



# **AGENDA**

## **Council Meeting**

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

**Date: Thursday, 26 August 2021**

**Time: 9.30am**

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

**Wayne Maxwell  
Chief Executive**

**Kapiti Coast District Council**

**Notice is hereby given that a meeting of the Kapiti Coast District Council will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 26 August 2021, 9.30am.**

**Council Members**

Mayor K Gurunathan	Chair
Deputy Mayor Janet Holborow	Deputy
Cr Angela Buswell	Member
Cr James Cootes	Member
Cr Jackie Elliott	Member
Cr Gwynn Compton	Member
Cr Jocelyn Prvanov	Member
Cr Martin Halliday	Member
Cr Sophie Handford	Member
Cr Robert McCann	Member
Cr Bernie Randall	Member

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**1 WELCOME****2 COUNCIL BLESSING**

“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.”

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 hapori 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.

**3 APOLOGIES****4 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 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA****6 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses
- (b) Leave of Absence
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

**7 MAYOR'S REPORT**

Nil

## 8 REPORTS

### 8.1 2021 REPRESENTATION REVIEW - DECISION ON INITIAL PROPOSAL

**Author:** Sarah Wattie, Governance & Legal Services Manager

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

#### PURPOSE OF REPORT

- 1 To recommend that Kāpiti Coast District Council (Council) resolves its initial proposal for representation arrangements for the 2022 local authority elections and that this proposal be notified for public consultation.

#### DELEGATION

- 2 Council has the authority to make this decision under the Local Government Act 2002 (LGA) as reflected in section A.2 of Council's Governance Structure and Delegations 2019-2022 Triennium document.<sup>1</sup>

#### BACKGROUND

- 3 The Local Electoral Act 2001 (LEA) requires all local authorities to review their representation arrangements at least once every six years to ensure the arrangements provide fair and effective representation and represent their distinct communities of interest.<sup>2</sup> The Local Government Commission (LGC) publish detailed guidelines identifying the factors and considerations that territorial authorities must take into account in carrying out a representation review (LGC Guidelines).<sup>3</sup> The LGC's best practice advice is that territorial authorities start with a blank page when commencing their representation reviews.
- 4 Council carried out its last review in 2015 for the 2016 and 2019 local authority elections and, as such, is required to undertake another review in 2021. The last representation review decision was referred to the LGC who, in their determination and in follow-up correspondence with staff in May 2021, asked us to consider the appropriateness of the existing Waikanae-Ōtaki boundary.<sup>4</sup>
- 5 While Council's representation arrangements haven't changed much over the past 20 years, our communities and their needs and expectations have changed significantly. This representation review comes at a time of significant change for both local government and our district. Local government is being asked to be agile, to remove barriers, to better reflect Te Tiriti o Waitangi, and to know and understand our communities better. We're seeing moves towards co-governance with mana whenua. There is also a wider context of significant societal and technological advances and the need to make local government fit for the future.
- 6 Both local and central government are being challenged to think differently about how we engage with diverse voices within our communities. A recent report from the New Zealand Productivity Commission highlights key lessons for both local and central government and lays down a challenge to both sectors about what they need to get right, how to do things differently and the benefits of making these changes.<sup>5</sup> The report refers to a democratic deficit at the local level noting that councils' approaches to engagement and consultation do not always encourage broad participation, meaning some people's views and interests are

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<sup>1</sup> [Local Government Act 2002](#)

<sup>2</sup> [Local Electoral Act 2001 s 19H\(2\)](#).

<sup>3</sup> [Local Government Commission, Guidelines for local authorities undertaking representation reviews \(March 2021, 8<sup>th</sup> edition\)](#).

<sup>4</sup> [Local Government Commission Determination, 28 January 2016](#).

<sup>5</sup> [New Zealand Productivity Commission, 'Local Government Insights', February 2020](#).

not adequately represented and councils are not being held to account for the impacts of these decisions.

- 7 Prior to commencing a representation review there are two preliminary matters for territorial authorities to consider:

- choosing the electoral system<sup>6</sup>; and
- deciding whether or not to establish one or more Māori wards.<sup>7</sup>

While these decisions are not formally part of the representation review process, these are important in helping to identify appropriate representation arrangements and need to be resolved before the detailed representation arrangements can be determined.

- 8 On 27 August 2020 Council confirmed the Single Transferable Voting (STV) electoral system for the 2022 local authority elections. This maintained the status quo as Council has used the STV system since 2004 when STV first became available. The decision was publicly notified and no demand for a poll was received.<sup>8</sup>
- 9 On 29 October 2020 Council resolved not to establish a Māori ward for electoral purposes. This decision was based on the recommendation of Council's three iwi partners, Te Āti Awa ki Whakarongotai Charitable Trust, Ngā Hapū o Ōtaki and Ngāti Toa Rangatira, who did not support the consideration of a Māori ward for Kāpiti at this time.

On 1 March 2021 the Local Electoral (Māori Wards and Māori Constituencies) Amendment Act (Amendment Act) came into force introducing changes to the treatment of Māori wards and constituencies.<sup>9</sup> Council consulted with each of its iwi partners on the implications of the Amendment Act which provided local authorities with a fresh opportunity to consider whether to establish a Māori ward. Council's iwi partners confirmed that while Māori ward representation on Council was important to them, their current priority was to strengthen their existing partnership with Council.

On 6 May 2021 Council confirmed the decision not to establish a Māori ward ahead of the 2022 local authority elections.

- 10 On 29 October 2020 Council resolved to adopt a Council-led representation review process involving a staff-led project team to manage the representation review. The project team was established in November 2020 and is resourced by staff supported by Election Services for specialist support on legal and technical requirements, and Empathy Design for specialist support with community engagement and design research (engagement and research).
- 11 Between February and August 2021, the project team carried out engagement and research to inform the development of options for the representation review, followed by a series of briefings with Councillors to seek direction on the preferred option for the initial proposal, which Council is required to decide on by 31 August 2021.
- 12 This report seeks Council's confirmation of its initial proposal, which will be publicly notified no later than 8 September 2021 as part of a formal consultation process seeking public submissions on the proposal.<sup>10</sup> Council will then be required to resolve a final proposal no later than 11 November 2021, which will automatically be referred to the Local Government Commission if appeals or objections are received or if the proposal does not comply with legislative requirements around fair representation.

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<sup>6</sup> LEA, ss 27-34.

<sup>7</sup> LEA, ss 19Z, 19ZH.

<sup>8</sup> LEA, ss 28-29.

<sup>9</sup> [Local Electoral \(Māori Wards and Māori Constituencies\) Amendment Bill](#).

<sup>10</sup> LEA, ss 19M(1)-(2).

**ISSUES AND OPTIONS****Requirements of a representation review**

- 13 The purpose of a representation review under Part 1A of the LEA is to determine arrangements for:<sup>11</sup>
- 13.1 the number of wards (if any) and, if there are wards, their boundaries, names and number of members (the total number of elected members, excluding the mayor, must be between 5 and 29);
  - 13.2 how elected members are elected (district-wide, wards, or a mix of both); and
  - 13.3 whether to have community boards and, if so, how many and what their boundaries and membership should be.
- 14 In reviewing representation arrangements, local authorities must provide for 'effective representation of its 'communities of interest' and 'fair representation of electors'.<sup>12</sup> Further to this, there are three key factors for local authorities to consider:
- communities of interest;
  - effective representation of communities of interest; and
  - fair representation of electors.
- 15 As part of a representation review, each territorial authority must also determine whether there should be community boards in the district and, if so, the nature of those communities and the structure of the community boards.<sup>13</sup>

*Effective representation*

- 16 Each territorial authority must also provide effective representation of communities of interest within the district.<sup>14</sup> This needs to take account of the nature and locality of those communities of interest and the size, nature and diversity of the district as a whole.

*Fair representation and ward boundaries*

- 17 In reviewing representation arrangements, territorial authorities must provide for fair representation of electors.<sup>15</sup> Under this provision, if the district is divided into wards, the membership of the wards is required to provide approximate population equality per member – that is, each elected member represents about the same number of people. This is referred to as the '+/-10% rule'.
- 18 To calculate this the population of each ward is divided by the number of ward councillors elected to that ward, and should produce a figure no more than 10% greater or smaller than the total population of the district divided by the total number of ward councillors.<sup>16</sup>
- 19 There are grounds for not complying with the +/-10% rule if there are good reasons as summarised below:<sup>17</sup>
- to provide effective representation of communities of interest within island communities and isolated communities
  - where compliance would limit effective representation by either dividing a community of interest, or grouping together communities of interest with few commonalities.

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<sup>11</sup> LEA, ss 19A, 19C & 19J.

<sup>12</sup> LEA, ss 19T, 19V.

<sup>13</sup> LEA s 19J.

<sup>14</sup> LEA, s 19T.

<sup>15</sup> LEA, s 19V.

<sup>16</sup> LEA s 19V (this provides that the fair representation rule also applies to community boards that are subdivided).

<sup>17</sup> LEA, s 19V(3)(a).

- 20 Ward boundaries must coincide with current statistical meshblock areas determined by Statistics New Zealand.<sup>18</sup> This also applies to the boundaries of community boards if they are established.<sup>19</sup>
- 21 In the context of recent and future development and the addition of the new expressway under construction at the time, in their 2015 determination the LGC specifically asked Council to look at three roads dissected by the existing Waikanae-Ōtaki boundary: Derham Road and Paul Faith Lane which only have access south onto State Highway 1, and Pukenu Road which has access both north and south via State Highway 1.

### *Communities of interest*

- 22 The term 'community of interest' is not defined in the LEA. The LGC Guidelines include a definition of 'community of interest' describing it as a three-dimensional concept:
- perceptual – a sense of belonging to a clearly defined area or locality
  - functional – the ability to meet with reasonable economy the community's requirements for comprehensive physical and human services
  - political – the ability of the elected body to represent the interests and reconcile the conflicts of all its members.
- 23 Communities of interest take into account distinct and recognisable geographical boundaries, similarities in activities and characteristics of a community and services in an area. Wards may contain more than one distinct community of interest, but these communities must have sufficient commonalities to be grouped together.
- 24 The LGC recognises that communities of interest may alter over time, and as a result requires local authorities to identify their current communities of interest, and then determine whether these communities of interest are located in identifiable geographical areas, justifying the establishment of wards, or are spread across the district. Once the communities of interest have been identified, the LEA requires Council to consider how these communities will be most effectively represented, which includes considering:<sup>20</sup>
- the number of members, the basis of election (district-wide, by ward, or a combination) and, if there are wards, the ward boundaries and names
  - does each community of interest require separate representation, or can communities of interest be grouped together to achieve effective representation?

### *Community boards*

- 25 As outlined above, as part of a review each territorial authority must determine whether there should be community boards in the district and, if so, the nature of those communities and the structure of the community boards.
- 26 The legislative functions of a community board are to:<sup>21</sup>
- represent and advocate for the interests of its community
  - consider and report on matters referred to it by its parent council
  - maintain an overview of council services provided in its community
  - prepare an annual submission to the council for expenditure within its community
  - communicate with community organisations and special interest groups within its community
  - undertake any other responsibilities delegated to it by its parent council.

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<sup>18</sup> LEA, s 19T(1)(b).

<sup>19</sup> LEA, s 19W(c).

<sup>20</sup> LEA, s 19H(1).

<sup>21</sup> LGA, s 52.

- 27 In any review of community boards, the LGA criteria for reorganisation proposals may need to be considered if either the territorial authority or the Council consider it appropriate in the circumstances.<sup>22</sup> Applying these criteria for reviews relating to community boards means considering:<sup>23</sup>
- will the proposal promote good local government of the parent district and the community area concerned?
  - will the district and the community have the resources necessary to enable them to carry out their respective responsibilities, duties and powers?
  - will the district and the community have areas that are appropriate for the efficient and effective performance of their role?
  - will the district and the community contain a sufficiently distinct community of interest or sufficiently distinct communities of interest?

### Current representation arrangements

- 28 Current representation arrangements for Kāpiti Coast District Council have been in place since 2004 (with some minor boundary adjustments in 2010 and 2016).
- 29 The existing model is a mixed model which includes the Mayor, five (5) district-wide councillors and five (5) ward based councillors across four (4) wards:
- Ōtaki ward (1 ward councillor)
  - Waikanae ward (1 ward councillor)
  - Paraparaumu ward (2 ward councillors)
  - Paekākāriki-Raumati ward (1 ward councillor)
- 30 In addition, there are four community boards with a total of 16 community board members:
- Ōtaki community board
  - Waikanae community board
  - Paraparaumu-Raumati community board
  - Paekākāriki community board
- 31 Each community board has four (4) elected members plus the respective ward councillor/s as appointed members. The community board and ward boundaries align for the most part, with the exception of Raumati (which is currently in the Paekākāriki-Raumati ward and the Paraparaumu-Raumati community board).
- 32 Based on the 30 June 2020 population estimates, two of Council's current wards (Ōtaki and Waikanae) are outside the +/-10% range as outlined in Table 1 below.<sup>24</sup>

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<sup>22</sup> LEA, s 19W. Key criteria are set out in *clauses 11, 12 and 19 of Schedule 3, Local Government Act 2002*.

<sup>23</sup> LGC Guidelines pp 29-30.

<sup>24</sup> Table 1 is based on population estimates as at 30 June 2020 provided by Statistics New Zealand, which local authorities are required to use to inform their representation review.

Table 1: Population per ward councillor for current wards

Ward	Population	Number of ward councillors per ward	Population per ward councillor	Deviation from district average population per ward councillor	% deviation from district average population per ward councillor
Ōtaki	9,870	1	9,870	-1,544	-13.53
Waikanae	14,450	1	14,450	3,036	26.60
Paraparaumu	21,800	2	10,900	-514	-4.50
Paekākāriki-Raumati	10,950	1	10,950	-464	-4.07
<b>Ward</b>	<b>57,070</b>	<b>5</b>	<b>11,414</b>	(10,272 – 12,555)	
<b>District-wide</b>	<b>57,070</b>	<b>5</b>	<b>11,414</b>		
<b>Total</b>	<b>57,070</b>	<b>10</b>	<b>5,707</b>		

### Community engagement and design research

- 33 From February to May 2021 there were three phases of public engagement and research. Their purpose was to gather and analyse the community perspective to support Council in developing a representation model that provides for fair and effective representation, as well as representation of the district's different communities of interest.
- The engagement and research approach and findings are detailed within Empathy Design's report 'Community insight to inform and inspire Kāpiti Coast District's representation arrangements' at Appendix 3.
- 34 The engagement and research approach explored:
- A. what are the district's existing communities of interest?
  - B. what the community values in terms of effectiveness and what 'effective representation' means to them
  - C. the enablers of, and barriers to, effective representation given the existing communities of interest
  - D. the community's perception of how effective representation might be achieved through arrangements.
- 35 The focus of the engagement and research was on understanding people's context and how it shapes their behaviours, beliefs and attitudes, their underlying needs and wants and using these insights to develop options for representation.
- 36 Engagement and research activities were designed to ensure Council heard from a wide range of people and to provide robust and well-rounded analysis. To achieve this, Empathy Design worked with the staff-led project team to undertake a range of engagement activities to ensure Council heard from a wide range of people and to provide robust and well-rounded analysis. Activities included street intercept interviews, market pop-ups, an online survey, community workshops and long semi-structured interviews.
- 37 By using a people-centred design approach, the suite of engagement and research activities ensured we heard from more quiet or reluctant people, as well as those more confident in reaching out to the Council directly. In keeping with core design research principles, the quality of engagement and information received was prioritised over the quantity of people involved to ensure it was not a tick-the-box exercise. There is a strong research basis to the findings as through the different phases we were able to engage with enough people with

different contexts to ensure a good understanding of community perspective, while remaining cost-effective.

- 38 In addition to the above activities, feedback was also sought from all four of Council's existing community boards, the Accessibility Advisory Group, Older Persons Council and Youth Council. Throughout the process, Council also sought to engage with Council's iwi partners and mana whenua in the Kāpiti Coast District represented by Te Rūnanga O Toa Rangātira, Ngā Hapū o Ōtaki and Āti Awa ki Whakarongotai Charitable Trust.
- 39 In response to the LGC's recommendations from Council's 2015 representation review outlined at paragraph 21, the project team completed a mailout to all 78 properties on those roads dissected by the existing Waikanae-Ōtaki boundary (Derham Road, Paul Faith Lane and Pukenuamu Road).

#### *Engagement and research*

- 40 The key findings from all phases and activities of the engagement and research are summarised in Table 2 and Table 3 below. These are focused on two of the considerations required by the LEA – 'communities of interest' and 'effective representation' and are taken directly from Empathy Design's report 'Community insight to inform and inspire Kāpiti Coast District's representation arrangements' at Appendix 3.

*Table 2: Community feedback on communities of interest*

<b>Communities of Interest</b>	
<b>People believe the district is diverse, with many communities of interest</b>	<p>Our research found that most people believe Kāpiti Coast district is diverse. There are different ages and life stages, professions, income levels, ethnicities, house-hold make up and more. This diversity gives rise to different communities of interest.</p> <p>People believe they are part of many communities of interest. Some are related to geographic location of residency, and some are not.</p> <p>When researchers raised the idea of communities of interest based on geography, most people noted that where they live is only one of their communities.</p>
<b>People believe the suburbs are different from each other</b>	<p>It was a common and strongly stated belief that the different hubs surrounding residences have different vibes, demographics, interests, socioeconomics, and types of businesses.</p> <p>The perceived vibe of a hub seems mainly influenced by its residents and the businesses that operate there.</p>
<b>Many people use the whole district</b>	<p>Because people seem to enjoy the diversity of the district, and those with a car seem to find it accessible, many travel to different hubs as part of their day-to-day lives.</p> <p>This theme was less prominent in people we spoke to from Ōtaki township and beach, who tended to stay in Ōtaki. Many Ōtaki residents said they also use the facilities in Levin.</p>
<b>There are two dominant versions of geographic communities of interest</b>	<p>Given how people describe their own communities, we noticed two dominant versions of geographic communities of interest:</p> <ul style="list-style-type: none"> <li>• Horizontal – stripes that run from west to east, largely aligned to hubs</li> <li>• Vertical – stripes that run from north to south; rural, urban, coastal.</li> </ul>



<b>Three geographic communities seem particularly distinct</b>	<p>When it comes to residents of different locations, three location-based communities seem particularly distinct:</p> <ul style="list-style-type: none"> <li>• Ōtaki</li> <li>• Paekākāriki</li> <li>• Rural.</li> </ul> <p>We noticed residents in each of those areas had distinct contexts, ways of thinking and being, and political focuses. Functional factors – eg roads, road-works, water supply – also seem to contribute to these feeling like distinct communities.</p>
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*Table 3: Community feedback on effective representation*

<b>Effective Representation</b>	
<b>People believe a diverse elected council is very important</b>	<p>Most people highly value diversity in their elected representatives. The need for diversity was one of the most common and strongly-felt themes from the research. It was seen as important in three ways:</p> <ul style="list-style-type: none"> <li>• People spoke about having diversity of thought and life experience at the council table.</li> <li>• People also spoke about needing to reflect the diversity of the district's community.</li> <li>• Some people spoke about diversity of skillset, so that different councillors can take on different portfolios.</li> </ul>
<b>People want councillors to come from across the district</b>	<p>Because the suburbs are perceived to have different vibes and needs, a belief exists that it is important for councillors to come from across the district. That way, many believe, all the different people and issues across the district are seen and championed. Geographic spread of councillors was seen as an important way to represent the district's diversity.</p>
<b>Efficiency is desired, but not at the expense of diversity</b>	<p>Efficiency is also desired by most people. They want council to:</p> <ul style="list-style-type: none"> <li>• Get across all the relevant information and issues.</li> <li>• Have robust discussions in a constructive way that results in action.</li> <li>• Swiftly make good decisions.</li> <li>• Take opportunities when they're available.</li> </ul> <p>For some, the desire for efficiency led them to a bigger council. In their minds, that allows spreading of workload. For others, the desire for efficiency led them to a small council. In their minds, that allows for conversations that more quickly result in decisions and actions. Many people used a form of the phrase 'big enough, small enough' to weigh the two potentially conflicting desires.</p> <p>For most, efficiency must not come at the expense of diversity. Those people acknowledge that more councillors at the table, and councillors of different viewpoints, can mean it takes longer to discuss and reach a decision.</p> <p>For a small but vocal minority, efficiency trumps the need for diversity. Those people tended to focus on the scope, mechanics and cost of council, and questioned the value they receive from their rates.</p>

<p><b>Councillors need to know the people and issues of the district</b></p>	<p>It was almost assumed by people engaged in the research that councillors need to know the people and issues of the district. This came up overtly as an undercurrent.</p> <p>Overwhelmingly, people believe it is the job of councillors to reach out to understand the district, not the responsibility of people to make themselves known and heard.</p> <p>Most people stressed that councillors need to hear from the diversity of people in the district, not just the loudest voices, or those who have time or access.</p> <p>Many people noted that it likely takes a lot of time to get across the people and issues. They felt it is important that councillors are not “stretched too thin”. They want to ensure councillors have time to hear from the people and understand the viewpoints and issues.</p>
<p><b>It’s currently hard to hear from the diverse range of voices</b></p>	<p>Many people spoke about how hard it can be for councillors to hear from the diverse range of people in the district. They spoke about the barriers that prevent people from putting their views forward. These include lack of time, energy, communication, ability, transportation, self-confidence, and confidence in council to really listen and care.</p> <p>This point was made by people who don’t usually put their voices forward, and by people who do.</p> <p>Many pointed out that, because barriers block engagement for some, council constantly only hears a subsection of voices and perspectives.</p> <p>Some noted the people who most needed to be heard by council were often those who experienced the most barriers to engaging.</p>
<p><b>Community boards might only amplify voices already heard</b></p>	<p>At least half of those involved in the research were not aware of Kāpiti Coast’s existing community boards. A small minority could speak to direct experience of them. That minority provided two different viewpoints:</p> <ul style="list-style-type: none"> <li>• They are a great tool for representation. They help bring the voice of the community to council. But they don’t have the teeth they need.</li> <li>• They become a vehicle for single topics and special interests. They are fuelled by, and deliver to, a narrow subset of the community.</li> </ul> <p>In some of our research activities, particularly the long-form conversations, we were able to explore and gather perspectives on the concept of community boards without relying on knowledge of representation arrangements. Through those opportunities, we noticed that many of the barriers that prevent some people from engaging with council likely also prevent those people from engaging with community boards.</p> <p>Overall, we suspect that the same demographic of people who engage with council also have opportunity to engage with the community boards, and the same demographic of people who do not engage with council also do not engage with community boards.</p> <p>In that way community boards might be a good vehicle for people who already have the confidence and ability to engage with council, but not for those who don’t. They might amplify the voices of those already heard, while others remain silent.</p>

	It is also worth noting that some people felt the two layers of elected representatives added unhelpful complexity.
<b>Councillors should do what's best for Kāpiti as a whole; focus on need, no silos</b>	<p>Most people want councillors to do what's best for Kāpiti as a whole. This desire was one of the most common and strongly-felt themes from the research. It was defined or achieved in two parts – doing what's best for those in need, and seeing the bigger picture rather than silos.</p> <p>For most people, doing what's best for Kāpiti as a whole means doing what's best for those in need. They spoke in a way that invoked the concept of equity more than equality.</p> <p>That desire wasn't just for the benefit of those people; it was for the benefit of everyone in the district. People saw a direct connection between helping lift those in-need, and the wellbeing and prosperity of the others.</p> <p>Alongside and equity lens, most people also want the councillors to see the bigger picture rather than silos. They also didn't want councillors to respond to 'squeaky wheels'; those making a loud fuss over something that isn't a big deal in the larger scheme of things. Those things were all seen to go against doing what's best for Kāpiti as a whole.</p> <p>People noted that council decisions usually have local and district-wide consequences, and some have big consequences for both. Taking only the local view, the benefit or harm to the district might be overlooked.</p> <p>Most people wanted council to see local issues, focus on lifting up those in need, and think about the bigger picture rather than only local impact. They believe that will then provide good outcomes for each local area.</p>
<b>Councillor capability is very important</b>	People want councillors to be capable – to be able to consider issues fully and wisely, debate rigorously and constructively, make good decisions, and take swift action.

- 41 The key findings led to development of a set of design principles as outlined in Table 4 below, alongside the prevailing perception on how they can be achieved. These are taken directly from Empathy Design's report at Appendix 3.

*Table 4: Design principles and perceptions for representation arrangements*

<b>Design principle</b>	<b>Prevailing perception</b>
<b>Reflect distinct geographic communities of interest.</b>	Achieved through smaller wards, and careful placement of boundaries.
<b>Help ensure high-calibre representatives.</b>	Achieved through bigger wards, district-wide.
<b>Don't spread councillors too thin. Ensure they can get across the people and issues.</b>	Achieved through small wards, more councillors.
<b>Support councillors' responsibility to reach out and hear from the community.</b>	Perception this is achieved through small wards. Some perception this could be achieved through community panels, community boards, Council officers. Some concerns with that too.
<b>Ensure minority voices are heard, not overshadowed.</b>	Achieved through careful boundary placement, and/or district-wide and not spreading councillors too thin.
<b>Support the likelihood of councillors coming from across the district.</b>	Achieved through small wards.

<b>Give more focus to in-need suburbs. Tackle inequity, foster equity.</b>	Achieved through ward councillors who see local issues, and district-wide councillors who look across the district.
<b>Build barriers to parochialism. Support ability to look across the district. Make it easier to do what's best for Kāpiti as a whole.</b>	Achieved through councillors coming from across the district yet not having to answer to their wards.
<b>Ensure councillors hear from a diverse range of community voices, not just one type.</b>	Majority perception this is not achieved through another layer of representatives. Minority perception this could be achieved by strengthening the role of community boards.

- 42 There is some tension within these design principles and what the community seeks from effective representation.

### Consideration of options

- 43 On 1 June 2021 the engagement and research findings and the design principles elicited from them were presented to Council, community boards and iwi representatives. Early input was sought on the development of representation options by way of a high level discussion about three different concepts.
- 44 Officers then explored a range of potential representation arrangements in an effort to identify options that best balanced the community views represented in the design principles, the input from elected members and iwi, and the legislative requirements. The relative strengths and weaknesses of each were considered in relation to ward size, the placement of boundaries, etc.
- 45 On 29 June 2021 councillors and iwi representatives were invited to a briefing to discuss the four options that were most compliant with the legislative requirements to achieve fair and effective representation of communities of interest and reflected the different design principles generated by the community engagement and research. Councillors and a representative from Ngāti Toa Rangatira attended the session. The options are set out in Table 5 below.

*Table 5: Options considered*

<b>Options</b>	<b>Description</b>
<b>Option 1</b>	Mixed model  10 councillors (plus the mayor) - five councillors elected district-wide and five councillors elected from across three wards  Three wards  Option to have community boards for Ōtaki and Paekākāriki as particularly distinct communities of interest
<b>Option 2:</b>	Ward model  12 councillors (plus the mayor) elected from across three wards  No community boards
<b>Option 3:</b>	Ward model  7 councillors (plus the mayor) elected from across six wards  No community boards

<b>Option 4:</b>	District-wide model  10 councillors (plus the mayor) all elected district-wide  Option to have community boards for Ōtaki and Paekākāriki as particularly distinct communities of interest
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- 46 There was a discussion on each of the options, exploring the relative merits and challenges inherent in each. There was also discussion around the current representation arrangements, noting:
- officers had not recommended this as one of the options;
  - two of the wards are non-compliant with the +/-10% rule (Ōtaki -13.53% and Waikanae 26.60%) and this is exacerbated by population growth in the wards; and
  - the LGC's recommendation from the 2015 representation review to give particular attention to the ongoing appropriateness of the Waikanae/Ōtaki ward and community board boundaries.
- 47 The steer from councillors at this session was that officers should continue to develop option 1, without community boards, for further exploration at an upcoming briefing. It should be noted there were minority views in favour of developing other options for further consideration. The Council asked officers to provide further information on how the Council's ability to hear the diverse range of community voices at a local level could be enhanced and how councillors would be supported to increase their visibility and connections within local communities, both strong themes within the engagement and research findings. There were also requests to explore whether the model would work with four wards, or as a ward only option.
- 48 On 27 July 2021, a further Council briefing was held to explore option 1 in additional detail. Officers presented information on the reasons why this option did not work well as an all-ward model, the key reason being that the Kāpiti ki Waenga/Central Ward would end up with an overrepresentation of ward councillors relative to the other wards with the risk that elected councillors may not represent the diversity of the district. In addition, officers provided information on issues with dividing the Kāpiti ki Waenga/Central Ward into two wards; in particular, that this would result in two wards significantly non-complaint with the +/-10% rule.<sup>25</sup>
- 49 On 10 August 2021 the Council confirmed its direction for the initial proposal to be considered on 26 August. This included agreeing the following names for the wards:
- Kāpiti ki te Raki/Northern Ward;
  - Kāpiti ki Waenga/Central Ward; and
  - Kāpiti ki te Tonga/Southern Ward.

### Initial proposal

- 50 The initial proposal includes:
- A total of 10 councillors, plus the mayor.
  - Five councillors elected to represent three wards and five councillors elected district-wide.
  - Three wards:

<sup>25</sup> The Waikanae River is the most logical place to split the Kāpiti ki Waenga/Central Ward into two wards but results in significant non-compliance for two of the four wards of 23.83% and -13.18%.

- Kāpiti ki te Raki/Northern Ward;
- Kāpiti ki Waenga/Central Ward; and
- Kāpiti ki te Tonga/Southern Ward.

51 A map of the three proposed wards is attached at Appendix 1.

52 This proposal retains the mixed model of five ward councillors and five district-wide councillors included in the current representation arrangements. It differs from the status quo in that it reduces the number of wards from four to three and does not include community boards.

#### *Ward boundaries*

53 The differences between the boundaries of the current ward structure and that of the initial proposal are identified on the maps included at Appendix 2. These are outlined below:

1. The lower boundary of Kāpiti ki te Raki / Northern Ward is further south than the current Ōtaki Ward boundary, including three additional meshblocks numbered 1883901, 1883902 and 4011904 as illustrated on Map 1 attached at Appendix 2. This amendment addresses the LGC's recommendation set out in paragraph 21.<sup>26</sup>
2. The remainder of the current Waikanae Ward and the majority of the current Paraparaumu Ward merge to become one larger Kāpiti ki Waenga / Central Ward.
3. The upper boundary for Kāpiti ki te Tonga / Southern Ward is further north than the current Paekākāriki-Raumati Ward boundary to encompass the three meshblocks of:
  - A. Meshblock 2003601: Avion Terrace as illustrated on Map 2 attached at Appendix 2. Access to Avion Terrace is off Wharemauku Road and Google Maps and NZ Post both label Avion Terrace as Raumati Beach. Council expressed a preference for this meshblock to be included with the rest of Raumati in Kāpiti ki te Tonga / Southern Ward.
  - B. Meshblock 2004301: Corner of Wharemauku Road and Marine Parade as illustrated on Map 2 attached at Appendix 2. Of the 17 properties in this meshblock, 15 have street access and addresses on Wharemauku Road and two on Marine Parade. Council expressed a preference for this meshblock to be included in Kāpiti ki te Tonga / Southern Ward.
  - C. Meshblock 1997901: Off Valley Road as illustrated on Map 3 attached as Appendix 2. This meshblock is at the part of Valley Road where it transitions from urban to rural, most of the meshblock is forest and it has a rounded population of 10. It seems a more natural fit to be in the Kāpiti ki te Tonga / Southern Ward than the Kāpiti ki Waenga / Central Ward.

### **Alignment with legislative requirements and design principles**

#### *Communities of interest*

54 The initial proposal is aligned with the engagement and research findings around communities of interest in that the two most distinct geographic communities, Ōtaki and Paekākāriki, have distinct representation at a ward level in accordance with the +/-10% rule.

55 It should be noted that the concept of a potential rural ward was rejected as it would not be geographically contiguous nor sufficient in population to comply with the +/-10% rule.

#### *Effective representation*

56 The proposed model addresses the changing local government context together with the engagement and research findings where people told us they want a democratic model

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<sup>26</sup> Council considered two options to address the LGC's recommendation: moving the boundary north up to Te Horo Beach Road or moving the boundary down to the south of Te Hapua Road. Council's preference was the latter.

which brings them closer to their elected representatives and decision-makers while reflecting the diversity of the district and communities of interest.

- 57 Three larger wards aligns with the community perception that this allows for a bigger pool of candidates. The community told us that they want good quality councillors, so candidate pool matters to them. In addition, it is considered that the current arrangement of 10 councillors plus mayor will continue to provide effective representation. The size of Council is within the range the community perceived as being big enough for diversity yet small enough for efficiency.
- 58 Retaining the mixed-model of five councillors elected district-wide and five councillors elected on a ward basis aligns with the community perception that the mixed-model helps councillors stay close to the people at a local level and also see the big picture to do what is best for Kāpiti as a whole. Further to this, the perception is that the model helps focus on those most in-need while doing what is best for the entire district and building barriers to parochialism. While the Kāpiti ki Waenga / Central Ward has more ward councillors than the other two wards, this is addressed by five district-wide councillors who can come from across the district.

#### *Community boards*

- 59 Community boards have been a part of the Kāpiti Coast's representation arrangements for many years and, over that time, have had a role to play in advocating for their communities in the face of significant challenges and opportunities within the district, with a more recent example being the construction of the Kapiti Expressway. The grant funds they oversee provide access to opportunities for members of their communities, and community boards have been a training ground with a number of board members subsequently being elected to the Council.
- 60 Community boards have not been included in this initial proposal, on the basis that they are likely creating an unhelpful layer of representation that is not representative of a diverse range of voices within their communities, hindering their ability to deliver on the legislative functions of community boards set out in section 52 of the LGA and above at paragraph 26. This is supported by consideration of the criteria that may apply to reviews of community boards, which seek to balance both the needs of the district at large and smaller communities within in promoting effective local government.<sup>27</sup>
- 61 Instead, the initial proposal focuses on encouraging a more direct connection between decision makers (councillors) and the communities they serve. Sitting alongside this would be funding and support to empower existing or new community groups to foster community led development and give voice to their communities' needs and aspirations; and resourcing to strengthen councillors' ability to know and understand their communities.
- 62 This decision speaks to the following themes from the engagement and research findings:
- that people expect their councillors to know the people and issues of the district;
  - that it is currently hard for councillors to hear from a diverse range of voices due to barriers to participation and engagement;
  - that community boards might only amplify voices already heard due to the same barriers to engagement and participation with council likely existing for community boards too, potentially creating an unhelpful layer of representation.
- 63 During discussions on options, councillors asked officers to provide more information on the support that could be put in place to empower communities to have a voice and also to increase the visibility and accessibility of councillors.
- 64 If the initial proposal is adopted as Council's final proposal, resources and initiatives will be put in place to support a more direct relationship between councillors and their communities. This is likely to involve establishing a secretariat to support councillors in the community with

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<sup>27</sup> Refer paragraph 27.



meeting space/neighbourhood clinics; more communications and engagement support; and staff support for customer case management/follow through.

- 65 Council would look to establish neighbourhood fora or community panels, to be explored with individual communities to assess what best meets their needs. It is also likely that a design research-based voice of the customer programme under development would provide councillors with better insight into the people they serve.
- 66 Council would work with individual communities to understand how to better support existing or new community groups to foster community-led development and give voice to their communities' needs and aspirations.
- 67 Council would also explore an enhanced community grants programme looking at how individual communities should be involved in the allocation of community-based grants. Different mechanisms will be explored including whether the existing grants allocation subcommittee should play a role.
- 68 It is important to note that there were differing views on retaining community boards around the Council table during discussions on various options. Some councillors were able to point to anecdotal examples of their own experience that reinforced the findings of the research – both the themes outlined above but also the views expressed by some of those who participated in engagement activities that community boards would be far more effective with increased delegations.

#### *Fair representation*

- 69 The wards and proposed boundaries comply with the +/-10% rule with the exception of the Kāpiti ki te Raki / Northern Ward, which is over-represented with a percentage variation of -11.84. See 'Table 6: Population per ward councillor for initial proposal' below. Population growth in the region since the last representation review, as well as the proposed boundary change between Kāpiti ki te Raki / Northern Ward and Kāpiti ki Waenga / Central Ward, mean the proposed deviation is less than with existing representation arrangements. The project team looked at whether it was possible to move the boundary to address this issue and consider doing so would split a particularly distinct community of interest being the Kāpiti ki te Raki / Northern ward. The community feedback found that while there was unity within the community, there was a sense of disenfranchisement when it comes to local council, further supporting the rationale for non-compliance with the fair representation rule.

*Table 6: Population per ward councillor for initial proposal*

Ward	Population	Number of ward councillors per ward	Population per ward councillor	Deviation from district average population per ward councillor	% deviation from district average population per ward councillor
Kāpiti ki te Raki / Northern Ward	10,050	1	10,050	-1,350	-11.84
Kāpiti ki Waenga / Central Ward	35,500	3	11,833	433	3.80
Kāpiti ki te Tonga / Southern Ward	11,500	1	11,500	100	0.88
Ward	57,000 <sup>28</sup>	5	11,400	(10,272 – 12,555)	

<sup>28</sup> The total population estimate and the population estimates for each ward have been rounded independently by Statistics NZ as at 30 June 2020. This means that 57,000 is the most accurate estimate of the population as a whole, despite it not being the perfect sum of the rounded population estimates for the three wards (which total 57,050).



District-wide	57,000	5	11,400		
Total	57,000	10	5,700		

## CONSIDERATIONS

### Policy considerations

- 70 A change in Council's representation model ahead of the 2022 local authority elections will impact on Council's governance framework and delegations. If the proposed model is adopted, Council will need to review its governance structure as well as operational activities, which will include reallocating budget currently earmarked for community boards towards other initiatives that:
- 70.1 support a more direct relationship between councillors and communities (e.g. a secretariat to support councillors, additional meeting space/neighbourhood clinics).
  - 70.2 empower existing or new community groups to do more to foster community-led development (e.g. strengthen existing grants mechanisms and increased funding and staff support for existing community groups to lead initiatives).

### Legal considerations

- 71 Part 1A of the LEA governs local authority representation review arrangements including the requirement to conduct a review at least every six years. In the event that Council resolves to establish a Māori ward in the next triennium, under Schedule 1A of the LEA this would trigger a representation review ahead of the next local authority elections in 2025. Te Tari Taiwhenua (Internal Affairs) are currently consulting on changes to the Māori ward and constituency process, which may impact on this requirement.
- 72 A local authority must refer their final proposal to the LGC if the proposal does not comply with the '+/-10% rule' under section 19V of the LEA. In addition, if any appeals or objections are received the proposal will be automatically referred to the LGC for a determination. As this proposal is not compliant with the '+/-10% rule' in relation to the Kāpiti ki te Raki / Northern Ward, it will be automatically referred for a determination.

### Financial considerations

- 73 The representation arrangements in the initial proposal, and measures intended to support them, may have resourcing or budgetary implications that would be dealt with through an annual plan process. These costs will be modelled once representation arrangements are confirmed. It is likely the majority of the costs could be funded through existing budgets and resource allocation, noting the current costs relating to community boards are approximately \$250,000 per annum. This includes board member salaries, training, miscellaneous expenses, staff time administering community boards, and additional community project funding administered by community boards approved in the Long-term plan. It does not include the boards' community grants funds.

### Tāngata whenua considerations

- 74 Council is guided by the partnership between elected members and tāngata whenua of the Kāpiti Coast District, namely, the iwi and hāpu of Te Āti Awa ki Whakarongotai Charitable Trust, Ngā Hapū o Ōtaki and Ngāti Toa Rangatira (together forming the A.R.T Confederation). Council has made considerable efforts to consult with each of its iwi partners on this proposal and has incorporated feedback received. The project team have sought guidance from the Council Iwi Partnerships team through the representation review process.

**Strategic considerations**

- 75 Effective representation arrangements contribute to Council's ability to enable democratic local decision-making and action, by and on behalf of communities, and to promote the social, economic, environmental and cultural wellbeing of communities in the present and future. This further contributes to Council's ability to achieve strategic objectives and outcomes that it has committed to in the Long-term plan 2021-2041, District Plan and other key documents.

**Significance policy**

- 76 This matter has a medium degree of significance under Council's Significance and Engagement Policy. Council is required to engage in a formal consultation process in accordance with sections 19M and 19N of the LEA.

**Consultation already undertaken**

- 77 The engagement and research undertaken to support this proposal is set out above and detailed at Appendix 3.

*Consultation with tāngata whenua*

- 78 The project team sought early advice from Council's iwi partners on the level of involvement they were able to commit to this project. Representatives of Ngāti Toa Rangatira and Ngā Hapū o Ōtaki advised their preference was to provide input once the engagement and research activities were complete and when options had been developed for consideration. At a governance level, councillors invited representatives from all iwi partners to attend Council briefings where engagement and research findings and options were presented and discussed. Council was able to engage directly with Ngāti Toa Rangatira; however, Ngā Hapū o Ōtaki and Te Āti Awa ki Whakarongotai Charitable Trust did not play an active role in this process.

*Consultation with community boards*

- 79 In March 2021, staff attended community board meetings to share information on the representation review process including timelines and information on the engagement and research activities. Between February and August 2021, three briefings for all community board members were held at different stages through the review process to provide updates on the representation review process, to present the findings from the engagement and research activities, to seek direct input into the design principles and development of options, and to discuss the details of the initial proposal. Community boards also participated directly in the engagement and research activities including surveys and community workshops and their input is reflected in the research findings at Appendix 3.

**Consultation and engagement planning**

- 80 The Council's initial proposal must be publicly advertised by way of a public notice within 14 days of the initial proposal decision and no later than 8 September in accordance with clause 19M of the LEA.
- 81 A public notice will be made on 1 September 2021 followed by a submission period between 1 September 2021 and 4 October 2021. Here the public will have an opportunity to consider and make submissions on the initial proposal ahead of the hearings process and final proposal decision in November 2021.
- 82 The consultation process will include:
- a Statement of Proposal (explaining the submission process, outlining the proposal and rationale including maps to show changes)
  - a formal submission form
  - a media advisory and newspaper, radio and geographically targeted online advertising

- a consultation webpage using EngageHQ
  - Everything Kāpiti e-newsletter and Antenno alerts
  - drop-in sessions in the community
  - targeted communications for residents
  - a session for community board members.
- 83 A consultation and engagement plan has been developed for the consultation process which identifies key stakeholders as those living in areas where boundaries are changing and community boards.
- 84 The proposed timeline for the consultation is set out below in accordance with sections 19H, 19M and 19N of the LEA.

Thursday 26 August	Final council decision approving initial proposal
Wednesday 1 September	Public notice in Kāpiti News to advise that submissions are open
Monday 4 October	Submissions close
Tuesday 19 October	Submission hearings
Thursday 11 November	Council meeting to adopt final proposal
Saturday 13 November	Public notice of final proposal – appeal/objection period open
Monday 13 December	Appeal/objection period closes

Consultation activities may need to be revised to accommodate any change in COVID-19 alert levels during the consultation period.

**RECOMMENDATIONS**

That the Council:

- 1 Agree, in accordance with sections 19H and 19J of the Local Electoral Act 2001, to adopt its initial proposal for the review of its representation arrangements for at least the 2022 triennial elections as follows:
  - 1.1 Kāpiti Coast District Council to comprise of the mayor elected at large and ten councillors, specifically five councillors elected to wards and five councillors elected district-wide.
  - 1.2 Kāpiti Coast District Council be divided into three wards, these being:
    - 1.2.1 **Kāpiti ki te Raki / Northern Ward** (one ward councillor), the proposed boundaries and of which are shown at Appendix 1.
    - 1.2.2 **Kāpiti ki Waenga / Central Ward** (three ward councillors), the proposed boundaries and of which are shown at Appendix 1.
    - 1.2.3 **Kāpiti ki te Tonga / Southern Ward** (one ward councillor), the proposed boundaries and of which are shown at Appendix 1.
- 2 That current Ōtaki, Waikanae, Paraparaumu-Raumati and Paekākāriki Community Boards be dis-established.
- 3 Notes the following in relation to the initial proposal:
  - 3.1 the total number of councillors will remain at 10 with a mixed representation model, comprising five ward councillors and five district-wide councillors, plus the mayor, to provide effective representation for Kāpiti Coast District.
  - 3.2 the reasons for the change in the number of wards and ward boundary changes are to better reflect the district's communities of interest and to provide fairer representation (specifically in relation to the Kāpiti ki te Raki / Northern Ward and Kāpiti ki Waenga / Central Ward).
  - 3.3 the reasons that the initial proposal does not include community boards is because Kāpiti Coast District Council is satisfied that the existing communities of interest are represented by the proposed ward structure, and that there are alternative ways to maintain and strengthen local community representation within Kāpiti Coast District Council structures.
  - 3.4 as the Kāpiti ki te Raki / Northern Ward is non-complaint with the fair representation (+/-10% rule), if the initial proposal is confirmed by Council as its final proposal, the proposal must be automatically referred to the Local Government Commission for a binding determination under section 19V(5) of the Local Electoral Act 2001.
  - 3.5 that in accordance with section 19Y(1) of the Local Electoral Act 2001 if no submissions are received on the initial proposal, then this proposal must become the final proposal.
- 4 Agree that the above initial proposal be submitted for formal public consultation, including inviting submissions from 1 September 2021 to 4 October 2021.
- 5 Resolve to establish a representation review editorial committee constituting the Mayor, Deputy Mayor and Chair of the Strategy and Operations Committee with the delegated authority to approve the consultation material ahead of the public notice on 1 September 2021.

**APPENDICES**

1. Map of the three proposed wards [↓](#)

2. Map of the changes to the proposed ward boundaries from the existing ward boundaries [↓](#)
3. Empathy Design Report 'Community insight to inform and inspire Kāpiti Coast District's representation arrangements' 9 July 2021 [↓](#)

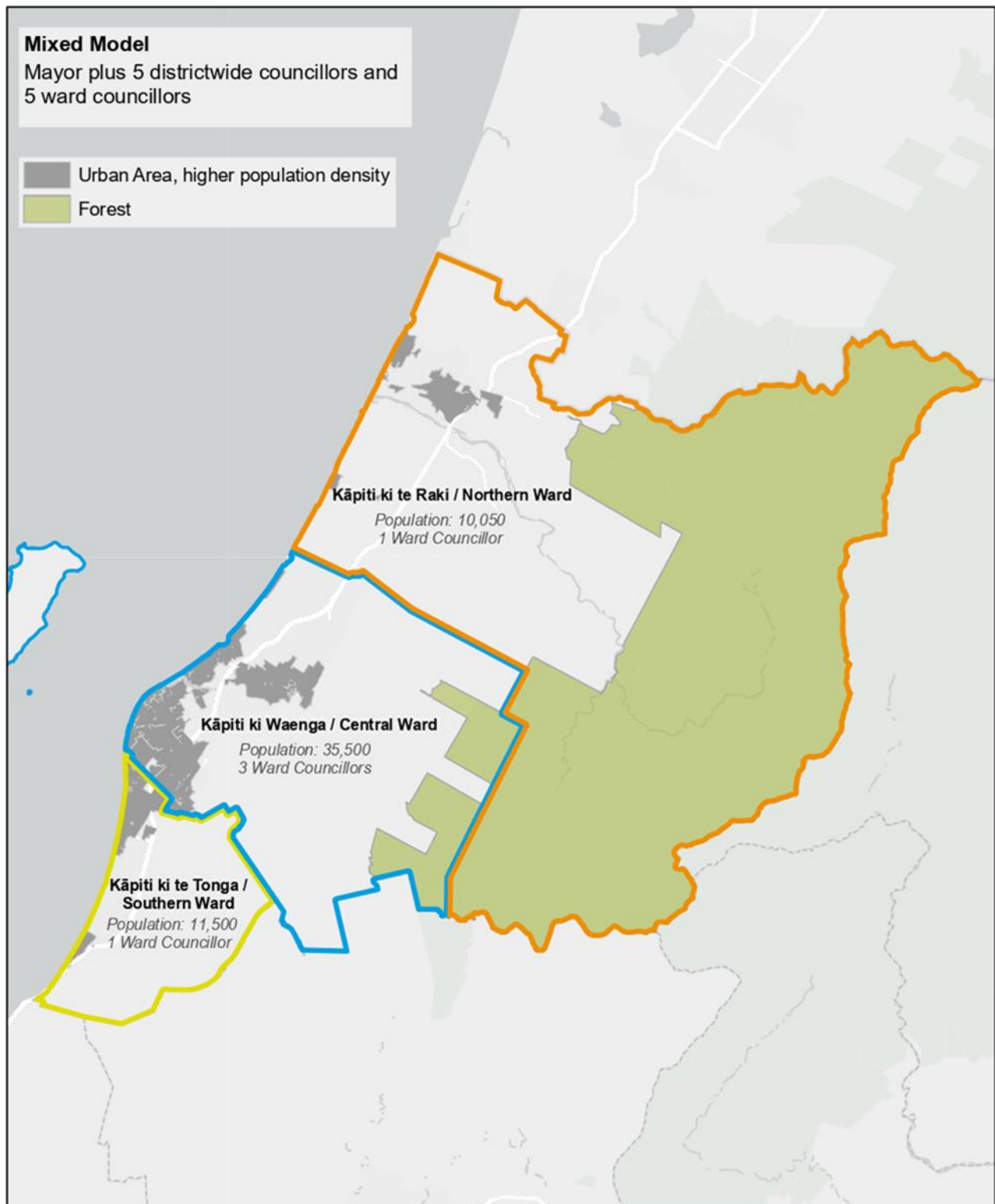
# Proposed Representation Model



## Mixed Model

Mayor plus 5 districtwide councillors and 5 ward councillors

- Urban Area, higher population density
- Forest

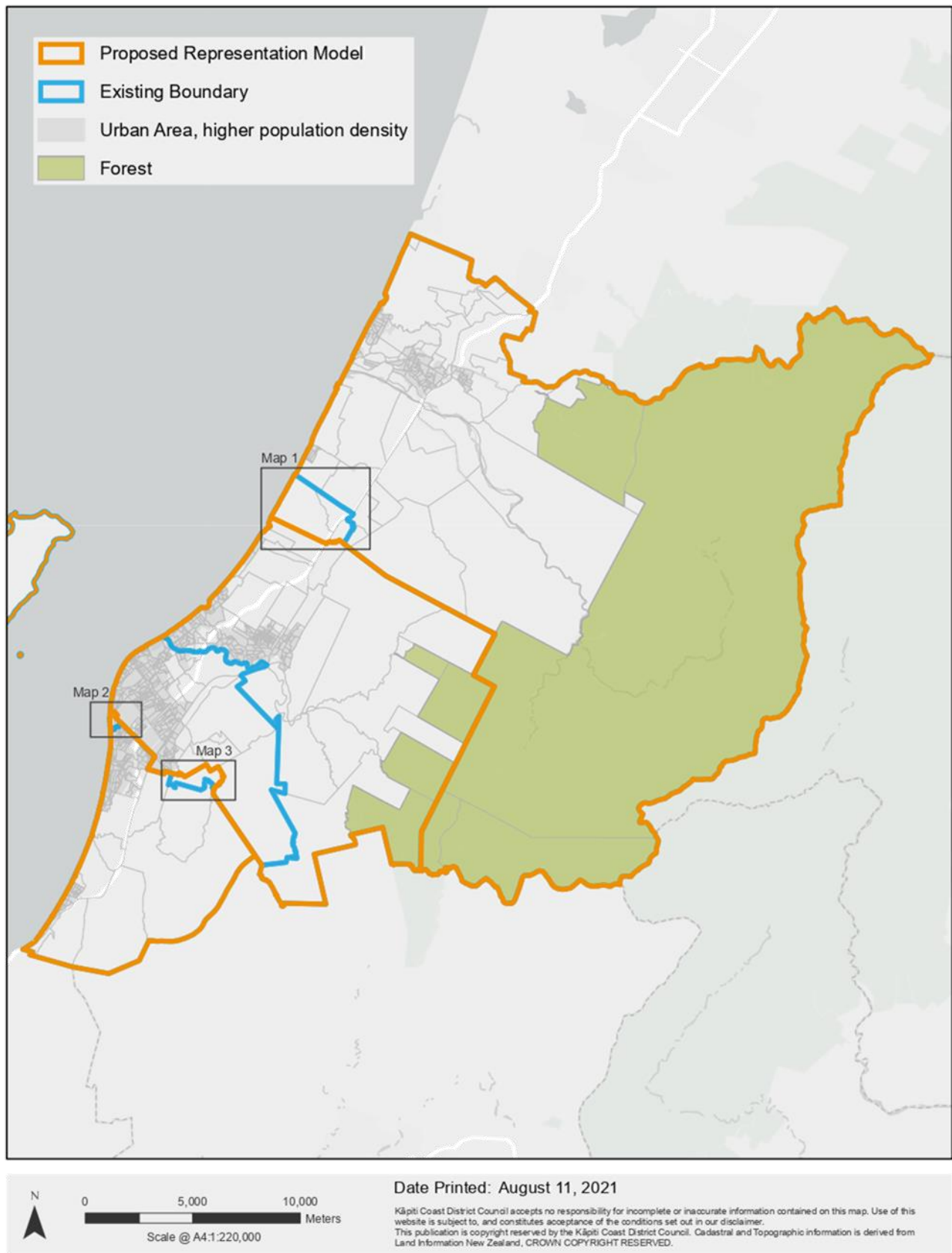


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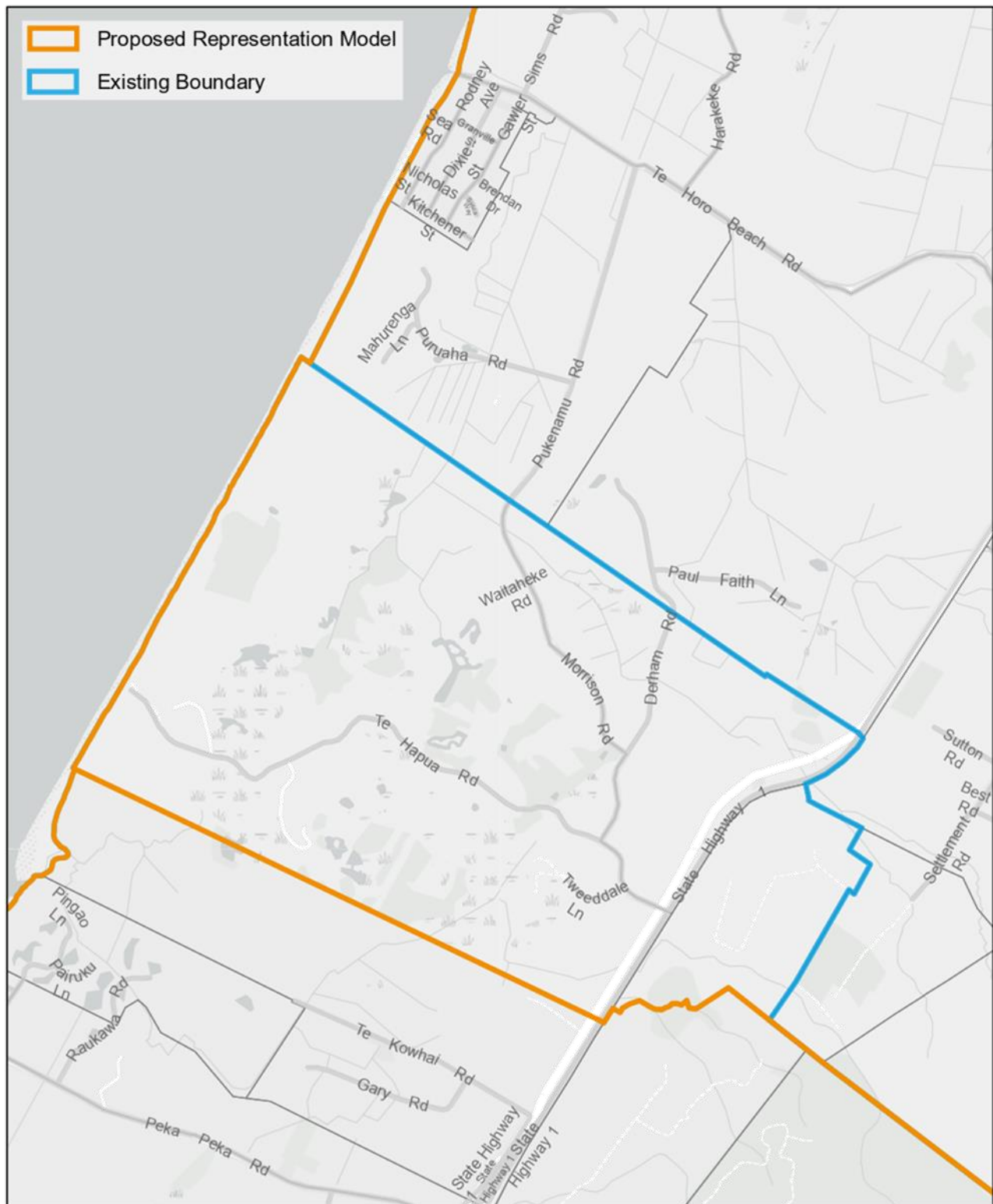
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## Key Boundary Changes for Proposed Representation Model





## Map 1



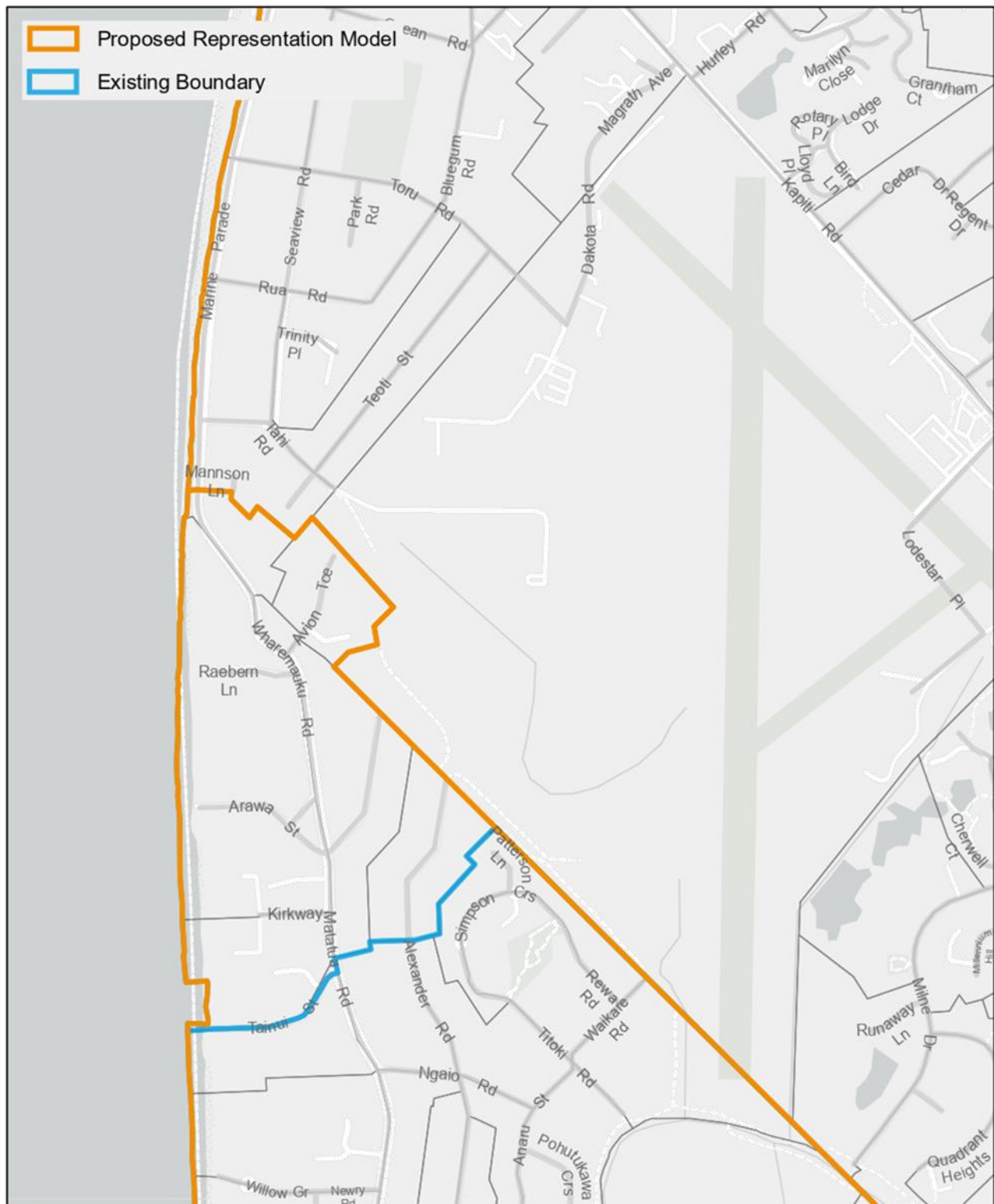
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## Map 2

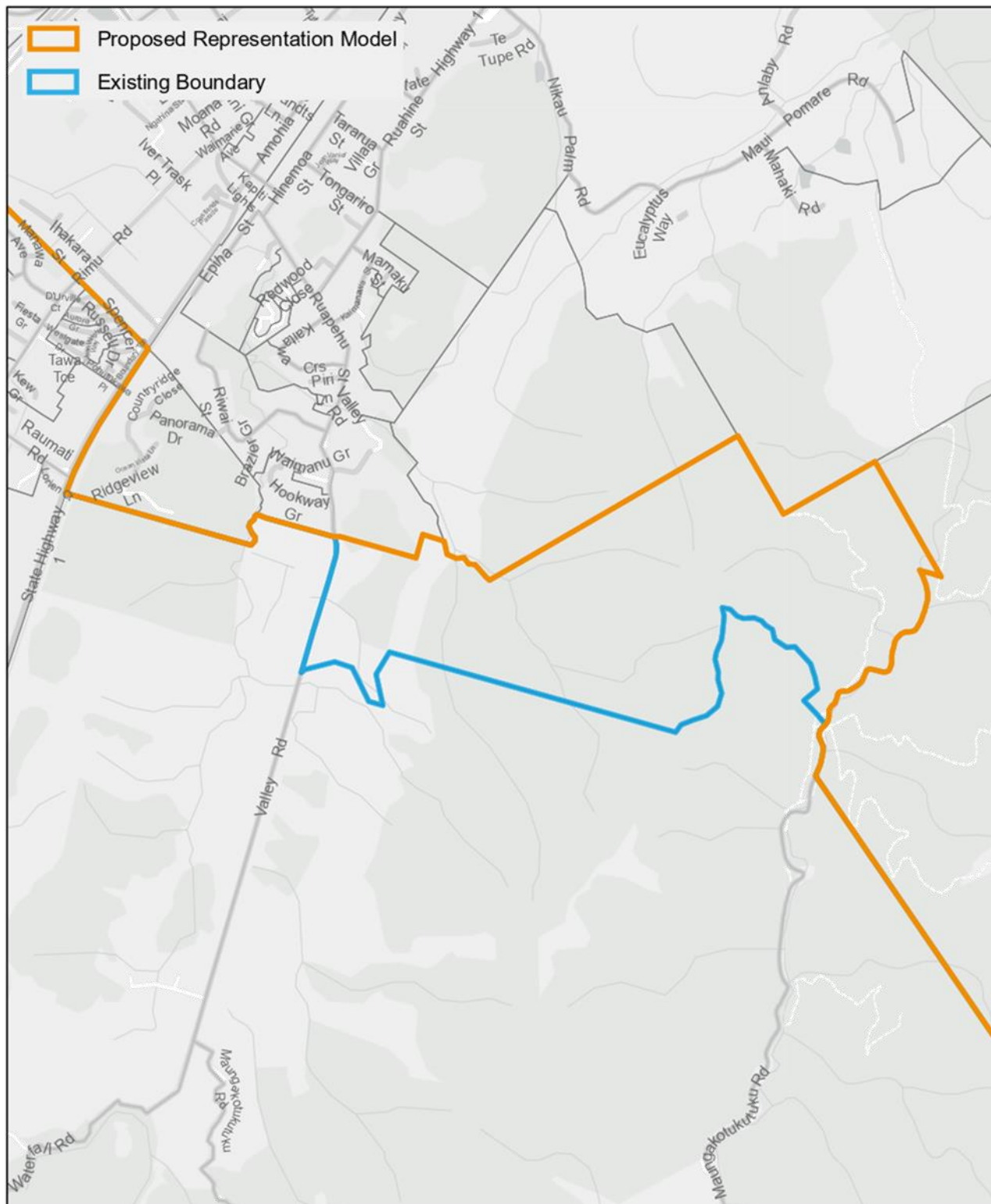


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## Map 3



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## MEMO

# Community insight to inform and inspire Kāpiti Coast District's representation arrangements

9 July 2021

Emma Saunders, Ann Pistacchi-Peck

## Executive summary

### About this document

This document summarises findings from the community engagement and design research conducted to inform and inspire Kāpiti Coast's representation arrangements. It focuses on communities of interest and effective representation.

### Approach to understanding the community

Empathy and council officers worked as one engagement and research team. We conducted five activities across three phases, involving more than 150 people in meaningful engagement. Further consultation will occur in a later phase.

### Communities of interest

People believe the district is diverse, and they are part of many communities of interest. Some are related to geographic location of residency, and some are not.

People believe the suburbs are different from each other — different vibes, demographics, interests, socioeconomics, and types of businesses. Many travel to different suburbs as part of their day-to-day lives.

There are two dominant versions of geographic communities of interest — horizontal stripes that run from west to east, and vertical stripes that run north to south. They work together. The horizontal version seems most dominant.

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Three geographic communities seem particularly distinct — Ōtaki, Paekākāriki, rural. Each has distinct contexts, ways of thinking and being, and political focuses. Functional factors — eg roads, road-works, water supply — are also at play.

### Effective representation

The need for diversity in elected representatives was one of the most common and strongly-felt themes from the research. It was seen as important in three ways — diversity of thought and life experience, diversity in where councillors are from, and diversity of skillset.

People believe it is important for councillors to come from across the district. That helps the different people and issues of the district to be seen and championed.

Efficiency is desired by most people — to get across the information and issues, have robust discussions that result in action, swiftly make good decisions, and take opportunities. For most, efficiency should not come at the expense of diversity.

People want councillors to know the people and issues of the district. Most people stressed that councillors need to hear from the diversity of people in the district, not just the loudest voices, or those who have time or access.

Many believe it's currently hard for councillors to hear from the diverse range of people in the district. Barriers that prevent people from putting their views forward include lack of time, energy, communication ability, transportation, self-confidence, and confidence in council to really listen and care. Many note that, because barriers block engagement for some, council constantly only hears a subsection of voices and perspectives.

Community boards might be a good vehicle for people who already have the confidence and ability to engage with council, but not for those who don't. They might amplify the voices of those already heard, while others remain silent.

Most people want councillors to do what's best for Kāpiti as a whole. This desire was one of the most common and strongly-felt themes from the research. It was defined or achieved in two parts — doing what's best for those in need, and seeing the bigger picture rather than silos.

People want councillors to be capable — to be able to consider issues fully and wisely, debate rigorously and constructively, make good decisions, and take swift action.

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### Perceptions of what makes representation effective

People have thoughts about how representation arrangements might or might not achieve what they need and value. They are useful to know when shaping representation arrangements. Perceptions are as follows.

Electing councillors at-large helps ensure councillors are capable and do what's best for Kāpiti as a whole. But it also makes it hard to stay close to the people and see local issues.

Electing councillors to wards helps enable councillors to stay close to the needs of people and areas. But it risks parochialism and lack of a big vision for Kāpiti.

The mixed model gives the best of both worlds — ward councillors are able to stay close to the issues and the people, while at-large councillors can focus on the big picture and stave off parochialism.

Bigger councils allow diversity. Smaller councils help ensure efficiency.

Of those who knew about community boards, two viewpoints emerged — they are a great tool for representation but don't have the teeth they need; they represent a narrow subset of the community and issues and can be removed.

### The upshot for representation arrangements

There is some tension in what the community seeks from effective representation. The district's communities of interest add another layer of complexity. But it will be possible to find a solution that, on balance, meets the community's requirements.



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## Introduction

### Project context

Kāpiti Coast District Council (KCDC) is completing a legally required representation review in 2021. The review starts with a blank sheet and seeks to ensure arrangements provide for fair and effective representation that meet our community's needs and expectations.

The review begins with gathering community views and considering options for representation, before developing an initial proposal for consultation and then refining this based on submissions received, to determine a final proposal. If there are no appeals or objections, the proposed arrangements will come into effect for local authority elections in 2022 and 2025. If the final proposal is appealed, or does not comply with the guidelines, it will be referred to the Local Government Commission who will make a binding determination.

### Empathy's role

Empathy was asked to help KCDC gather and analyse the community perspective, and to support KCDC to consider the community view alongside other important inputs.

We were asked to bring our knowledge and experience of:

- community engagement and design research methods
- understanding people's context, and how it shapes their behaviours, beliefs and attitudes
- understanding people's underlying needs and wants
- creating solutions that consider community needs and beliefs alongside other important inputs, and finding the best solution on balance.

### Acknowledgements

Empathy recognises KCDC's desire to genuinely understand the community's perspective, and to find representation arrangements that are fair and effective given the community's context, behaviours, beliefs and needs.

We also acknowledge the people of Kāpiti who gave us their time, shared their experiences, and explained their points of view.

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### About this document

This memo summarises:

- the activities we undertook in order to understand the community perspective
- what we learned about the community's context, behaviours, beliefs and needs when it comes to two of the three considerations required in representation reviews — communities of interest, and effective representation
- what that means for representation arrangements.

We use double apostrophes / quote-marks ("like this") when sharing quotes from research participants, and singles ('like this') when we're using conversational language to label something or referring to a concept.

Typically, the singular form of 'community' refers to all the residents and non-resident homeowners of Kāpiti Coast District. Where that is not the case, context will suggest otherwise. For example, the district is made up of many communities of interest.

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## Our approach

### One team, taking a people-centred approach

Empathy and KCDC worked as one engagement and research team, taking on different and complementary roles. We took a people-centred design approach, genuinely building empathy for people as we moved from broad empathy-gathering to narrow scenario-testing.

Our suite of engagement activities ensured we heard from more quiet or reluctant people, as well as those more confident and driven to reach out to council.

We prioritised quality of engagement and information, not quantity of people involved. This was not a tick-box exercise. We engaged enough people with different contexts to ensure a good understanding of community perspective, while remaining cost-effective.

### Three phases of engagement and design research so far

Together, we moved through three phases of engagement and design research. The purpose of each phase differed, as follows:

Phase	Objective
Phase 1: Engage in engagement	Engage people in the engagement <ul style="list-style-type: none"> <li>• Raise awareness of the representation review</li> <li>• Raise knowledge about representation</li> <li>• Get some early and broad thoughts on the topic</li> <li>• Build engagement and recruit some people for specific later activities</li> </ul>
Phase 2: Get broad input	Understand what's broadly important to people <ul style="list-style-type: none"> <li>• Increase engagement in the representation review</li> <li>• Get input into broad topics, to understand key principles for representation and fuel our thinking</li> <li>• Continue to gently educate</li> </ul>
Phase 3: Get more specific input	Get input into some specific concepts <ul style="list-style-type: none"> <li>• Get input into different ways the principles from the last phase could be applied</li> <li>• Test our understanding of the principles, and how they might play out in different specific scenarios</li> <li>• Continue to gently educate</li> </ul>



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Different activities and materials were developed to achieve the purpose of each phase, to ensure we heard from a wide mix of people, and to provide the robust and well-rounded understanding in a cost-effective way. We analysed what we heard at the end of each phase, and used it to shape what we did next.

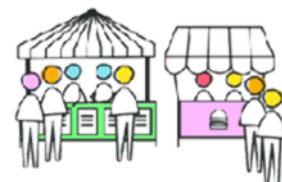
This does not mark the end of community input. From here, elected councillors will put forward an initial proposal of representation arrangements for public consultation.

### Five activities to engage different people and learn different things

As mentioned above, we used different activities and materials to achieve the purpose of each phase, to ensure we heard from a wide mix of people, and to provide the robust and well-rounded understanding in a cost-effective way.

Five activities were used across the phases, as follows:

- **Street intercept interviews** — Participants were not recruited or scheduled prior to meeting. Instead, we stopped people in public places, as they went about their lives. We asked them a few prepared questions, then asked follow-up questions to understand their responses accurately and/or more deeply. Interviews lasted up to 15 minutes. Interviews were conducted by Empathy personnel or council officers. Twenty-eight interviews were held, mainly in phase 1. Different questions and materials were used in each phase.
- **Market pop-ups** — We engaged people at the Paraparaumu and Waikanae markets, by way of a 'market stall'. In that way, participants were not recruited or scheduled prior to meeting. Instead, people randomly stopped at the stall as part of their market experience. We asked them a few prepared questions, using materials as a tool for conversation. Sometimes we had opportunity to ask follow-up questions to understand their responses accurately and/or more deeply. Engagement lasted up to 10 minutes. Stalls were staffed by council officers. This activity gave rise to over 80 meaningful engagements, in phase 1.
- **Online survey** — A survey was published on the council website in phase 1, and advertised through various council channels. The survey led with structured quantitative questions, then asked respondents for clarifying or additional comments. This activity was used in phase 1, and generated 19 responses.
- **Community workshops** — Participants in specific geographic catchments were invited to come to a workshop. We did not know how many would arrive, or any



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other demographics. We used activities as a tool for understanding, and asked follow-up questions to understand responses accurately and/or more deeply. Five workshops were conducted, in phase 2. Twenty-five people were involved in total. Workshop sizes ranged from two to 11 people. They were about 90 minutes in duration. Workshops were conducted by council officers.



- **Long semi-structured interviews** — Participants were recruited to match specific criteria and scheduled prior to meeting. We specifically targeted people unlikely to engage in the process otherwise. We sat in people's homes, and mainly spoke one-on-one. Sometimes family members were part of the conversation, eg a pēpē on a mum's lap, a husband bringing in a cup of tea and chipping in comments, a high-school daughter doing homework in the background but coming to the table when a topic sparked her interest. These were semi-structured interviews using social science research techniques. We explored different relevant topics, digging into their answers to understand accurately and deeply. Sometimes we used activities and materials as a tool for conversation. The majority of interviews lasted 90 minutes; sometimes we conducted follow-up interviews with people, which we capped at 60 minutes. All interviews were conducted by qualified Empathy personnel (PhD psychology, more than 15 years experience in design research and long-form semi-structured conversations). Sixteen people were engaged through a total of 18 interviews (we met with two people twice), occurring in phases 2 and 3. Different questions and materials were used in each phase.



Council officers also presented to meetings of the four community boards, and at a session open to all community board members. Council officers presented updates to Te Whakaminenga o Kāpiti (twice, at two stages of the project), the Accessibility Advisory Group, Older Persons Council and Youth Council. Any comments from those presentations fed into the analysis process. One submission was provided from a member of the public, unprompted. That also informed our understanding of the community view.

Our suite of activities and targeted recruitment or invitations ensured we heard from a wide range of people — different ages and life stages, levels of household income, educations and professions, ethnicities, and willingness to engage with council, and spread across the district.

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This memo outlines findings from across the phases

The key findings from all phases and activities of community research are outlined below. We have focused on two of the considerations required by the Local Electoral Act 2001 — communities of interest, and effective representation.

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## Communities of interest

The Act requires us to consider geographic communities of interest

The Local Electoral Act 2001 requires that local authorities must provide for "effective representation of communities of interest" (ss19T and 19U). The Local Government Commission notes that:

The term 'community of interest' is not defined in the Local Electoral Act 2001 and may mean different things to different people. Defining local communities of interest is an essential part of the representation review process and needs to be carried out before determining how to provide effective representation.

One definition of 'community of interest' describes it as a three-dimensional concept:

- perceptual — a sense of belonging to a clearly defined area or locality
- functional — the ability to meet with reasonable economy the community's requirements for comprehensive physical and human services
- political — the ability of the elected body to represent the interests and reconcile the conflicts of all its members.

The Commission also notes:

During a representation review territorial authorities need to determine:

- any identifiable communities of interest below the district level
- whether these communities of interest are located in identifiable geographical areas, justifying the establishment of wards, or are spread across the district.

People believe the district is diverse, with many communities of interest

Our research found that most people believe Kāpiti Coast district is diverse. There are different ages and life stages, professions, income levels, ethnicities, house-hold make-up and more. This diversity gives rise to different communities of interest.

People believe they are part of many communities of interest. Some are related to geographic location of residency, and some are not. Prominent non-geographic communities of interest include those related to sporting activities, cultural

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activities, dog ownership, and topics of interest (eg social justice, environmental regeneration). Many shared a sense of belonging to locations that were not where they live. For example, someone living in Paraparaumu near the old state highway felt strong affiliation with the coast, as she spends significant time walking her dog on the beach.

When researchers raised the idea of communities of interest based on geography, most people noted that where they live is only one of their communities. Some were almost offended to be referenced predominately by where they live. As one person said, "It doesn't work that way. My communities of interest aren't defined by geography."

#### People believe the suburbs are different from each other

Most people reflected on the different geographic hubs of Kāpiti Coast, which one participant referred to as "our villages" and another as "a string of pearls". It was a common and strongly stated belief that the different hubs and surrounding residences have different vibes, demographics, interests, socioeconomics, and types of businesses. Phrases used to describe some of the different hubs include:

- Ōtaki beach — A cultural hub. Māori strength. Friendly, warm. Some really low socioeconomic people. People look after each other. More Māori and Pacific people.
- Waikanae (town) — An older population. Heaps of retirement homes. Some families, but mainly couples with older children and money.
- Paraparaumu (town) — Lower household income. Single, flatting, younger families. Not as friendly. Sad looking. Retail and business.
- Raumati South — Young families, but with money. Professionals but community-minded, greenies, lefties. They're more likely to have chickens in their back-yard.

The perceived vibe of a hub seems mainly influenced by its residents and the businesses that operate there.

#### Many people use the whole district

Because people seem to enjoy the diversity of the district, and those with a car seem to find it accessible, many travel to different hubs as part of their day-to-day lives. As one person said, "all the places have a different personality. I go to different spots depending on what I feel like or need."

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This theme was less prominent in people we spoke to from Ōtaki township and beach, who tended to stay in Ōtaki. Many Ōtaki residents said they also use the facilities in Levin.

Related, we noticed that, when we asked people where they live, people from Ōtaki tended to say "Ōtaki", and people from south of Ōtaki tended to say "Kāpiti".

#### There are two dominant versions of geographic communities of interest

Given how people describe their own communities, we noticed two dominant versions of geographic communities of interest:

- Horizontal — stripes that run from west to east, largely aligned to hubs.
- Vertical — stripes that run from north to south; rural (although note the comment in the next section), urban (or transport corridor), coastal.

We noticed that, when asked where they live specifically, people often used this grid as a reference. They typically led with the horizontal. For example, someone might say 'I'm from Raumati South, by the beach' or 'Paraparaumu, against the hill'. In that way, the horizontal version seems more dominant.

#### Three geographic communities seem particularly distinct

When it comes to residents of different locations, three location-based communities seem particularly distinct:

- Ōtaki
- Paekākāriki
- Rural.

We noticed residents in each of those areas had distinct contexts, ways of thinking and being, and political focuses. Functional factors — eg roads, road-works, water supply — also seem to contribute to these feeling like distinct communities. Some of the factors we noticed or heard about for each community are as follows.

Although Ōtaki beach and Ōtaki town were described differently, they were much more similar to each other than other parts of the district. Taken together, Ōtaki is a large and populated area. The shopping area on State Highway 1 and the roadworks to the south both contribute to traffic congestion, leading to a perception that it is harder for people to "zip up and back" (as one person put it). Many Ōtaki residents we spoke to noted they and their neighbours "whakapapa to the area" or "go back

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generations". Many also spoke in ways that left us sensing unity within the community and disenfranchisement when it comes to local council. As one person said, "We look after each other here. We have to, because no-one else is looking out for us. We have to help each other, and we do." Many from around the district referred to Ōtaki as a cultural hub, and particularly strong in te ao Māori.

Paekākāriki is the district's most southern hub. It is not as easily connected by car as the other 'strings in the pearl'. Queen Elizabeth Park means people in cars access it only from State Highway 1. We noticed that many from Paekākāriki were very engaged with, or at least aware of, council matters. Many residents are passionate about a few key issues, such as the sea wall. Residents in this community seem more confident to pass their voice to council, and many are actively doing so.

Rural locations are loosely defined by property size and use, and limited supporting infrastructure such as water systems, bus services, refuse collection and street lights. In that way, rural locations include Reikorangi and parts of Te Horo and Peka Peka. Residents of rural locations presented different functional needs, which contributed to different focuses when it comes to council matters. For example, they were more likely to question the value they get from their rates. We also noticed rural residents were more likely to speak about the way local and central government's infrastructure plans will impact the environment and ecosystem. Many referred to themselves as guardians or caretakers of the land, rather than owners.

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## Effective representation

The Act requires us to consider effective representation of communities

The Local Electoral Act 2001 requires that local authorities must provide for "effective representation of communities of interest" (ss19T and 19U). The Local Government Commission notes that:

Achieving effective representation first requires identifying communities of interest that are geographically distinct and, in the case of territorial authorities, those that may be spread across the district.

The Commission notes that, as far as practicable, local authorities need to consider factors such as:

- avoiding arrangements that may create barriers to participation
- supporting the population's reasonable access to its elected members and vice versa
- ensuring the elected members' ability to effectively represent the views of their electoral area.

To support KCDC's consideration of representation arrangements, we sought to uncover:

- what the community values in terms of effectiveness; what 'effective representation' means to them
- the enablers of, and barriers to, effective representation given our communities of interest
- the community's perception of how effective representation might be achieved through arrangements.

Key findings are summarised below.

### People believe a diverse elected council is very important

Most people highly value diversity in their elected representatives. The need for diversity was one of the most common and strongly-felt themes from the research. It was seen as important in three ways.

People spoke about having diversity of thought and life experience at the council table. In their minds, it strengthens council's ability to see multiple sides of an issue,

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and the different needs of different people. Many believe diversity reduces risk in council decisions, as people can bring different direct experience to situations and decisions. Ethnic diversity was often noted as part of ensuring different world views and life experiences.

People also spoke about needing to reflect the diversity of the district's community. It's important that councillors have empathy for people's lives and issues, and can speak accurately and passionately on their behalf. As one person said, "I think what that's about is fair representation. That the needs of all corners of our district are heard and have a voice."

Some people spoke about diversity of skillset, so that different councillors can take on different portfolios.

#### People want councillors to come from across the district

Because the suburbs are perceived to have different vibes and needs, a belief exists that it is important for councillors to come from across the district. That way, many believe, all the different people and issues across the district are seen and championed. The perception is that councillors intimately know the people and issues in their area, are often like the people so can easily see and speak from their viewpoint, and have an emotional attachment to the area. In that way, geographic spread of councillors was seen as an important way to represent the district's diversity.

This theme came through in many ways in the research, including overtly in statements such as the following:

"You often get the same 'type' of people living in the same area. You need people from all walks of life to be represented. Assuming that your councillors understand their areas, it gives you a much fairer representation."

"It's more than just an academic skillset. It's emotional ties to the community that's important. "

"How can someone represent the rural block here if they don't know it. If you haven't lived rural, you won't know how rural people live, especially if you don't know anybody who lives rural. Hopefully they would be able to represent — with knowledge, that's the thing — what the people are experiencing."

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"I have a strong belief that people need to have an affinity with the people they're serving. There are suburbs that have better resources, demographics, whatever, than others. Without local people understanding and representing them, you can't really represent them and their needs well. By having people from around Kāpiti, you'll have a more diverse council and better understanding of different people and areas and needs. That's my assumption, anyway."

#### Efficiency is desired, but not at the expense of diversity

Efficiency is also desired by most people. They want council to:

- get across all the relevant information and issues
- have robust discussions in a constructive way that results in action
- swiftly make good decisions
- take opportunities when they're available.

Action was a strong theme in conversations related to efficiency. One person reflected the theme nicely in this statement:

"To me, I think when you've got too many people on a council or board, things don't get done. Debating is good, but when there are too many people, it can take so long to debate that you miss the opportunity to get it done."

For some, the desire for efficiency led them to a bigger council. In their minds, that allows spreading of workload. For others, the desire for efficiency led them to a smaller council. In their minds, that allows for conversations that more quickly result in decisions and actions. But most recognised they don't actually know what makes council efficient. They just know they want efficiency.

Many people used a form of the phrase 'big enough, small enough' to weigh the two potentially conflicting desires. For example, one person wants elected council to be "Big enough that there is good representation of different communities and diversity of councillors, but not so big that it is ineffective and inefficient." As another person said, it's about "Walking that fine line between having the diversity to meet everyone's needs, but not having death by committee."

For most, efficiency must not come at the expense of diversity. Those people acknowledge that more councillors at the table, and councillors of different viewpoints, can mean it takes longer to discuss and reach a decision. They believe that's a reasonable price to pay. As one person said, "What's the point of being

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efficient if that means you're driving hard towards an outcome that isn't right for lots of people?"

For a small but vocal minority, efficiency trumps the need for diversity. Those people tended to focus on the scope, mechanics and cost of council, and questioned the value they receive from their rates. One person said, "I reckon about four high-class businessmen would run the council. They need to know about business, because it is a business." Where this perspective came through in in-person research activities (ie not through the online survey), we noticed that this belief often correlated to a view that local government should focus on infrastructure and growth, not social services. We also noticed that people holding this belief seemed to come from a similar demographic — Pākehā men over about 55 years of age.

### Councillors need to know the people and issues of the district

It was almost assumed by people engaged in the research that councillors need to know the people and issues of the district. This came up overtly and as an undercurrent.

When we had opportunity, eg in the long semi-structured conversations, researchers explored how this should happen. Overwhelmingly, people believe it is the job of councillors to reach out to understand the district, not the responsibility of people to make themselves known and heard. When we asked why that's the case, the research participants often seemed confused or exasperated. They responded with comments like, "That's a big part of what they're paid to do!" and "How else will the councillor know what the community's needs are?!" We got the sense this was seen as one of the most important jobs of a councillor.

Most people stressed that councillors need to hear from the diversity of people in the district, not just the loudest voices, or those who have time or access. As one person said, "They just represent the same narrow minority."

Many people noted that it likely takes a lot of time to get across the people and issues. They felt it is important that councillors are not "stretched too thin". They want to ensure councillors have time to hear from the people and understand the viewpoints and issues. For example, one person said: "I worry about their workload. How can they stay across it all?" This often led to reflections on whether elected members are "full-time councillors", and the impact of other roles on their ability to perform well. Reflecting on her own energy levels, one person said: "If I were doing this after a full day of work, I'd be phoning it in."

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When we probed as to whether other people could gather the information for councillors, responses were mixed. A few people seemed resentful of the councillors outsourcing this core aspect of their role. For example, one person said, "But why should they delegate it? They are the elected council. If they are paid to do a job, they should do it." Mainly, people didn't mind as long as the councillors hear the issues and clearly understand the people's point of view. Community panels, community boards, and council officers were all seen as possible channels for bringing the voice of the community to councillors.

That said, there were some concerns about accuracy and potency of message. For example, one person worried about whether council officers would feel pressured into putting a rosy tint on community comments. "They might be marched into the boss's office for a 'please explain' meeting." One person worried about councillors receiving mixed messages if multiple channels were used. Another felt that the messenger might not express the same passion as the community felt. "They don't feel it like we feel it." Some pointed out that the current research activity has them expressing their views to a third party, and they feel more 'heard' than in previous community consultations.

Most people noted that the outcome is more important than the channel. Although it would be best for councillors to hear from people directly, it's better to hear through intermediaries than not at all.

#### It's currently hard to hear from the diverse range of voices

Many spoke about how hard it can be for councillors to hear from the diverse range of people in the district. They spoke about the barriers that prevent people from putting their views forward. These include lack of time, energy, communication ability, transportation, self-confidence, and confidence in council to really listen and care.

This point was made by people who don't usually put their voices forward, and by people who do.

When reflecting on why they don't usually put their view to council, one person said, "When I come home, I'm tired, I've got house stuff to do, or I do stuff with the kids." Another spoke about a recent council meeting about the recent Gateway. She said, "I had something to say. But I didn't go. I don't like crowds. There's no way I could have coped with that." Another said, "Why would I put my view forward to council? They don't listen to us up here anyway." One Māori woman told us, "Our people find it very hard to put our voices forward, and for them to be heard."

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Many pointed out that, because barriers block engagement for some, council constantly only hears a subsection of voices and perspectives. For example, one talked about "Retired people who have time to go to Council and have their voices heard vs people working two jobs who never have time."

Some noted the people who most needed to be heard by council were often those who experienced the most barriers to engaging. For example, one person explained:

"Generally speaking, it's usually the marginalised communities who aren't engaging anyway. They don't have time or inclination. They're just putting one foot in front of the other. Instead of writing them off as not having an interest in their community, they are just focused on something else. That's where other methods of community engagement could be really good. The standard ways might not be at the time or place a lot of people can go to. Like council meetings. Suburbs and people who are struggling, they aren't working 9-5 jobs. They're working two jobs, cleaning, whatever. Single parents, who's going to look after the children? There's just lots of barriers. The people that need to be represented aren't the ones who would put their hand up for a group board."

#### Community boards might only amplify voices already heard

At least half of those involved in the research were not aware of Kāpiti Coast's existing community boards. A small minority could speak to direct experience of them. That minority provided two different viewpoints:

- They are a great tool for representation. They help bring the voice of the community to council. But they don't have the teeth they need. They are sometimes excluded from council conversations, and sometimes ignored. They could be even more effective for the community if given more responsibility and ability to contribute to council discussions. For example, one survey respondent said: "Our Community Board is a good opportunity to raise local issues. Board members are supportive of the local community. However, Council can ignore them with impunity. For example, in 2017 the PRCB made a submission in support of Raumati Village that was voted down. So there needs to be a little more power invested in the Boards so they can support their communities better."
- They become a vehicle for single topics and special interests. They are fuelled by, and deliver to, a narrow subset of the community. For example, one survey respondent said: "It would be better if they actually listened to the community"



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and not just do the projects they want to do." Another said: "I don't see community boards as adding any value. They can't make any meaningful decisions, and certainly don't represent the views of an entire community." Others made simple statements such as "Get rid of community boards" and "Ditch community boards".

In some of our research activities, particularly the long-form conversations, we were able to explore and gather perspectives on the concept of community boards without relying on knowledge of representation arrangements. Through those opportunities, we noticed that many of the barriers that prevent some people from engaging with council likely also prevent those people from engaging with community boards.

As noted in an earlier section, it is currently hard for councillors to hear from the district's diverse range of people. Some of the barriers that prevent people from putting their views forward include lack of time, energy, communication ability, transportation, self-confidence, and confidence in council to really listen and care. As a consequence, many people believe that council regularly hears only a subsection of voices and perspectives — those with time, flexible schedules, transportation and confidence, and who believe that putting their voice to council is a worthwhile endeavour.

Those barriers to engaging with elected council are likely also barriers to engaging with community boards. For example, if people were put off by elections and did not vote for elected council, they also did not vote for community board members for the same reason. If people didn't feel confident going to organised meetings or stepping into heated debates, they seemed only a little more likely to attend community board meetings as they were council meetings. If lack of transport, time or energy means they can't attend scheduled meetings, it can make showing up to community board fora difficult too. If they're disenfranchised from council as a Pākehā system, they seem similarly disenfranchised from community boards as another layer of the same system.

Some barriers might be bigger than for engagement with council, some might be smaller. But overall, we suspect that the same demographic of people who engage with council also have opportunity to engage with community boards, and the same demographic of people who do not engage with council also do not engage with community boards. That aligns with what we heard from some people who do attend community boards. For example, one person said, "You just see the same faces, banging on about the same things."

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In that way, community boards might be a good vehicle for people who already have the confidence and ability to engage with council, but not for those who don't. They might amplify the voices of those already heard, while others remain silent.

It is also worth noting that some people felt the two layers of elected representatives added unhelpful complexity. One person spoke about being bounced between his ward councillor and community board, as each referred him back to the other. Another said, "Community Boards serve no useful purpose and just add another layer of delay and confusion and conflict."

**Councillors should do what's best for Kāpiti as a whole; focus on need, no silos**

Most people want councillors to do what's best for Kāpiti as a whole. This desire was one of the most common and strongly-felt themes from the research. It was defined or achieved in two parts — doing what's best for those in need, and seeing the bigger picture rather than silos.

For most people, doing what's best for Kāpiti as a whole means doing what's best for those in need. Many stressed that some people in the district are "doing it tough". People recognised those people need more of a boost. They spoke in a way that invoked the concept of equity more than equality. As one person explained, "We need to focus on those most in need in the suburbs and get them back on an even footing."

That desire wasn't just for the benefit of those people; it was for the benefit of everyone in the district. People saw a direct connection between helping lift those in-need, and the wellbeing and prosperity of the others. One person summed up the sentiment well: "They're interconnected because what's best for in-need suburbs is best for Kāpiti as a whole. If they're winning, everyone's winning. If they have access to services, they can thrive, and then local shops can thrive, and so on."

Alongside an equity lens, most people also want to councillors to see the bigger picture rather than silos. Most were strongly against parochialism and 'NIMBYism' (a 'not in my back yard' mentality). They also didn't want councillors to respond to 'squeaky wheels'; those making a loud fuss over something that isn't a big deal in the larger scheme of things. Those things were all seen to go against doing what's best for Kāpiti as a whole.

People noted that council decisions usually have local and district wide consequences, and some have big consequences for both. Taking only the local view, the benefit or harm to the district might be overlooked. "Issues like the airport

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are important to the whole district, not just the ward it is in." People used different examples to illustrate this point. "For example, if they wanted to turn the reserve into a camping ground. It's a localised issue, but you need to think about the big benefits to the district too. NIMBYs say 'not in my back yard'. That would be the loudest voice, but not necessarily the best thing."

Most people wanted council to see local issues, focus on lifting up those in need, and think about the bigger picture rather than only local impact. They believe that will then provide good outcomes for each local area. As one person said, "If you do what's best for the greater, it will have a benefit for my suburb, for every suburb."

#### Councillor capability is very important

People want councillors to be capable — to be able to consider issues fully and wisely, debate rigorously and constructively, make good decisions, and take swift action. This was often phrased as a 'bottom line', or base upon which every other desire rests. For example, "Bottom line, it depends on the calibre of the people standing." "The bottom line is we need good people. It's about capability." "You need good people. Smart, highly capable people."

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### **Perceptions of what makes representation effective**

Some people have ideas of how arrangements impact representation

We concentrated on identifying communities of interest, and understanding what people need and value in effective representation. Along the way, we picked up on people's perception of how representation arrangements might or might not achieve what they need and value. We acknowledge, as did many of them, that their ideas about the effect of representation arrangements might not be correct. But, for the sake of sharing what we learned of the community's point of view, key points are as follows.

#### **Electing councillors at-large brings pros and cons**

Most people seem to believe that electing councillors at-large helps ensure capability because it provides a bigger pool from which to draw candidates. It also helps councillors consider and do what's best for Kāpiti as a whole, because they aren't answerable to a local area. But it is harder for at-large councillors to see local issues, as they have a big area to cover and a big population to understand. In that way, it makes it harder to stay close to the people.

#### **Electing councillors to wards brings pros and cons**

Conversely, most people seem to believe wards enable councillors to stay close to the needs of people and areas, because councillors do not have to cover a large area and population. But wards increase the risk of parochialism and lack of a big vision for Kāpiti, because councillors are answerable to a local area.

Some people noted that ward councillors are supposed to do what's best for the district, not just their ward. But those people noted that, in reality, ward councillors are closest to their local issues and answerable to their local voters. As one person said:

"Even though all councillors are supposed to think about the whole district, they can't help but root for local issues and perspective. Ward councillors need to represent their ward. Those people wear two hats, really — the hat of their local ward first and foremost, before they consider the total need of the whole city or district. And I don't know how they'd get around that. Those two hats are problematic, they certainly are."

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### There was strong endorsement for a mixed model

Most people liked the idea of having some ward councillors and some at-large. They felt it gave them the best of both worlds — ward councillors are able to stay close to the issues and the people, while at-large councillors can focus on the big picture. In that way, a mixed model helps achieve what's best for Kāpiti as a whole. Council is able to focus on the most in-need suburbs, without falling into parochialism and silos.

Having surfaced this finding in phases 1 and 2 of the research, we wanted to explore it further in phase 3. In particular, we wondered whether people believed ward councillors focus on local issues because at-large councillors focus on the bigger picture for the district as a whole, thereby letting them focus more narrowly. In that case, it might be that an absence of at-large councillors might result in ward councillors widening their focus. Although a few people entertained the idea as a possibility, they felt it unlikely. Most outright disagreed. Rather, people thought ward councillors would still focus on their local issues because, in the minds of our research participants, that's who they're answerable to.

People also believe the mixed model balances the dual desires to ensure capability and geographic spread. Electing at-large means a bigger pool of candidates to draw from, which means voters "choose from the cream of the crop". Electing by ward means councillors are more likely to come from across the district, because they are likely to live where they stand.

### Councils should be big enough, small enough

People seem to believe that bigger councils help ensure diversity at the council table — ethnicity, skillset, lived experience, local view — and thus lead to more rigorous debate. Those things are good, in people's eyes. Bigger councils also help to prevent councillors being spread too thin, as there are more people to share the workload. Finally, many people believe bigger councils help to protect against a less capable or "hobby-horse councillor", as there are more councillors to dilute that person's point of view or prop up their thinking.

On the other hand, people seem to believe that smaller councils can work more efficiently, make decisions more quickly, keep admin costs down, and jump on opportunities before they disappear. Another perceived benefit of a smaller council is that there is less room for factions and in-fighting.

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People had different views about what size of council was big enough yet small enough. Most people who contributed to this topic settled on a council size around seven to 13, including the mayor.

#### Community boards are valuable, or not

As outlined earlier, a small minority of those involved in the research could speak to direct experience of community boards. That minority provided two different viewpoints:

- They are a great tool for representation. They help bring the voice of the community to council. But they don't have the teeth they need. They are sometimes excluded from council conversations, and sometimes ignored. They could be even more effective for the community if given more responsibility and ability to contribute to council discussions.
- They become a vehicle for single topics and special interests. They are fuelled by, and deliver to, a narrow subset of the community. The two layers of elected representatives adds unhelpful complexity.

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## The upshot for representation arrangements

Now that we have noted communities of interest and what people value in effective representation, it is useful to reflect on what that means for the representation arrangements. The design brief, and the prevailing perception on how that is achieved, can be summarised as follows.

Design principle	Prevailing perception
Reflect distinct geographic communities of interest.	Achieved through smaller wards, and careful placement of boundaries.
Help ensure high-calibre representatives.	Achieved through bigger wards, at-large.
Don't spread councillors too thin. Ensure they can get across the people and issues.	Achieved through small wards, more councillors.
Support councillors' responsibility to reach out and hear from the community.	Perception this is achieved through small wards. Some perception this could be achieved through community panels, community boards, Council officers. Some concerns with that too.
Ensure minority voices are heard, not overshadowed.	Achieved through careful boundary placement, and/or at-large and not spreading councillors too thin.
Support the likelihood of councillors coming from across the district.	Achieved through small wards.
Give more focus to in-need suburbs. Tackle inequity, foster equity.	Achieved through ward councillors who see local issues, and at-large councillors who look across the district.
Build barriers to parochialism. Support ability to look across the district. Make it easier to do what's best for Kāpiti as a whole.	Achieved through councillors coming from across the district yet not having to answer to their wards.
Ensure councillors hear from a diverse range of community voices, not just one type.	Majority perception this is not achieved through another layer of elected representatives. Minority perception this could be achieved by strengthening the role of community boards.

There is some tension within these design principles. The district's distinct communities of interest add another layer of complexity. Through the research activities, several people came to realise this is not an easy puzzle to solve. One said at the end of an interview, "Now that I think about it, it's tricky! Good luck!" But by using the representation tools available, we're confident it will be possible to find a solution that, on balance, meets the community's requirements.

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**Contact**

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The logo for Empathy, featuring the word "Empathy" in a stylized, handwritten script font.

## 8.2 REVIEW OF THE GENERAL BYLAW 2010

**Author:** Leeza Boyd, Senior Policy Advisor

**Authoriser:** Natasha Tod, Group Manager Strategy, Growth and Recovery

### PURPOSE OF REPORT

- 1 This report advises that statutory review of the General Bylaw 2010 found that the majority of the provisions are either redundant or replicated, and revocation is recommended.

### DELEGATION

- 2 Under Section A2 of the Governance Structure and Delegations for the 2019-2022 Triennium, the Council has the sole responsibility for adopting or amending a bylaw. By extension, this includes responsibility for revoking a bylaw.

### BACKGROUND

- 3 The General Bylaw 2010 (the General Bylaw):
  - was adopted on 28 January 2010 (when the consolidated Kapiti Coast District Council General Bylaw 1991 was split into a series of individual 'topic-specific' bylaws)
  - holds a range of administrative provisions common to the other 11 individual bylaws.<sup>29</sup>
- 4 Under the Local Government Act 2002, the General Bylaw was due for statutory review on 28 January 2020 and will be automatically revoked on 28 January 2022 if a new bylaw is not adopted.
- 5 A review of the General Bylaw has now been completed.

### REVIEW OF THE GENERAL BYLAW 2010

- 6 Modern legislative practice dictates that legislation be as simple and consolidated as possible, and that matters already addressed in other existing legislation are not re-stated.
- 7 In 2018, our Legal Counsel advised that stand-alone administrative bylaws were no longer best practice. Since then, any relevant General Bylaw provisions have been copied into individual bylaws when their statutory review cycle came up. Only eight of the 11 individual bylaws still rely on General Bylaw provisions, this will reduce to six by the end of this year.<sup>30</sup>
- 8 Accordingly, our review identified that the majority of the General Bylaw provisions are either:
  - redundant (as they are covered in other legislation<sup>31</sup>), or
  - replicated (by provisions in the individual bylaws).
- 9 It is recommended that Council revoke the General Bylaw, effective on 31 December 2021, and move any necessary administrative provisions into the individual bylaws.<sup>32</sup>
  - A clause-by-clause stocktake identified that only four of the General Bylaw provisions are necessary for the function of six remaining individual bylaws. These relate to definitions, schedules, serving notices, and the granting of licences.
  - A total of 15 minor consequential amendments would be required to make the six remaining individual bylaws stand-alone, which are detailed in the Appendix.<sup>33</sup>

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<sup>29</sup> It outlines processes for: serving orders / notices; powers of delegation and entry; suspension / revocation of licences; removal of works contrary to the bylaw; fees / charges; offences / breaches; penalties for breaches.

<sup>30</sup> Bylaws for Trade Waste, Dog Control and Solid Waste Management and Minimisation are stand-alone. The Keeping of Animals, Bees and Poultry Bylaw and the Traffic Bylaw will be stand-alone at completion this year.

<sup>31</sup> Specifically, the Local Government Act 2002 or the Legislation Act 2019.

<sup>32</sup> In effect, the General Bylaw is no longer the most appropriate way of addressing the perceived problem, which is a bylaw requirement under section 155 of the Local Government Act 2002.

<sup>33</sup> Some of the four necessary provisions in the General Bylaw need to be copied into multiple topic-specific bylaws.



- 10 Through the clause-by-clause stocktake, we have also identified five minor or technical additional amendments to improve the accuracy and clarity of several individual bylaws. These additional amendments are also detailed in the Appendix. It is recommended that Council make these additional amendments at the same time.
- 11 Legal Counsel advise that there is no obligation to consult the community using the special consultative procedure – for either the consequential or the additional amendments. Legal Counsel also advise that, for clarity, revocation of the General Bylaw is preferable to allowing automatic revocation on 28 January 2022.

## **CONSIDERATIONS**

### **Policy considerations**

- 12 There are no policy implications.

### **Legal considerations**

- 13 Stand-alone administrative bylaws are no longer best practice, and the majority of the provisions in the General Bylaw are no longer relevant under modern legislative practices.
- 14 Legal Counsel advise moving any necessary provisions moved into the individual bylaws and revoking the General Bylaw on 31 December 2021 (after the completion of the statutory reviews and adoption of the Keeping of Animals Bylaw and the Traffic Bylaw). Legal Counsel also support the five minor or technical additional amendments to improve the accuracy and clarity of several individual bylaws.
- 15 A special consultative procedure is not considered necessary for these amendments (as per sections 82 and 156(1) of the Local Government Act 2002). There is no significant impact on any person or community, nor is there an effect on the day-to-day activities of the public.

### **Financial considerations**

- 16 There are no financial implications.

### **Tāngata whenua considerations**

- 17 There are no implications for iwi.

### **Strategic considerations**

- 18 There are no strategic implications.

## **SIGNIFICANCE AND ENGAGEMENT**

### **Significance policy**

- 19 The matter has low significance under Council's Significance and Engagement Policy.

### **Consultation already undertaken**

- 20 No consultation has been undertaken in this matter. The amendments are minor and technical and do not have a significant impact on any person or effect on the day-to-day activities of the general public.

### **Engagement planning and Publicity**

- 21 No engagement plan is required and, other than an update in the 'Bylaws' section of the Council website, no publicity is planned. The amendments are minor and technical and do not have any significant impact on the community or their day-to-day activities.

### **Other Considerations**

- 22 There are no other implications.

**RECOMMENDATIONS**

- 23 That Council notes that the General Bylaw 2010:
- 23.1 was adopted on 28 January 2010, when the consolidated Kapiti Coast District Council General Bylaw 1991 was split into a series of topic-specific bylaws
  - 23.2 holds a range of administrative provisions common to the individual bylaws, and
  - 23.3 under the Local Government Act 2002, is due for review and will be automatically revoked on 28 January 2022 if a new bylaw is not adopted
- 24 That Council note that:
- 24.1 modern legislative practices dictate that legislation be as simple, consolidated and not re-state matters already addressed in other legislation, and
  - 24.2 the majority of provisions in the General Bylaw 2010 are redundant because they are covered in other legislation or replicated by existing provisions in individual bylaws
- 25 That Council note that:
- 25.1 since 2018, relevant General Bylaw 2010 provisions have been copied into individual bylaws as part of their regular statutory reviews, and
  - 25.2 by the end of the year, only six of the 11 individual bylaws will still retain a link to the General Bylaw 2010
- 26 That Council note that the review also identified five other minor or technical additional amendments that would improve the accuracy and clarity of several individual bylaws
- 27 That Council agrees to:
- 27.1 revoke the General Bylaw 2010 as of 31 December 2021
  - 27.2 move the necessary General Bylaw 2010 provisions into individual bylaws effective 31 December 2021, by making the 15 amendments detailed in the Appendix
  - 27.3 improve the accuracy and clarity of several individual bylaws effective 31 December 2021, by making the five additional amendments detailed in the Appendix.

**APPENDICES**

1. Consequential and additional amendments. [↓](#)

## APPENDIX: Consequential and additional amendments

The table below details the:

- consequential amendments required to the topic-specific bylaws if the General Bylaw 2010 is revoked (15 amendments)
- additional amendments, which are minor and technical in nature, which would improve the accuracy and clarity of individual bylaws (five amendments).

Instrument	<u>CONSEQUENTIAL</u> amendments	<u>ADDITIONAL</u> amendments
Control of Alcohol in Public Places Bylaw 2018	Add a "Table of Contents" on front page which includes reference to maps 1 through 7, "Maps (7)" (to identify the maps in that schedule).	Amend the wording in the Legends in maps 6 and 7, so that all areas are restricted "Every day of the year 24hr a day" (to correct error in maps).
Trade Waste Bylaw 2019	Nil.	Remove last paragraph under section 1, Title and commencement (sentence is included twice).
Dog Control Bylaw 2019	Nil.	Nil.
Beach Bylaw 2021	Amend the last title in the Table of Contents to read "Maps (8)" (to specify the number maps in the schedules).	Nil.
Cemeteries Bylaw 2016	Remove section 20 in Table of Contents and section 20 in the body of bylaw (to remove reference to the General Bylaw 2010). Add into Interpretation section "Enforcement Officer... means any person appointed by the Council to enforce the provisions of any Council Bylaw and who holds a warrant under section 177 of the Local Government Act 2002 or an appropriate section of any other Act" (for completeness).	Nil.
Solid Waste Management and Minimisation Bylaw 2021	Nil.	Nil.
Keeping of Animals Bees and Poultry Bylaw 2010/2021	Nil.	Nil.
Traffic Bylaw 2010/2021	Nil.	Nil.
Speed Limit Bylaw 2015	Remove section 7 in the body of bylaw (to remove reference to the General Bylaw 2010).	Nil.
Water Supply Bylaw 2013	Remove section 11 in Table of Contents and section 11 in the body of bylaw (to remove reference to the General Bylaw 2010). Add into section 7 Definitions "Enforcement Officer... means any person appointed by the Council to enforce the provisions of any Council Bylaw and who holds a warrant under section 177 of the Local Government Act 2002 or an appropriate section of any other Act" (for completeness).	Nil.

Instrument	<u>CONSEQUENTIAL</u> amendments	<u>ADDITIONAL</u> amendments
Public Places Bylaw 2017 <u>and</u> , related policies: <ul style="list-style-type: none"> <li>• Trading in Public Places Policy 2017</li> <li>• Freedom Camping Policy 2012</li> </ul>	<p><u>In the Public Places Bylaw 2017:</u></p> <p>Remove section 28 in Table of Contents and section 28 in the body of bylaw (to remove reference to the General Bylaw 2010).</p> <p>Remove footnote 1 in section 4 Interpretation (to remove reference to the General Bylaw 2010).</p> <p>Add into section 4 Interpretation  <i>"Enforcement Officer... means any person appointed by the Council to enforce the provisions of any Council Bylaw and who holds a warrant under section 177 of the Local Government Act 2002 or an appropriate section of any other Act"</i> (for completeness).</p> <p>Amend Schedule One into the Table of Contents (to identify the schedule).</p> <p>Add provision between 22.2 and 22.3,  <i>"Except as otherwise expressly provided for in any Act or Bylaw, where any notice or other document is required to be served on any person for the purposes of a Bylaw service may be effected by:</i></p> <p>(a) <i>delivering it personally; or</i>  (b) <i>sending it by courier; or</i>  (c) <i>sending it by registered post to the person's last known place of residence or business, or in the case of the company to its registered office"</i> (for completeness).</p> <p>Add provision at 23.5, <i>"An application for a licence must:</i></p> <p>(a) <i>be made in writing on the appropriate form provided by the Council (if any);</i>  (b) <i>contain all the required information; and</i>  (c) <i>be lodged with the appropriate application fee (if any)"</i> (for completeness).</p>	<p><u>In the Public Places Bylaw 2017:</u></p> <p>In section 4 Interpretation, amend the text in the definition of 'Mobility device' in subsection VI, so the NZ Transport Agency reference is "s168A(1)" (to correct error).</p> <p>In section 15 Other Specific Restrictions, I footnote 6 replace "2009 Beach Bylaw" with "Beach Bylaw 2021" (to correct error).</p>
	<p><u>In the Trading in Public Places Policy 2017:</u></p> <p>In section 1.3 Interpretation, remove footnote 1 on the definition of Authorised Officer (to remove reference to the General Bylaw 2010).</p>	<p><u>In the Trading in Public Places Policy 2017:</u></p> <p>Nil.</p>
	<p><u>In the Freedom Camping Policy 2012:</u></p> <p>In section 2 Policy Validation, remove section 2.2 (to remove reference to the General Bylaw 2010).</p>	<p><u>In the Freedom Camping Policy 2012:</u></p> <p>In the Freedom Camping Policy 2012, in section 1 Title, Commencement and Application, replace "section 20.3" with "section 15.2" (to correct error).</p>

**9 CONFIRMATION OF MINUTES****9.1 CONFIRMATION OF MINUTES**

**Author:** Tanicka Mason, Democracy Services Advisor

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

**CONFIRMATION OF MINUTES****RECOMMENDATIONS**

- 1 The minutes of the Council meeting of 24 June 2021 be accepted as a true and correct record.
- 2 The minutes of the Council meeting of 29 July 2021 be accepted as a true and correct record.

**APPENDICES**

1. Council minutes - 24 June 2021 [↓](#)
2. Council minutes - 29 July 2021 [↓](#)

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 24 JUNE 2021 AT 9.30AM**

**PRESENT:** Mayor K Gurunathan, Deputy Mayor Janet Holborow, Cr Angela Buswell, Cr James Cootes, Cr Jackie Elliott, Cr Gwynn Compton, Cr Jocelyn Prvanov, Cr Martin Halliday, Cr Sophie Handford, Cr Robert McCann, Cr Bernie Randall (via zoom)

**IN ATTENDANCE:** Mr James Westbury – Waikanae Community Board Chair  
Ms Holly Ewens, Paekākāriki Community Board Chair (via Zoom)  
Ms Chris Papps, Ōtaki Community Board Chair

Mr Wayne Maxwell, Mr Sean Mallon, Mrs Janice McDougall, Mr Mark de Haast, Mr James Jefferson (via zoom) , Ms Natasha Tod, Ms Sacha Haskell, Mr Grayson Rowse

**APOLOGIES:** Nil

**LEAVE OF  
ABSENCE:** Nil

**1 WELCOME**

**2 COUNCIL BLESSING**

The Mayor welcomed everyone to the meeting and Cr Janet Holborow read the Council blessing.

**3 APOLOGIES**

**APOLOGY**

**RESOLUTION CO2021/57**

Moved: Mayor K Gurunathan

Seconder: Cr Gwynn Compton

That the apology received from Paraparaumu-Raumati Community Board Chair Kathy Spiers be accepted.

**CARRIED**

**4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

**5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA****6 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses
- (b) Leave of Absence
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

**7 MAYOR'S REPORT**

There was none

**WAIKANAĒ RECYCLING CENTRE**

Cr Jackie Elliott presented the following motion.  
Officers provided advice on the effect of the motion

**MOTION**

Moved: Cr Jackie Elliott  
Seconder: Cr Jocelyn Prvanov

It is recommended that the council:

instruct the Chief Executive to retain the Park Avenue Recycling Facility infrastructure at the current site until such time that Waikanae residents have been consulted on their appetite for a user-pays recycling facility in Waikanae.

For: Crs Jackie Elliott, Jocelyn Prvanov, Sophie Handford and Bernie Randall

Against: Mayor Gurunathan, Crs Janet Holborow, James Cootes, Gwynn Compton, Martin Halliday and Robert McCann

Abstained: Cr Angela Buswell

**LOST**

Cr Jackie Elliott left the meeting at 10.40 am.

The meeting adjourned at 10.40am and resumed at 11.04am

Cr Jackie Elliott returned to the meeting at 11.15am

**8 REPORTS****8.1 ADOPTION OF THE LONG TERM PLAN 2021-41**

Mark de Haast presented the Long Term Plan report and introduced Mr David Borrie of Ernst and Young, representing the Office of the Auditor General who spoke to the auditors opinion.



**RESOLUTION CO2021/58**

Moved: Mayor K Gurnathan

Seconder: Deputy Mayor Janet Holborow

It is recommended that the Council:

122. **Notes** that the Local Government Act 2002 (LGA) states that a long term plan must be adopted before the commencement of the first year to which it relates and continues in force until the close of the third consecutive year to which it relates.

Long-term plan components attached as Appendix A and B to this report.

***Strategic Direction***

123. **Adopts** for inclusion in the 2021-41 Long-term plan, the 'plan on a page' as included in Appendix A (page 31) to this report.

***Strategies***

124. **Adopts** for inclusion in the 2021-41 Long-term plan, the Financial Strategy as included in Appendix B (pages 2-13) to this report.
125. **Adopts** for inclusion in the 2021-41 Long-term plan, the Infrastructure Strategy as included in Appendix B (pages 14-65) to this report.

***Policies***

126. **Adopts** for inclusion in the 2021-41 Long-term plan, the Significance and Engagement Policy as included in Appendix B (pages 66-77) to this report.
127. **Adopts** for inclusion in the 2021-41 Long-term plan, the Rates Remission Policy as included in Appendix B (pages 78-88) to this report.
128. **Adopts** for inclusion in the 2021-41 Long-term plan, the Development Contributions Policy as included in Appendix B (pages 89-144) to this report.
129. **Adopts** for inclusion in the 2021-41 Long-term plan, the Revenue & Financing Policy as included in Appendix B (pages 145-202) to this report.
130. **Adopts** the change of borrowing target (Net external debt over total operating income) in the Treasury Management Policy attached as Appendix C to this report.

***Key Decisions***

131. **Adopts** for inclusion in the 2021-41 Long-term plan, Council taking a bigger role in housing.
132. **Adopts** for inclusion in the 2021-41 Long-term plan, renewing the Paekākāriki seawall a different way using the timber option.
133. **Adopts** for inclusion in the 2021-41 Long-term plan, Council setting up a Council Controlled Organisation (CCO).
134. **Adopts** for inclusion in the 2021-41 Long-term plan, Council exploring ways to have a role in the airport.
135. **Notes** Public Voice's analysis reports included as;  
<https://www.kapiticoast.govt.nz/media/39675/long-term-plan-report-12-june.pdf>  
<https://www.kapiticoast.govt.nz/media/39676/public-voice-ltp-report.pdf>.

***Long-term plan 2021-41***

136. **Adopts** the Long-term plan 2021-41 as attached as Appendices A and B to this report.

137. **Delegates** to the Mayor, the Chair of the Strategy and Operations Committee, the Deputy Mayor, Cr McCann, Cr Compton and the Chief Executive the authority to approve minor editorial changes to the material contained in Appendices A and B to this report.
138. That the Mayor writes to Waka Kotahi, The Minister of Transport and the Minister of Local Government to outline, councils concerns around underfunding Council's Local Road Maintenance program, and the implications created by the timing of Waka Kotahi's decision coming out after the development of Councils 2021-41 Long Term Plan.
139. The Council thanks staff for their work in developing the 2021-41 Long Term Plan.

**CARRIED**

Cr Elliott voted against

**8.2 SETTING OF RATES, DUE DATES AND PENALTIES REGIME**

Mark de Haast presented the report which was taken as read.

**RESOLUTION CO2021/59**

Moved: Deputy Mayor Janet Holborow

Seconder: Cr Gwynn Compton

13. That the Council set the following rates under Section 23 of the Local Government (Rating) Act 2002, on rating units in the Kāpiti Coast District (District) for the financial year commencing on 1 July 2021 and ending 30 June 2022.

**(1) Districtwide General Rate**

A Districtwide general rate set under section 13(2)(b) of the Local Government (Rating) Act 2002, assessed on a differential basis on all rateable rating units in the District as follows:

a rate of 0.30198 cents in the dollar (inclusive of GST) of land value on every rating unit in the urban rating areas of the District as per the Council's rating area maps;

a rate of 0.11475 cents in the dollar (inclusive of GST) of land value on every rating unit in the rural rating areas of the District as per the Council's rating area maps with an area less than 50 hectares, excluding those properties in the rural village differential rating areas;

a rate of 0.06644 cents in the dollar (inclusive of GST) of land value on every rating unit in the rural rating areas of the District as per the Council's rating area maps with an area equal to or greater than 50 hectares plus rating units less than 50 hectares where a combination of these properties total greater than 50 hectares and form part of one farming operation, excluding those properties in the rural village differential rating areas;

a rate of 0.21139 cents in the dollar (inclusive of GST) of land value on every rating unit in the rural rating areas of the District which is located in the rural village differential rating areas as per the Council's rating area maps.

**(2) Districtwide Community Facilities Rate**

A Districtwide targeted rate for community facilities, set under section 16(3)(a) and 16(4)(b) of the Local Government (Rating) Act 2002, assessed on a differential basis on all rateable rating units in the District as follows:

all rateable rating units other than Accommodation/Hospitality and Motels and camping grounds - \$806.00 (inclusive of GST) per separately used or inhabited part of a rating unit.

Accommodation/Hospitality (other than motels and camping grounds) - \$1,612.00 (inclusive of GST) per separately used or inhabited part of a rating unit.

Motels and camping grounds - \$241.80 (inclusive of GST) per separately used or inhabited part of a rating unit.

**(3) Districtwide Rooding Capital Value Rate**

A Districtwide targeted rate for rooding, set under section 16(3)(a) and 16(4)(a) of the Local Government (Rating) Act 2002, assessed on all rateable rating units in the District as follows:

a rate of 0.05978 cents in the dollar (inclusive of GST) of capital value on all rateable rating units in the District

**(4) Districtwide Stormwater Rate**

A Districtwide targeted rate for stormwater, set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, on all rateable rating units in the District's stormwater drainage areas as per the Council's stormwater drainage rating area maps as follows:

- a rate of 0.01822 cents in the dollar (inclusive of GST) of capital value on all rating units.

**(5) Districtwide Water Supply Fixed Rate**

A Districtwide targeted rate set under section 16 of the Local Government (Rating) Act 2002, assessed on all rating units connected or capable of being connected to the District's water supply, assessed on a differential basis as below. The Districtwide water supply fixed rate is invoiced as a daily rate for convenience.

- General - \$222.00 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Medium Scale - \$199.80 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Large Scale - \$177.60 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Accommodation/Hospitality – \$444.00 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Serviceable - \$222.00 (inclusive of GST) per rating unit not connected to the district's water supply, but within 100 metres of a water main and capable of being connected.

**(6) Districtwide Water Supply Volumetric Rate**

A Districtwide targeted rate set under Section 19(2)(a) of the Local Government (Rating) Act 2002 on each rating unit which is provided with a metered water supply service.

- Volumetric rate of water consumed or supplied - \$1.19 (inclusive of GST) per cubic metre.

**(7) Hautere/Te Horo Water Supply Rate**

A targeted rate for water supply set under section 19(2)(a) of the Local Government (Rating) Act 2002 per unit of water supplied by the Hautere/Te Horo water supply.

- A fixed charge of \$314.00 (inclusive of GST) per unit of allocation to the Hautere/Te Horo water supply (annual allocation of 1 unit = 1 cubic metre of water per day).

**(8) Districtwide Wastewater Disposal Rate**

A Districtwide targeted rate for wastewater disposal, set under section 16(3)(b) and 16(4)(b) on rating units in the Waikanae, Paraparaumu, Raumati and Ōtaki rating areas, as per the Council's rating area maps.

- General - \$440.00 (inclusive of GST) per rating unit connected to the sewerage system. A rating unit used primarily as a residence for one household shall not be treated as having more than one water closet or urinal.
- Community - \$220.00 (inclusive of GST) per water closet or urinal connected to the sewerage system.
- • Educational – \$198.00 (inclusive of GST) per water closet or urinal connected to the sewerage system.
- • Recreational - \$110.00 (inclusive of GST) per water closet or urinal connected to the sewerage system.
- • Large Scale Commercial/Residential - \$220.00 (inclusive of GST) per water closet or urinal connected to the sewerage system, where there is more than one water closet or urinal.
- • Serviceable - \$220.00 (inclusive of GST) per rating unit not connected to the sewerage system but within 30 metres of a sewer main and capable of being connected.

**(9) Paraparaumu/Raumati Community Rate**

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.00092 cents in the dollar (inclusive of GST) of capital value on all rating units in the Paraparaumu and Raumati urban and rural rating areas as per the Council's rating area maps.

**(10) Waikanae Community Rate**

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.00179 cents in the dollar (inclusive of GST) of capital value on all rating units in the Waikanae urban and rural rating areas as per the Council's rating area maps.

### **(11) Ōtaki Community Rate**

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.00240 cents in the dollar (inclusive of GST) of capital value on all rating units in the Ōtaki urban and rural rating areas as per the Council's rating area maps.

### **(12) Paekākāriki Community Rate**

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.00781 cents in the dollar (inclusive of GST) of capital value on all rating units in the Paekākāriki urban and rural rating areas as per the Council's rating area maps.

### **(13) Commercial Rate**

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.03699 cents in the dollar (inclusive of GST) of capital value assessed on all Commercial rating units (as defined in the Funding Impact Statement Rating Policies).

### **(14) Water Conservation Device Loan Rate**

A targeted rate on those rating units that have received an interest free loan (up to \$5,000 plus GST) for approved water conservation devices from the Council that has not yet been fully repaid, set at 10% of the amount of the original loan plus GST.

14. That all property rates (including Hautere/Te Horo Water Supply Rate, but excluding Districtwide Water supply fixed and volumetric rates) be payable in four equal instalments due on:

<b>Instalment</b>	<b>Due Dates</b>	<b>Penalty Dates</b>
Instalment One	9 September 2021	10 September 2021
Instalment Two	9 December 2021	10 December 2021
Instalment Three	9 March 2022	10 March 2022
Instalment Four	9 June 2022	10 June 2022

All payments made will be receipted against the earliest outstanding rate amounts in accordance with authorised accounting procedures.

15. That water rates (excluding Hautere/Te Horo Water Supply Rate) be invoiced separately on a quarterly basis dependent on when the relevant meter is read. Due dates for each area are specified below:

Area	Water Meters Read During	Due Date	Penalty Date
Paraparaumu/Raumati/Raumati Beach/Raumati South/Paekākāriki	Jul-21	27-Aug-21	30-Aug-21
	Oct-21	26-Nov-21	29-Nov-21
	Jan-22	2-Mar-22	3-Mar-22
	Apr-22	30-May-22	31-May-22
Otaki/Peka Peka/Waikanae Beach	Aug-21	28-Sep-21	29-Sep-21
	Nov-21	6-Jan-22	7-Jan-22
	Feb-22	30-Mar-22	31-Mar-22
	May-22	27-Jun-22	28-Jun-22
Waikanae/Nikau Valley/Otaihanga/Paraparaumu Beach	Sep-21	28-Oct-21	29-Oct-21
	Dec-21	4-Feb-22	8-Feb-22
	Mar-22	26-Apr-22	27-Apr-22
	Jun-22	29-Jul-22	1-Aug-22

16. That the Council apply the following penalties on unpaid rates in accordance with sections 57 and 58 of the Local Government (Rating) Act 2002:

- a charge of ten per cent (10%) on so much of any property rate instalment that has been assessed after 1 July 2021 and which remains unpaid after the due dates as per paragraph 14, to be added on the penalty dates above.
- a charge of ten per cent (10%) on so much of any property rates (including previously applied penalties) assessed before 1 July 2021 which remain unpaid on 1 July 2021. The penalty will be added on 7 July 2021.
- a charge of ten per cent (10%) will be added to any portion of a current water rates invoice that remains unpaid after the due date specified. Penalty will be added on the penalty dates shown as per paragraph 15.

17. That property and water rates be payable by cash, and eftpos at any of the following places:

- Paraparaumu, Civic Building, 175 Rimu Road, Paraparaumu
- Waikanae Service Centre, Mahara Place, Waikanae
- Ōtaki Service Centre, Ōtaki Library, Main Street, Ōtaki
- New Zealand Post, countrywide
- Westpac Bank, countrywide (*excluding water supply rates*)
- Greater Wellington Regional Council, 100 Cuba Street, Te Aro, Wellington
- Greater Wellington Regional Council, 35-37 Chapel Street, Masterton

18. Alternatively, payment of rates can be made to the Council by direct debit, internet banking, direct credit, telephone banking and credit card (subject to a convenience fee) through the Council's website.

**CARRIED**

Cr Elliott voted against

### 8.3 FEES & CHARGES FOR 2021/22 IN ACCORDANCE WITH THE 2021-41 LONG TERM PLAN

Mark de Haast presented the report which was taken as read.

#### RESOLUTION CO2021/60

Moved: Cr Angela Buswell

Seconder: Cr Martin Halliday

34. That the Council receives and notes this report, including Appendix 1 to this report.
35. That the Council adopts the User Fees and Charges 2021/22, attached as Appendix 1 to this report.
36. That the Council notes that the increase to housing for older persons rentals may be subject to further review by the Council. Should the Council wish to charge less, this can be revisited during the year and a revised fees and charges schedule would need to be approved by the Council.
37. That the Council Delegates to the Mayor, the Chair of the Strategy and Operations Committee, the Deputy Mayor, Cr McCann, Cr Compton and the Chief Executive the authority to approve minor editorial changes to the material contained in Appendix 1 to this report.

#### CARRIED

Cr Elliott voted against

## 9 CONFIRMATION OF MINUTES

### 9.1 CONFIRMATION OF MINUTES

#### RESOLUTION CO2021/61

Moved: Cr Robert McCann

Seconder: Cr Sophie Handford

The minutes of the Council meeting of 27 May 2021 be accepted as a true and correct record.

#### CARRIED

## 10 PUBLIC SPEAKING TIME

- There were no public speakers.

The Council meeting closed at 12.11pm.

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**CHAIRPERSON**

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 29 JULY 2021 AT 9.30AM**

**PRESENT:** Mayor K Gurunathan, Deputy Mayor Janet Holborow, Cr Angela Buswell, Cr James Cootes, Cr Jackie Elliott, Cr Gwynn Compton, Cr Jocelyn Prvanov, Cr Martin Halliday, Cr Sophie Handford, Cr Robert McCann, Cr Bernie Randall

**IN ATTENDANCE:** Community Board Chairs Kathy Spiers, James Westbury, Chris Papps

Wayne Maxwell, Sean Mallon, Janice McDougall, Mark de Haast, Natasha Tod, Sacha Haskell, Steve Cody, Tanicka Mason,

**APOLOGIES:** There were none.

**LEAVE OF ABSENCE:** There were none.

**1 WELCOME**

**2 COUNCIL BLESSING**

The Mayor welcomed everyone to the meeting and Cr Handford read the Council blessing.

**3 APOLOGIES**

Cr Halliday's absence from the chamber was noted. Cr Halliday later joined the meeting via Zoom.

**4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

There were none.

**5 PRESENTATION OF PETITION**

**MOTION**

Michelle Lewis spoke to a petition 'Keep Waikanae Recycling Facility Open', that had been circulated to members.

Ms Lewis responded to members questions.

His Worship the Mayor requested that the Chief Executive direct council staff to deliver a report looking at the recycling services across the district, with particular emphasis to rural residential areas and rural zones.

**RESOLUTION CO2021/62**

Moved: Mayor K Gurunathan

Seconder: Deputy Mayor Janet Holborow

That members receive the petition 'Keep Waikanae Recycling Facility Open' and thank the petitioners.

**CARRIED**

**6 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**

Edwina Ellen spoke to item 9.3 on the agenda. Ms Ellen's speaking topics included receiving a rates increase whilst having a service reduced with the closure of the Waikanae Recycling Facility.

Marie O'Sullivan spoke to item 9.3 on the agenda. Ms O'Sullivan spoke in her capacity as Chair of the Save Our Recycling Targets Group (SORT). Ms O'Sullivan spoke about the closure of the Waikanae Recycling Facility.

**7 MEMBERS' BUSINESS**

(a) Public Speaking Time Responses

Mr Maxwell responded to assertions made, that developers would use the green waste site for access to their developments. Mr Maxwell stated that this council would not give permission as land owner for any developer to cross that site for construction traffic.

(b) Leave of Absence

**LEAVE OF ABSENCE****RESOLUTION CO2021/63**

Moved: Mayor K Gurunathan

Seconder: Deputy Mayor Janet Holborow

That a request from Cr Buswell for a leave of absence from 5 August 2021 to 9 August 2021 be accepted and the leave of absence be granted.

That a request from Cr Handford for a leave of absence from 18 August 2021 to 20 August 2021 be accepted and the leave of absence be granted.

**CARRIED**

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

**MOTION**

Cr Compton spoke to this motion.

In the middle of the month Metlink announced that they were going to cease providing live service updates for the public transport network via their Twitter channel, with no prior warning.

Feedback suggests that the Metlink app and website are not fit for purpose. Cr Compton had liaised with Roger Blakely from Regional Council around public feedback, in efforts for the service to be retained.

**RESOLUTION CO2021/64**

Moved: Cr Gwynn Compton

Seconder: Cr Bernie Randall

That Council requests that, in line with overwhelming public feedback opposing the decision by Metlink to cease providing live public transport service updates on Twitter from 1 August 2021, Greater Wellington Regional Council instruct Metlink to continue to provide these live public transport service updates on Twitter.

**CARRIED**

**8 MAYOR'S REPORT****TABLED DOCUMENTS****RESOLUTION CO2021/65**

Moved: Cr Gwynn Compton

Seconder: Cr Angela Buswell

The following documents were tabled.

It was also noted that His Worship also attended the Myanmar/Burma Fundraiser on 18 June 2021.

**CARRIED**

**Appendices**

1 Mayoral activities 1 April 2021 to 29 July 2021

Cr Jackie Elliott left the meeting at 10:30 am.

Meeting adjourned at 10.31am

The meeting resumed at 10.43am

Cr Jackie Elliott returned to the meeting at 10:43 am.

Cr Halliday joined the meeting via Zoom

**9 REPORTS****9.3 CLIMATE EMERGENCY ACTION FRAMEWORK**

Members were asked to consider the adoption of the Climate Framework.

Brandy Griffin, Principal Policy Advisor – Climate Change, spoke to the report and responded to members questions.

**RESOLUTION CO2021/66**

Moved: Cr Sophie Handford

Seconder: Cr Angela Buswell

For: Crs K Gurunathan, Janet Holborow, Angela Buswell, James Cootes, Gwynn Compton, Jocelyn Prvanov, Martin Halliday, Sophie Handford, Robert McCann and Bernie Randall

Against: Nil

Abstained: Cr Jackie Elliott

**CARRIED 10/0**

It is recommended that Council adopt the Kapiti Coast District Council Climate Emergency Action Framework, attached as Appendix 1 to this report.

It is recommended that Council agree to the development of a special Climate Change report, to be presented to Council for adoption before the end of this financial year.

It is recommended that Council agree to the development of a special Climate Change report, to be presented to Council for adoption before the end of this financial year.

That the Council requests the development of an updated climate change report to occur each year thereafter.

**CARRIED****9.1 TRANSPORT BYLAW**

The report was taken as read and Suzanne Rushmere, Rooding Network Planner, answered members questions.

Ms Rushmere confirmed that grammatical errors would be amended, as would minor edits requested by Members.

Cr Robert McCann left the meeting at 11:14 am.

Cr Robert McCann returned to the meeting at 11:14 am.

Cr Jackie Elliott left the meeting at 11:14 am.

Deputy Mayor Janet Holborow left the meeting at 11:15 am.

Deputy Mayor Janet Holborow returned to the meeting at 11:16 am.  
Cr Jackie Elliott returned to the meeting at 11:17 am.  
Cr Bernie Randall left the meeting at 11:29 am.  
Cr Bernie Randall returned to the meeting at 11:31 am.

**RESOLUTION CO2021/67**

Moved: Cr James Cootes  
Seconder: Cr Sophie Handford

Council approves the Statement of Proposal and Draft Transport Bylaw 2021 for consultation.

**CARRIED****9.2 ELECTED MEMBERS REMUNERATION EXPENSES AND ALLOWANCES POLICY  
2019-2022 UPDATE**

Leyanne Belcher, Democracy Services Manager, spoke to the paper and highlighted key changes in remuneration and allowances.

**RESOLUTION CO2021/68**

Moved: Deputy Mayor Janet Holborow  
Seconder: Mayor K Gurunathan

That the Council adopts the Elected Member Remuneration, Expenses and Allowances Policy 2019-2022 as at Appendix 1 of this report, 'Elected Member Remuneration, Expenses and Allowance Policy 2019-2022 Update'.

**CARRIED**

Item - 9.3 Climate Emergency Action Framework - was moved to another part of the agenda.

**9.4 SUBMISSION ON THE GOVERNMENT POLICY STATEMENT ON HOUSING AND  
URBAN DEVELOPMENT**

Angela Bell, Strategy Manager, spoke to the submission and answered members questions.

Cr James Cootes left the meeting at 11:55 am.  
Cr James Cootes returned to the meeting at 11:57 am.

**RESOLUTION CO2021/69**

Moved: Cr Robert McCann  
Seconder: Cr Gwynn Compton

That the Council approve the submission to be lodged on the discussion document for the Government Policy Statement on Housing and Urban Development, subject to any minor amendments agreed to by the Mayor.

**CARRIED****9.5 REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND COMMUNITY BOARDS**

The report was taken as read. Ms Belcher, Democracy Services Manager answered members questions.

Cr Gwynn Compton left the meeting at 12:09 pm.

Cr Gwynn Compton returned to the meeting at 12:11 pm.

Cr Jackie Elliott left the meeting at 12:12 pm.

Cr Sophie Handford left the meeting at 12:13 pm.

Cr Jackie Elliott returned to the meeting at 12:16 pm.

Deputy Mayor Janet Holborow left the meeting at 12:27 pm.

**RESOLUTION CO2021/70**

Moved: Cr Bernie Randall  
Seconder: Mayor K Gurunathan

That the Council notes the following recommendation:

That the Paraparaumu/Raumati Community Board does not support restricted access controls to the following locations:

The Kapiti Boating Club, Paraparaumu Beach; and

The Manly Street north boat launch and retrieve site.

That the Council notes the following recommendation:

That the Paraparaumu/Raumati Community Board requests Council to support keeping open the ramp on the underpass Coastlands side for the health, well-being and safety of Kāpiti Coast resident's, especially our children.

**CARRIED****RESOLUTION CO2021/71**



Moved: Cr James Cootes

Seconder: Cr Jackie Elliott

That the Ōtaki Community Board request Kapiti Coast District Council investigate whether the Ashford Park Community Liaison Group is operating in accordance to their Terms of reference (TOR) and consent conditions, and if not that Kapiti Coast District Council take appropriate steps to change this:

The investigation is to include:

assessing if the running of meetings is legitimate

whether matters are being decided on behalf of the Community Liaison Group (CLG) outside of the meetings without the full CLG input or consent

whether votes are being presented that are not legitimate

inclusion of new CLG members without proper process change to the TOR or consultation with the CLG i.e. Walking/Cycling rep.

That the Council requests further information by way of a report on the Ashford Park Community Liaison Group.

**CARRIED**

#### **RESOLUTION CO2021/72**

Moved: Mayor K Gurunathan

Seconder: Cr Gwynn Compton

That the Council accept this report (recommendations from standing committees and community boards)

**CARRIED**

## **10 PUBLIC SPEAKING TIME**

- Covering other items if required

There were none.

- Public Speaking Time responses

There were none.

## **11 PUBLIC EXCLUDED REPORTS**

### **RESOLUTION TO EXCLUDE THE PUBLIC**

#### **PUBLIC EXCLUDED RESOLUTION CO2021/73**

Moved: Mayor K Gurunathan

Seconder: Cr Angela Buswell

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>11.1 - Appointment of Independent Member to the Audit and Risk Subcommittee</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

**CARRIED**

#### **RESOLUTION CO2021/74**

Moved: Mayor K Gurunathan

Seconder: Cr Angela Buswell

That the Council moves out of a public excluded meeting.

**CARRIED**

The Council meeting went into public excluded session at 12.28pm

The Council came out of public excluded session at 12.34pm.

**The Council meeting closed at 12.43pm.**

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**CHAIRPERSON**

**10 PUBLIC SPEAKING TIME**

- Covering other items if required
- Public Speaking Time responses

**11 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

**12 PUBLIC EXCLUDED REPORTS****RESOLUTION TO EXCLUDE THE PUBLIC****PUBLIC EXCLUDED RESOLUTION**

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>11.1 - Confirmation of Public Excluded minutes</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>12.1 - Appointment of A Community Representative to the Grants Allocation Subcommittee</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