

MINUTES	MEETING	TIME
<b>KĀPITI COAST DISTRICT COUNCIL</b>	<b>THURSDAY 26 MAY 2016</b>	<b>1.33PM</b>

Minutes of a six-weekly meeting of the Kapiti Coast District Council on Thursday 26 May 2016, commencing at 1.33 pm in Council Chambers, Ground Floor, Kapiti Coast District Council, 175 Rimu Road, Paraparaumu.

#### **PRESENT**

Mayor	R	Church	<i>(Chair)</i>
Cr	D	Ammundsen	
Cr	M	Bell	
Cr	M	Cardiff	
Cr	P	Gaylor	
Cr	K	Gurunathan	
Cr	J	Holborow	
Cr	D	Scott	
Cr	G	Welsh	

#### **LEAVE OF ABSENCE**

Cr	M	Scott
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#### **APOLOGIES**

Cr	J	Elliott
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#### **ATTENDING**

Ms	F	Vining	(Chair, Paraparaumu-Raumati Community Board)
Mr	R	Kofoed	(Deputy Chair, Ōtaki Community Board)
Mr	J	Westbury	(Member, Waikanae Community Board <i>from 1.50pm</i> )
Ms	A-M	Ellison	(Member, Te Whakaminenga o Kāpiti)
Mr	P	Dougherty	(Chief Executive)
Mr	W	Maxwell	(Group Manager, Corporate Services)
Mr	K	Currie	(Group Manager, Regulatory Services)
Ms	C	Stevens	(Building Control Manager)
Ms	J	Lloyd	(Acting Environmental Standards Manager)
Ms	V	Starbuck-Maffey	(Democracy Services Manager - Minute-Taker)

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

KCDC 16/05/511

#### **APOLOGIES**

**MOVED (Mayor/Gaylor)**

**That an apology be received from Cr Jackie Elliott.**

**CARRIED**

Cr M Scott was on leave of absence.

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KCDC 16/05/512

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

There were no declarations.

KCDC 16/05/513

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

Dale Evans spoke about agenda item 7 on Regulatory Fees and charges, and spoke to his submission (circulated), which posed a number of questions.

KCDC 16/05/514

**MEMBERS' BUSINESS**

- (a) Responses to Public Speaking Time: Mr Evans' questions would be addressed as part of the agenda item
- (b) Leave of Absence – none was requested
- (c) Matters of an Urgent Nature – there were none

KCDC 16/05/515

**ADOPTION OF 2016/17 FEES AND CHARGES FOR REGULATORY SERVICES (RS-16-1892)**

*Cr Welsh joined the meeting at 1.37pm and apologized for lateness.*

Claire Stevens spoke to the report and explained the rationale for bringing the report to Council at this time. The fees increase was generally based on cost price index increases, with some exceptions which were explained.

- There was discussion about how building control fees compared across councils in the region and this Council's regime was similar to others in the way charges were calculated.
- The application of the Cost Price Index (CPI) was discussed. Clarity was sought as to which index had been applied – CPI or the higher Local Government Cost Index (LGCI) – and why. CPI seemed to be more relevant to fees and charges, and the application of the indices should be more clearly spelled out in the Charges schedule. Wayne Maxwell explained that the mechanism used had been agreed in the Long Term Plan (LTP) as an objective benchmark. If this was deviated from because the results were unpalatable this would make charging a more subjective process which was undesirable. He explained that the LGCI was not just one index but a basket of different indices for different categories of activity which was more flexible and appropriate to the activity being charged for.

*Cr David Scott left the meeting at 1.40pm.*

- A request was made to more clearly define the index used and it was agreed that more descriptive information about fees and charges indexing should be provided in future.

*Cr David Scott rejoined the meeting at 1.44pm.*

- A point was made about the fees and charges affecting the hospitality sector. The fee regime proposed for the less complex fixed fee, rather than an hourly fee, as this was administratively simpler. This seemed to result in a mismatch between administrative efficiency versus being customer focused as per the 'Open for Business' programme. It

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was explained that the fixed fee regime is simpler administratively for Council and also benefits clients because they can predict with greater certainty how much their application is going to cost.

- It was explained that the percentages of increased cost that is being ratepayer funded or user pays funded depended on the service being provided.
- The transitional period for the charging of food registration fees was explained.
- With regard to the size of fees for dog registration there seemed to be general acceptance of these.

*James Westbury joined the meeting at 1.50pm.*

- There was discussion about the sourcing of council revenue with reference to the fact that 70% of this Council's income was from rates and the rest from fees and charges. For other councils their income is 58% rates-based. It was explained that some fee regimes are lower, some are higher depending on the individual council's calculation of private/public benefit of the service. It was explained that many other councils have other sources of income and specific examples were given.
- It was agreed that the table 'Other animal control charges' should be amended for the purposes of clarity and correctness.
- The question was asked whether it was more expensive to build a house in a neighbouring council than on the Kāpiti Coast. This was difficult to answer as there were so many factors to consider, for example the cost of land was a big factor, and was more expensive in Kāpiti than in Horowhenua.
- A discrepancy was pointed out by staff: on page 25 the dollar figures provided referred to the old fees; the correct amounts were on the next page. This correction would be noted but it was clarified that this would not affect the wording of the recommendations.

**MOVED (Mayor/Ammundsen)**

**That Council adopts under Section 150 of the Local Government Act 2002 the following 2016/17 fees and charges attached as Appendix 1 to Report RS-16-1892:**

- **Environmental Health and Food Premises Fees**
- **Other Fees Related to Food Activity**
- **Other Fees Activities – Rest Homes Fees**
- **Premises required to be Registered under the Health Act 1956 and associated Regulations**
- **Trade Waste Consent Fees, and**
- **General Compliance Fees.**

**CARRIED**

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**MOVED (Mayor/Ammundsen)**

**That Council adopts under Section 219(1)(a) of the Building Act 2004 the following 2016/17 fees and charges attached as Appendix 1 to Report RS-16-1892:**

- **Building Consent Fees**
- **Project Information Memorandum (PIM) Fees**
- **Multi Proof Consent Fees**
- **Building Consent Fees – Other Charges**

**CARRIED**

**MOVED (Mayor/Gaylor)**

**That Council adopts under Section 44A(4) of the Local Government Official Information and Meetings Act 1987 the Land Information Memorandum and Official Information fees and charges as detailed in Appendix 1 of Report RS- 16-1892.**

**CARRIED**

Cr David Scott voted against the motion.

**MOVED (Mayor/Ammundsen)**

**That Council adopts under Section 36 of the Resource Management Act 1991 the following 2016/17 fees and charges attached as Appendix 1 to Report RS-16-1892:**

- **Resource Management Fees**
- **Engineering Fees**

**CARRIED**

**MOVED (Gaylor/Mayor)**

**That Council adopts under Section 205 of the Food Act 2014 the following 2016/17 fees and charges attached as Appendix 1 to Report RS-16-1892:**

**Registration Fees**  
**Verification Fees**  
**Other associated fees under the Food Act 2014**

**CARRIED**

**MOVED (Mayor/Gaylor)**

**That Council adopts under Section 37(1) of the Dog Control Act 1996 the following 2016/17 fees and charges attached as Appendix 1 to Report RS-16-1892:**

**Animal Control Fees**  
**Animal Control Impoundment Charges**  
**Other Animal Control Charges.**

**CARRIED**

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KCDC 16/05/516

**ELECTED MEMBER EXPENSES AND ALLOWANCES POLICY 2016-2017 (Corp-16-1899)**

Vyvien Starbuck-Maffey spoke to the report, explaining that this information had been requested by the Remuneration Authority. The draft policy at Appendix 1 had been amended to reflect recent changes – for example, the mileage reimbursement level – and these were explained. The Policy was required to be forwarded to the Remuneration Authority by 10 June.

In response to questions it was clarified that the remuneration for the iwi representative at Council meetings and the Māori representatives on Standing Committees was treated separately to Elected Members, was on a par with the meeting fees received by Hearing Commissioners and was not a relevant part of today's discussion.

**MOVED (Gaylor/Ammundsen)**

**That Council adopts the Elected Member Expenses and Allowances Policy 2016-2017 as amended at Appendix 1 of report Corp-16-1899.**

**CARRIED**

KCDC 16/05/517

**CONFIRMATION OF MINUTES**

There was one amendment on page 45 of the agenda, in relation to the item on the Ōtaki Gorge Road Landslip, (21 April minutes), second dot point from the bottom of the item. The sentence should read: "One Councillor would not support the recommendation as he believed other access options should have been canvassed."

**MOVED (/Mayor/Holborow)**

**That the amended minutes of the Council meeting on 21 April 2016 be accepted as a true and accurate record of that meeting.**

**CARRIED**

**MOVED (Mayor/Ammundsen)**

**That the minutes of the Council meeting on 12 May 2016 be accepted as a true and accurate record of that meeting.**

**CARRIED**

KCDC 16/05/518

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

Dale Evans spoke about a range of issues: the required felling of pohutakawa trees (sites specified), as they interfered with powerlines and cables; problems with parking in Manly Street which had resulted in the wing mirror on his car being damaged; the toilets in Maclean Park should be upgraded and cleaned more frequently; the outside shower and drinking fountains were not functional, and the lights on the pathway were not working.

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In response to a question Mr Evans confirmed he had not contacted the Council to have Service Requests raised on any of these complaints.

Also in response there was an explanation given about parking on berms not being something that Council would encourage given the relative shallowness with which cabling and pipes were laid in such sites, thereby risking damage. Street trees do add to the cost of maintenance but they add to the amenity of an area. The toilets were cleaned three times a day and if they were cleaned more often this would add to costs.

Cr Bell and Cr Holborow were both congratulated as having passed with top marks in their RMA Certification course.

KCDC 16/05/519

### **RESOLUTION TO GO INTO PUBLIC EXCLUDED**

**MOVED (Mayor/Bell)**

<b>PUBLIC EXCLUDED RESOLUTION</b>		
<p><b>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:</b></p> <ul style="list-style-type: none"> <li>• <b>Confirmation of Public Excluded Minutes: 21 April 2016</b></li> </ul> <p><b>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:</b></p>		
General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution
<b>Confirmation of Public Excluded Minutes: 21 April 2016</b>	<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>

**CARRIED**

*The meeting went into public excluded session at 2.33pm.*

*The meeting came out of public excluded session at 2.36pm and was closed.*

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Mayor Ross Church  
Chair