

<b>MINUTES</b> <b>REGULATORY MANAGEMENT</b> <b>COMMITTEE</b>	<b>MEETING HELD ON</b> <b>THURSDAY 26 NOVEMBER</b> <b>2015</b>	<b>TIME</b> <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 26 November 2015 commencing at 10.00am.

**PRESENT:**

Cr	D	Ammundsen	(Chair)
Cr	J	Holborow	
Mr	R	Church	(Mayor)
Cr	K	Gurunathan	
Cr	P	Gaylor	
Cr	M	Cardiff	
Cr	M	Scott	
Cr	G	Welsh	
Cr	D	Scott	
Mr	C	Royal	(Māori Representative)

**IN ATTENDANCE:**

Mr	J	Best	(Deputy Chair, Paraparaumu-Raumati Community Board)
Mr	P	Dougherty	(Chief Executive)
Mr	K	Currie	(Group Manager, Regulatory Services)
Mr	V	Fallon	(Principal Policy Planner)
Ms	C	Stevens	(Manager, Building Control)
Mr	N	Fowler	(Manager, Environmental Standards)
Ms	R	O'Brien	(Team Leader, Resource Consents)
Mr	B	Johnston	(Transport Safety Coordinator)
Ms	K	Shieffelbein	(Business Analyst)
Ms	S	Rushmere	(Policy Planner)
Ms	R	Thorpe	(Principal Rural Fire Officer)
Mr	S	Hudson	(NZ Fire Service)
Ms	S	Haddleton	(Executive Secretary)

**APOLOGIES**

Cr	J	Elliot	
Cr	M	Bell	
Mr	J	Westbury	(Waikanae Community Board)

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

**RMC 26/11/143**

**APOLOGIES**

**MOVED (Welsh/M. Scott)**

**That apologies be accepted from Cr Murray Bell, Cr Jackie Elliot and James Westbury.**

**CARRIED**

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**RMC 26/11/144**

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

There were none.

**RMC 26/11/145**

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

1. Kathy Thomson spoke to an item relating to item 9 on the agenda. Ms Thomson provided a written report of her speaking notes.
2. Kathy Thomson read a report on behalf of Kerry Bolton relating to item 9 on the agenda.

**RMC 26/11/146**

**MEMBERS' BUSINESS**

Mr Kevin Currie, Group Manager Regulatory Services responded to the public speaking.

There are a number of organisations that we meet with regularly that are not included in the annual report - one of those groups is Helping you Help Animals (HUHA). As requested, the annual Dog Control report will be updated to include HUHA.

**RMC 26/11/147**

**KAPITI COAST DISTRICT COUNCIL FIRE PREVENTION BYLAW (RS-15-1750)**

Nick Fowler, Environmental Standards Manager spoke to this report.

A special consultative procedure is being used for this bylaw to ensure that bylaw reviews are spread out - providing an opportunity for the community to be involved in the consultation process.

The costs of a special consultative process are included in Council budgets and are not a significant increase on standard operating costs.

There are no known issues with the Bill of Rights and recommendation (b) of this report has been updated to reflect this.

The council adopted the bylaw and agreed that it will go out for public consultation. It was requested that Te Whakaminega O Kāpiti (TWOK) is included in consultation and that Ahi Kā - occasions of traditional fire lighting - are considered.

**MOVED (Gaylor/Holborow)**

**That the Regulatory Management Committee:**

- a. **determines that a bylaw is the most appropriate way to address the need for managing the safety and nuisance issues associated with fires;**
- b. **determines, subject to consultation, that the Draft Kapiti Coast District Council 2016 Fire Prevention Bylaw is the most appropriate form of bylaw;**

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- c. **adopts for consultation the Statement of Proposal to adopt the Kapiti Coast District Council 2016 Fire Prevention Bylaw, as attached to Report RS-15-1750; and**
- d. **agrees that the Statement of Proposal to adopt the Kapiti Coast District Council 2016 Fire Prevention Bylaw is made publicly available as part of a special consultative procedure under sections 83 and 86 of the Local Government Act 2002.**

**CARRIED**

**RMC 26/11/148**  
**SUBMISSIONS ON THE BUILDING (POOLS) AMENDMENT BILL AND THE**  
**PROPOSALS FOR NOTICES UNDER THE FOOD ACT 2014 (RS-15-1762)**

Nick Fowler, Environmental Standards Manager spoke to this report.

The tasks that appear to be devolved to local government relate to food complaints – i.e. complaints that involve laboratory testing. Advice, sampling and complaints relating to the labelling of food also appear to be moving to local government.

Customers with English as a second language were also discussed. Council are currently working to accommodate these customers and continue to consider how to best manage them.

Concerns were raised about costs being transferred to local government.

Once Council has further information on the extent of the changes moving to Local Government, they will be in a better position to make comment on their readiness.

Government is proposing that only pools that are identified as a swimming area should be fenced.

The Chair congratulated staff on the standard of the submissions made.

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

**That the Regulatory Management Committee notes and endorses the submission on the Building (Pools) Amendment Bill attached as Appendix One to Report-15-1762.**

**That the Regulatory Management Committee notes and endorses the submission on the Proposals for Notices under the Food Act 2014 attached as Appendix Two to Report-15-1762.**

**CARRIED**

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**RMC 26/11/149**

**ANNUAL REPORT ON DOG CONTROL POLICY AND PRACTICES 2014-15 (RS-15-1739)**

Nick Fowler, Environmental Standards Manager spoke to this report. The Chair congratulated the staff on the excellent work carried out.

- It was agreed that Nick Fowler would provide a breakdown of attacks – highlighting attacks on people in the future.
- The registration fee is 60% covered by dog owners and 40% covered by Council rates.
- In the 2014/15 year \$557,945 was collected in Registration fees and \$37,398 in infringements.
- The increase in the number of dogs classified as menacing is a reflection of the types of breeds that are being chosen by dog owners.
- The number of infringements has increased and reflects a more systematic approach to enforcement, in line with the Council's enforcement policy.

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

**That the Committee receives report RS-15-1739 (Annual Report on Dog Control Policy and Practices 2014-2015).**

**CARRIED**

**RMC 26/11/150**

**NOVEMBER 2015 UPDATE ON THE PROPOSED DISTRICT PLAN (SP-15-1763)**

Vincent Fallon Portfolio Manager introduced Suzanne Rushmere who spoke to the report.

The following points were discussed:

- Following the five meetings that have been held, the documented record of the meeting will be used to shape the section 42a report.
- The section 42a report will be released a month before any hearing to ensure submitters have a chance to understand the recommendations.
- Submissions relating to trees were reduced as a number of issues had already been raised outside of the submission process.
- Some pre-hearing meetings will be replaced with facilitated meetings.

**MOVED (Gaylor/Holborow)**

**That the Regulatory Management Committee notes report SP-15-1763.**

**CARRIED**

*Break at 11.12am reconvened at 11.25am.*

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**RMC 26/11/151**  
**REGULATORY SERVICES QUARTERLY REPORT (RS-15-1761)**

Katrina Shieffelbein, Business Analyst spoke to this report.

The Chair and Councillors congratulated the staff on the results in the report.

**MOVED (Cardiff/Welsh)**

**That the Regulatory Management Committee notes the performance results for the first quarter of the 2015/16 year contained in the Quarterly Report attached as Appendix A to this Report RS-15-1761.**

**CARRIED**

**RMC 26/11/151**  
**CONFIRMATION OF MINUTES: 22 OCTOBER 2015**

It was requested that the reference to Councillor D Scott in the minutes of 3 September 2015 be removed. The minutes of this meeting have been amended.

It was requested that the word "her" be added to page 127 in the minutes of the meeting 22 October 2015.

**MOVED (Gaylor/Welsh)**

**That the amended minutes of the Regulatory Management Committee meeting dated 22 October 2015 are accepted as a true and accurate record of that meeting.**

**CARRIED**

**RMC 26/11/152**  
**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.

A request was made that information on the correct way to use roundabouts be included in an upcoming educational campaign about Pedestrian Crossings.

It was agreed that Bruce would obtain a report from New Zealand Transport Authority (NZTA) on infringements issued by age group.

The new cycle lanes by the bridge in Ōtaki were raised as an area of concern that has also been raised through the Ōtaki Community Board - this is considered a matter of urgency.

The Community Board will meet with representative groups on site and write to NZTA to invite them to this on-site meeting. The Community Board will also raise their concerns with NZTA more formally in writing.

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Mr Sean Mallon will facilitate a letter to NZTA and will initiate more direct contact through existing relationships to raise Councils concerns. A request to reduce speed in this area of Ōtaki will also be included.

Rita O'Brien, Team Leader Development Control provided an update on Resource Consents.

Stand Children's service applied for a certificate of compliance. Through this process it was established that they do not comply with the District Plan and that they require a Resource Consent. Stand have lodged a formal objection to the decision. There is a prospect that this might be resolved through discussion and these discussions have been initiated.

It was requested that "Ryman's Healthcare" remain on the Matters Under Action.

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

The application for PHG Waikanae has been appealed.

There will be a preliminary discussion on the Local Alcohol Policy (LAP) on 10 December 2015. On 17 December, at a meeting of Council, it will be included as part of a prioritisation exercise on Policies.

**RMC 26/11/153**  
**MATTERS UNDER ACTION – REGULATORY LEGISLATION UPDATE**

The legislative update was noted.

**RMC 26/11/154**  
**PUBLIC SPEAKING TIME (covering other items if required)**

There were no public speakers.

**RMC 26/11/155**  
**MEMBERS' BUSINESS**

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

*The meeting closed at 12.10pm.*

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Chairperson

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Date