

MINUTES	MEETING	TIME
<b>KĀPITI COAST DISTRICT COUNCIL</b>	<b>THURSDAY 25 JUNE, 2015</b>	<b>10.05 AM</b>

Minutes of an additional meeting of the Kapiti Coast District Council on Thursday 25 June 2015, commencing at 10.05am in Council Chambers, Ground Floor, Kapiti Coast District Council, 175 Rimu Road, Paraparaumu.

**PRESENT**

Mayor	R	Church	Chair
Cr	D	Ammundsen	
Cr	M	Bell	
Cr	M	Cardiff	
Cr	J	Elliott	
Cr	K	Gurunathan	
Cr	P	Gaylor	
Cr	J	Holborow	
Cr	D	Scott	
Cr	M	Scott	
Cr	G	Welsh	

**ATTENDING**

Mr	J	Cootes	(Chair, Ōtaki Community Board)
Mr	E	Gregory	(Chair, Waikanae Community Board)
Ms	F	Vining	(Chair, Paraparaumu-Raumatī Community Board)
Mr	P	Edwards	(Chair, Paekākāriki Community Board)
Mr	P	Dougherty	(Chief Executive)
Ms	S	Foss	(Acting Group Manager, Community Services)
Mr	S	McArthur	(Group Manager, Strategy & Planning)
Mr	S	Mallon	(Group Manager, Infrastructure Services)
Mr	W	Maxwell	(Group Manager, Corporate Services)
Mr	K	Currie	(Group Manager, Regulatory Services)
Mr	K	Black	(Manager, Corporate Planning and Reporting)
Mr	M	de Haast	(Financial Controller)
Mr	B	Waterhouse	(Rates Manager)
Ms	V	Starbuck-Maffey	(Democracy Services Manager - Minute-Taker)

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

KCDC 15/06/390

**APOLOGIES**

**MOVED (Gaylor/M Scott)**

**That apologies be accepted from James Cootes for lateness.**

**CARRIED**

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## **DECLARATIONS OF INTEREST**

There were none.

KCDC 15/06/391

### **PUBLIC SPEAKING TIME (FOR ITEMS RELATING TO THE AGENDA)**

Trevor Daniell spoke about three issues in the Long Term Plan (LTP): (1) had the hardship scheme been reviewed in 2015 as stated, and if it had what were the changes? (2) the document had not signalled the increase in water rates; (3) he was disappointed that the economic development Key Performance Indicators (KPIs) were stated as achieved.

*James Cootes arrived at 10.10am.*

KCDC 15/06/392

### **MEMBERS' BUSINESS**

#### (a) Responses to Public Speaking Time

To Trevor Daniell – re (1) a full formal review had not been undertaken yet but it will be. It was clarified that there were about 10 applications under the hardship scheme and the intent was to fully expend that fund; (2) Council had said repeatedly that until it fully understood water usage, changes could not be forecast. Full recovery of costs for water was included in the LTP over time and the variable water rate is going to increase by 4.2% which is the same as the overall rates increase; (3) KPIs related to the achievement of the implementation plan being put in place to deliver the Economic Development Strategy. This was considered to be appropriate.

#### (b) Leave of Absence

#### **MOVED (Mayor/Welsh)**

**That leave of absence is granted to**

- Cr Cardiff for the period 7 August – 28 September 2015
- Cr M Scott for the period 25 September – 5 October 2015

#### **CARRIED**

#### (c) Matters of an Urgent Nature – there were none.

KCDC 15/06/393

### **FUTURE KĀPITI : ADOPTION OF LONG TERM PLAN 2015-35 (SP-15-1603)**

The following officers introduced the report and answered questions: Group Manager Strategy and Planning Stephen McArthur, Manager Corporate Planning and Reporting Kevin Black and Financial Controller Mark de Haast.

- The process for obtaining the audit opinion was clarified; auditors had provided verbal clearance but would provide their written opinion once Council had adopted the Plan today.

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- The setting of rates was a separate and consequent decision, but the adoption of the Plan set the scene for this to happen.
- There was concern expressed about the recent adverse public response in the media to the increase in water rates. The charging of GST on water rates was also queried, but it was clarified this was a requirement under the Rating Act.
- A number of replacement pages (133, 162 and 163) were tabled and the minor corrections were explained.
- It was noted the Charging Regime Advisory Group (CRAG) would be reconvened this calendar year.
- One Councillor disagreed, and suggested that Elected Members should be doing any analysis work themselves not convening an external group to do this, as CRAG's independence and transparency were questionable. It was clarified that Council would appoint members. CRAG would make recommendations to Council with Council making any final decisions. It was thought more appropriate to engage the group again given their previous work on the water meter issue.
- People from a wide range of groups had been appointed to the original CRAG and the group had worked very hard and provided a successful model for engagement that Council had drawn on since, a number of times.
- The Councillor did not agree and believed that she had been vilified for her role and work on the water meter issue and, in view of the increases now proposed the Chief Executive should resign. The Mayor apologised for this on behalf of other Councillors. The Chief Executive did not wish to respond.
- Council acknowledged the work of the LTP Reference Group which had provided very useful feedback. It also thanked the submitters for their involvement.
- There were some minor reservations about one or two of the items included in the Plan (social housing, Mahara Place development, and the Te Atiawa Courts) but overall the majority of Councillors were happy with the Plan and the Mayor thanked staff for all their hard work.

**MOVED (Mayor/Welsh)**

**That Council approves two corrections made to the User Fees and Charges as outlined in paragraph 16 of report SP-15-1603.**

**That Council notes that there was no significant feedback from the community on the content of the Council's Significance and Engagement policy, and that this policy was previously adopted by Council and therefore does not need to be readopted.**

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**MOVED (Mayor/Welsh)**

**That Council approves the Financial Strategy as included in the appendix to report SP-15-1603.**

**That Council approves the Infrastructure Strategy as included in the appendix to report SP-15-1603.**

**That Council approves the Development Contributions Policy as included in the appendix to report SP-15-1603.**

**That Council notes the financial considerations associated with report SP-15-1603, including the recommended rates increase of 4.2% for 2015/16 and an average increase of 3.3% over the 20 years of the Long Term plan.**

**CARRIED**

Cr Elliott voted against the motion.

**MOVED (Cardiff/Ammundsen)**

**That Council reconfirms that the Charging Regime Advisory Group (CRAG) will be reconvened in the 2015/16 year to review the water charging policy.**

**CARRIED**

Cr Elliott voted against the motion.

**MOVED (Mayor/Welsh)**

**That Council adopts the Long Term Plan 2015-35 (amended) as attached in the appendix to report SP-15-1603 and acknowledges the work of the Chief Executive and staff in preparing the Long Term Plan.**

**CARRIED**

Cr Elliott voted against the motion.

**MOVED (Mayor/M Scott)**

**That the Council delegates to the Mayor, Chair of Corporate Business Committee and Chief Executive the authority to approve minor editorial changes to the material contained in the appendix to SP-15-1603 prior to publication.**

**CARRIED**

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KCDC 15/06/394

**SETTING OF RATES FOR 2015-16 YEAR (CORP-15-1602)**

Financial Controller Mark de Haast spoke to the report, explaining that the decision today would allow Council to levy rates on the community.

A question was answered on the non-binding ruling relating to water conservation devices; the ruling was being considered by the Office of the Chief Tax Counsel, and it was hoped to get a decision in the next three months. Rates Manager Brent Waterhouse explained why the water supply fixed charge was cheaper for 'large scale'.

**MOVED (M Scott/Bell)**

**That Council set the following rates under Section 23 of the Local Government (Rating) Act 2002, on rating units in the Kapiti Coast District (District) for the financial year commencing on 1 July 2015 and ending 30 June 2016.**

**(1) Districtwide General Rate**

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

- **A rate of 0.49393 cents in the dollar (GST inclusive) 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 0.18769 cents in the dollar (GST inclusive) 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 0.10867 cents in the dollar (GST inclusive) 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 or where a combination of two or more rating units have a total area of 50 hectares or greater and form part of one farming operation owned by the same ratepayer.**
- **A rate of 0.34575 cents in the dollar (GST inclusive) 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.**

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**(2) 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 rating units (excluding motels, camping grounds, hotels, hostels and lodges, licensed hotels and taverns) - \$504.50 (GST inclusive) per separately used or inhabited part of a rating unit.
- Motels/Camping Grounds - \$151.35 (GST inclusive) per separately used or inhabited part of a rating unit.
- Hotels/Hostels and Lodges, Licensed Hotels and Taverns - \$1,009 (GST inclusive) per separately used or inhabited part of a rating unit.

**(3) Districtwide Roding Rate**

A Districtwide targeted rate for roading, 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 rating units (excluding Motels, Camping grounds, Hotels, Hostels and Lodges, Licensed Hotels and Taverns) - \$190 (GST inclusive) per separately used or inhabited part of a rating unit.
- Motels/Camping Grounds - \$57 (GST inclusive) per separately used or inhabited part of a rating unit.
- Hotels/Hostels and Lodges, Licensed Hotels and Taverns - \$380 (GST inclusive) per separately used or inhabited part of a rating unit.

**(4) Districtwide Roding Land Value Rate**

A Districtwide targeted rate for roading, set under section 16(3)(a) and 16(4)(a) of the Local Government (Rating) Act 2002, of:

- A rate of 0.01753 cents in the dollar (GST inclusive) of land value on all rateable rating units situated in the District.

**(5) Districtwide Stormwater Rate**

A 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 as follows:

- A rate of 0.03462 cents in the dollar (GST inclusive) of capital value on all rating units in the District's drainage areas as per the Council's drainage rating area maps.

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

A differential targeted rate set under section 16 of the Local Government (Rating) Act 2002 for each rating unit connected to or capable of being connected to the District's water supply. The annual fixed rate will be charged at a daily rate.

- General means per separately used or inhabited part of a rating unit connected to the District's water supply (excluding large and medium

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- scale rating units, Motels/Hotels/Hostels/Lodges/Camping Grounds/ Licensed Hotels and Taverns) - \$190 (GST inclusive) per SUIP;
- Large Scale means per rating unit or separately used or inhabited part of a rating unit connected to the District's water supply where there are 20 or more units whose water is collectively supplied through one or more water meters and individual check meters have not been installed - \$152 (GST inclusive) per SUIP;
- Medium Scale means per rating unit or separately used or inhabited part of a rating unit connected to the District's water supply where there are 10 or more, but less than 20 units, whose water is collectively supplied through one or more water meters and individual check meters have not been installed - \$171 (GST inclusive) per SUIP;
- Motels/Hotels/Hostels/Lodges/Camping Grounds/Licensed Hotels and Taverns means per separately used or inhabited part of a rating unit connected to the District's water supply and used principally or exclusively as motels, hotels, hostels, lodges, camping grounds, licensed hotels or taverns - \$380 (GST inclusive) per SUIP;
- Serviceable means per rating unit not connected to the District's water supply, but within 100 metres of a water main and capable of being connected \$190 (GST inclusive) per rating unit.

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

A 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 - \$0.99 (GST inclusive) per cubic metre.

**(8) 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 \$336 (GST inclusive) per unit of water supplied to all rating units connected to Hautere/Te Horo Water Supply (annual provision of 1 unit = 1 cubic metre per day).

**(9) Districtwide Wastewater Disposal Rate**

A differential targeted rate for wastewater disposal, set under section 16(3)(b) and 16(4)(b) on rating units in the Waikanae, Paraparaumu, Paekākāriki/ Raumati (excluding the Paekākāriki Community) and Ōtaki Wards.

Connected – A rating unit used primarily as a residence for one household shall not be treated as having more than one water closet or urinal.

- General means all rating units connected to the Paraparaumu/ Raumati/Waikanae or Ōtaki Wastewater Treatment Plants characterised by one water closet or urinal other than rating units in the "Community" or "Educational" or "Recreational" or "Large Scale Commercial/

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Residential” categories - \$366 (GST inclusive) for each rating unit connected to the sewerage system

- Community means rating units connected to the sewerage system used principally or exclusively as places of religious worship and instruction, marae, hospital and welfare homes, community health services and charitable institutions that provide maintenance or relief - \$183 (GST inclusive) for each water closet or urinal connected to the sewerage system
- Educational means rating units connected to the sewerage system used principally by schools (with the exception of school houses), colleges, polytechnics, children’s health camps and early childhood centres - \$164.70 (GST inclusive) for each water closet or urinal connected to the sewerage system
- Recreational means rating units connected to the sewerage system used principally or exclusively by recreational, sporting, other community organisations and Council community properties - \$91.50 (GST inclusive) for each water closet or urinal connected to the sewerage system
- Large Scale Commercial/Residential means rating units connected to the sewerage system used for large scale commercial or residential purposes as characterised by more than one water closet or urinal and residential rating units connected to the sewerage system with more than one separately used or inhabited part - \$183 (GST inclusive) for each water closet or urinal connected to the sewerage system
- Serviceable means rating units not connected to the sewerage system but within 30 metres of a sewer main and capable of being connected - \$183 (GST inclusive) per rating unit not connected to the sewerage system but within 30 metres of a sewer main and capable of being connected

#### CARRIED

Cr Elliott voted against the motion.

#### MOVED (M Scott/Mayor)

##### (10) 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 0.00193 cents in the dollar (GST inclusive) of capital value on all rating units in the Paraparaumu and Paekākāriki/Raumati urban and rural rating areas as per the Council’s rating area maps.

##### (11) 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:

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- A rate of 0.00439 cents in the dollar (GST inclusive) of capital value on all rating units in the Waikanae urban and rural rating areas as per the Council's rating area maps.

**(12) 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 0.01698 cents in the dollar (GST inclusive) of capital value on all rating units in the Ōtaki urban and rural rating areas as per the Council's rating area maps.

**(13) 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 0.02038 cents in the dollar (GST inclusive) of capital value on all rating units in the Paekākāriki urban and rural rating areas as per the Council's rating area maps.

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

A targeted rate on those rating units that have received an interest free loan 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.

**CARRIED**

Cr Elliott voted against the motion.

**MOVED (Cardiff/Mayor)**

That all property rates (including Hautere/Te Horo Water Supply Rate) be payable in four instalments due on:

<u>Instalment</u>	<u>Due Dates</u>	<u>Penalty Dates</u>
Instalment One	4 September 2015	5 September 2015
Instalment Two	4 December 2015	5 December 2015
Instalment Three	4 March 2016	5 March 2016
Instalment Four	7 June 2016	8 June 2016

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

That water rates (excluding Hautere/Te Horo Water Supply Rate) be invoiced separately on a quarterly basis dependent on when the water meters are read. An indicative schedule of water meter reading dates for the 2015/16 financial year will be available on the Council's website from 1 July 2015 and is subject

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to change. The payment due date and the date on which a penalty will be applied to any portion of outstanding current charges will be specified on the invoice.

That 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 2015 and which remains unpaid after the due dates above, to be added on the penalty dates above.
- A charge of ten per cent (10%) on so much of any property rates assessed before 1 July 2015 which remain unpaid on 8 July 2015.
- A charge of ten per cent (10%) on any current portion of a water rates invoice assessed after 1 July 2015 which remain unpaid after the due date specified on the invoice, to be added 20 working days after the due date.

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

- Paraparaumu, Civic Building, 175 Rimu Road, Paraparaumu
- Waikanae Service Centre, Waikanae Library, Mahara Place, Waikanae
- Ōtaki Service Centre, Ōtaki Library, Main Street, Ōtaki
- New Zealand Post, nationwide
- Westpac Bank, nationwide (excluding water supply rates)
- Paekākāriki Agency, Paekākāriki Fruit & Vegetable Shop, Beach Road, Paekākāriki
- Greater Wellington Regional Council, 2 Fryatt Quay, Pipitea, Wellington
- Greater Wellington Regional Council, 34 Chapel Street, Masterton

Alternatively payment of the due 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 the motion

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KCDC 15/06/395

**ELECTED MEMBER EXPENSE RULES POLICY 2015-2016 (CORP-15-1604)**

Democracy Services Manager Vyvien Starbuck-Maffey spoke to the report explaining that the 2014/15 Policy would expire on 30 June 2015. No changes were being proposed. It was agreed to amend item 8 to clarify that the communications allowance did not apply to Community Board Chairs. Once adopted the Policy would be forwarded to the Remuneration Authority for their consideration.

**MOVED (Bell/Welsh)**

**That Council adopts the Elected Member Expenses and Allowances Policy 2015-2016 (amended) as at Appendix 1 of report Corp-15-1604.**

**CARRIED**

KCDC 15/06/396

**REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND  
COMMUNITY BOARDS (CORP-15-1555)**

From the Regulatory Management Committee

**MOVED (Ammundsen/Gurunathan)**

**That the Council continue to lobby central government to ban the sale of psychoactive substances.**

**CARRIED**

From the Waikanae Community Board

**MOVED (M Scott/Holborow)**

**That Council notes the Waikanae Community Board's Strategic Plan.**

**CARRIED**

**MOVED (M Scott/Holborow)**

**That Council receives Report Corp-15-1555.**

**CARRIED**

KCDC 15/06/397

**PUBLIC SPEAKING TIME (COVERING OTHER ITEMS NOT ON THE AGENDA)**

There were no other public speakers.

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*The Council went into public excluded session at 11.10am.*

KCDC 15/06/398

**RESOLUTION TO GO INTO PUBLIC EXCLUDED**

**MOVED (Mayor/Ammundsen)**

	<p><b>PUBLIC EXCLUDED RESOLUTION</b></p> <p>That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public (with the exception of the Community Board Chairs) now be excluded from the meeting for the reasons given below, while the following matters are considered:</p> <ul style="list-style-type: none"> <li>• Appointment of an Independent Member to the Audit and Risk Subcommittee (Corp-15-1582)</li> </ul> <p>The general subject of each matter to be considered, while the public are 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:</p>	
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<p><b>Appointment of an Independent Member to the Audit and Risk Subcommittee (Corp-15-1582)</b></p>	<p>Section 7(2)(a) – to protect the privacy of natural persons.</p>	<p>48(1)(a): That the public conduct of the whole or 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.</p>
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**CARRIED**

*The meeting came out of public excluded session at 11.15am and was closed.*

Signed ..... / ..... / 2015  
 Mayor Ross Church, Chair