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| <b>MINUTES</b><br><b>REGULATORY MANAGEMENT</b><br><b>COMMITTEE</b> | <b>MEETING HELD ON</b><br><b>THURSDAY 22 October 2015</b> | <b>TIME</b><br><b>10:00AM</b> |
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**MINUTES** of a meeting of the **Regulatory Management Committee**, held in the Council Chambers, 175 Rimu Road, Paraparaumu, on Thursday 22 October 2015 commencing at 10:00am.

**PRESENT:**

|    |   |            |                        |
|----|---|------------|------------------------|
| Cr | D | Ammundsen  | (Chair)                |
| Cr | J | Holborow   |                        |
| Cr | M | Bell       |                        |
| Cr | K | Gurunathan |                        |
| Cr | P | Gaylor     |                        |
| Cr | M | Cardiff    |                        |
| Cr | M | Scott      |                        |
| Cr | G | Welsh      |                        |
| Mr | C | Royal      | (Māori Representative) |

**IN ATTENDANCE:**

|    |   |              |                                      |
|----|---|--------------|--------------------------------------|
| Mr | P | Edwards      | (Chair, Paekākāriki Community Board) |
| Mr | J | Westbury     | (Waikanae Community Board)           |
| Mr | P | Dougherty    | (Chief Executive)                    |
| Mr | K | Currie       | (Group Manager, Regulatory Services) |
| Ms | K | Dorofaeff    | (Principal Policy Planner)           |
| Ms | C | Stevens      | (Manager, Building Control)          |
| Mr | N | Fowler       | (Manager, Environmental Standards)   |
| Mr | T | Thomas       | (Team Leader, Resource Consents)     |
| Mr | B | Johnston     | (Transport Safety Coordinator)       |
| Ms | K | Shieffelbein | (Quality Officer)                    |
| Ms | S | Haddleton    | (Executive Secretary)                |

**APOLOGIES**

|    |   |         |   |
|----|---|---------|---|
| Mr | R | Church  | (Mayor)   |
| Cr | D | Scott   |   |
| Cr | J | Elliott |   |
| Mr | J | Best    | (Deputy Chair, Paraparaumu-Raumati Community Board) |

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

**RMC 22/10/130**  
**APOLOGIES**

**MOVED (Gaylor/Welsh)**

**That apologies be accepted from the Mayor, Cr David Scott, Cr Jackie Elliot and Jonny Best.**

**CARRIED**

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**RMC 22/10/131**

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

There were none.

**RMC 22/10/132**

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

There were no public speakers

**RMC 22/10/133**

**MEMBERS' BUSINESS**

There was none.

**RMC 22/10/134**

**UPDATE: IANZ (INTERNATIONAL ACCREDITATION NEW ZEALAND) – AUDIT OF THE COUNCIL BUILDING CONSENT AUTHORITY.**

Claire Stevens, Building Control Manager gave a presentation on the results of the recent very satisfactory IANZ Audit.

The Chair congratulated Claire and her team on the success of their audit.

*The meeting adjourned at 10.14am for a morning tea with the Building Control Team and reconvened at 10.37am.*

**RMC 22/10/135**

**OCTOBER 2015 UPDATE ON THE PROPOSED DISTRICT PLAN (SP-15-1725)**

Katherine Dorofaeff, Principal Policy Planner, spoke to this report.

The meetings with submitters focus on the content of their original submission and their feedback on the Submitter Engagement Version of the Proposed District Plan. The general feedback is that the Submitter Engagement Version is an improvement on the Proposed District Plan as notified.

In response to a question, Katherine will provide Cr Cardiff with an earlier report to this committee that gives information about the number of submission points, and the responses recommended by officers to those points.

It was confirmed that with the departure of some key members of the PDP team that all previous documentation and meetings have been recorded and maintained to ensure their availability.

The Chair acknowledged that Katherine will shortly be leaving this district and thanked for her valuable input during her time with Council.

**MOVED (Holborow/Welsh)**

**That the Regulatory Management Committee notes report SP-15-1725.**

**CARRIED**

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**RMC 22/10/136**

**REGULATORY SERVICES CUSTOMER FEEDBACK: ONLINE SURVEY RESULTS (RS-15-1709)**

Katrina Shieffelbein, Quality Officer, spoke to this report and gave a presentation.

The return rate of 12% is considered a starting point and Council is focussing on how to get the response rate up.

A breakdown of responses by area was confirmed as being: Alcohol Licensing 22, Resource Consents 11, Building Consents 29.

The invitation to respond is sent by email shortly after an application has been processed.

Katrina will check whether other Councils carry out a similar survey and whether there is an opportunity to use their results as a benchmark.

**MOVED (Welsh/Holborow)**

**That the Regulatory Management Committee notes the Regulatory Services Customer Feedback Online Results contained in Appendix 1 of RS-15-1709.**

**CARRIED**

**RMC 22/10/137**

**APPLICATION FOR EXEMPTION UNDER SECTION 6 OF THE FENCING OF SWIMMING POOLS ACT 1987 – 33 BEACH HAVEN PLACE, PARAPARAUMU (RS-15-1709)**

Nick Fowler, Environmental Standards Manager spoke to this report.

**MOVED (Welsh/Scott)**

**That the Regulatory Management Committee approve the application for exemption under Section 6 of the Fencing of Swimming Pools Act 1987 and not require a fence to be placed around a portable pool at 33 Beach Haven Place Paraparaumu, subject to the following conditions being complied with:**

- **The pool has a height of 760mm or greater above the ground or deck level and no objects are positioned so as to allow a young child to climb onto the cover; and**
- **The property has suitable barriers in place to prevent a child up to the age of six years gaining access from outside the property, and the lockable spa cover meets the set criteria as stated below:**
  - **the cover is lockable and able to be kept locked when the pool is not being used or supervised;**
  - **the locks cannot be opened or released by a child up to the age of six years;**

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- the cover cannot be lifted more than 100mm above the top of the spa, when locked in place;
- the cover must be made of material that can withstand the weight of at least 60 kgs to ensure that it would withstand the weight of a child up to six years;
- the cover must be constructed of a suitable material and not allow water to pond on top of it;
- the cover and locks must be maintained in a good state of repair; and
- suitable warning stickers/signs be placed on the cover to advise that it must be locked in place when the pool is not being used or supervised.

**CARRIED**

**RMC 22/10/138**

**CONFIRMATION OF MINUTES: 03 SEPTEMBER 2015**

It was requested that the reference to Councillor M Scott, on page 5 of the minutes, be amended to read Councillor D Scott.

**MOVED (Welsh/Gaylor)**

**That the amended minutes of the Regulatory Management Committee meeting dated 03 September 2015 are accepted as a true and accurate record of that meeting.**

**CARRIED**

*James Westbury left the meeting at 11.27am.*

*Cr Welsh left the meeting at 11.27am returned at 11.30am.*

**RMC 22/10/139**

**MATTERS UNDER ACTION**

The Matters Under Action update was noted.

Bruce Johnston, Transport Safety Coordinator gave an update on school travel planning and road safety.

The speed capability of mobility scooters is increasing and Council are looking to run courses with suppliers and occupational therapists to ensure mobility scooters are matched to the user's needs and capabilities.

It was agreed that Bruce Johnston would draft a letter to the Ministry of Transport and NZTA to encourage them to recognise the value in creating some standards to address the issue of increased speed of mobility scooters and electric bicycles.

It was agreed that Bruce would draft a letter of thanks to the team at Kapiti Plunket for their work on the car seat hire programme. The programme is winding up this month.

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Tony Thomas, Team Leader Resource Consents provided an update on Resource Consents.

The application for APN Signs is on hold. Tony Thomas will follow up with the applicant to obtain an update.

*Philip Edwards left the meeting at 11.37am and returned at 11.39am.*

Nick Fowler, Manager Environmental Standards provided an update on the District Licencing Committee and the Food Act transition.

The next meeting for the DLC is scheduled for 13 November 2015 which includes a discussion around the adoption of a Local Alcohol Policy for Kapiti Coast.

**RMC 22/10/140**  
**MATTERS UNDER ACTION – REGULATORY LEGISLATION UPDATE**

The legislative update was noted.

**RMC 22/10/141**  
**PUBLIC SPEAKING TIME (covering other items if required)**

There were no public speakers.

**RMC 22/10/142**  
**MEMBERS’ BUSINESS**

(a) Public Speaking Time Responses (covering other items) – none.

*The meeting closed at 12.03pm.*

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Chairperson

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Date