



# Waitaki

DISTRICT COUNCIL  
TE KAUNIHERA Ā ROHE O WAITAKI

## Notice of Meeting

and

## AGENDA

of the

## *Heritage, Environment and Regulatory Committee*

in the

**Council Chamber, Third Floor,  
Waitaki District Council Headquarters,  
20 Thames Street, Oamaru**

**on Tuesday 1 May 2018**

### **COMMITTEE MEMBERSHIP:**

Cr Hugh Perkins (Chair)  
Cr Jim Hopkins (Deputy Chair)  
Cr Craig Dawson

Mayor Gary Kircher (ex Officio)  
Cr Peter Garvan  
Cr Bill Kingan

# *Heritage, Environment and Regulatory Committee Meeting*

**Tuesday 21 May 2018**

**Council Chamber, Third Floor  
Waitaki District Council Headquarters  
20 Thames Street, Oamaru**

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## **Heritage, Environment and Regulatory Committee:**

Cr Hugh Perkins (Chair)  
Cr Jim Hopkins (Deputy Chair)  
Cr Craig Dawson

Mayor Gary Kircher (ex Officio)  
Cr Peter Garvan  
Cr Bill Kingan

## Waitaki District Council

### Heritage, Environment and Regulatory Committee

**UNCONFIRMED MINUTES of the 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 Tuesday 20 March 2018 at 11.06am.**

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<b>Present</b>	Cr Hugh Perkins (Chair), Cr Jim Hopkins (Deputy), Cr Craig Dawson, Cr Peter Garvan, Cr Bill Kingan, Mayor Gary Kircher
<b>In Attendance</b>	Cr Jeremy Holding Cr Guy Percival Cr Melanie Tavendale Cr Jan Wheeler Cr Colin Wollstein Fergus Power (Chief Executive) Lichelle Guyan (Heritage, Environment and Regulatory Group Manager) Lisa Baillie (People and Culture Group Manager) Hamish Barrell (Planning Manager) (part of meeting) Helen Algar (Community Development Coordinator) Jason Evered (Environmental Services Manager) Roger Cook (Building Services Manager) Ainslee Hooper (Governance and Policy Advisor)

**1. Apologies**

There were no apologies.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Confirmation of Meeting Minutes**

RESOLVED

HERC 2018/005

Cr Jim Hopkins / Mayor Gary Kircher

That the Heritage, Environment and Regulatory Committee confirms minutes of the public meeting of the Committee held on 13 February 2018, as circulated, as a true and correct record.

CARRIED

**4. Heritage, Environment and Regulatory Group Activity Report for the period 23 January to 5 March 2018**

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

Discussion focused on the following topics:

- Safer Waitaki – There was a good news story to be told regarding the successful sourcing of external funding.
- Census – the teams at the library and Safer Waitaki had gone above and beyond to assist the community in completing Census forms. Councillors congratulated their “phenomenal effort”. They also noted the need for Council officers to be vigilant about following up on the process and the results, given that Waitaki had been a bellweather district. It was noted that Deputy Mayor Melanie Tavendale had raised the matter at the recent Rural and

UNCONFIRMED – HERC 20.03.2018

Provincial Meeting, and there was widespread support from other authorities to follow up action. Local Government New Zealand had also agreed to add the matter to its forward action agenda.

- Building Services was working with Information Services to get building processes online.
- Building Control Act audit and recommendations – this is an annual process. A reasonable amount of feedback had been expected and received, given the change in regulations this year. The Mayor noted that independent auditors had provided very positive feedback on the way industry is meeting with Council to manage expectations and to action improvements. There were positive stories in the community from business owners and investors that Waitaki is a very good district to work with.

RESOLVED  
HERC 2018/006

Cr Jim Hopkins / Cr Craig Dawson  
That the Heritage, Environment and Regulatory Committee receives  
and notes the information.

CARRIED

There being no further business, the Chairman declared the meeting closed at 11.22am.

TO BE CONFIRMED on the 1<sup>st</sup> day of May 2018 in the Council Chamber, Waitaki District  
Headquarters, 20 Thames Street, Oamaru.

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Chairman

# Heritage, Environment and Regulatory Committee Memorandum

**From** Heritage, Environment and Regulatory Group Manager

**Date** 1 May 2018

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## Heritage, Environment and Regulatory Group Activity Report for the period 6 March to 16 April 2018

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### Recommendation

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

### Purpose

The purpose of this memorandum is to inform the Committee about the activities of the Heritage, Environment and Regulatory Group during the reporting period.

## 1. Heritage, Environment and Regulatory Group General

### 1.1. General

Across the group, the team has noted an increase in the complexity of applications and the volume of general enquiries. Officers, where possible, are trying to get a better view of the bigger picture so that applicants are more aware of everything they need prior to lodging their application. Officers are exploring options to develop a communication pack for new applicants.

### 1.2. Vacancies

- Compliance Officer – Karen Marshall has been appointed and commenced in the role on 6 April.
- Administrator (to cover parental leave). Applications have closed and interviews were completed on 16 April 2018.
- Building Control Officer – The building team has been holding this vacancy until new staff are needing less day-to-day support. This position is likely to be advertised within the next month.

## 2. Community Safety and Development

### Safer Waitaki Project

All activity is reported against the project's three strategic outcomes.  
Safer Waitaki Management meeting was held on 29 March

#### Upcoming events:

- Skate Park Event Saturday 28 April 11am until 3pm
- Not for Profit Social Media training Session 1, Friday 11 May, 10am to 1pm  
Training provided by Otago Chamber of Commerce at \$50 per person.
- *CluedUp* Kids safety event 8<sup>th</sup> and 9<sup>th</sup> of August
- **FREE** mini Violence Prevention Conference 12 July 2018. This will be held in collaboration with the Waitaki Safer Community Trust and is a full day event. The day will include speakers on a range of topics including non-lethal strangulation, impacts of sex education through pornography, male survivors of sexual abuse, why women stay, family dispute resolution, parenting orders and protection orders. This event is enabled with funding from Oranga Tamariki, Ministry of Social Development.
- *CluedUp* Supers event 29 September.

### 2.1. Strategic Outcome 01 - Reduction of harm related to alcohol, drugs and violence

### 2.1.1. Alcohol and Drug

Game On has now been delivered to two Rugby Clubs – Maheno and Valley – with Valley's Committee also undertaking a session. Feedback has been good:

'Information provided on the night was useful'

'Nutrition was good'

'Great workshop'

'Neuro Linguistic Programming (NLP) mental game was interesting'

'Food and giveaways were great'

Upcoming session for Women's Rugby. These workshops are funded by the Health Promotion Agency

### 2.1.2. Mental Health and Addictions

The group met on 14 March. 26 people attended the meeting and there were 20 apologies.

Business:

Safer Waitaki Alcohol and Drug Coalition Merge.

The Alcohol and Drug Coalition working group has been merged with Waitaki Mental Health and Addictions. This was considered to be a logical step as there was some duplication. Links with students will be retained through school counsellors, student health committees and Students Against Dangerous Driving (SADD)

Meeting 4 April

22 people attended the meeting and there were 9 apologies

Business:

Meeting with the Minister of Health. Helen Algar and Johnnie Potiki reported back on the meeting held with the Minister of Health on 23 March.

Minister's priorities:

- Equity
- Increased emphasis on mental health and addiction services
- Increased emphasis on primary care
- Building a strong public health system

Discussion about Mental Health Inquiry and how to contribute

The questions they are interested in are:

- What is working well (in terms of promoting or supporting good mental health)?
- Where are the gaps, and which groups are missing out or being disadvantaged?
- What are the potential solutions for unmet need, to address problems with the system, or that could be innovation or transformational in terms of achieving better outcomes?
- Online gaming is identified as an emerging issue with people becoming addicted to these games. Gaming fact sheet resources were shared.

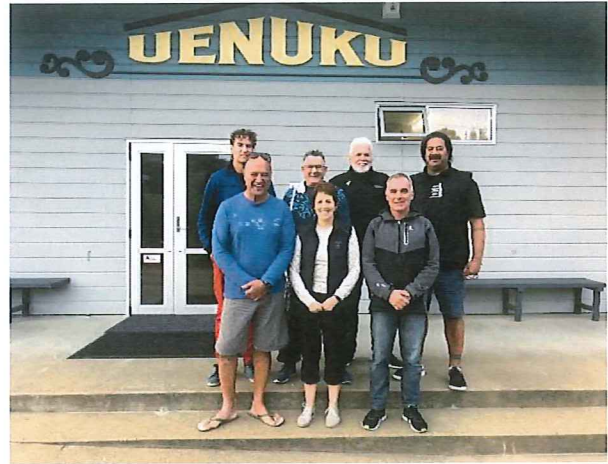
### 2.1.3. Family Violence Prevention

Men's Hui Uenuku Marae Moeraki 2018

A very successful Hui was held at Moeraki Marae, 16-18 March. There were 27 attendees. A huge thank you to the Runanga for their hospitality. Survey responses were totally positive with key values of safety, honesty, fellowship, connection, openness, kai, respect, stories and support highlighted.

Outcomes: Meeting held on 6 April to initiate set up of a local peer support group for men; and also exploring potential support for young people. There is an opportunity to provide support for a Hui to be held on the West Coast.





Men's Hui Uneuku Marae 2018

## 2.2. Strategic Outcome 02 - Increased social engagement of the under 25 and over 65s

### 2.2.1. Under 25

The Safer Waitaki Family Whanau working group had a successful *CluedUp* Families event on 10 March. The event included 43 stall holders with over 500 people attending. Most people stayed for a significant amount of time with some being present for the entire four hours of the expo. Family feedback was positive.

'Being new to the community it is a good chance to see what is on offer.'

'What an amazing place North Otago is'

'How many different groups there are available for 0-5 in Waitaki'

'Well organised, happy and fun'

'Engaging a fantastic range of stall holders and lots of activities for kids as well as education for parents. Layout is good ie floor plan'

'FREE! Advertised several places. Food provided. Nice big space'



### 2.2.2. Over 65s

The group met on 20 March with 15 attendees.  
Business included:

- Dementia Friendly Communities

Westpac has become New Zealand's first dementia friendly bank. Rebecca Berry gave the background to the development of dementia friendly initiative and talked about things the bank

does to help people with dementia, eg provision of a quiet room, signage, keeping tasks simple, initiatives around bank statements. The aim is to make a difference to customers and their families and help people with dementia remain independent for as long as possible. The bank has worked closely with the Alzheimers Society and has a very good relationship with Alzheimers North Otago.

Information is available on the website: <https://www.westpac.co.nz/who-we-are/sustainability-and-community/contributing-to-our-communities/providing-help/dementia-friendly/>

- *WandaTrak*: Tracking system used by Police and Search and Rescue for people with dementia who regularly wander from place of residence (can also be used for other at risk people in the community) five pendants are available from Alzheimers North Otago. There is no charge to use a pendant other than battery replacement at the completion of use. Contact Debbie 03 4349090 if you know of someone who might need *WandaTrak*.
- *CluedUp* Supers Expo date confirmed as 29 September 2018 at the Waitaki Recreation Centre.

### **2.3. Strategic Outcome 03 - Environmental change that makes the safe way the easy way**

#### **2.3.1. Industry Link**

Business included:

PRESENTATION: WORKSAFE – HAZARDOUS SUBSTANCES

Peter Verwey from WorkSafe gave a very informative presentation about hazardous substances. New regulations came into force on 1 December 2017. The presentation outlined the reasons for the reforms and the key changes as well as information and discussion about hazardous substances and risk management.

Website link to the guidance material for hazardous substances:

<https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances/guidance/>

#### **2.4. Engagement**

- Meeting with the Minister of Health, 23 March. Officer – Helen Algar was invited to attend a meeting with Dunedin Mental Health and Addictions Network, other stakeholders and the Minister of Health David Clark. The focus of this meeting was Mental Health and Addiction Services.
- Meeting with Sabra Moore, Manager, 21 March – Regional Stakeholder- Engagement, South Canterbury for Ara Polytechnic.

Older People:

- Wednesday 11 April attended Age Concern thank you to volunteer's afternoon tea. Feedback from Cosy Homes regarding the effectiveness of our promotion of the free home insulation was positive.
- Meeting with Anna Frost – Community Advisor, Department of Internal Affairs Te Tari Taiwhenua Wednesday 11 April. This meeting discussed gaps and opportunities for funded projects.

## **3. Building Services**

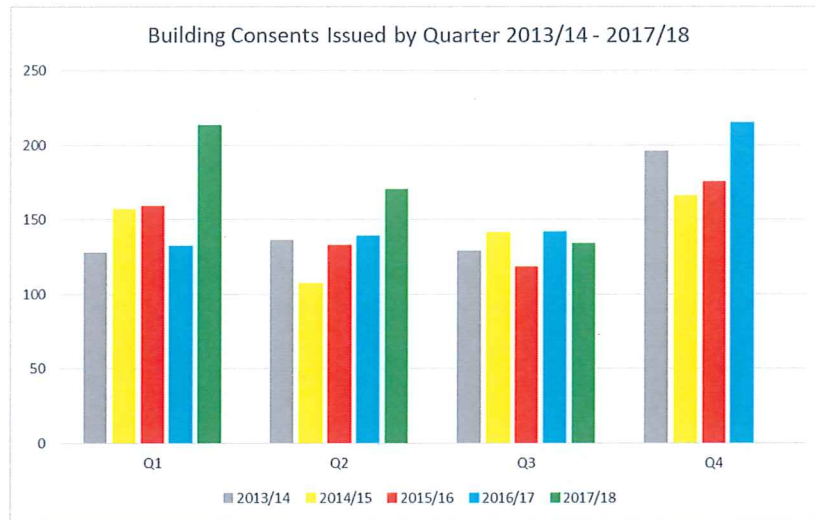
### **3.1. Activity and Service Performance**

#### **3.1.1. Building Consent Activity**

Quarter 3 indicates consent volumes slightly behind the same period last year which is a reflection of the three public holidays occurring at the end of the reporting period. Year to date 517 consents have been approved (including 83 amendments), 39, 39 and 56 respectively across the three-month period ending 31 March 2018. The average consent value for Q3 is \$164,700, which is an increase on the year-to-date figure (\$121,340).

**Figure 1** displays consents approved per quarter from 2013/14 to 2017/18. Please note this graph currently includes amendments to consents.





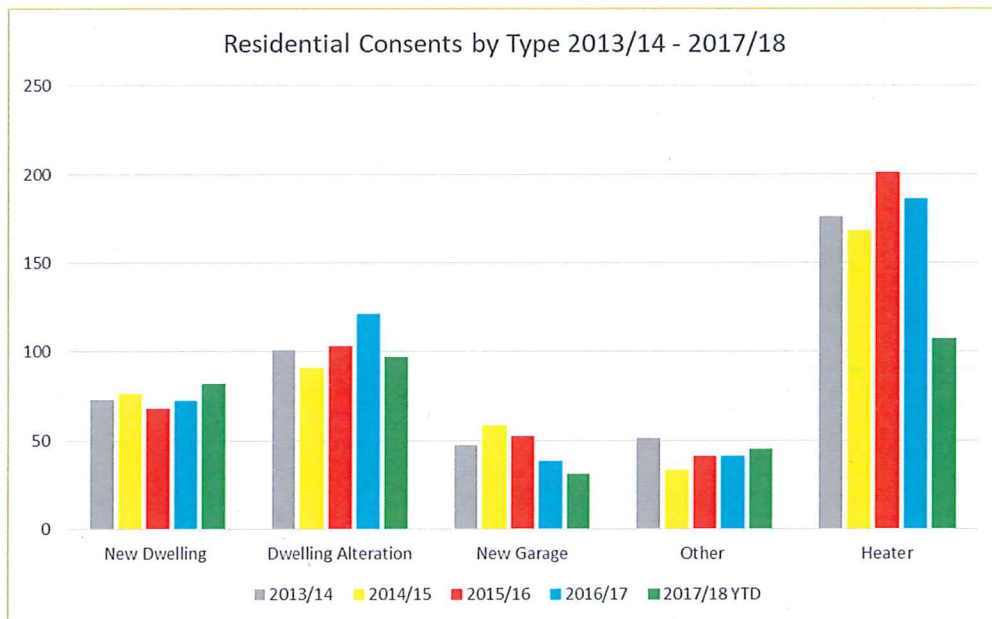
**Figure 1: Building Consents as at 31 March 2018**

### 3.1.2. Service Level

Processing performance has been sustained with just a single consent in March exceeding the statutory time of 20 days. This consent was with a contractor for an extended period. Average processing time for the quarter is at 11 working days. This does not reflect the time a consent application is on stop due to Request for Further Information (RFI).

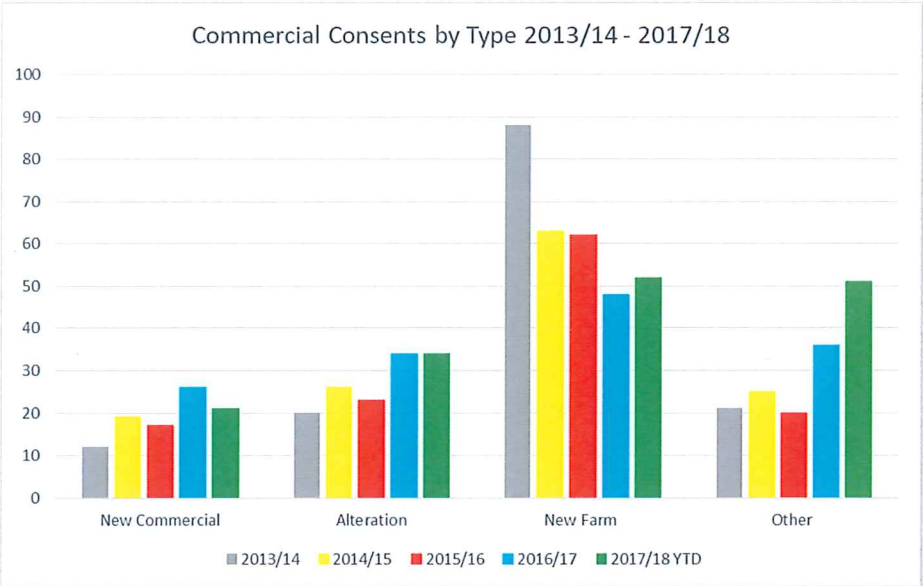
### 3.1.3. Consents by Type

The following graphs provide detail on the volume of consent by type for the year to date compared to previous complete years reporting. Significant growth is in new dwellings with one reporting quarter to go consents already exceed previous complete years. In addition to this we are seeing a rise in the complexity of the design and building solutions being used. The category of heaters is forecast to be similar to previous years as the profile of application volumes is very seasonal traditionally peaking in the Q4.



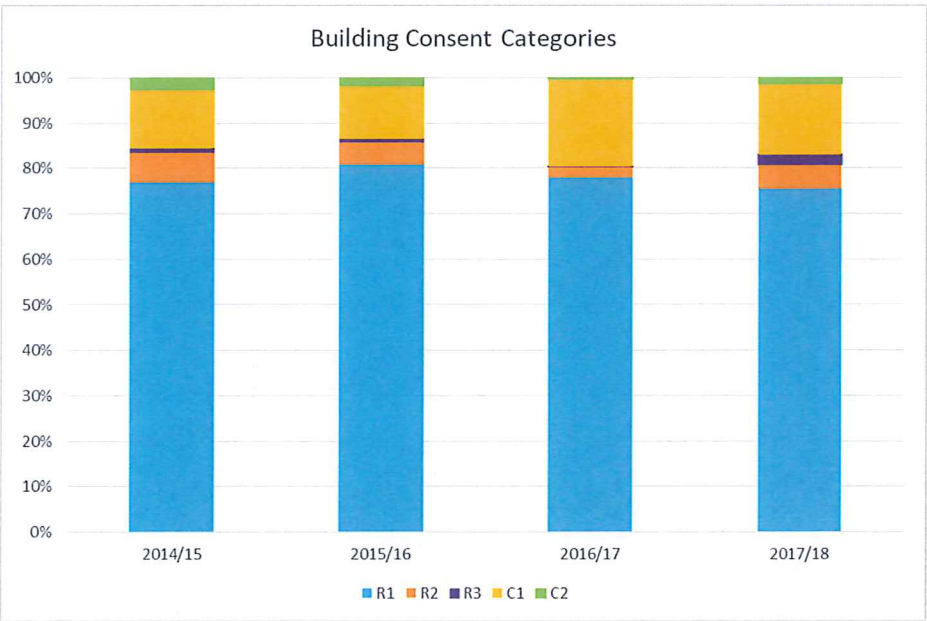
**Figure 2: Residential Consents by Type 2013/14 to 2017/18**

Commercial consent applications show strong growth across the reporting categories either already exceeding or forecast to exceed previous years. New farm building developments showed exceptional growth in 2013/14 following the investment in irrigation water infrastructure. The 2017/18 figures illustrate that the agriculture sector continue to invest and that the District's commercial portfolio is becoming more diverse through strong growth in New Commercial category.



**Figure 3: Commercial Consents by Type 2013/14 to 2017/18**

The following graph illustrates how the consent portfolio is changing over time. The residential sector is shifting from the simpler R1 to the more complex R2 and R3 category. The commercial sector although the percentage change is small the work activity required is significant as the more complex C2 category starts to appear. This change in Consent applications will subsequently reflect in inspections with more complex work often requiring more inspections and longer duration on site placing demand on the advanced technical experience of the team.



**Figure 4: Building Consents by Category 2014/15 to 2017/18**

#### **3.1.4. Customer Request Management (CRM)**

At the time of writing, there were no overdue CRMs. All CRMs in the system were under active management.

#### **3.2. Engagement**

- LG Equip has completed its second visit of the Building team in late March and the final report is eagerly awaited.
- Specific Client engagement since the last report has been undertaken with Tongan Community representatives, the Building Officials Institute of New Zealand, Whitestone Civic Trust, The Penguin Colony, The Goodland Group, and Oamaru Intermediate School.
- The Building Control Authority (BCA) team has also been preparing the induction programme for the new Building Compliance Officer.

#### **3.3. Policy and Projects**

##### **3.3.1. Outstanding Code Compliance Certificate (CCC) Project**

Only seven decisions were confirmed and 14 under action during March. The main factor for this was the increase in Regulatory administration and public holidays during the month.

##### **3.3.2. Compliance Schedule Project (Building Warrant of Fitness)**

This project is to ensure compliance schedules comply with the Building Act 2004. As Building Warrant of Fitness (BWof) expire, officers are working with the property owners to gather all information to meet requirements. This work continues and the additional capacity from the commencement of our replacement Building Compliance Officer will be beneficial.

##### **3.3.3. Building (Pools) Amendment Act**

Due to an internal promotion, there has been no activity this period.

##### **3.3.4. Exemptions under the Building Act**

This topic was discussed at the Southern Cluster Building meeting 13 April. Feedback from this meeting will be collated and included in a workshop discussion with the committee. The date for this to be confirmed.

##### **3.3.5. Building Fee Review**

Following a workshop with Councillors to discuss fee options, the Building team has requested a Building Industry working group to come together to work through options with a stakeholder perspective. Expressions of interest from high users of Council services has recently been called for.

##### **3.3.6. Digital Consents**

Officers have been working with Information Services to assess options to commence digital lodgements for building consents. This may be an option to improve services for customers while the best end-to-end solution is considered.

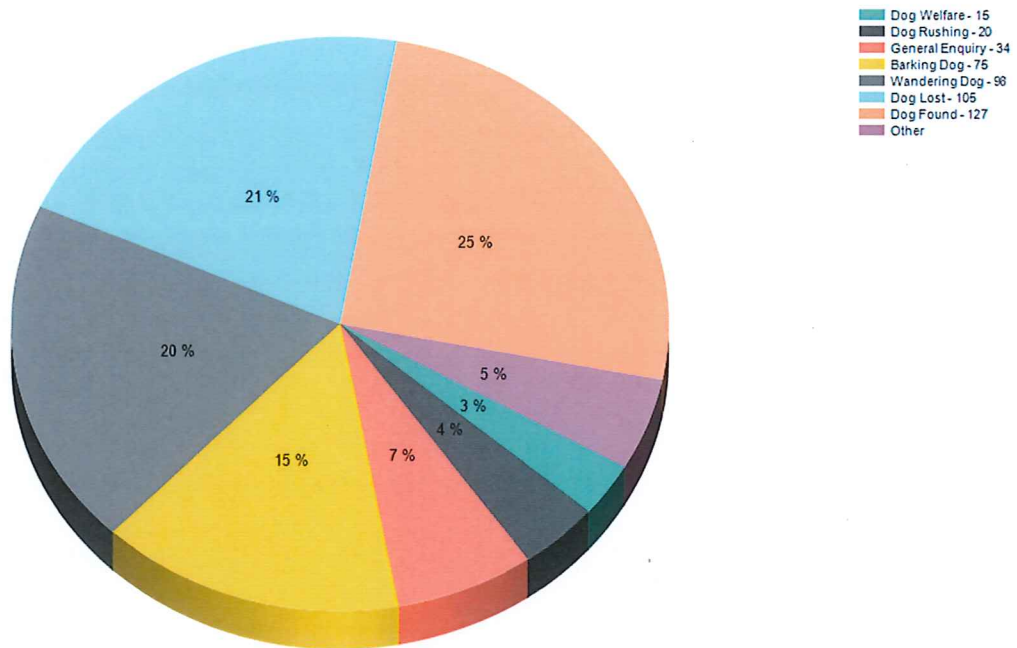
### **4. Environmental Health Services**

#### **4.1. Activity and Service Performance**

##### **4.1.1. Animal Control**

So far this year, 500 complaints have been received around dogs. This is in line with the reducing trend over the past three years. Previous year totals 2014/15 – 1362 complaints; 2015/16 – 1030 complaints; and 2016/17 – 868 complaints.

Complaints for Current Financial Year



**Figure 5: Dog Complaints 2017-2018 Year to Date**

Officers continue to work towards the 2018/19 dog registration period. The next stage is to complete the formal process of public notification of fees; the date for this is yet to be confirmed.

#### 4.1.2. Freedom Camping

As the end of the Freedom Camping season approaches, a review of the Freedom Camping effectiveness and approach taken for enforcement. As of 6 April 2018, 243 infringement notices had been issued, the status of which are shown below and compared to the previous year. A total of 242 infringements were issued in the whole of 2016/17. Please refer to Figure 6 (Freedom Camping Infringements 2016/17 to 2017/18) located on the next page

A regular time to deal with waivers has been established and customers are receiving notification of the outcome faster than before.



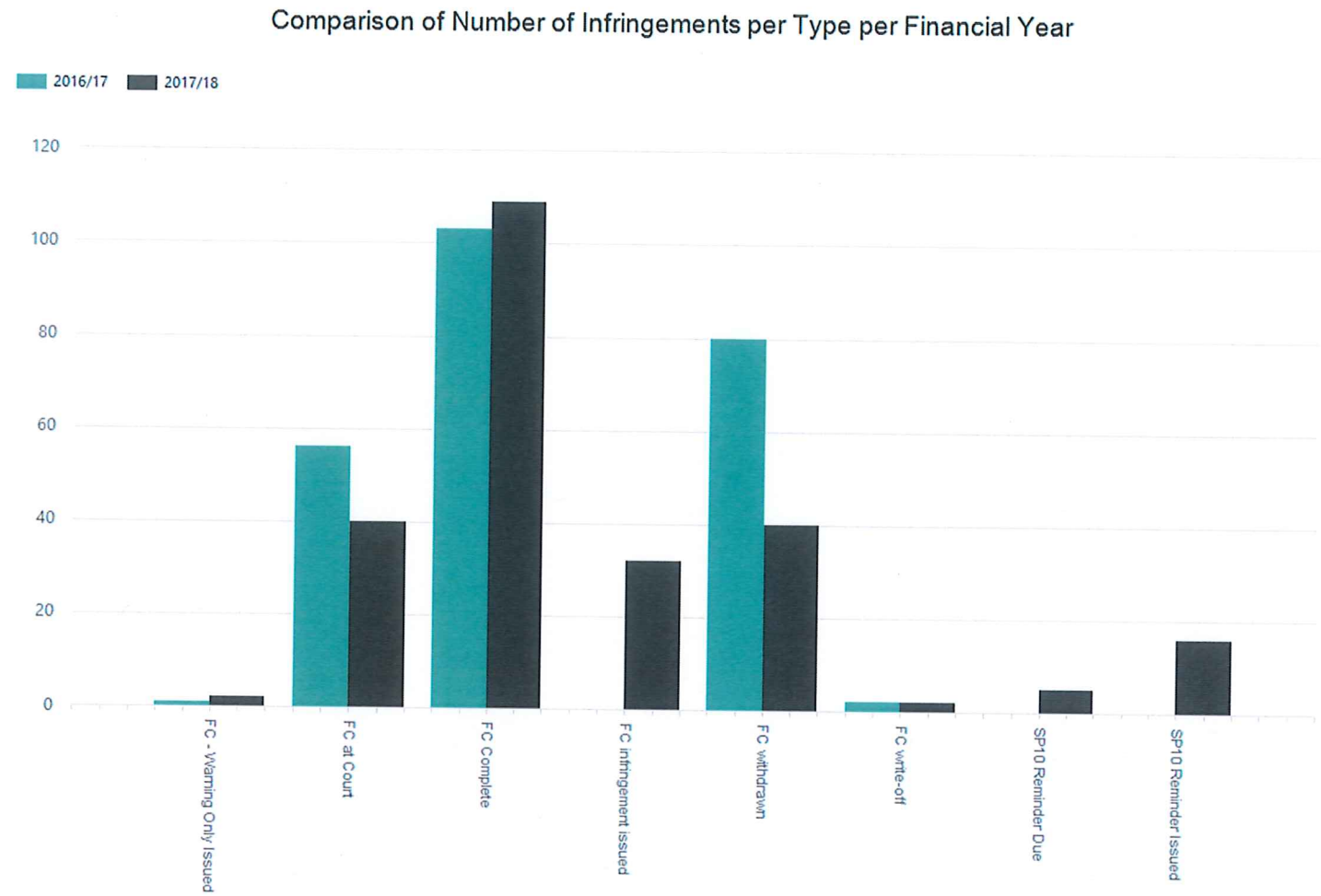


Figure 6: Freedom Camping Infringements 2016/17 to 2017/18

#### **4.1.3. CRM Activity**

Council officers have noticed an increase in illegal dumping in the district. Messages have been placed with the Link and are planned for Facebook. The message is around encouraging people with suspicions to contact Council.

Currently there are no CRMs marked as overdue.

#### **4.1.4. Food Act 2014**

Council officers have moved into Phase 3 of the changeover from the requirements under the Food Act 1981. This latest phase relates to only seven food outlets within the district. The final phase relates to 32 further premises. The deadline for all transfers is 28 February 2019.

### **4.2. Engagement**

#### **4.2.1. Collaborative Approach to Compliance**

A meeting has been held with Environment Canterbury officers in relation to the Mackenzie Basin and also to build an understanding of each other's business. This builds at an operational level the work outlined in the Mackenzie Agency Alignment Project.

#### **4.2.2. Game On - Alcohol Awareness promotion**

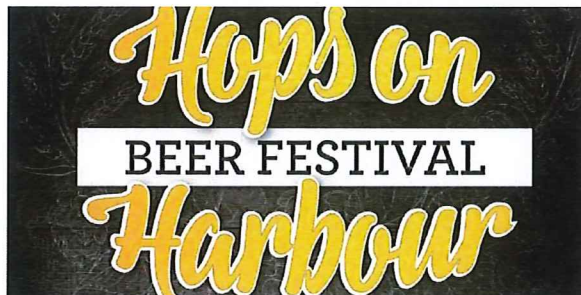
Meetings have been held with two local rugby clubs to promote alcohol awareness in conjunction with Public Health, Police and Council.

#### **4.2.3. Fire Emergency New Zealand (FENZ) Act 2017**

Communication is ongoing around the new FENZ Act, which comes into force on 1 July 2018. The new act will bring about changes for the district around fire risks and fire permits. This will affect the Waitaki Urban Fire Prevention Bylaw 2015, as FENZ will take on those responsibilities.

### **4.3. Alcohol Licensing**

#### **4.3.1. Hops on Harbour/Jazz Festival**



The Licensing Officer has been involved in both of these successful events, from pre- planning work around appropriate licences being in place, liaison with public health and the police and inspections on the day. The Hops on Harbour event attracted 500+ people and was a very successful event.

### **4.4. Policy and Projects**

#### **4.4.1. Dog Pound Upgrade**

A partial fence replacement has been completed. The rest of the upgrade is being finalised. A new project manager is being sought after the resignation of Neil Scott.

#### **4.4.2. Hearing Committee Process (Dogs)**

A report is being prepared for discussion with the Hearings Committee in relation to this process. A workshop is scheduled for 24 April.

#### 4.4.3. Alcohol Strategy

A workshop was held on 17 April 2018 and officers will progress further research.

## 5. Heritage and Planning

### 5.1. Activity and Service Performance

In January to March, 34 non-notified consents were processed. 30 consents were processed within 20 working days and four (4) were not – 88% achieved.

19 consents and certificates were required to be processed within 10 working days and 93% was achieved. The Simmons notified application on the shores of Lake Ohau was processed within 130 days.

The team is responding to a number of other notified resource consents that are currently being processed, including the holding of a hearing in Omarama in March for a section of the Alps to Ocean near Bog Roy station. Overall, there are high rates of enquires for development, requests for information under LGOIMA, and pre-application advice.

#### 5.1.1. Resource Consent Decisions Made Under Delegated Authority in March

Date Closed	Type	Description	Location	Target Days	Process Days
08.03.18	Designation	Outline Plan Waiver to build 4 pods at Omarama Camping Ground Designation #131	1 Omarama Ave, Omarama	20	13
29.03.18	Certificate 139	Cert 139 for food storage and distribution shop in residential zone.	50 Lune Street, Oamaru	20	9
14.03.18	Subdivision	Subdivision of Lot 1 Deposited Plan 394852 into 3 lots and Land use Resource Consent for sight distance Rural General Zone	406 Devils Bridge Road, Ardgowan	20	13
20.03.18	Change to Conditions	Sect127 Change Conditions 1, 5 and 13. Reconfigure lots stage 2 and 3 Residential Zone		20	7
08.03.18	Land Use	Build a shed within 20 meter setback in Rural General zone	105 Kakanui Road, Kakanui	10	3
20.03.18	Land Use	Build garage within 15 meter setback and earthworks in Rural General Zone	526 Island Stream Road, Kuriheka-Maheno	20	12
22.03.18	Land Use	Extensions and upgrade to Fire Station in Business 2 Zone	12-14 Sanday Street, Palmerston	20	20
14.03.18	Land Use	Height Encroachment and recession planes for new dwelling in Township Zone	19A Pembroke Street, Moeraki	20	18

14.03.18	Land Use	Subdivision Stage 1 – Lot 1 Deposited Plan 394852 into 3 lots in Rural General	406 Devils Bridge Road, Ardgowan	20	13
06.03.18	Land Use	Vehicle entrance within 12 metres of intersection in Business 3A zone	6 Korora Road, Oamaru	20	12
06.03.18	Land Use	Repair Breaches to existing floodbank and extraction of gravel in RG	Kakanui Valley Road, Incholme	20	11
06.03.18	Land Use	Section 127 – Change condition 1 Site Plans	48A Ure Street, South Hill	20	12



Lichelle Guyan  
**Heritage, Environment and Regulatory Group Manager**