmerston City Joint WSCCO options for consideration for consultation alongside an internal business unit option as per option F.

CARRIED

Mr Huriwai Paki joined the meeting via Zoom at 11:47am.
 Cr Sophie Handford joined the meeting via Zoom at 12:14pm.
 Cr Nigel Wilson joined the meeting in person at 12:23pm; he was previously attending via Zoom.
 Mr Cam Butler left the meeting at 12:32pm.

11.3 ECONOMIC DEVELOPMENT OPERATING MODEL

Ms Kris Pervan, Group Manager Strategy & Growth, introduced the report. Ms Pervan, Mr Neil Mackay, Chair of Economic Development Kotahitanga Board, and Mr Darryn Grant, Strategic Development Director, answered questions from elected members.

RESOLUTION CO2024/154

Moved: Cr Liz Koh
 Seconder: Cr Martin Halliday

That Council:

- A. **Note** the proposed implementation approach and timeline for the new Operating Model for Economic Development including next steps set out in paragraph 17 of this paper.
- B. **Approve** in principle the Trust Deed (attached in Appendix 2).
- C. **Approve** in principle the Relationship Framework Agreement between the Trust and Council (attached in Appendix 3).
- D. **Approve** in principle the Constitution of the Limited Liability Company (LLC) between the Trust and LLC (attached in Appendix 4).
- E. **Approve** the Relationship Framework Agreement between the LLC and Council (attached in Appendix 5).
- F. **Approve** the process for appointing board members to the Trust and the composition of the Trust Board.
- G. **Approve** transitioning the Economic Development Kotahitanga Board to constitute interim Board of the LLC, as company directors for the purpose of continuity.
- H. **Delegate** authority for the Mayor and Chief Executive to make any legally non-significant amendments to the items approved in recommendations B-E of this paper, following feedback from the appointed Trustees.

For: Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Crs Martin Halliday, Sophie

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Handford, Liz Koh, Jocelyn Prvanov, Kathy Spiers and Shelly Warwick
Against: Crs Glen Cooper, Rob Kofoed and Nigel Wilson
CARRIED 8/3
CARRIED

The meeting adjourned at 12:44pm and resumed at 1:09pm.
 Mr Glen Olsen left during the adjournment and did not return.
 Cr Nigel Wilson left the meeting during the adjournment and returned to the meeting at 1:31pm.

11.2 DEDICATING LOCAL PURPOSE (ROAD) RESERVE AS ROAD

Mr Darren Edwards, Chief Executive, introduced the item by addressing concerns raised during public speaking time. Mr Sean Mallon, Group Manager Infrastructure & Asset Management, introduced the report.

PROCEDURAL MOTION
 Moved: Cr Shelly Warwick
 Seconder: Cr Rob Kofoed
 That the Item of business being discussed, which is 11.2 Dedicating Local Purpose (Road) Reserve As Road, be adjourned to the Council meeting on Thursday the 12th December 2024 at 9:30am.
For: Crs Shelley Warwick, Glen Cooper, Rob Kofoed, Sophie Handford, Jocelyn Prvanov
Against: Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Martin Halliday, Liz Koh, Kathy Spiers
LOST 5/5
 Cr Nigel Wilson was absent from the meeting at the time of this procedural motion.

MOTION
 Moved: Mayor Janet Holborow
 Seconded: Cr Kathy Spiers
 That Council:
 A. **Notes** that the legislative requirements for this decision have been met through the engagement approach undertaken.
 B. **Notes** the assessment undertaken by Council officers regarding the criteria relevant to the decision on the application for dedication of Lot 72 DP 400543 as legal road (currently held as Local Purpose Reserve (Road)).
 C. **Approves** the dedication of Lot 72 DP 400543 as legal road (currently held as Local Purpose Reserve (Road)). See Appendix 1 for Location of road reserve
 D. **Authorises** the Chief Executive to take all necessary steps to give effect to this resolution.
For: Mayor Janet Holborow, Crs Martin Halliday, Sophie Handford, Liz Koh and Kathy Spiers
Against: Deputy Mayor Lawrence Kirby, Crs Glen Cooper, Rob Kofoed, Jocelyn Prvanov, Shelly Warwick and Nigel Wilson
LOST 5/6

Item - 11.3 Economic Development Operating Model - was moved to another part of the minutes.

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Item - 11.4 Local Water Done Well - Future Direction for Kapiti Coast District Council - was moved to another part of the minutes.

Cr Glen Cooper left the meeting room at 1:54pm and joined via Zoom at 1:54pm.

Mr Michael Moore left the meeting at 1:58pm and did not return.

11.5 ADOPTION OF PROPOSED DANGEROUS, AFFECTED, AND INSANITARY BUILDINGS POLICY 2024

Mr Hamish McGillivray, Manager Research & Policy, and Mr Chris Worth, Principal Policy Advisor, introduced the report and answered questions from elected members.

RESOLUTION CO2024/155

Moved: Cr Nigel Wilson
 Seconder: Cr Shelly Warwick

That Council:

- A. **Notes** the submissions received and further changes proposed to the final draft Dangerous, Affected, and Insanitary Buildings Policy 2024.
- B. **Repeals** the [Dangerous and Insanitary Buildings Policy 2018](#)
- C. **Adopts** the Dangerous, Affected, and Insanitary Buildings Policy 2024 (Attachment 1).
- D. **Delegates** authority to the Mayor and Chief Executive to approve any minor and technical editing changes in finalising the Policy.

CARRIED

12 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

12.1 CONFIRMATION OF MINUTES

RESOLUTION CO2024/156

Moved: Deputy Mayor Lawrence Kirby
 Seconder: Mayor Janet Holborow

That the minutes of the Council meeting of 31 October 2024 be accepted as a true and correct record.

CARRIED

13 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

Mayor Janet Holborow closed the meeting with karakia.

The Kaunihera | Council meeting closed at 2:00pm.

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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
12.1 - Property Acquisition	<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
12.2 – Financial Delegation for the PP20 SH1 Revocation	<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</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

	to carry out, without prejudice or disadvantage, commercial activities	
12.3 - Update from the Chief Executive Performance and Employment Committee	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

13 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

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