

## Waitaki District Council

### Heritage, Environment and Regulatory Committee

**CONFIRMED MINUTES of a meeting of the  
Heritage, Environment and Regulatory Committee of Waitaki District Council  
held in the Council Chamber, Waitaki District Council Headquarters,  
20 Thames Street, Oamaru  
on Wednesday 18 July 2018 at 10.52am.**

<b>Present</b>	Cr Hugh Perkins (Chair), Cr Jim Hopkins (Deputy Chair), Cr Craig Dawson, Cr Bill Kingan; and Mayor Gary Kircher (ex officio)
<b>Apology</b>	Cr Peter Garvan
<b>In Attendance</b>	Deputy Mayor Melanie Tavendale Cr Jeremy Holding Cr Guy Percival Cr Jan Wheeler Fergus Power (Chief Executive) Neil Jorgensen (Assets Group Manager / Deputy Chief Executive) Lichelle Guyan (Heritage, Environment and Regulatory Group Manager) Jason Evered (Environmental Services Manager) Roger Cook (Building Services Manager) Helen Algar (Community Development Coordinator) (part of meeting) Joshua Dooley (Building Control Officer) (part of meeting) Ainslee Hooper (Governance Advisor)

The Chair declared the meeting open at 10.52am, and welcomed everyone present.

#### 1. Apologies

RESOLVED

HERC 2018/019

Cr Jim Hopkins / Mayor Gary Kircher  
That the Heritage, Environment and Regulatory Committee  
accepts an apology for absence from Cr Peter Garvan.

CARRIED

#### 2. Declarations of Interest

There were no declarations of interest.

#### 3. Confirmation of Meeting Minutes

RESOLVED

HERC 2018/020

Cr Jim Hopkins / Cr Bill Kingan  
That the Heritage, Environment and Regulatory Committee confirms  
minutes of the public meeting of the Committee held on 5 June 2018,  
as circulated, as a true and correct record.

CARRIED

#### 4. Building Consent Exemption – Pole Sheds

The report, as circulated, sought to provide a choice to applicants for pole sheds.

Councillors discussed issues associated with change of use; reputational risk; legal status of sheds that have not been gazetted; and the size of sheds and related resource consent matters.

Building Control Manager Roger Cook advised that, at this time, the general feeling from builders was that any reduction in the process steps will be seen as “good” and heading in the right direction.

It was also confirmed that, once exemptions had been approved, the owner of the structure was responsible for building it.

One Councillor highlighted that the proposed process gave customers a “choice”, and that was a sensible move.

RESOLVED

HERC 2018/021

Cr Jim Hopkins / Cr Craig Dawson

That the Heritage, Environment and Regulatory Committee recommends:

That Council approves a general discretionary exemption for pole sheds, to commence from 1 September 2018.

CARRIED

## 5. District Licensing Committee Activity Report (January – June 2018)

The memorandum, as circulated, sought to inform the Committee about the activities of the District Licensing Committee (DLC) for the period 1 January to 30 June 2018. The report will be provided six monthly.

RESOLVED

HERC 2018/022

Cr Jim Hopkins / Cr Craig Dawson

That the Heritage, Environment and Regulatory Committee receives and notes the information.

CARRIED

## 6. Heritage, Environment and Regulatory Group Activity Report for the period 29 May to 2 July 2018

The memorandum, as circulated, sought to inform the Committee about the activities of the Heritage, Environment and Regulatory Group during the reporting period.

Group Manager Lichelle Guyan spoke to the report, and the following points were highlighted / clarified during discussion on its contents:

Council had moved to a 15 working day timeframe for processing within the Regulatory Unit. Officers were doing all they could to manage service levels to the **statutory timeframes**, because to do otherwise could affect Council’s accreditation.

With regard to the **Mental Health meeting** in May, Community Development Coordinator Helen Algar advised, when asked, that the meeting had identified gaps with resourcing (noting that mental health providers are under-resourced across the country), early intervention, the funding model, and having somewhere for people to get respite. The highlights had been the presentations; and the team’s efforts to send a clear message to the panel and in response feel that the panel had a high regard for what is being done in Waitaki. Mrs Guyan acknowledged that Safer Waitaki Health had been identified as a unique model not seen elsewhere in the country, and was ‘working well’. She added her congratulations to Mrs Algar and her team for all that they were doing in the community.

A request was made to provide more information about the outcomes of meetings, or future directions that were agreed by participants.

**ACTION POINT: Community Development Coordinator**

Driving fatigue was being addressed by the **Waitaki Road Safe** programme. This was undertaken four times a year, with around 200 vehicles stopped each time. The team included members of the Police, Students Against Dangerous Driving, St John, AA, community organisations, as well as the Safer Waitaki team.

Mrs Algar confirmed that she was a member of the **Alliance South Mental Health** regional network as Chair of the local one.

With regard to the **CCC project**, Mrs Guyan confirmed that Council's statutory requirement was to make a decision – either to issue the consent or make a decision to refuse it. From Council's perspective, the case was closed once the decision was taken. It is up to the applicants to reinitiate or re-engage with Council to obtain a consent if it was refused a first time. Senior staff have been looking into the CCC project list, and letters would be sent to each person soon giving them 30 days to respond. If there was no respond, the Council would need to make a decision to refuse the CCC. Such an approach offered an opportunity for people to understand exactly what a CCC is and what is required of them, with the expectation that it would provide a better customer experience.

Representatives from local building control authorities (including Council) met quarterly in Timaru to go through applications with specialists and to review complaints. It was noted that Council has a regular set of people in the district who can complete specified testing; and there is also a national register of independently qualified practitioners (IQPs) which people can search to obtain any specialist assistance they might require.

Officers provided a brief update on illegal dumping of rubbish, and on progress with the dog pound upgrade.

There were requests for more information on the following matters:

- Consents in Duntroon and Kurow for non-compliant vehicles. It was suggested that the Hearings Committee should be informed of these in case advice was required.
- Outcomes from the Oceana Gold meeting and any future process / directions that were agreed.

**ACTION POINT: Group Manager Lichelle Guyan / Planning Manager Hamish Barrell**

RESOLVED

HERC 2018/023

Cr Jim Hopkins / Cr Craig Dawson

That the Heritage, Environment and Regulatory Committee receives and notes the information.

CARRIED

The Chair advised his intention to move the meeting into public excluded.  
The media representative and members of the public left the meeting.

## 7. Resolution to Exclude the Public

RESOLVED

HERC 2018/024

Cr Jim Hopkins / Mayor Gary Kircher

That the public be excluded from the following part of the proceedings of this meeting, namely Agenda Items 8 and 9, as follows:

8. Confirmation of Public Excluded Minutes of the Previous Meeting – 5 June 2018 PE
9. Heritage, Environment and Regulatory Group Activity Report PE

The general subject of each matter to be considered while the public is excluded; the reasons 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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter – Section 48(1)
Public Excluded: 8. Confirmation of the Public Excluded Minutes of the Previous Meeting – 5 June 2018 PE	To protect the privacy of natural persons. Section 48(1)(a) (The disclosure of the information would cause unnecessary personal embarrassment to the persons concerned.)
9. Heritage, Environment and Regulatory Group Activity Report PE	To enable the Council to carry out commercial negotiations without prejudice or disadvantage. Section 48(1)(a) (Premature disclosure of the information would detrimentally affect the Council’s position in the negotiations.)

These resolutions are made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of the Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above (in brackets) with respect to each item.

CARRIED

**Refer to Public Excluded Minutes**

**Resolution to Return to Public Meeting**

RESOLVED  
HERC 2018/028

Cr Jim Hopkins / Mayor Gary Kircher  
That the Heritage, Environment and Regulatory Committee resumes in open meeting and decisions made in the public excluded session are confirmed and made public as and when required and considered.

CARRIED

**10. Release of Public Excluded Information**

In accordance with Waitaki District Council Standing Orders 2016 to 2019, Clause 17.5, and pursuant to Resolutions HERC 2018/026 and HERC 2018/028 of this meeting, the Committee APPROVED the release of previously public excluded information as set out below because there was no need for its ongoing protection under section 48(1) of the Local Government Official Information and Meetings Act 1987.

**Agenda Item 8 – Confirmation of Public Excluded Minutes of the Previous Meeting – 5 June 2018 PE**

RESOLVED  
HERC 2018/025

Cr Jim Hopkins / Cr Craig Dawson  
That the Heritage, Environment and Regulatory Committee confirms Public Excluded Minutes of the Committee held on 5 June 2018, as circulated, as a true and correct record.

CARRIED

**Agenda Item 9 – Heritage, Environment and Regulatory Group Activity  
Report PE**

RESOLVED  
HERC 2018/027

Mayor Gary Kircher / Cr Craig Dawson  
That the Heritage, Environment and Regulatory Committee receives  
and notes the information in the Public Excluded Heritage,  
Environment and Regulatory Group Activity Report to this meeting.

CARRIED

There being no further business, the Chairman declared the meeting closed at 11.50am.

CONFIRMED at the Heritage, Environment and Regulatory Committee Meeting held on  
the 28<sup>th</sup> day of August 2018 in the Council Chamber, Office of the Waitaki District Council,  
20 Thames Street, Oamaru.

*[signed]*

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Chairman