



# 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 5 June 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 5 June 2018**

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

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<b>Resolution to Exclude the Public</b>	–

"That the public be excluded from the following parts of the proceedings of this meeting, namely item 7.

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)
<b>Public Excluded:</b>	
7. Heritage, Environment and Regulatory Committee Group Activity Report PE	<p>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.)</p> <p>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.)</p>

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."

**7. Heritage, Environment and Regulatory Committee Group  
Activity Report PE**

- Memorandum and Recommendation

23 – 24

**Resolution to Return to Public Session**

"That the Heritage, Environment and Regulatory Committee resumes in open meeting and decisions made in public excluded session are confirmed and made public as and when required and considered."

**8. Release of Public Excluded Information**

Any Public Excluded information that is approved for release during the Public Excluded session of this meeting will be included in the public minutes of this meeting, under Agenda Item 8.

**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 1 May 2018 at 9.45am.

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<b>Present</b>	Cr Hugh Perkins (Chair), Cr Jim Hopkins (Deputy), Cr Craig Dawson, Cr Peter Garvan, and Cr Bill Kingan
<b>Apology</b>	Mayor Gary Kircher
<b>In Attendance</b>	Deputy Mayor Melanie Tavendale Cr Jeremy Holding Cr Guy Percival Cr Jan Wheeler Cr Colin Wollstein Fergus Power (Chief Executive) Neil Jorgensen (Assets Group Manager / Deputy 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) Ainslee Hooper (Governance and Policy Advisor)

At 9.45am, the Chair declared the meeting open, and welcomed everyone present.

#### 1. **Apologies**

RESOLVED

HERC 2018/007

Cr Jim Hopkins / Cr Craig Dawson

That the Heritage, Environment and Regulatory Committee accepts an apology for absence on leave from Mayor Gary Kircher.

CARRIED

#### 2. **Declarations of Interest**

There were no declarations of interest.

#### 3. **Confirmation of Meeting Minutes**

RESOLVED

HERC 2018/008

Cr Jim Hopkins / Cr Bill Kingan

That the Heritage, Environment and Regulatory Committee confirms minutes of the public meeting of the Committee held on 20 March 2018, as circulated, as a true and correct record.

CARRIED

#### 4. **Heritage, Environment and Regulatory Group Activity Report for the period 6 March to 16 April 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 and Community Development Coordinator Helen Algar spoke to the report, and contributed to discussions as recorded below.

Discussion focused on the following topics:

- There is considerably more complexity in building consent applications these days, as well as a greater volume of them – there have been more new dwellings already this year than in each preceding year as a whole. Whilst new staff are being trained up (including with block training as well as on-the-job learning), outsourcing to contractors has been required.
- Alcohol and Drug Issues in Oamaru – Education is key, and a whole raft of educational opportunities are being looked at and progressed.  
**ACTION POINT: Local Police to be invited to address a future Committee meeting to discuss this issue (Group Manager Lichelle Guyan)**
- Men's Hui – This had been hugely successful, with participants coming from Waitaki, Dunedin, Christchurch, the West Coast, and the North Island. Local participants are now proposing to get together and organise their own local support group.
- The Over-65's Group – The group was looking to source funding to create a "Dementia Friendly Community" project plan. It would be brought to Council in due course, because the changing demographics in the Waitaki district meant that the initiative would be an important one for the community.
- The "wander tracking system" – this is available from the Alzheimer' Society.
- CluedUp Seniors' Survey – this was aimed at letting mostly local people know what services are available to them in the community, and especially enabling them to make connections with regard to access to services, sports and recreation activities.
- Cosy Homes – uptake numbers have been pleasing, with five referrals coming directly from the CluedUp Expo. Specific numbers will be reported once received.
- Building warrants of fitness – these are required by buildings that have a specified system – eg for fire safety, exits and sprinklers; about 370 in the district.
- Complaints about menacing dogs have dropped, which is good news.
- Freedom camping fines  
**ACTION POINT: The next Group Activity Report to include a breakdown of infringements, and to identify whether the fines were covering the cost of administering the system – Group Manager Lichelle Guyan)**
- Increased illegal dumping in the district  
**ACTION POINT: The next Group Activity Report to include some statistics on this – Group Manager Lichelle Guyan)**

RESOLVED  
HERC 2018/009

Cr Jim Hopkins / Cr Peter Garvan  
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 10.20am.

TO BE CONFIRMED at the next scheduled meeting of the Heritage, Environment and Regulatory Committee, on the 5<sup>th</sup> day of June 2018 in the Council Chamber, Waitaki District Headquarters, 20 Thames Street, Oamaru.

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Chairman

# Heritage, Environment and Regulatory Committee Report

**From** Jason Evered, Environmental Services Manager

**Date** 5 June 2018

## Heritage, Planning and Regulatory Group (excluding building) fees and charges

### Recommendations

The Heritage, Environment and Regulatory Committee recommends:  
That Council:

1. Approves no change for Animal Control fees.
2. Approves no change for Alcohol fees.
3. Approves 10% increase for Food Act fees.
4. Approves an annual fee of \$50 for Street Furniture permit.
5. Approves introduction of \$40 infringement for 'failing to display' Pay and Display receipt.

### Objective of the Decision

To set fees and charges for the Heritage, Environmental and Regulatory (excluding building and planning) Group for 2018/19.

### Summary

It is proposed that the Committee recommends new charges for Food and Health (both Food Act 2014 and Street Furniture) and an infringement change for Parking Activity. No changes have been recommended for Animal Control or Alcohol Licensing.

### Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	Key	Environmental Considerations	No
Legal	No	Cultural Considerations	No
Significance	No	Social Considerations	No
Financial Criteria	Key	Economic Considerations	No
Community Views	No	Community Board Views	No
Consultation	Key	Publicity and Communication	Moderate

### Background

On 6 April 2018, a workshop was held to discuss proposed fee changes to the current fees and charges across the Heritage, Planning and Regulatory Group. This report makes recommendations for all but building and planning fees, which will be covered in a separate report to the Committee at a future meeting.

Each area will have a range of options and a recommendation.

### 1: Animal Control

Funding Source 100% User Pays. Three-year average is 100% recovery.

### Summary of Options Considered

#### Option 1 – Status Quo (preferred option)

Currently the animal control service is fully cost recovered. There is a reserve which is being used to cover the costs of upgrading the Dog Pound.



**Option 2 – Change in fees**

Given the three-year recovery is at 100% and there is a reserve, there is no need to increase fees. A decrease could be considered but is not believed to be prudent until the Dog Pound upgrade is completed and the future service model is confirmed.

**Assessment of Preferred Option**

**Option 1** – Fees were revised in the 2015/16 financial year. They remain unchanged and are lower than many Territorial Authorities. Officers are in the process of confirming an upgrade to the Dog Pound and future service delivery. Once this work is completed, Council will be well positioned to consider if a fee change is required.

**2: Alcohol Licensing**

Funding Source 40-60% user charges. Three year average 60.1%.

**Summary of Options Considered****Option 1 – Status Quo (preferred option)**

Fees are set by the legislation. Revenue is within the approved funding model.

**Option 2 – Create a local Bylaw and set fees locally**

The cost of setting a new Bylaw is likely to be high. Officers would expect a level of resistance from the industry as licensees have met the criteria to be classified at a lower risk, and as such attract a lower annual fee.

**Assessment of Preferred Option**

**Option 1** – Following a review of the Sale and Supply of Alcohol Act 2012, no changes are expected to be made to the fees and charges defined by the Act until the next review in 2022. This is expected to have an impact on cost recovery, and Council may wish to consider a Bylaw in years to come.

**3: Food Act 2014**

Funding Source 40-60% user charges. Three year average 37.1%.

**Summary of Options Considered****Option 1 – No change to the current fees and fee structure**

Currently, Council's three-year average is below that set for the funding source of user pays.

**Option 2 – Increase fees by 10% (preferred option)**

A 10% increase to both the fee for renewal and verifications per hour. This will move revenue closer to the 50% cost recovery from the user charges.

**Assessment of Preferred Option**

**Option 2** – Equates to a new charge of \$170 per hour for renewals and applications and \$225 per hour for verifications. This will move us closer to 50% cost recovery from the user and reflects a likely increase of costs. This represents an average increase of \$15 for registration and \$30 for verification.

Attached in **Appendix 1** are the two comments received by Officers after 165 letters/emails were sent to the registered food premises across the Waitaki District. A further telephone conversation was had with one other party who strongly disagreed with the increase.

**4: Street Furniture**

The General Bylaw 2017, takes effect from 1 July 2018. Premises will require a permit for street furniture.

**Option 1 – Introduction of an annual permit fee for street furniture of \$50 per premises. (preferred option)**

It is recognised that a business derives some value from placing street furniture onto the public footpath. This is a minimal fee to cover administration. An annual process enables officers to

consider if the permit holder has met conditions. The fee can be linked to other licences so that business owners are paying costs together or separately.

**Option 2 – No annual permit fee**

A business would not attract any extra cost for placing items on the public footpath. The General Bylaw requires a permit for street furniture. Any premises would still need to comply with that Bylaw. If no fee is charged, the cost of implementation would otherwise be met by rates.

**Option 3 – Introduce an annual permit fee for street furniture of \$50 per piece of furniture.**

This option would be administratively difficult to manage and add costs to a business that may outweigh any benefit.

**Assessment of Preferred Option**

**Option 1** – The permit will include conditions to be met by business. The cost is minimal and covers administration time in processing an application and any ongoing compliance monitoring that may be required.

Attached in **Appendix 1** includes a comment submitted to Council in relation to this matter.

**5: Parking**

Funding Source 100% user charges. Three year average 134.7%.

**Option 1 – No fee increase**

Fees are covering the cost of service and therefore an increase is not required.

**Option 2 – No fee increase, but change the infringement for “Failing to display Pay and Display receipt” to the \$40 as defined in the legislation (preferred option).**

**Assessment of Preferred Option**

**Option 2**

It has been noted that when the parking officer has been away for a period of time, there is a reduction in the level of fees paid.

One reason for paid parking is to ensure availability of parking spaces in town. Officers have noted an increase in the number of car owners choosing not to pay any parking fee. It is believed the current infringement is not encouraging the right behaviour and is also not within the prescribed legislation.

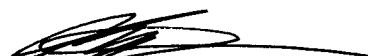
A person who goes over time by more than 30 minutes pays the same as someone who fails to display a parking coupon. Under the Land Transport (Offences and Penalties) Regulations 1999, Territorial Authorities are able to set a lower than prescribed fee. Officers have reviewed the Act and talked with other Territorial Authorities, and believe Council should be issuing the infringement offence under ‘all other parking offences’ in this situation which incurs a \$40 infringement, not \$15.

**Conclusion for all activities**

Having considered the options summarised above, the following conclusions have been reached:

1. Increased fees have only been recommended where recovery is under the approved funding policy.
2. Change to the parking infringement brings us in line with legislation.

Jason Evered  
Environmental Services Manager



Lichelle Guyan  
Heritage, Environment and Regulatory  
Group Manager

**Attachments**

Additional decision making considerations



### **Additional Decision Making Considerations**

The following matters have been considered in making the decisions.

#### **Outcomes**

This proposal relates to the following outcomes:

- We keep our district affordable – Fee is affordable for businesses and not subsidised above the approved funding policy.
- We maintain the safest community we can – Officers continue to perform their duties and businesses pay for charges at a rate that reflects their approach to good practice.

#### **Financial Considerations**

The proposed changes aim for balance in costs to businesses and reduction of rates contribution to this activity.

#### **Publicity and Communication Considerations**

**Parking** – An education campaign will be conducted to all people who fail to display a ticket. A note, along with an infringement at the current fee, will be left on the vehicle. The note will state: "With effect from 1 November 2018, your fine will be increased to \$40." Information will also be made available through social media and publications such as the Link.

**Street Furniture** – Information to all parties who currently have street furniture will be hand delivered and contain details of the General Bylaw, guidelines and how to register. Information will also be made available through social media and publications such as the Link.

**Food Act Fee** – A letter or email will be sent to all registered premises. Information will also be made available through social media and publications such as the Link.

## APPENDIX 1

### Email

"Afternoon Jason,

The increase of fees is not justifiable! If my business complies with council regulations it should be charged at a better rate than a business that does not. The fees here are far too high considering the location. It's not Auckland or a large city. They are double the fees I was paying in a premier location on the Gold Coast. It's a joke that we don't really get a say in the matter. They are just increased and we have to cop it. How is a small business in this small town supposed to make money when wages and council fees increase like this?

Regards

Concerned business owner."

### Email - John Greaney – Peter Pan Bakery and Cafe

"My name is John Greaney I am an owner/operator of the Peter Pan Bakery and Café, I am replying to your email on the above increase in food registration and fees. Owing to the changing landscape of food retailing for example - more competition due to more shops available, the opening up to food and coffee hawkers to no restrictions of where they trade given they pay no rates to trade option 1 should be retained.

Option 3: Café table and chairs are mostly used to the same effect as sandwich boards to advertise what is available in our shops. Our weather is not conducive to regular use of outside furniture but they add to the ambience of our streets. I do not believe a charge is appropriate.

Regards

John Greaney"

The options shown in the letter to food premises and referred to above was:

**"Option 1** - Retain current fee model at current rate (Status Quo), \$155 per hour for Registration and \$205 for verification and compliance monitoring."

**"Option 3** – Creation of a new fee model."

Note: Option 1 is the current fee of \$155 for registration and \$205 for certificates.

# Heritage, Environment and Regulatory Committee Memorandum

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

**Date** 5 June 2018

## Heritage, Environment and Regulatory Group Activity Report for the period 17 April to 28 May 2018

### 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

The high level of activity has continued across the group. Overall staff have been responding well and statutory timeframes has been met in most instances.

### 1.2. Vacancies

- Administrator (to cover parental leave). An internal appointment has been secured. Lynley Scott has been seconded to this position.
- Building Control Officer – This vacancy is now advertised; applications close on 5 June. Interest in this position has been pleasing.
- Senior Planner – Applications closed 21 May. Officers are impressed with the calibre of applications and shortlisting has commenced.

## 2. Community Safety and Development

### Safer Waitaki Project

All activity is reported against the project's three strategic outcomes.

### Upcoming events

Date	Event
29 May	Mental Health Inquiry presentation day for Waitaki
9 – 10 June	Good 2 Great: This Youthline initiative, is a 2 day Personal Development Workshop for 15 – 24 year olds involving local facilitators.
22 June	Youth Council Quiz Night at Waitaki Girls High School.
12 July	Family Harm: The Ripple Effect. <b>FREE</b> mini Violence Prevention Conference 2018. This will be held in collaboration with the Waitaki Safer Community Trust and is a full day event. Keynote Speaker: Jude Simpson, Family Harm Training Advisor, New Zealand Police Workshop Options. <ul style="list-style-type: none"> <li>• Sex Education through Pornography: Presenters - Amanda Acheson, Zaffa Christian, Ritchie Hardcore</li> <li>• Family Dispute Resolution / Protection Orders / Police Safety Orders: Presenters - Marion Shore, Police</li> <li>• Strangulation: Presenter - Rob Veale</li> <li>• Male Survivors Sexual Abuse Trust: Presenter – Paul Dempsey</li> <li>• Evening Session for the Community re Sex Education through Pornography</li> </ul>
8 - 9 August	CluedUp Kids Safety event. All Primary schools invited to send year 6 students.

Date	Event
29 September	<i>CluedUp</i> Supers event.
3 November	Skate Park Event Oamaru. Postponement date 10 November.
4 November	Skate Park Event Palmerston. Postponement date 11 November.

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

### 2.1.1. Alcohol and Drugs

Game On: The third session was facilitated with Women's Rugby on 2 May. 25 participants and four local presenters attended. Outcomes included an opportunity to provide an additional workshop with youth. External funding was secured from Health Promotion Agency for this activity.



### 2.1.2. Mental Health and Addictions

The group met on 16 May and 30 people attended the meeting.

Business included:

- Robert Ford, Relationship Manager, Mental Health Addictions and Intellectual Disability Directorate, Southern District Health Board (SDHB): gave a presentation on the upcoming Co-design Process and outlined upcoming provider workshops.
- Mental Health Awareness Week:  
8 -14 October 2018: Theme 'unlock your wellbeing' (focus on keeping yourself mentally well, learning new skills, unlocking potential)
- Promoting Mental Health Helpline. 1737 cards are available to promote the 1737 txt or phone service which is available 24/7. More information is available at <https://www.1737.org.nz/>

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

### Youth Council

Successful outdoor Movie Night event held on Friday 18 May with approximately 60 attendees.





## Strategies for Kids information for Parents (SKIP)

The SKIP project is continuing with a number of projects that were initiated last year. These include:

- MumSpace, the monthly drop in space for Mums and kids where a different Mum-focused activity is organised each session.
- OamaruRocks (which has now been extended to include KurowRocks and East Otago Rocks) and
- The Hampden playgroup which has evolved into a parent-led co-operative of regular activities.

In addition to these projects the 'kids in the Supermarket' project has been completed with large billboards being displayed at Northside New World of children involved in the Supermarket experience to normalise what the community should expect to see.



A new project has started this term: Make-Aways which is a four week cooking course run in partnership with Oamaru Elim Church, the Waitaki Community Gardens and Oamaru Hospital Dietician. This is a project where simple, nutritious and economical meals will be prepared by the participants in bulk and servings for their family will be taken home for the evening meal.

Planning and coordination commenced for 2018 *CluedUp* Kids event targeting year six students.

### 2.2.1. Over 65s

The group met on 15 May. Business included:

#### Caring Caller

St John Caring Caller is a free telephone friendship service that regularly puts people in touch with someone who cares about them. Brochures about the service are available from the St John office, Coquet Street, Oamaru or call St John office on 03 434 8100 or 0800 780 780.

#### Social Connection

Oamaru Steam and Rail: Workshop meeting / social gathering held every Wednesday and Saturday. This group is providing a great opportunity for people to meet, chat, have a cuppa (can include pikelets or scones!) and help out in the workshop.

#### Positive Ageing Strategy

A report is under development to explore opportunities for the utilisation of a Community Connects Grant, with a view to developing a Positive Ageing Strategy for Waitaki.

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

### 2.3.1. Industry Link

Group met 26 April

Business included:

Presentation: Eden Sleep – Sue Newton Gaze

Sue gave a very informative presentation on sleep apnoea and its impact on health, wellbeing and the impact on the workplace.

### 2.4. Engagement

- Coordinated a Not for Profit Social Media training event with the Otago Chamber of Commerce. The training was held Friday 11 May, and Friday 18 May. This was well attended with 14 participants on both days.
- In conjunction with Waitaki Community Mental Health, Helen Algar provided a Safer Waitaki Presentation to Mental Health and other Medical Professionals.
- Participated in Age Concern Committee meeting.
- Participated in Waitaki Multi Cultural Council Committee meeting and Annual General Meeting (AGM) 17 May.
- Community Directories established.

Waitaki Mental Health Directory:

<https://sites.google.com/saferwaitaki.co.nz/saferwaitaki/reduction-of-harm>

Waitaki Groups and Clubs: <https://www.waitakigroups.co.nz/>

Work is also underway for a Physical Health directory to augment the above.

## 3. Building Services

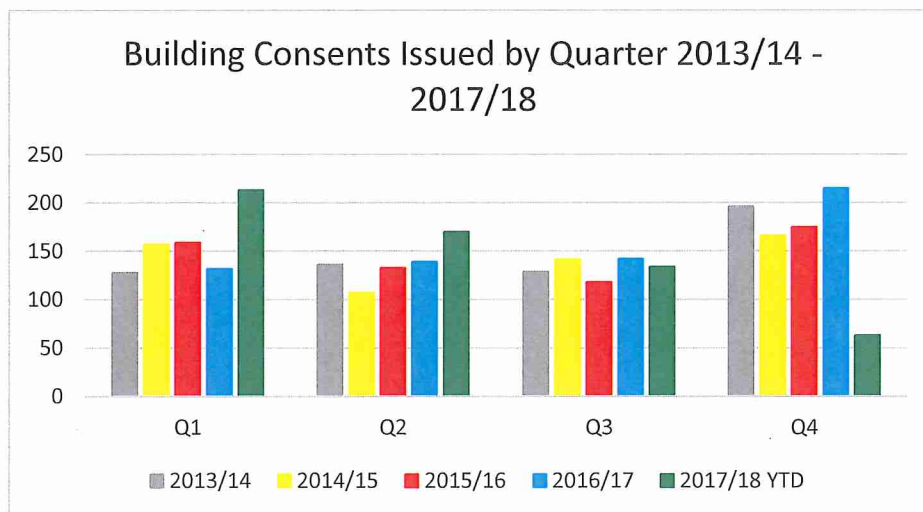
### 3.1. Activity and Service Performance

#### 3.1.1. Building Consent Activity

April has proven another busy month with 64 Consents being approved and issued. The average value of consents lodged during April 2018 was \$174,560. A few large consents have distorted year-to-date data. Extracted exceptions indicate that the average value is \$110,000 which is in line with the last financial year.

As previously reported there has been increased complexity of consent applications being seen in the District and Officers anticipate the volume and complexity will continue.

**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 30 April 2018**

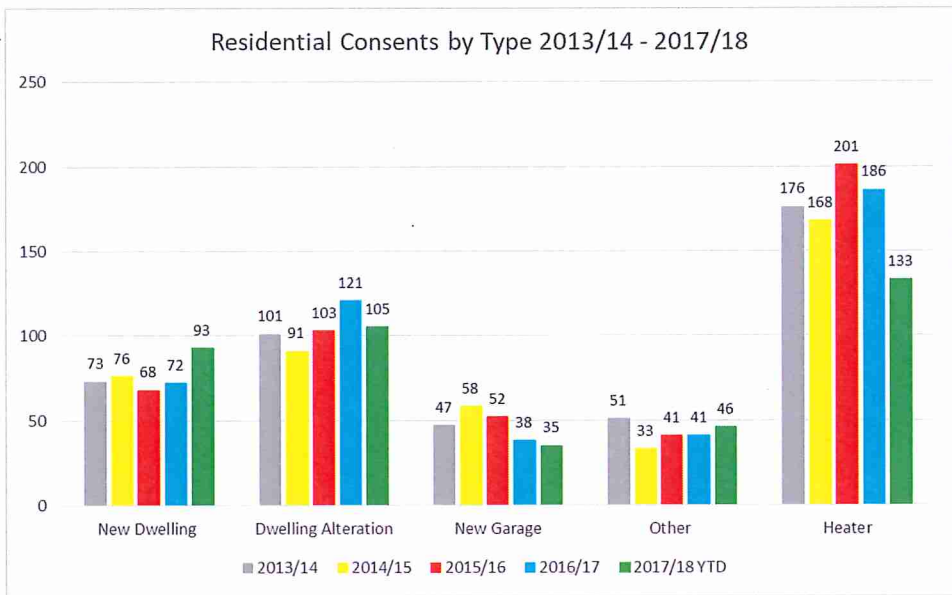


### 3.1.2. Service Level

Processing performance has been sustained despite an increase in workload. Officers have been able to issue 100% of consents within 20 days and achieved an average processing time of 11 working days. This does not reflect the time a consent application is on stop due to Request for Further Information (RFI). Feedback from Industry stakeholders has been positive regarding the service level performance but RFIs represent a challenge for all parties.

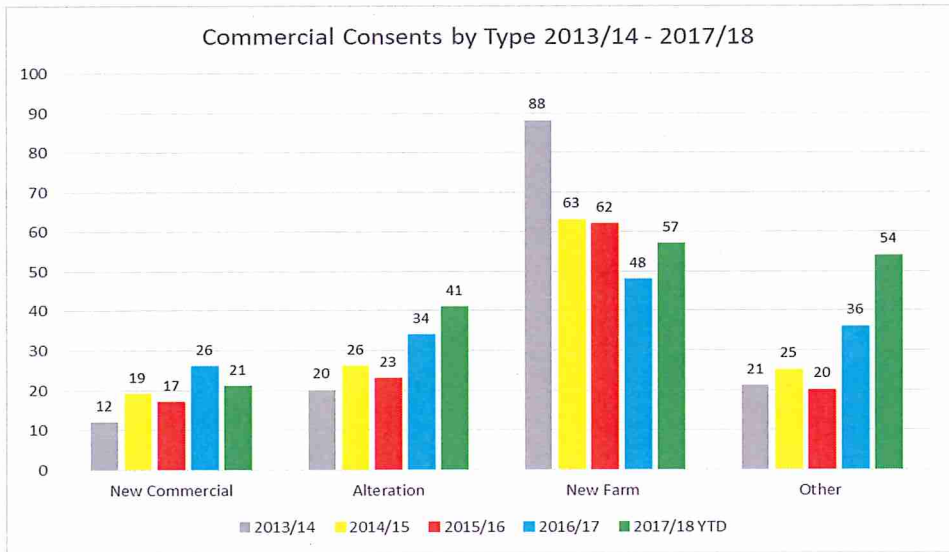
### 3.1.3. Consents by Type

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 in new dwellings has already put the year to date ahead of previous full years. During April, 23 Consents were issued for Solid Fuel Heaters and this is forecast to be a significant workload in the next month.



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

Commercial consent applications remain on trend - showing strong growth. The 2017/18 figures illustrate that the agriculture sector continues to invest, although as the Biosecurity response to *Mycoplasma bovis* covers more properties, Officers are keeping a close watch on this category. The increase in "Other" category is mainly due to amendments to Durability as outstanding Code Compliance Certificates (CCCs) are resolved through the CCC project.

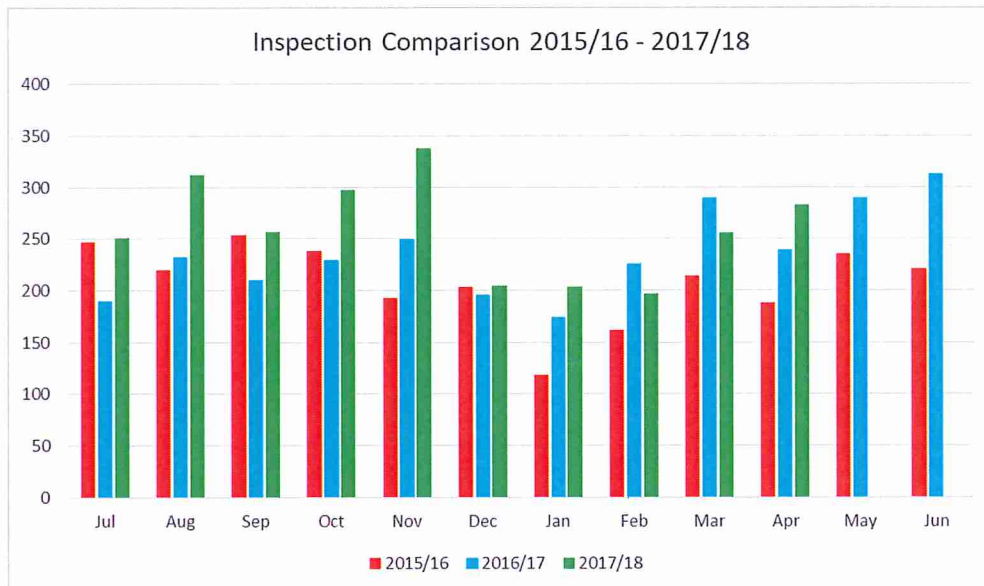


**Figure 3: Commercial Consents by Type 2013/14 to 2017/18**

As issued consents increase, the required inspection workload increases. Inspection availability has been constrained in recent weeks, caused by annual leave, training, sickness, high demand and occasional inclement weather. Officers have worked to accommodate specific requests for time-critical inspections.

Following the consultation period, the Building Team has now implemented the new inspection areas by day of the week. This has created tighter geographical zones that reduce travel times and subsequently increase availability. Following the initial week of adjustment, early indications are favourable. As illustrated below, most months have shown an increase on previous years.

Failed inspections still represent a higher than desirable percentage and generate a level of rework that places additional demand on resources. Officers have communicated reasons and opportunities to improve to industry but a sustained improvement has yet to be seen. This will be an area of focus over the coming months, as Officers try to further improve efficiency in the Inspection process. A set of Inspection guidance documents are currently being drafted that will be used internally and externally. A customer advisory group will provide feedback on the external document prior to it being made available.



**Figure 4: Inspections Completed 2015/16 to 2017/18**

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

At the time of writing, there were 15 CRMs assigned to the building team, all of which were under action to varying degrees. This is a higher than normal number and impacts on total workload. There were no overdue CRMs.

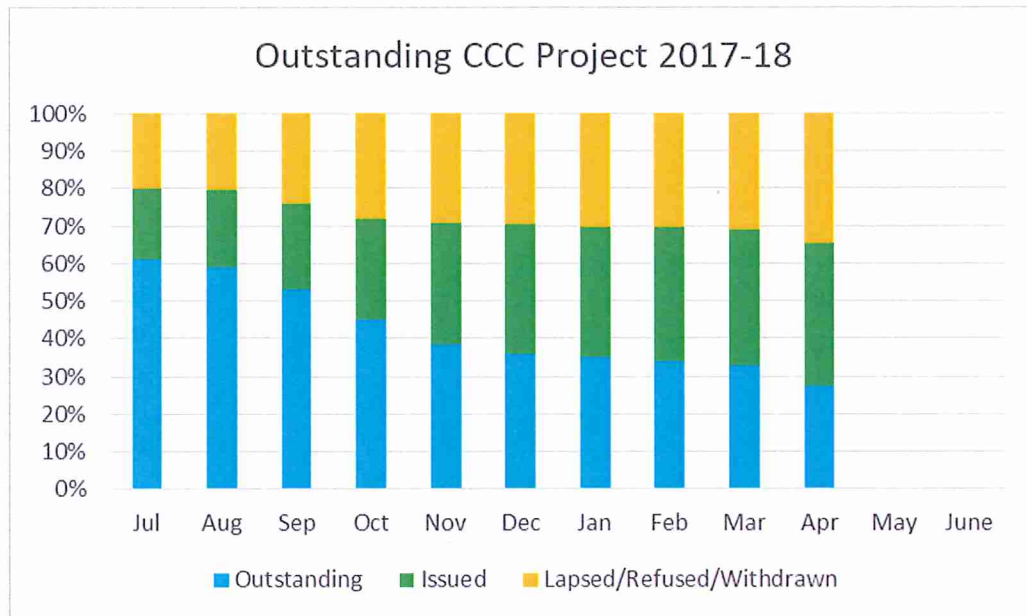
#### 3.2. Engagement

- LG Equip report has been received. Officers are considering the feedback and will report to Council via a workshop in due course.
- Industry Working Group met to discuss building fees. More information is reported in 3.3.5.
- Officers have also attended a Safe and Resilient building conference and the Building Officials Institute of NZ meeting and technical programme held in Dunedin.

### 3.3. Policy and Projects

#### 3.3.1. Outstanding CCC Project

It has been a successful month, with the outstanding number reduced from 254 to 211. One-third of consents were issued with code compliance and two-thirds were declined. A number of inspections have been booked and these are being fitted around business as usual work. As this project has progressed, it has become evident that more technical knowledge is needed to complete this work. The building and administration teams are assessing options to apply a dedicated technical resource to get the work completed.



**Figure 5: Outstanding Code Compliance Project 2017-18**

#### 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 Warrants of Fitness (BWof) expire, Officers are working with the property owners to gather all information to meet requirements. As our new Compliance Officer transitions from induction to fully operational in the role, the project is gaining new momentum and a fresh approach.

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

There is no update to report.

#### 3.3.4. Exemptions under the Building Act

Officers are currently preparing a paper for the scheduled workshop on 19 June.

#### 3.3.5. Building Fee Review

Council Officers have held the first meeting with the industry working group. Representatives included designers, builders and project managers. It was a very constructive meeting that provided industry insight and options for Officers to consider. Further information will follow via a scheduled Council Workshop on 12 June.

#### 3.3.6. Digital Consents

Officers have been working with Information Services to assess options for Digital lodgements ahead of full e-services. The combined team reached the conclusion that all efforts were best placed in working on the full system. A concerted effort is being made to ensure some level of change is in place by February 2019 so that the Building Consent Authority can demonstrate that Council works to its documented processes. The project is now in initiation stage, with concept documentation completed and detailed requirements now being worked through.



## 4. Environmental Health Services

### 4.1. Activity and Service Performance

#### 4.1.1. CRM Activity

Further to the last activity report a breakdown of the reported illegal dumping is provided below. The figures shown are just an illustrative amount; rubbish is dealt with across a number of departments so the actual cost is difficult to calculate.

Month	Illegal Dumping	Street/Road Litter	Total	Average removal fee	Monthly Costs
May-18	2	3	5	\$300	\$1,500
Apr-18	9	13	22	\$300	\$6,600
Mar-18	3	14	17	\$300	\$5,100
Feb-18	6	6	12	\$300	\$3,600
Jan-18	5	9	14	\$300	\$4,200
Dec-17	2	6	8	\$300	\$2,400
Nov-17	3	3	6	\$300	\$1,800
Oct-17	2	7	9	\$300	\$2,700
Sep-17	4	5	9	\$300	\$2,700
Aug-17	10	8	18	\$300	\$5,400
Jul-17	2	10	12	\$300	\$3,600
Jun-17	4	10	14	\$300	\$4,200
May-17	6	8	14	\$300	\$4,200
			160		\$48,000

Officers were provided a number of leads in regards to illegal dumping in the Kakanui area. The leads and the subsequent information obtained continues to be followed up. The information was provided in response to the social media (Facebook) postings by the Council and community.

Currently, there are no CRMs marked as overdue.

#### 4.1.2. Freedom Camping

Contact has been made with the Mackenzie District Council to explore options around a shared contractor in the Ahuriri area of the Waitaki. Dependent on these discussions, the contractor should be in place for the 2018/19 season.

#### 4.1.3. *Mycoplasma bovis* implications

Currently our Water Sampling Officer is taking extra precautions at sites requested (spraying of disinfectant over wheels and boots). Officers has also sought confirmation from MPI around any extra measures required when dealing with wandering stock across the district.

#### 4.1.4. Dog Control

Preparation continues for the upcoming dog registration. An information leaflet has been produced to accompany the registration letters and will be used by the Customer Liaison Teams.

A process for appeals has been developed with feedback from the Hearings Committee for appeals. The process is detailed in **appendix 1** and will be made available via Council's website for interested parties.

#### 4.1.5. Food Act 2014

Phase 2 of the changeover to the Food Act 2014 is now complete. The current numbers are as follows:

Annual Registrations = 165 (People on Control Plan or a National Programme)  
Premises requiring Verification (between 3 month and 18 month intervals) = 122

## **4.2. Engagement**

### **4.2.1. Tourism Waitaki – Information for Partnership Accommodation Providers**

A meeting has been held with Tourism Waitaki to clarify the various legislative requirements for accommodation providers. As there are a number of factors to consider it has been agreed an information pack will be developed with specific information for providers along the A2O route. Once developed a general purpose starter pack for new accommodation will be made available.

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

Communication has continued with the policy team at FENZ. A Workshop to inform the Committee on the implementation of the Act is scheduled for 19 June.

## **4.3. Policy and Projects**

### **4.3.1. Litter (Increased Infringement Fee) Amendment Bill**

On 2 May 2018, the first reading of this bill was made in Parliament. The aim of the bill is to raise the maximum infringement notice fine from \$400 to \$1000. This ultimately will be an amendment to the Litter Act 1979.

### **4.3.2. Enforcement Policy**

Officers across the Group are in the final phases of producing a regulatory/enforcement policy for Council. The draft policy was presented at a Council workshop on 29 May.

### **4.3.3. Sale and Supply of Alcohol Act 2012 – Fee workshop**

Environmental Services Manager Jason Evered attended a Ministry of Justice workshop around cost and fees for the administration of Alcohol Licences and work involved in monitoring those premises. Fees under the Act will not be reviewed for five years. The workshop highlighted some inconsistency in interpretation of what overheads and activity can be charged against alcohol licencing fees. Officers will determine if any changes need to be made to activity codes as a result.

### **4.3.4. Pending changes to Land Transport Regulations 2012**

Part of the upcoming changes which have been passed to Cabinet for final confirmation will require a change to the reverse wording of Council's current parking infringement tickets. The changes do not create any fresh offences, and constitute either wording changes to add clarity or to confirm that a reminder after 28 days may be issued but is not a requirement under the regulations.

## **5. Heritage and Planning**

### **5.1. Activity and Service Performance**

Between 1 April and 19 May 2018, there were 29 non-notified consents processed. 25 of these consents were processed within 20 working days, and two were not – 95% achieved, with two being withdrawn.

Nine (9) consents and certificates were required to be processed within 10 working days and 100% was achieved.

Officers are processing three notified resource consents that are currently being processed at differing stages. The first involved a two-day hearing in Palmerston on 22 and 23 May for Ngai Tahu Forestry Estates for afforestation planting. The decision has been adjourned, pending a legal opinion.

The Alps to Ocean (Sailors Cutting to Kurow leg) notified application held in Omarama was processed to a decision in 77 days out of 100 (by Consultant).

Following the close of submissions in early May, Officers are now progressing with a hearing date for a combined subdivision and land-use application in Weston Road / District Road Weston, possibly in July/August.

The Simmons Notified Consent at Lake Ohau has now gone to Environment Court as an appeal.

Overall, there are high rates of enquiries for development, requests for information and pre-application advice.

The team also undertook a District Plan Review Committee workshop; contributed to work on the UNESCO Global Geopark application, and participated in the ongoing programme scoping exercise for the Mackenzie Basin Agency Alignment process.

#### Resource Consent Decisions Made Under Delegated Authority in April

Date Closed	Type	Description	Location	Target Days	Process Days
09.04.18	Miscellaneous Certification	Section 348 over lot 4 District Plan 6661 in Rural General Zone	Georgetown – Pukeuri Road, Georgetown – Pukeuri	10	9
03.04.18	Land Use	Earthworks for a level building platform in Rural General and Rural Scenic Zone WITHDRAWN	87 Diggers Road, Kurow	20	7
04.04.18	Subdivision	Subdivision of Pt Lot 104 Blk VIII (OT16A/179) into 2 lots in Rural General Zone	446 Coal Pitt Road, Enfield-Airedale	20	20
04.04.18	Land Use	Build pole shed with 15m setback in Rural Residential Zone.	Homestaed Road, Weston – Ardgowan.	20	22
04.04.18	Land Use	Landuse for breach of density issue following Subdivision Resource Consent in Rural General Zone.	446 Coal Pit Road Enfield-Airedale	20	20
04.04.18	Land Use	Retail liquor outlet in Business 3 Zone WITHDRAWN	51 Humber Street, Oamaru	20	4
05.04.18	Subdivision	Boundary Adjustment Lots 16 and 24 District Plan 466453 in Business 3A Zone	3 Endeavour Crescent, Oamaru	60	48
10.04.18	Land Use	Build Separate room with bathroom side boundary in Residential Zone	29 Buller Crescent, Otematata	10	10
17.04.18	Land Use	Replacement of 3 poles on Glenavy-Oamaru transmission power line.		20	20
17.04.18	Certificate 139	Retail liquor outlet in Business 3 Zone	51 Humber Street, Oamaru	20	11



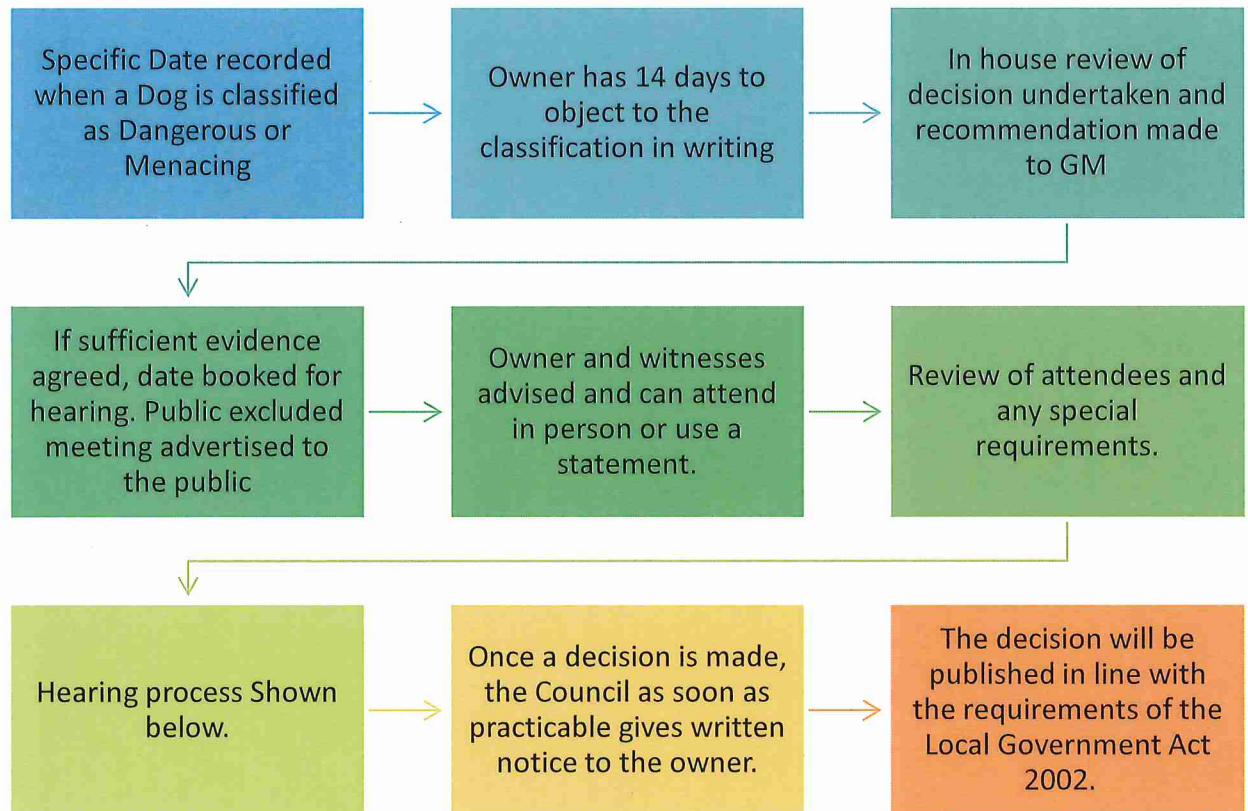
Date Closed	Type	Description	Location	Target Days	Process Days
17.04.18	Land Use	Earthworks for pole shed in Rural General Zone	19 Cattle Valley Road, Kurow	10	7
19.04.18	Subdivision	Subdivide 2 titles in Rural General Zone	98 Mclay Road, Makareao	20	19
24.04.18	Land Use	Earthworks for house in Rural General Zone	732 Papakaio Road, Papakaio	10	7
24.04.18	Land Use	Secondary meat processing and storage in Rural General Zone	242 Ferry Road, Richmond- Tawai	20	20



Lichelle Guyan  
Heritage, Environment and Regulatory Group Manager

**Attachments:**  
**Appendix 1 – Dog Appeal Process**

## Appendix 1: Dog Appeal Process



### Hearing process:

Summary of facts read to Hearing Committee

Statement of relevant witnesses read and or spoken to in person.

Statement from Owner read or Owner allowed to present verbal statement

Statement from owners' witnesses allowed, however they must be relevant to the matter in hand

Hearing panel considers the evidence presented and only the panel is able to ask clarification questions (no cross examination by owner or owner representative).

Hearing panel makes a decision; it may adjourn for legal opinion to be obtained prior to making a decision

Once a decision is made, Council as soon as practicable gives written notice to the owner of the decision made

If the decision to classify is reversed, Council will also inform all relevant parties (witnesses and complainant etc)