



# LOCAL GOVERNANCE STATEMENT 2022 – 2025

How we deliver for our community

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

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

## What is a local governance statement?

The Kāpiti Coast District Council's Local Governance Statement sets out how the Council delivers for its community, how it makes decisions and how you can influence local democratic processes.

It provides information under the following broad categories:

- functions, responsibilities and activities of the Council
- governance structures and processes
- the way elected members make decisions
- the role of elected members and how they relate to each other and to the management of the Council
- electoral arrangements
- public access to key individuals and official information
- key policies of the local authority
- local legislation affecting the Council.

Council is required to produce this statement under Part 4 Section 40 of the Local Government Act 2002 (LGA) and must update it within six months following each triennial election. We may also update it at any other time to make sure it is accurate.

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## Our Kāpiti Coast



53,940 people (2018 Census).

8,980 people of Māori descent (Infometrics).

Median age is 47.9 years.

Anticipating 32,000 new residents by 2051.



Over 40 km of coastline.

71,400ha of mainland area.



Over 100 hectares of parks.

49 playgrounds.

Over 100kms of cycling, walking and bridleway trails.



420km of roading network.

420km of footpath.



Our mana whenua partner are the three iwi of Te Āti Awa ki Whakarongotai, Ngāti Raukawa ki te Tonga and Ngāti Toa Rangatira.



Over 15,000,000 litres of water consumed daily.



Three community pools and two splash pads – around 290,000 visitors annually.

Four community libraries – over 400,000 items loaned in 2022.



Over 8,000 registered dogs.



## 1. Functions, responsibilities and activities

The role of the Kāpiti Coast District Council is to lead and represent our community, and to enable democratic local decision-making to promote the social, economic, environmental and cultural wellbeing of the Kāpiti Coast.

The Council has a variety of responsibilities including:

- managing the district's infrastructure including roads, sewage disposal and stormwater
- managing community facilities including libraries, parks and recreational facilities
- district development and marketing
- regulatory services relating to building, plumbing and drainage, environmental health, alcohol licencing, animal control, parking and bylaws
- Emergency Management (Civil Defence) planning and training.

The full scope of the Council's business is represented in the five groups of activities below.



Read more about what the Council delivers for the community at [www.kapiticoast.govt.nz/deliveringforkapiti](http://www.kapiticoast.govt.nz/deliveringforkapiti)

## 2. Legislation that guides us

Local government operates under more than 100 pieces of legislation. The most significant of these are:

- **Local Government Act 2002**

The purpose of this Act is to provide democratic and effective local government that recognises the diversity of New Zealand communities. It provides a framework and powers for local authorities to decide which activities they undertake and how to undertake them.

- **Resource Management Act 1991 and Resource Management System Reform**

This is New Zealand's main legislation on how we should manage the environment. In February 2021, the Government announced it would repeal the Resource Management Act and enact new legislation to transform the way New Zealand manages the environment. These changes will have major implications on the role and responsibilities of local government and resource management.

- **Local Government Rating Act 2002**

This Act provides local authorities with flexible powers to set, assess and collect rates to fund local government activities. It ensures that rates are set in accordance with decisions that are made in a transparent and consultative manner.

- **Local Government Official Information and Meetings Act 1987**

This Act sets out the requirements of local authorities for the availability to the public of official information and the open and public transaction of business at meetings of local authorities. The aim is to enable more effective participation by the public in the actions and decisions of local authorities, and to promote the accountability of local authority members and officials.

We also have specific legislation covering things like the fencing of swimming pools, gaming, sale of alcohol and the safety of food premises.

### 3. Contacting the Council

If you need to contact the Council, you can do so using the methods below:

#### **Website**

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

#### **Postal address**

Private Bag 60 601  
Paraparaumu 5254

#### **Phone**

04 296 4700  
0800 486 486 (Toll Free)

#### **Email**

[kapiti.council@kapiticoast.govt.nz](mailto:kapiti.council@kapiticoast.govt.nz)

#### **Head Office and Service Centres**

##### *Head Office and Service Centre*

175 Rimu Road  
Paraparaumu 5032  
04 296 4700  
Mon – Fri, 9am – 5pm

##### *Ōtaki Service Centre*

81 – 83 Main Street, Ōtaki 5512  
06 364 9317  
Mon – Fri (except Wed), 9am – 5pm  
Wed, 10am – 5pm

##### *Waikanae Service Centre*

Mahara Place, Waikanae 5036  
04 296 4761  
Mon – Fri (except Wed), 9am – 5pm  
Wed, 10am – 5pm

#### **Democracy Services**

For public speaking requests at the Council, committee and subcommittee meetings, contact the Democracy Services team on 04 296 4700 or via email

[democracy.services@kapiticoast.govt.nz](mailto:democracy.services@kapiticoast.govt.nz)

#### **Stay informed**

##### **Website and social media**

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

Facebook, Instagram and YouTube: @Kapiticoastdistrictcouncil

##### **Everything Kāpiti e-newsletter**

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

##### **Antenno**

A free mobile app that sends you Council-related notifications

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

## 4. Meet your Council

Our Council consists of the Mayor and 10 Councillors. The Council is elected, along with all other Councils in New Zealand, every three years. The Mayor is elected by the district at large (which means by the whole district), whereas the Councillors are elected by specific areas called wards as well as at large. There are four wards of the Kāpiti Coast District – Ōtaki, Waikanae, Paraparaumu and Paekākāriki-Raumati wards.

For the 2022 – 2025 triennium they are:

<b>Mayor</b>	Janet Holborow
<b>Deputy Mayor</b>	Lawrence Kirby (Districtwide Councillor)
<b>Councillors</b>	
Ōtaki Ward	Shelly Warwick
Waikanae Ward	Jocelyn Prvanov
	Nigel Wilson
Paraparaumu Ward	Glen Cooper
	Martin Halliday
	Kathy Spiers
Paekākāriki-Raumati Ward	Sophie Handford
Districtwide	Rob Kofoed
	Liz Koh

Councillors can also be allocated certain roles and responsibilities and appointed to committees and subcommittees. More detail is provided later in this document and on our website [www.kapiticoast.govt.nz/your-council](http://www.kapiticoast.govt.nz/your-council).



## Meet your Council – Mayor and Councillors



**Mayor Janet Holborow**

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Kāpiti Coast District Council—Community Board Members

Paekākāriki  
Community  
Board



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Raumati  
Community  
Board



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Paraparaumu  
Community  
Board



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# Ōtaki Community Board



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# Waikanae Community Board



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## 5. Elected Members' roles and conduct

### Councillors

Councillors (acting as the Council) are responsible for governance, including:

- development and adoption of Council policy
- monitoring the performance of the Council
- prudent stewardship of Council resources
- employment of the Chief Executive
- appointment of the Electoral Officer
- representation of district residents and ratepayer interests.

Unless otherwise provided in the LGA or in the Council's Standing Orders, the Council can only act by majority decision at meetings. Any individual member (including the Mayor) has no authority to act on behalf of the Council, unless this is specifically provided for by statute or the Council has expressly delegated such authority.

### Mayor

The Mayor is elected by the district as a whole (at large) and, as one of the elected members, shares the same responsibilities as other members of the Council.

The Mayor has specific responsibility for:

- providing leadership to elected members and to the people of the Kāpiti Coast District
- leading the development of the Council's plans (including the Long-term Plan and the Annual Plan), policies and budgets for consideration by the members of the Council
- in exercising this leadership role, the Mayor has the power to:
  - appoint the Deputy Mayor
  - determine the number of committees and subcommittees, their terms of reference and composition
  - appoint the chairs of these committees and subcommittees.

The Mayor also has the following roles:

- presiding at Council meetings – the Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined by [Standing Orders](#))
- advocating on behalf of the community – this may involve promoting the community and representing its interests (such advocacy will be most effective where it is carried out with the knowledge and support of the Council).

- primary spokesperson for the Council
- ceremonial head of the Council
- fulfilling the responsibilities of a Justice of the Peace (ex-officio)
- lead liaison with Central Government
- leading projects relating to transport and urban development
- leading other major projects.

### **Deputy Mayor**

The Deputy Mayor is appointed by the Mayor at the first meeting of the Council. Under usual circumstances, the Deputy Mayor exercises the same roles as other elected members. If the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of the Council.

### **Committee Chairperson**

Council or the Mayor may create one or more committees and subcommittees of the Council. The Mayor may appoint committee/subcommittee chairpersons or they may be appointed by the Council using the election processes prescribed in Clause 25 of Schedule 7 of the LGA. A committee/subcommittee chairperson is responsible for presiding over meetings, ensuring that the committee/subcommittee acts within the powers delegated to it by the Council as set out in the Council's Governance Structure. A committee/subcommittee chairperson may be removed from office by resolution of the Council.

### **Community Boards**

Community boards are the grass roots of local democracy where people in each of our towns and villages can take their concerns or seek assistance. Community Boards consist of four members elected alongside the Council at the local elections.

A board's role is to advocate for its residents, but it also has powers to make decisions about issues within its boundaries and as per the powers delegated to it by the Council. Boards may also make submissions to the Council and other statutory agencies.

Community boards are constituted under section 49 of the LGA to:

- represent and act as an advocate for the interests of their community
- consider and report on any matter referred to it by the Council and any issues of interest or concern to the community board

- maintain an overview of services provided by the Council within the community
- make an annual submission to the Council on expenditure in the community
- communicate with community organisations and special interest groups
- undertake any responsibilities delegated by the Council.

## Code of Conduct

Our Code of Conduct provides guidance on the standards and behaviour expected from all elected members of the Kāpiti Coast District Council. Schedule 7 of the LGA, requires a local authority to adopt a code of conduct and once adopted all elected members are required to comply with the code.

Our current Code of Conduct was adopted on 12 December 2013 and is available on the Council's website. The code may only be amended by a 75 per cent or more vote of the Council.

Elected members have specific obligations for their conduct under the following legislation:

<b>Local Government Act 2002</b>	This Act includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current Code of Conduct and Standing Orders.
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It also requires a declaration of pecuniary interests within 120 days of coming into office and by the last day in February in each subsequent year of the triennium.

<b>Local Authorities (Members' Interests) Act 1968</b>	This Act regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
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<b>Secret Commissions Act 1910</b>	This Act prohibits elected members from accepting gifts or rewards which could be seen to influence them in a particular way.
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<b>Crimes Act 1961</b>	This Act prevents the acceptance of gifts or rewards for acting in a certain way and prohibits the use of official information for private profit.
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<b>Financial Markets Conduct Act 2013</b>	This Act prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
<b>Health and Safety at Work Act 2015</b>	This Act details the responsibility of councillors in respect to health and safety.
<b>Public Records Act 2005</b>	This Act provides a framework to keep central and local government organisations accountable by ensuring records are full and accurate, well maintained and accessible.

### **Remuneration Policy**

The Remuneration Authority is responsible for setting the amount that each Council can spend on remunerating its elected members. The Authority sets the salary of the Mayor and provides guidance to the Council on the salary of the Councillors.

Read more about the current remuneration on our website [www.kapiticoast.govt.nz/your-council](http://www.kapiticoast.govt.nz/your-council)

## 6. Governance Structure

Several different decision-making bodies exist so the Council can make decisions that are inclusive and efficient. These include full Council meetings as well as various committees, community boards and advisory groups.

More information, including meeting calendars can be found on our website

[www.kapiticoast.govt.nz/your-council](http://www.kapiticoast.govt.nz/your-council)

### Council

Meetings of the full Council hold the highest authority in the Council decision-making structure. The full Council meets monthly and is chaired by the Mayor. It would be inefficient for all decision-making to happen at full Council, so it delegates many of its powers to various committees and subcommittees.

Some powers of the Council cannot be delegated. These include the powers to make a rate, to make a bylaw and to adopt an Annual Plan, Long-term Plan, or Annual Report. In addition, the Council has decided to retain some powers that could have been delegated.

### Committees and subcommittees

After each triennial election the Mayor establishes the committees of the Council under Section 41A of the LGA, and appoints chairs to them. The Mayor is a member of all committees, except for the Kāpiti Coast District Licensing Committee.

The structure adopted for the 2022 – 25 triennium includes full Council, one committee of the whole Council which meets monthly, two major subcommittees and five committees with each committee/subcommittee having its own terms of reference and certain powers delegated to it by the Council. Council retains the power to revisit the structure at any point throughout the triennium.

### Committees

- Strategy, Operations and Finance Committee | Te Komiti Rautaki, Whakahaere, me te Ahumoni
- Risk and Assurance Committee | Te Komiti Whakamauru Tūraru
- Appeals Hearing Committee | Te Komiti Rongonga Pīra
- Chief Executive Performance and Employment Committee | Te Komiti Arotake Mahi a te Tumu Whakarae
- Grants Allocation Committee | Te Komiti Tuku Tahua Pūtea
- Campe Estate Committee | Te Komiti mō te Waihotanga Iho a Campe

### **Subcommittees**

- Social Sustainability Subcommittee | Te Komiti Whāiti Toitūtanga Pāpori
- Climate and Environment Subcommittee | Te Komiti Whāiti Āhuarangi me te Taiao

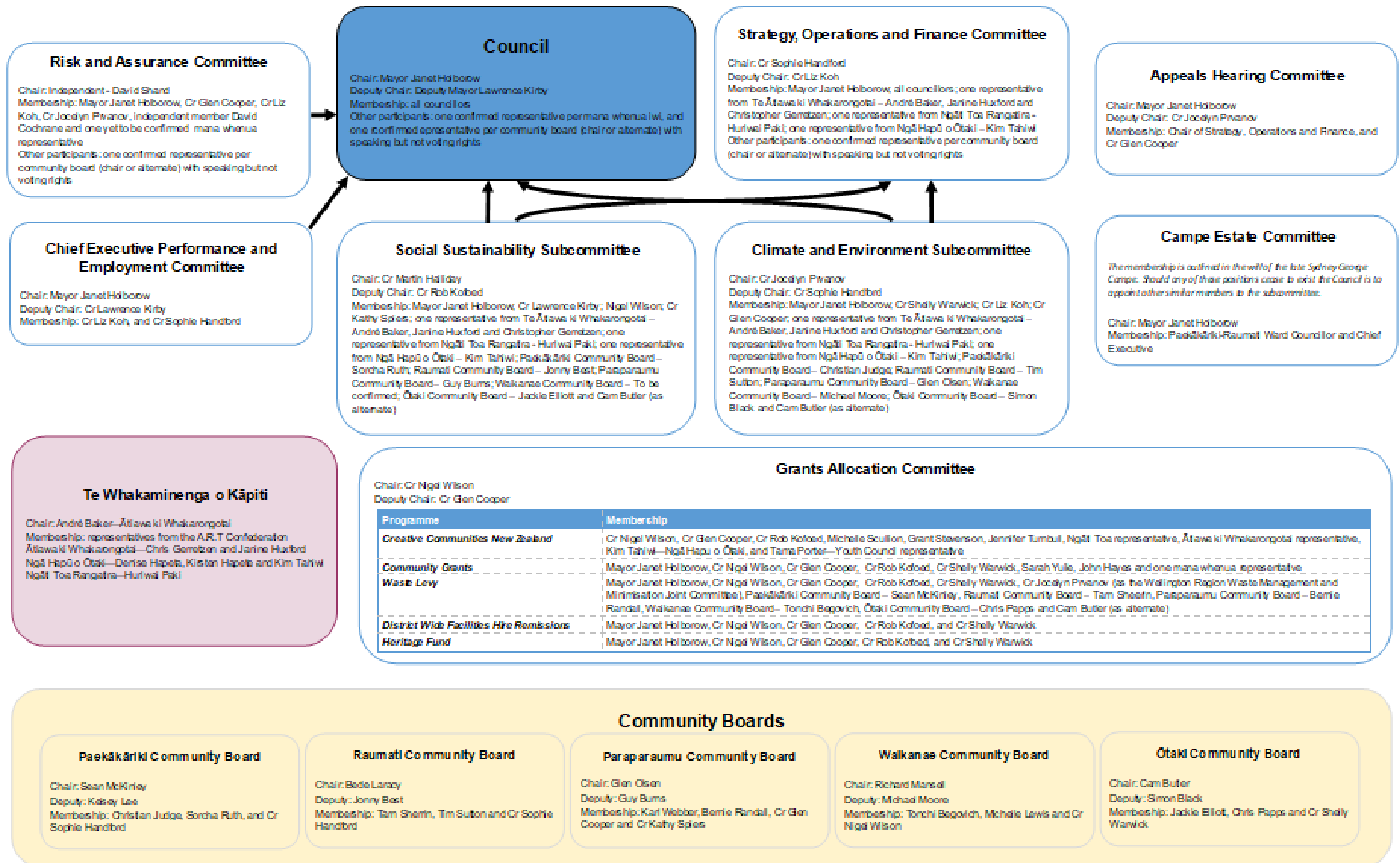
See page 18 for full governance structure.

### **Joint committees**

The Council also participates in the following Joint Committees with other Councils from around the region.

- Wellington Region Waste Management and Minimisation Joint Committee
- Wellington Regional Strategy Joint Committee
- Wellington Regional Transport Committee
- Wellington Region Civil Defence Emergency Management Group

## Kāpiti Coast District Council Governance Structure 2022-2025



## Community Boards | Poari ā-Hapori

The Kāpiti Coast District has five community boards:

### Paekākāriki

Chair	Sean McKinley
Deputy Chair	Kelsey Lee
Membership	Christian Judge, Sorchia Ruth and Councillor Sophie Handford

### Paraparaumu

Chair	Glen Olsen
Deputy Chair	Guy Burns
Membership	Karl Webber, Bernie Randall, Councillor Kathy Spiers and Councillor Glen Cooper

### Raumati

Chair	Bede Laracy
Deputy Chair	Jonny Best
Membership	Tarn Sheerin, Tim Sutton and Councillor Sophie Handford

### Waikanae

Chair	Richard Mansell
Deputy Chair	Michael Moore
Membership	Tonchi Begovich, Michelle Lewis and Councillor Nigel Wilson

### Ōtaki

Chair	Cam Butler
Deputy Chair	Simon Black
Membership	Jackie Elliott, Chris Papps and Councillor Shelly Warwick

Read more on community boards at <https://www.kapiticoast.govt.nz/community-boards>

### **District Licensing Committee**

In addition to the committees and subcommittees listed above, a District Licensing Committee is appointed by the Council to administer the Council's alcohol licensing framework as required by the Sale and Supply of Alcohol Act 2012.

This committee is chaired by Councillor Nigel Wilson and makes decisions on licensing matters required by the Act.

Read more on the District Licensing Committee at [www.kapiticoast.govt.nz/your-council](http://www.kapiticoast.govt.nz/your-council)



## 7. Electoral system

Voting is one way you can have your say in how our district runs. Elections of local authorities are held once every three years. Our next elections will be held in 2025 to elect our mayor, councillors and community board members. All elections are currently held by postal voting.

### **The STV system**

Since August 2002, the Kāpiti Coast District Council has elected its members under the Single Transferable Voting (STV) system whereby electors rank the candidates in order of preference.

Using this system, successful candidates must receive a quota (share of votes) of the votes cast. When there are enough candidates with a quota to fill all the seats, they are the winners. The quota needed for a candidate to be elected is determined by the number of seats and the number of votes cast is achieved by redistributing votes. In the first round of counting, the candidates with the highest and lowest number of votes are identified. The lowest-polling candidates are then excluded. This process continues for as many iterations as necessary.

### **Changing our voting system**

Under the Local Electoral Act 2001 (LEA), the Council can resolve to change the electoral system it uses to elect its members or it can conduct a binding poll. Alternatively, five percent of electors can initiate a poll by signing a petition demanding that a poll be held. If a poll of electors is held to determine the electoral system to be used, the system that is chosen cannot be changed for at least the next two triennial local authority elections, i.e. if a poll has been held on the issue, a council cannot change its electoral system for one election and then change back to the previous system for the next election.

## 8. Representation arrangements

It is a legislative requirement that the Mayor be elected by the electors of the district as a whole. The Council last reviewed its representation arrangements in 2021. This review changed the ward boundaries and created one additional community board.

### Current representation arrangements

#### Wards

The Kāpiti Coast District is divided into four wards for electoral purposes. Three of the ten Councillors represent the entire District (districtwide councillors) and seven of them represent one of four specific wards:

Ōtaki Ward	One ward councillor
Waikanae Ward	Two ward councillors
Paraparaumu Ward	Three ward councillors
Paekākāriki – Raumati Ward	One ward councillor

#### Community Boards

The Kāpiti Coast District has five community boards. The composition of each is as follows:

<b>Ōtaki Community Board</b>	Four members elected by the community plus the Ōtaki Ward Councillor appointed by the Council
<b>Waikanae Community Board</b>	Four members elected by the community plus one of the two Waikanae Ward Councillors appointed by the Council
<b>Paraparaumu Community Board</b>	Four members elected by the community plus two of the three Paraparaumu Ward Councillors appointed by the Council
<b>Raumati Community Board</b>	Four members elected by the community plus the Paekākāriki-Raumati Ward Councillor appointed by the Council
<b>Paekākāriki Community Board</b>	Four members elected by the community plus the Paekākāriki-Raumati Ward Councillor appointed by the Council

The Community Boards elect their own chairperson and deputy chair at their first meeting after the triennial election. They can also resolve to change chair and deputy chair at any time throughout the triennium.

## **Māori Wards**

The LEA gives the Council the ability to establish separate wards for Māori electors. This representation must be based on enrolment on the Māori electoral roll.

In October 2020, in consultation with the Council's three iwi partners – Te Ātiawa ki Whakarongotai, Ngā Hapū o Ōtaki and Ngāti Toa Rangatira – Councillors resolved not to establish a Māori ward for electoral purposes. The option was not seen by the Councils' iwi partners as the most effective means of strengthening their existing partnership with the Council. In May 2021, following further consultation with iwi partners, this decision was reconfirmed ahead of the 2022 local body elections.

The Council and its iwi partners will continue discussions about a Māori ward over the next triennium. Consideration of this issue is one of two preliminary decisions leading into a formal review of representation arrangements, as required by the LEA (the other decision is about the choice of electoral system).

At the beginning of the 2022-2025 triennium, the Council confirmed a role for mana whenua within its governance structure including positions for mana whenua with voting rights on the Strategy, Operations and Finance Committee and its two subcommittees, as well the ability to participate at Council, but not vote. This was reflective of the Council's established partnership with iwi through the Memorandum of Partnership in place since 1994. This decision was made in accordance with Clause 31, Schedule 7 of the LEA which allows the Council to appoint non- elected members to a committee if the person has the skills, attributes or knowledge to assist the work of the committee.

## **Review of Representation Arrangements**

The Council is the voice of local people, representing and balancing a range of interests. The Council is required to review its representation arrangements at least once every six years. The Council must follow the procedure set out in the LEA when conducting this review and should also follow guidelines published by the Local Government Commission. This review involves consultation with the community to determine:

- the electoral system used to elect representatives
- if Councillors should be elected district-wide or by wards
- the number of wards

- if there should be separate Māori wards
- if there should be community boards and, if so, how many.

The Act gives the public the right to make a written submission to the Council on any proposed representation reviews and the right to be heard in support of their submission, if they so wish. The Council considers all submissions and may change its proposals as a result. If a person who made a submission is not satisfied with the Council's amended proposal, they can appeal or object the decision, which is then referred to the Local Government Commission. The Commission must make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in Part 1A Sections 19A-19ZI of the LEA.

The Council conducted a review of its representation arrangements in 2021, ahead of the 2022 local authority elections. The next representation review must at the latest be carried out in 2027, in time for the 2028 elections.

## 9. Our meeting processes

### When does the Council meet?

The legal requirements for Council meetings are set down in the LGA and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

For an ordinary meeting of the Council, at least five days' notice of the time and place of the meeting must be given. In most circumstances, the upcoming month's meetings are publicly notified before the start of the month. Extraordinary meetings can generally be called with three working days' notice or 24 hours' notice in some circumstances.

Meetings are advertised in the local news media, social media and via the Council's website.

### Who can attend?

All Council and Committee meetings are open to the public, unless there is reason to exclude the public. The LGOIMA contains a list of the circumstances where Councils may consider items in a 'public excluded' setting. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order.

Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made (by contacting Democracy Services).

### Agendas

Meeting agendas are public documents, although parts may be withheld if public excluded circumstances apply. Agendas set out what will be discussed at a meeting and include information and any associated reports listed on the meeting agenda. Agendas will be made available to the public two days before each meeting on our website

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

### Standing orders

During Council, Committee/Subcommittee and Community Boards meetings, all participants must follow Standing Orders (a set of procedures for conducting meetings) unless Standing Orders are suspended by a vote of 75 percent (or more) of the members present.

The Council adopted a revised set of Standing Orders at a meeting on 24 November 2022. This version is largely based on the version developed for the local government sector by Ko Tātou Local Government New Zealand. Standing Orders are available on the Council's website.

The Mayor or Committee Chair is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with Standing Orders.

### **Minutes**

Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the LGOIMA. Meeting minutes are available to the public as soon as possible after the meeting on our website [www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)



## 10. Māori partnerships

In recognition of the Crown's responsibility under the Treaty of Waitangi, the Council has obligations towards mana whenua and Māori broadly to take account of the Treaty of Waitangi under a number of statutes, such as the LGA (requiring opportunities for Māori to contribute to the Council's decision-making processes), Resource Management Act 1991, Reserves Act 1977 and Conservation Act 1987. This includes principles and requirements for the Council to facilitate Māori participation in all decision-making processes as well as appropriate consultation with Māori on different issues (refer Section 4, Parts 2 and 6 of the LGA).

The Council's Long-term Plan 2021 – 41 commits to an enduring relationship between mana whenua and kaunihera (Council) at the heart of our activities for the community and the wider relationships that surround us.

In observing the functions and duties as prescribed in legislation, the Council has established a range of governance and participation mechanisms that enable the Council to meet its obligations and responsibilities under the Treaty of Waitangi to local iwi and the wider Māori community.

### **Iwi Partnerships and Co-Governance**

We have one of the longest standing partnerships, by way of a Memorandum of Partnerships, with our three iwi (Te Ātiawa ki Whakarongotai, Ngāti Raukawa and Ngāti Toa Rangatira), which has been in place since 1994. We have been working to refresh our partnership arrangements so they are fit for the future. This includes capacity funding, as well as a wider participation on our governance arrangements. To encourage sharing at a formal level, Te Whakaminenga o Kāpiti meet on a regular basis (usually six weekly), to discuss issues of mutual importance, indicate areas of concern and revise procedures, as necessary.

Guided by the advice of mana whenua, the Council decided in 2021 not to create a Māori ward as part of the representation review. Mana whenua expressed their preference that we work on other mechanisms first, however, this decision is likely to be revisited this triennium. The Council voted in June 2022 to appoint mana whenua representatives to the Strategy and Operations Committee and a number of its other committees, and the current Council has decided to continue with these representation arrangements this triennium. For the 2022 – 2025 triennium, the Council has voted to appoint mana whenua representatives to its Strategy, Operations and Finance Committee and a number of its committees and subcommittees to enhance the role of iwi in its decision-making

structures. Many of our cornerstone projects, such as our river recharge project, have benefitted from the contribution of iwi as partners in governance and project groups.

### **Review of Te Whakaminenga o Kāpiti**

In 2017, Te Ātiawa ki Whakarongotai Charitable Trust commenced a review of its partnership with Kāpiti Coast District Council and, in 2019, withdrew from Te Whakaminenga o Kāpiti. Council has continued to work with Te Ātiawa ki Whakarongotai Charitable Trust to strengthen the partnership and respond to the findings of their review that were presented to the Council in October 2020. In January 2023, Te Ātiawa ki Whakarongotai signalled their return to Te Whakaminenga o Kāpiti.

## 11. Engagement with operational management

A key to the efficient running of any council is that there is a clear division between the role of Elected Members and that of management. Your elected council are the governors of the city, whereas administration is the job of the Chief Executive and their team.

The LGA requires the Council to employ a Chief Executive who is solely responsible to the elected members for the management of the Council's affairs and for all policy advice to elected members.

Reporting to the Chief Executive are six Group Managers. The Group Managers are responsible to the Chief Executive for the successful management of the activities and delivery of strategic priorities.

The Chief Executive has some specific responsibilities under the LGA. They are responsible to the local authority for:

- implementing the decisions of the local authority
- providing advice to members of the local authority and to its community boards
- ensuring that all responsibilities, duties and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an Act, regulation or bylaw, are properly performed or exercised
- ensuring the effective and efficient management of the activities of the local authority
- facilitating and fostering representative and substantial elector participation in elections and polls
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority
- providing leadership for the staff of the local authority
- employing, on behalf of the local authority, the staff of the local authority
- negotiating the terms of employment of the staff of the local authority.

## Kāpiti Coast District Council Organisational Structure



## 12. Consultation and engagement with the community

The Council provides a range of opportunities for the community to participate in the decision-making process, including:

- Long-term Plan (three-yearly)
- Annual Plan (where substantial changes to the Long-term Plan are proposed)
- Representation Review
- District Plan Review
- Policy or Bylaw Reviews.

The Significance and Engagement Policy describes how the Council puts community participation into action as part of the decision-making process and sets out:

- how and when communities can expect to be engaged in decisions about different issues, assets or other matters depending on the level of significance
- the assets considered by the Council to be strategic assets
- when Council will use, or considers it appropriate to use, the special consultative procedure set out in Section 83 of the LGA.

When engaging with the community, the Council is committed to:

- encouraging contributions from people who may be affected by, or interested in, an issue, proposal or decision
- provide relevant, timely and balanced information so people can contribute in a meaningful way
- provide appropriate ways for people to have their say
- after a decision is made, inform the community what the Council decision is and the reasons for that decision.

Have your say at [www.haveyoursay.kapiticoast.govt.nz](http://www.haveyoursay.kapiticoast.govt.nz)

## 13. Strategies, planning and policy documents

Council strategies, planning and policy documents are developed through consultation with the community, iwi and key stakeholders, and then approved by the Council. Documents are periodically reviewed as and when appropriate; for example, when required by legislation, or in accordance with a timeframe within the document itself, or in response to a specific request from the Council.

You can read all of Council's strategies, plans and policies at [www.kapiticoast.govt.nz/documents](http://www.kapiticoast.govt.nz/documents)

### Long-Term Plan

The Council develops a Long-term Plan (LTP) every three years which sets the long-term direction for the Council and the district. It provides a forecast of the activities that are expected to be delivered in the next three years and projections for those in following years.

The plan provides the basis for the Council's work and is subject to consultation. It details the outcomes that the Council's activities contribute to, the associated cost of providing those and the indicators that will be used to measure the Council's performance. The LTP, a plan for growth and resilience, was adopted by the Council on 24 June 2021. The next LTP will be adopted for the financial year beginning 2023/24.

Read the current LTP on the Council's website [www.kapiticoast.govt.nz/documents](http://www.kapiticoast.govt.nz/documents)

### Annual Plan and Annual Report

The Council produces the Annual Plan in years two and three of the LTP. The Annual Plan confirms what activities will take place in the particular year, the expected cost and how they will be funded.

The Annual Report presents an account of the Council's performance over the financial year from 1 July to 30 June. It outlines what the Council committed to during the year and how it delivered on those activities, providing accountability to ratepayers.

Read the current Annual Plan and Annual Report on the Council's website [www.kapiticoast.govt.nz/documents](http://www.kapiticoast.govt.nz/documents)



## **District Plan**

The District Plan is the primary document used to manage land use and development within the district. The Council is required to review the plan in full every 10 years, although it is updated through regular plan changes.

The plan, a legal requirement under the Resource Management Act 1991, outlines the controls for land use and subdivision in our district, and specifies our desired environmental outcomes. It must give effect to national policy statements, national environmental standards and regional policy statements. It is also guided by Council policies, including the Council's growth strategy, Te tupu pai – Growing well, which outlines our vision and framework for diverse, high-quality development over the next 30 years.

The District Plan became operative on 30 June 2021.

Read more about the District Plan at [www.kapiticoast.govt.nz/district-plan](http://www.kapiticoast.govt.nz/district-plan)

## **Equal Employment Opportunities Policy**

The Kāpiti Coast District Council is committed to equal opportunity in the recruitment, employment, training and promotion of its employees. The Council aims to make sure that all work opportunities at the Council are provided fairly.

The Equal Employment Opportunities Policy was first adopted on 30 October 2004 and reviewed and updated in accordance with the corporate policy review cycle.

## **Revenue and Financing Policy**

This policy describes how the Council's spending – operating and capital – is funded (where the money comes from). For example, most of our capital expenditure (CAPEX), such as work on our stormwater network, is partly funded by borrowing. Operating expenditure (OPEX), for services such as our parks and libraries, is largely funded from rates income.

This policy also looks at who benefits from an activity and therefore who should contribute to paying for it. For example, does the whole community benefit – such as from supply of drinking water – or is it a single user such as a homeowner applying for a building consent. It is reviewed every three years as part of the LTP process in accordance with the LGA.

## **Significance and Engagement Policy**

Council is committed to engaging with our communities, and increasing community participation in our work. Our Significance and Engagement Policy sets out how and when our communities can expect to be engaged in decisions about different issues, assets, or other matters, depending on their level of significance. It also helps ensure elected members are informed at the beginning of a decision-making process about the extent of any public engagement that is required and expected before a particular decision is made.

Through the LGA minor changes were approved to make the policy more accessible and better reflect and clarify our engagement framework. Our engagement framework is based on the International Association for Public Participation (IAP2) model, which is considered best practice in New Zealand and overseas. The policy will next be reviewed in 2023 as part of the LTP process.

## **Treasury Management Policy**

This policy provides a framework for all of the Council's treasury management activities, and defines key responsibilities and operating parameters in which treasury activity is to be carried out.

## **Development Contributions Policy**

The Development Contributions Policy provides the Council with a means of recovering the costs of specific growth infrastructure that is required for new development, where the development results in an increase in demand on the district's infrastructure. Development contributions are a key component of the Council's strategy for funding growth-related capital work.

Changes to the Development Contributions Policy and associated fee schedule were approved by the Council as part of the 2021-41 LTP. The policy and fee schedule will be revised as part of the next LTP.

## 14. Official information requests

Under the LGOIMA any person may request information from the Council. Individuals can also request their own personal information under the Privacy Act 1993.

LGOIMA covers requests that are made about or around another person, issue or event. Key purposes of LGOIMA are to progressively increase the availability of information and to promote accountability and transparency.

The Privacy Act allows individuals to request access to information the Council holds regarding that individual and to request corrections to personal information.

When making a request, it is not necessary to state that a request is being made under LGOIMA or the Privacy Act. However, a request should be as specific as possible about the information that is being sought. Requests can be made verbally, however, it is preferable, to ensure accuracy, that requests are made in writing. Assistance will be given to requesters, when required, to aid in the process.

### **Email**

[informationrequest@kapiticoastgovt.nz](mailto:informationrequest@kapiticoastgovt.nz)

### **Phone**

(04) 296 4700

### **Postal Address**

Postal: 175 Rimu Road, Private Bag 60601 Paraparaumu 5254

LGOIMA specifies timelines for providing a response, time restrictions for transferring requests to another agency, and timelines for deciding whether to grant the request. A response will be given as soon as practicable and no later than 20 working days, unless an extension is required.

Once a request is made, the Council must supply the information unless a good reason for withholding exists under the acts and the information is not outweighed by the public interest test under LGOIMA.

LGOIMA sets out the reasons for withholding information. These include, that if releasing the information would:

- prejudice maintenance of the law
- endanger the safety of any person
- compromise the privacy of any person

- disclose confidential or commercial information that may prejudice a third party
- cause offence to tikanga Māori or would disclose the location of waahi tapu
- prejudice public health or safety
- compromise legal professional privilege
- disadvantage the local authority while carrying out negotiations or commercial activities
- allow information to be used for improper gain or advantage.

LGOIMA also sets out the reasons for requests to be refused, which include:

- the information will soon be publicly available
- the information does not exist or cannot be found
- the information cannot be made available without substantial collation or research.

Where a request is refused or information is withheld, Council must give its reasons and advise the person making the request that there is a right to have the decision reviewed by an Ombudsman.

The Council is entitled to charge for official information requests. The requester will be notified if a charge is to be applied and given the option to refine the request if possible. The Council will not proceed with collating the information until the requester has confirmed in writing that the charges are accepted. Charges are set in the LTP and are amended if required through the Annual Plan process. Official information requests pertaining to personal information incur no charges

More information about requests for official information is available on our website.

## 15. Legislation

In addition to the legislation that applies to all local authorities, the Kāpiti Coast District Council is bound by some local legislation (acts that apply specifically to it).

### Bylaws

Under Part 8 of the LGA, Councils can create and apply bylaws in their areas to address and manage a range of matters. Council must review its bylaws no later than five years after the date on which the bylaw was made, and then no later than ten years after it was last reviewed. The bylaws currently in force are:

Title	Description	Adopted
Beach Bylaw 2021	Manages human activities on the beach and protects the beach environment.	25 March 2021
Cemeteries Bylaw 2016	Enables the Council to control and set standards for the operation of cemeteries within the Kāpiti Coast District under the Council's ownership or control.	29 September 2016
Control of Alcohol in Public Places 2018	Enhances the safety of the public by providing alcohol-free zones in public places to reduce the incidence of alcohol-related harm.	6 December 2018
Dog Control Bylaw 2019	Promotes better care and control of dogs.	14 March 2019
Keeping of Animals, Bees and Poultry Bylaw 2021	Manages the keeping of animals, poultry and bees throughout the Kāpiti Coast District to make sure they do not create a nuisance or become a threat to public health and safety.	30 September 2021
Public Places Bylaw 2017	Maintain standards of public health and safety, protects the public from nuisance, minimises potential for offensive behaviour and manages various types of land under the Council's control.	29 June 2017
Solid Waste Management and Minimisation Bylaw 2021	To monitor and regulate the collections, transportation, disposal and management of waste, and to encourage the reduction of waste (both in the generation and disposal of waste). It also provides for the promotion of Council's waste minimisation and waste reduction.	10 December 2020
Trade Waste Bylaw 2019	Regulates the discharge of trade waste to a sewage system operated by the Council.	24 January 2019
Transport Bylaw 2022	Sets the requirements for parking and control of vehicular or other traffic on any road, public car park, reserve or any other public place owned or controlled by the Council.	24 February 2022
Water Supply Bylaw 2013	Ensures safe and sufficient potable water supplies are delivered throughout the Kāpiti Coast District.	29 August 2013