

MINUTES	MEETING	TIME
<b>KĀPITI COAST DISTRICT COUNCIL</b>	<b>THURSDAY 12 MARCH, 2015</b>	<b>10.00 AM</b>

Minutes of a meeting of the Kapiti Coast District Council on Thursday 12 March 2015, commencing at 10.00 am 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	J	Elliott	
Cr	K	Gurunathan	
Cr	P	Gaylor	
Cr	J	Holborow	
Cr	D	Scott	
Cr	G	Welsh	

**ATTENDING**

Mr	E	Gregory	(Acting Chair, Waikanae Community Board)
Mr	P	Edwards	(Chair, Paekākāriki Community Board)
Ms	F	Vining	(Chair, Paraparaumu-Raumati Community Board)
Ms	T	Evans	(Acting Chief Executive)
Ms	S	Foss	(Acting Group Manager, Regulatory Services)
Mr	S	McArthur	(Group Manager, Strategy and Planning)
Mr	S	Mallon	(Group Manager, Infrastructure Services)
Mr	W	Maxwell	(Group Manager, Corporate Services)
Ms	J	McDougall	(Communications Manager)
Mr	K	Black	(Corporate Reporting and Planning Manager)
Ms	H	Gilbert	(Contractor)
Ms	J	Straker	(Financial Planning and Performance Manager)
Mr	M	De Haast	(Financial Controller)
Ms	V	Starbuck-Maffey	(Democracy Services Manager - Minute-Taker)

The Mayor welcomed everyone and read out a statement about the conduct of Public Speaking Time. He then read the Council blessing.

KCDC 15/03/332

**APOLOGIES**

**MOVED (Mayor/Gaylor)**

**That an apology be accepted for James Cootes, Chair of the Otaki Community Board.**

**CARRIED**

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

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*Cr Elliott arrived at 10.06am.*

### **DECLARATIONS OF INTEREST**

There were no declarations of interest.

KCDC 15/03/333

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

There were no public speakers. Cr David Scott raised some matters regarding the Mayor's earlier statement and clarification was provided around the three minute provision for public speakers and the rights of tāngata whenua to have a longer period of time to address Council (the latter as per Appendix G (Informative) of Standing Orders).

KCDC 15/03/334

### **CONFIRMATION OF MINUTES**

**MOVED (Ammundsen/Welsh)**

**That the minutes of the Council meeting on 5 February 2015 be accepted as a true and accurate record of that meeting.**

**CARRIED**

KCDC 15/03/335

### **MEMBERS' BUSINESS**

(a) Responses to Public Speaking Time

No responses were required.

(b) Leave of Absence

**MOVED (Ammundsen/Gaylor)**

**That leave of absence be granted to the Mayor for the period 24 – 30 March 2015 inclusive.**

**CARRIED**

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

KCDC 15/03/336

### **MAYOR'S REPORT (VERBAL)**

The Mayor wished to defer his report until later in the meeting.

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KCDC 15/03/337

**FUTURE KĀPITI: LONG TERM PLAN 2015-35 (SP-15-1519)**

Corporate Planning and Reporting Manager Kevin Black, Financial Controller Mark de Haast and Group Manager Strategy and Planning Stephen McArthur spoke to this item, and provided a powerpoint presentation. The following points were made:

- There were three components to the Long Term Plan (LTP) to be adopted in the following order to meet legislative requirements: the draft LTP, the draft development contributions policy, and the draft Consultation Document (CD);
- Due to an amendment to the Local Government Act councils were no longer allowed to consult on the LTP, but on the CD instead (the LTP would still be available for reference and review);
- The Significance and Engagement Policy which was adopted by Council in November 2014 would also be consulted on at the same time. Mr De Haast explained all the appendices in detail;
- Appendix 8 – replacement pages were tabled reflecting the final draft Rates Revenue Requirement approved by Legal;
- Appendix 11 - user fees and charges - amendments were tabled and the differences explained;
- The timeline was outlined, and this included a formal launch of the CD on 19 March. The consultation period would run from 20 March to 24 April 2015. Hearings would occur in the middle of May;
- The proposed average rates increase for 2015/16 was 4.2% and the 20 year average was forecast to be 3.3%;

Staff were congratulated on all their hard work to get the documents to this stage and on the quality of the finished product.

**MOVED (Mayor/Welsh)**

**That the Council adopts the contents of the draft Long Term Plan contained in amended Appendices 1 - 16 attached to report number SP-15-1519.**

**That the Council agrees to combine the consultations on the Long Term Plan, the Significance and Engagement Policy and the Development Contributions Policy into a single special consultative procedure.**

**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 amended Appendices 1 - 16 of SP-15-1519 prior to publication.**

**CARRIED**

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KCDC 15/03/338

**DEVELOPMENT CONTRIBUTIONS POLICY (Corp-15-1522)**

Financial Planning and Performance Manager Jacinta Straker and Contractor Helen Gilbert spoke to this report and explained the rationale for the Policy. Some maps accompanying the Policy were tabled, showing which properties aligned with the various catchments.

**MOVED (Gurunathan/Welsh)**

**It is recommended that:**

- a) the Council notes the maps that define the funding service areas for the policy [as tabled].**
- b) the Council adopts the proposed development contributions policy contained in Appendix 1 of report Corp-15-1522.**
- c) the Council resolves to use the special consultative procedure to consult on the policy.**
- d) the Council adopts the statement of proposal for combined consultation with the LTP contained in Appendix 2 of report Corp-15-1522.**

**CARRIED**

*The meeting adjourned at 11.11am and reconvened at 11.26am.*

KCDC 15/03/339

**FUTURE KĀPITI: CONSULTATION DOCUMENT (CD) (SP-15-1526)**

Corporate Planning and Reporting Manager Kevin Black spoke to the item, explaining the rationale and content of the CD. Copies of the draft were circulated and a powerpoint presentation shown.

- Audit required Council to have adopted the CD before they would give their final clearance.
- Te Whakaminenga o Kāpiti had been briefed on the CD at Tuesday's meeting and members were very impressed with the document.
- The distribution plan would include hard copies but the document would also be available digitally and would be publicised at the forthcoming Sustainable Home and Garden Show (21-22 March) and at Coastlands and a series of Open Days throughout the District.
- This was the first time Council had produced a CD to meet new legislative requirements and if the CD facilitated community involvement and comment then it had been worthwhile.

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- Congratulations were offered to staff for all their hard work and also to members of the Mayoral Working Group.

**MOVED (Mayor/Bell)**

**That Council adopts the Consultation Document attached to report SP-15-1526 as the basis for its consultation with the community on the draft Long Term Plan 2015-35.**

**CARRIED**

KCDC 15/03/340

**GOVERNANCE STRUCTURE - CHANGES TO COMMITTEE MEMBERSHIP (CORP-15-1513)**

Democracy Services Manager Vyvien Starbuck-Maffey introduced the report explaining that Cr Michael Scott had replaced Tony Lloyd as Ward Councillor and so there were a number of appointments to be confirmed including an appointment back to the Waikanae Community Board.

The opportunity had been taken to also broadly review committee membership so the report included a number of other proposals, including changing the Grants Allocation Subcommittee to a Committee in recognition of its workload. The Mayor explained that he had proposed Cr David Scott as the Deputy Chair of the Property Subcommittee but he had declined the appointment and so Cr Gavin Welsh would retain that position.

**MOVED (Ammundsen/Gaylor)**

**That the Council approves the amended membership changes associated with the Council's Governance Structure for the 2013-2016 Triennium as shown at Appendix 1 of report Corp-15-1513.**

**That Council appoints Ward Cr Michael Scott to the Waikanae Community Board for the 2013-2016 Triennium.**

**That Council approves changing the status of the Grants Allocation group, from a Subcommittee to a Committee with membership as at Appendix 1 of report Corp-15-1513.**

**That Council approves a variation being sought from the Remuneration Authority to recognise the additional responsibilities of the new position of Chair of the Grants Allocation Committee.**

**CARRIED**

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KCDC 15/03/341

**WAIKANAĒ COMMUNITY BOARD BY-ELECTION – ORDER OF CANDIDATE NAMES ON THE VOTING DOCUMENTS (CORP-15-1514)**

Democracy Services Manager Vyvien Starbuck-Maffey introduced the report explaining that because former Community Board member Michael Scott had been elected to the Ward Councillor position that then created another extraordinary vacancy on the Community Board which could only be filled by another by-election. Accordingly Councillors were being asked to consider the order of candidate names on the voting papers. Nominations opened on 3 March and would close on 31 March and to date no nominations had been received.

There was debate over the options of true random order versus alphabetical with the following points being made:

- True random was the option recommended in the report by the Justice and Electoral Select Committee and was the fairest option;
- A by-election was the ideal time to start educating the public about the change from alphabetical order which had been used for at least the last four triennia;
- On the other hand because alphabetical order had been repeatedly used in the past, voters were used to it, and receiving two different-looking voting papers in the same household could be confusing;
- It would be better to wait until the triennial elections in 2016 to change the order option to true random as there would be a better opportunity to conduct an awareness campaign then.

MOVED (Welsh/Gurunathan)

That Council resolves that the names of the candidates for the Waikanae Community Board by-election on 27 May 2015 are to be arranged on the voting papers in true random order of surname.

A division was requested:

For the motion: Cr Welsh, Cr Gurunathan, Cr D Scott, and Cr Elliott

Against the motion: the Mayor, Cr Gaylor, Cr Ammundsen, Cr Holborow, and Cr Bell

LOST

**MOVED (Mayor/Gaylor)**

**That Council resolves that the names of the candidates for the Waikanae Community Board by-election on 27 May 2015 are to be arranged on the voting papers in alphabetical order of surname.**

**A division was requested:**

**For the motion: the Mayor, Cr Gaylor, Cr Ammundsen, Cr Holborow, and Cr Bell**

**Against the motion: Cr Welsh, Cr Gurunathan, Cr D Scott, and Cr Elliott**

**CARRIED**

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KCDC 15/03/342

**REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND COMMUNITY BOARDS (CORP-15-1472)**

Democracy Services Manager Vyvien Starbuck-Maffey introduced the report explaining that a number of recommendations were presented for noting. Regarding the recommendations from the Paraparaumu-Raumati Community Board it was noted that a meeting would occur on the 16<sup>th</sup> of March between Group Manager Infrastructure Services Sean Mallon and Community Board Chairs on roading and traffic issues. These issues had also been noted at the recent meeting of the Road Safety Advisory Group.

**MOVED (Mayor/Holborow)**

**That Council receives Report Corp-15-1472.**

**CARRIED**

KCDC 15/03/343

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

There were no speakers.

KCDC 15/03/344

**MAYOR'S REPORT (VERBAL)**

The Mayor thanked staff once again for the work done on the LTP documents.

*The meeting adjourned at 12.33pm and reconvened at 1pm.*

*The Council went into public excluded session at 1.05pm.*

KCDC 15/03/345

**RESOLUTION TO GO INTO PUBLIC EXCLUDED**

**MOVED (Welsh/Bell)**

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	<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 (except for relevant external consultants and advisors) 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>• <b>Confirmation of Public Excluded Minutes:</b> <ul style="list-style-type: none"> <li>5 February 2015</li> <li>19 February 2015</li> </ul> </li> <li>• <b>Chief Executive Recruitment and Selection Process –</b> <ul style="list-style-type: none"> <li>• Term of Employment</li> <li>• Identification of Key External Stakeholders</li> <li>• Presence of Iwi Representative During Interview Process (OD-15-1520)</li> </ul> </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>Confirmation of Public Excluded Minutes:</b></p> <p>5 February 2015</p> <p>19 February 2015</p>	<p>Section 7(2)(a) – to protect the privacy of natural persons.</p> <p>Section 7(2)(f)(i) – to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority ... in the course of their duty.</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>
<p><b>Chief Executive Recruitment and Selection Process (OD-15-1520)</b></p>	<p>Section 7(2)(a) – to protect the privacy of natural persons.</p> <p>Section 7(2)(i) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</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>

**CARRIED**

*The meeting came out of public excluded session and was closed at 2.05pm.*

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