

MINUTES REGULATORY MANAGEMENT COMMITTEE	MEETING HELD ON THURSDAY 12 MARCH 2015	TIME 2.07PM
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**MINUTES** of a meeting of the **Regulatory Management Committee**, held in the Council Chambers, 175 Rimu Road, Paraparaumu, on Thursday 12 March 2015 commencing at 2:07pm.

**PRESENT:**

Cr	D	Ammundsen	(Chair)
Mr	R	Church	(Mayor)
Cr	M	Bell	
Cr	J	Elliot	(to 3:04pm)
Cr	P	Gaylor	
Cr	K	Gurunathan	(to 3:06pm)
Cr	J	Holborow	
Cr	D	Scott	
Cr	G	Welsh	

**IN ATTENDANCE:**

Mr	J	Best	(Deputy Chair, Paraparaumu-Raumati Community Board)
Mr	C	Pearce	(Member, Ōtaki Community Board)
Ms	T	Evans	(Acting Chief Executive)
Ms	S	Foss	(Acting Group Manager, Regulatory Services)
Mr	S	McArthur	(Group Manager, Strategy & Planning)
Mr	S	Mallon	(Group Manager, Infrastructure Services)
Mr	D	Lew	(Environmental Planning Manager)
Ms	J	Lloyd	(Environmental Health Team Leader)
Ms	K	Dorofaeff	(Principal Policy Planner)
Ms	K	Shieffelbein	(Quality Officer, Regulatory Services)
Mr	N	Fowler	(Environmental Standards Manager)
Ms	R	O'Brien	(Development Control Team Leader)
Mr	T	Power	(Senior Legal Counsel)
Ms	S	Hutcheson	(Senior Policy Advisor)
Mr	B	Johnston	(Transport Safety Coordinator)
Mr	K	Small	(Transpower)
Mr	J	Mason	(Transpower)
Ms	S	Corboy	(Transpower)
Ms	J	Mooar	(Transpower)
Ms	V	Starbuck-Maffey	(Democracy Services Manager)

<b>APOLOGIES</b>	Mr	J	Westbury	(Member, Waikanae Community Board)
	Mr	C	Royal	(Māori Representative)

<b>LEAVE OF ABSENCE</b>	Cr	M	Cardiff
	Cr	M	Scott

The Chair welcomed everyone to the meeting, outlined Public Speaking Time rules and read the Council blessing.

**RMC 12/03/66  
APOLOGIES**

**MOVED (/Bell/Mayor)**

**That apologies be accepted from Mr Caleb Royal and Mr James Westbury; and from Cr Elliott and Cr Gurunathan for early departures.**

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## **CARRIED**

It was noted that Cr Cardiff and Cr M Scott were on leave of absence.

### **RMC 12/03/67**

#### **DECLARATIONS OF INTEREST**

There were none.

The Chair asked Managers within the Regulatory Services team to introduce their new staff to the Regulatory Management Committee.

Nick Fowler, Environmental Standards Manager introduced Graham Watson, Animal Control Officer and Acting Team Leader; Peter Fitz-Gerald, Animal Control Officer; Rob Koha, Animal Control Officer and Debby Edwards, Food and Licensing officer/Technician.

Rita O'Brien, Acting Resource Consents and Compliance Manager introduced Tony Thomas, Resource Consents Team Leader.

Sharon Foss introduced Heather McGregor, temporary Executive Secretary, Regulatory Services Group.

### **RMC 12/03/68**

#### **PRESENTATION: PROPOSED WAIKANAĒ RECONDUCTORING**

Transpower representatives gave a PowerPoint presentation on the work planned to replace the conductors on the high voltage line through the District. The focus of the presentation was primarily where the line traverses Waikanae. Towers that need remedial work would also be addressed.

Presenters were Kevin Small (General Manager Grid Projects), Jon Mason (Projects Manager), Selina Corby (Senior Stakeholder Engagement Advisor), Joanne Mooar (Regulatory Environment Team Leader). The following points emerged during discussion:

- Work is currently underway in a number of sites in Kāpiti. The majority of the work does not require consenting, as Transpower has powers under the National Environmental Standard (NES) for Electricity Transmission Activities to do the work as of right. Transpower is aware of and concerned with work in protected landscapes and archaeological sites, and will be developing a consenting strategy to ensure the Council is aware which aspects of the work will require resource consents and which may be covered by certificates of compliance.
- Examples of the existing conductor and the proposed replacement conductor were circulated to Councillors to show the difference in size, and copies of a booklet on undergrounding issues was also circulated.
- Reconductoring work was part of normal business operations. The work is being driven by maintenance requirements.
- Cr Ammundsen received a list of questions from 'Waikanae Underground' residents and put them to the delegation who provided answers. The questions included:
  - Are there health risks to residents?

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- What is a certificate of compliance (as opposed to limited notification)?
  - What consents will Transpower be seeking from the Council?
  - Is a thermal upgrade resulting from the new conductors?
  - Is the tension of the new conductor increasing?
  - Has Transpower undergrounded any cables where no developer was involved outside of Auckland?
- Reference was made to the Valley Road matter which saw the Court find in favour of the community in respect of work in Valley Road which the community believed was upgrading work, not maintenance. Was the work proposed for Waikanae an upgrade or maintenance?
  - Transpower apologised for the way Valley Road was handled. The current project was seen as predominantly maintenance but reconductoring does increase capacity so in this respect it was an upgrade. The new conductors will be capable of 16% more current being transmitted but there is no planned increase in the voltage. As the asset was coming to the end of its life this work had to be carried out. All notification issues would be worked through.

*Cr Elliott left the meeting at 3.04pm.*

The Chair thanked the presenters.

*Cr Gurunathan left the meeting at 3.06pm.*

Mr Kevin Small, Mr Jon Mason, Ms Selina Corby and Ms Joanne Mooar from Transpower left the meeting.

#### **RMC 12/03/69**

#### **PUBLIC SPEAKING TIME (for items relating to the agenda)**

There were no public speakers wishing to address items on the agenda.

#### **RMC 12/03/70**

#### **MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses – none were required
- (b) Leave of Absence – none was requested.
- (c) Matters of an Urgent Nature - there were none.

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**RMC 12/03/71  
CONFIRMATION OF MINUTES**

An amendment to the attendees of the minutes was requested – Community Board Member Fiona Vining was incorrectly referred to as not attending.

**MOVED (Welsh/Bell)**

**That the amended minutes of the Regulatory Management Committee meeting dated 20 November 2014 are accepted as a true and accurate record of that meeting.**

**CARRIED**

**RMC 12/03/72  
MATTERS UNDER ACTION**

The Matters Under Action update was noted. The following points were raised:

- Bruce Johnston, Transport Safety Coordinator, spoke to his report. Additional events that have occurred since the report were the National Walk to Work day on the 11 March and a visit to Waikanae Montessori Kindergarten teaching basic bicycle safety.
- Sam Hutcheson, Senior Policy Advisor, spoke to the Local Approved Products Policy and Local Alcohol Policy updates and introduced Tim Power, Senior Legal Counsel. Mr Power provided a briefing regarding the risks of bias and predetermination of Council's decision making process on the Local Approved Products Policy (LAPP). It was agreed that a summary of points would be distributed to elected members.
- Nick Fowler, Environmental Standards Manager, provided an update on the operations of the District Licensing Committee.

**RMC 12/03/73  
MATTERS UNDER ACTION – REGULATORY LEGISLATION UPDATE**

The legislative update was noted. The following points were raised:

- Building Amendment Act 2012 – it is expected to be in June 2015 that central government will consult regarding some of the risk based regulations.
- Building (Earthquake prone buildings) Amendment Bill 2013 – The Select Committee process is now due at the end of July. The project is progressing based on the draft.

*Cr M Bell left the meeting at 3.28pm and returned at 3.32pm*

**RMC 12/03/74  
UPDATE 4 ON THE PROPOSED DISTRICT PLAN (SP-15-1505)**

Darryl Lew, Research, Policy and Planning Manager, and Katherine Dorofaeff, Principal Policy Planner, introduced the report, noting:

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- Recent meetings with submitters re flood hazards
- Three meetings with the Rural Issues Group
- Meetings with Coastlands, network utility operators (eg Spark, Chorus), Kapiti Airport and Winstone Aggregates
- An initial meeting with the two independent commissioners
- An internal/external review of some redrafted chapters

The meetings with submitters on major or site specific issues were going well. There was one area to flag: it was intended to have the plan fully redrafted by the end of March and now the timeline would have to be to the end of May, but that did not put the overall timing of the PDP at risk. It was particularly important to reach agreement with the landowners about access to properties to check mapping of ecological and landscape features before proceeding.

**MOVED (Holborow/Bell)**

**That report (SP-15-1505) be received.**

**CARRIED**

*The meeting adjourned at 3.45pm and reconvened at 3.55pm.  
Jonny Best left the meeting.*

**RMC 12/03/75**

**FOOD ACT 2014: PROPOSED REGULATIONS (RS-15-1498)**

Environmental Health Team Leader Julie Lloyd spoke to this report, stating that the Act would pass into law from 1 March 2016. She also corrected an error at paragraph 37 of the report which referred to hospice shops being impacted and that was not correct; they are exempted from the requirements for registration. The following points were raised:

- The Act was another example of how central government impacted on local government resources;
- Councillors were reminded that Council had submitted on the Food Bill in the last triennium; it had taken considerable time for Parliament to enact the Act. Staff explained that this report (RS-15-1498) would form the substance of an associated staff submission on the technicalities of the proposed regulations.
- The process for rolling out the implications of the Act to the community was explained. It was important to get the messaging right. A major concern was the potential impact of the Act on small food stalls or markets and these issues were being worked through.
- Once the Act is in place the Council's Food Safety Bylaw won't be applicable and the Food Safety Policy would also be affected.

**MOVED (Mayor/Ammundsen)**

**The Regulatory Management Committee accepts report RS-15-1498 which informs Committee members in relation to activities surrounding the implementation of the Food Act 2014.**

**CARRIED**

*Colin Pearce left the meeting at 4.10pm.*

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**RMC 12/03/76  
PROPOSED REGULATORY SERVICES QUARTERLY REPORTING TEMPLATE (RS-15-1517)**

Quality Officer Katrina Shieffelbein spoke to this report and gave a PowerPoint presentation to explain the key features of the proposed reporting template. It was a 'dashboard' of what was happening in Regulatory Services. The KPIs are being developed in the Activity Management Plan process, many of which have evolved from previous Key Performance Indicators (KPIs). The first report using the new template would be provided at the end of the first quarter 2015/16. Graphs would be provided to add context and allow Councillors to track trends over time and across KPIs.

**MOVED (D. Scott/Mayor)**

**That the Regulatory Management Committee notes it will receive a quarterly report on the volumes and quality of work undertaken by Regulatory Services with the first report due after 30 September 2015.**

**CARRIED**

**RMC 12/03/76  
PUBLIC SPEAKING TIME (covering other items if required)**

Lynn Sleath and John Baldwin on behalf of Kapiti Cycling Inc (KCI) spoke to a submission (circulated) about the delegated authority to community boards in respect of roading issues, specifically cycle lanes. They had previously spoken to the Waikanae Community Board about installing a cycle lane on Te Moana Road and were concerned that the Board dismissed what KCI saw as an important safety issue. They asked the Committee to review Community Board delegations in the Governance Structure as they believed that Board members were not technical experts when it came to roading matters, yet were expected to make decisions on these issues. The Committee acknowledged the issue and Acting Chief Executive Tamsin Evans said that there would be further discussion on the matters raised.

*The meeting closed at 4.49pm*

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Chairperson

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Date