



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 Wednesday 18 July 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

Wednesday 18 July 2018

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

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7. Resolution to Exclude the Public	

"That the public be excluded from the following parts of the proceedings of this meeting, namely items 8 and 9.

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 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 Committee 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."

- | | | |
|----|---|---------|
| 8. | Confirmation of Public Excluded Minutes of the Previous Meeting – 5 June 2018 PE | 35 – 36 |
| 9. | Heritage, Environment and Regulatory Committee Group Activity Report PE
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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."

10. **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 10.

Heritage, Environment and Regulatory Committee:

Cr Hugh Perkins (Chair)	Mayor Gary Kircher (ex Officio)
Cr Jim Hopkins (Deputy Chair)	Cr Peter Garvan
Cr Craig Dawson	Cr Bill Kingan

Waitaki District Council

Heritage, Environment and Regulatory Committee

**UNCONFIRMED 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 Tuesday 5 June 2018 at 10.30am.**

Present	Cr Jim Hopkins (Chair), Cr Craig Dawson, Cr Peter Garvan, Cr Bill Kingan; and Mayor Gary Kircher (ex officio)
Apology	Cr Hugh Perkins
In Attendance	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) Jason Evered (Environmental Services Manager) Roger Cook (Building Services Manager) Helen Algar (Community Development Coordinator) (part of meeting) Ainslee Hooper (Governance and Policy Advisor)

The Chair declared the meeting open at 10.32am, and welcomed everyone present.

1. Apologies

RESOLVED

HERC 2018/010

Cr Peter Garvan / Mayor Gary Kircher

That the Heritage, Environment and Regulatory Committee accepts an apology for absence from Cr Hugh Perkins.

CARRIED

2. Declarations of Interest

There were no declarations of interest.

3. Confirmation of Meeting Minutes

RESOLVED

HERC 2018/011

Cr Peter Garvan / Cr Craig Dawson

That the Heritage, Environment and Regulatory Committee confirms minutes of the public meeting of the Committee held on 1 May 2018, as circulated, as a true and correct record.

CARRIED

4. **Heritage, Environment and Regulatory Group (excluding building) fees and charges**

The memorandum, as circulated, proposed that the Committee recommend to Council new charges for Food and Health (both Food Act 2014 and Street Furniture) and an infringement change for Parking Activity. No changes were recommended for Animal Control or Alcohol Licensing.

Group Manager Lichelle Guyan advised that she wished to withdraw recommendation 3 relating to the Food Act fees due to the receipt of information last Friday that requires further investigation before being reported to Council. The Chair acknowledged the request.

RESOLVED

HERC 2018/012

Cr Craig Dawson/ Cr Peter Garvan

That recommendation 3 be withdrawn from consideration at this meeting.

CARRIED

As a consequence, the final resolution for this agenda item would involve renumbering recommendations 1 – 4, and would exclude the original recommendation 3.

The following discussion points were also NOTED for clarification purposes:

- With regard to the **Street Furniture fee**: Council was still being permissive about this issue, but there was a small cost involved in ensuring it was managed properly. In this way, it was a processing fee, not a hire fee. The aim was to enable businesses to make more use of the space available without inconveniencing the public.
- Parking had become a problem in the south of Oamaru, so the introduction of an **infringement for “failing to display” a Pay and Display receipt** was appropriate.

RESOLVED

HERC 2018/013

Mayor Gary Kircher / Cr Craig Dawson

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 an annual fee of \$50 for Street Furniture permit.
4. Approves introduction of \$40 infringement for ‘failing to display’ Pay and Display receipt.

CARRIED

5. **Heritage, Environment and Regulatory Group Activity Report for the period 17 April to 28 May 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 contributed to discussions as recorded below.

Deputy Mayor Melanie Tavendale offered her thanks to Leanne Kingan, Helen Algar, and the Mayor for their assistance with the Youth Council movie night and over the weekend during the Fire and Steam Festival.

The Chair also extended the thanks and appreciation of this Committee to the Youth Council and the Deputy Mayor as their appointed councillor, for organising and supporting these events, which had both been well received by the community.

Cr Jan Wheeler congratulated Community Development Coordinator Helen Algar for her efforts on Safer Community initiatives. Some very difficult issues were being tackled.

Mrs Algar acknowledged Cr Wheeler's remarks, and noted that the Waitaki district was leading the way in some respects, eg 49 Police staff from across the district had already registered for

the 12 July “Family Harm: The Ripple Effect mini-violence prevention” conference. The event had yet to be advertised, but places were filling up fast. Schools would be invited to attend.

The “Make-Aways” meal programme had started today. More information on that, and the ‘kids in the supermarket’ project would be provided in the Group Activity Report to the next Committee Meeting.

With regard to the increased complexity of consent applications (3.1.1), it was suggested that this was a positive development, because it would mean that the district would be getting buildings with more character, which was in keeping with its image.

Cr Bill Kingan congratulated Group Manager Lichelle Guyan and her teams for the graphs in her report. He believed they were very easy to read and told a story that was very compelling. Other Councillors supported his remarks.

On the matter of failed inspections (page 16) still representing a higher than desirable percentage of commercial consent applications, it was noted that there was no easily identifiable root cause for repeat offences, and that once failed, an application would require re-inspection which incurred fees.

With regard to the Outstanding Code Compliance Certificate (CCC) project (3.3.1), an officer recently returned from leave had been assigned to the technical aspects of consents, which was expected to help with the ongoing reduction in the numbers being declined. Examples of reasons why consents were being declined included the lack of an Energy Certificate; or insufficient fire separation detail. The officer would provide guidance to applicants about how and where to get their missing information, and would also complete the final inspection if required.

With regard to Mycoplasma Bovis implications (4.1.3), Environmental Services Manager Jason Evered advised that information had been distributed to staff and sprays for tyres and shoes had been provided to them. After further discussion, it was AGREED that the Committee would invite a representative of the Ministry of Primary Industries to attend its next meeting (if possible) to discuss how the Council and officers could assist with efforts in managing the spread of the disease.

ACTION POINT: Group Manager Lichelle Guyan to invite MPI representative

Planning Manager Hamish Barrell advised that the Ohau Protection Society had made the appeal to the Environment Court on the Simmons Notified Consent at Lake Ohau case. A pre-hearing mediation had been unsuccessful in resolving the matter.

RESOLVED

HERC 2018/014

Cr Craig Dawson / Cr Bill Kingan

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.

6. Resolution to Exclude the Public

RESOLVED

HERC 2018/015

Cr Craig Dawson / Cr Bill Kingan

That the public be excluded from the following part of the proceedings of this meeting, namely:

- 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: 7. Heritage, Environment and Regulatory Group Activity Report 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.) 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 2018/018

Cr Craig Dawson / Cr Bill Kingan
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

8. Release of Public Excluded Information

In accordance with Waitaki District Council Standing Orders 2016 to 2019, Clause 17.5, and pursuant to Resolution HERC 2018/017 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 7 – Receipt of Public Excluded Heritage, Environment and Regulatory Group Activity Report PE

RESOLVED
HERC 2018/016

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 11.12am.

TO BE CONFIRMED at the Heritage, Environment and Regulatory Committee Meeting
to be held on the 18th day of July 2018 in the Council Chamber, Waitaki District Headquarters,
20 Thames Street, Oamaru.

Chairman

UNCONFIRMED

Heritage, Environment and Regulatory Committee Report

From Building Services Manager

Date 18 July 2018

Building Consent Exemption – Pole Sheds

Recommendations

That the Heritage, Environment and Regulatory Committee recommends:
That Council approves a general discretionary exemption for pole sheds, to commence from 1 September 2018.

Objective of the Decision

To improve business process and reduce travel and inspection time by developing a standard process to assess Pole Shed applications.

Summary

It is proposed that the Committee recommend to Council that a general discretionary exemption for Pole Sheds be introduced. This work is considered low risk and is a reasonably high volume. Travel distance for inspections is disproportionate to the chargeable time. Officer time and cost to Council and the building owner can be reduced under this proposal. Customers will still have a choice – they can either request an exemption or the conventional consent application.

Summary of Decision Making Criteria

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

Background

What is a Discretionary Exemption?

Territorial authorities (city or district councils) or regional authorities (regional councils) are able to use their discretion to exempt any proposed building work from requiring a building consent, so long as certain conditions are met under clause 2 (or 'exemption 2') of Schedule 1 of the Building Act 2004.

- The completed building work is likely to comply with the Building Code, **or**
- If the completed building work does not comply with the Building Code, it is unlikely to endanger people or any building, whether on the same land or on other property.

Why Pole Sheds?

In November 2016 the Ministry of Business, Innovation and Employment (MBIE) completed an audit of the Territorial Authority functions. As part of that audit MBIE were asked to comment on the BCA function. They reviewed a sample of consents for processing and attended inspections with staff.

One of their suggestions was to consider an exemption for Pole Sheds after experiencing the travel to a remote farm.

Some Territorial Authorities (including Central Hawkes Bay, Hastings, Wairoa and Rangitikei) have already introduced an exemption process with success and we believe Waitaki can benefit from this initiative. It is important to note that customers will have a choice.

Pole Sheds are not required to be built by a Licensed Building Practitioner (LBP) and are often supplied by recognised manufacturers such as Versatile, Total Span and Gold Pine. Exempted sheds will be solely used for the storage or housing of implements, plant, vehicles and/or goods and/or livestock directly related to farming activities or owned by the occupier of the property.

If the request for exemption is approved it is up to the building owner to ensure that the building meets the standards set in the Building Code. This is achieved by ensuring it is built in accordance with the plans presented with the exemption request.

Risk Management

Risk	Mitigation
Customers may not undertake any consenting process. Thereby undertake illegal building work	Either of these situations can occur today. It will be important to have clear and concise information on our website and in industry newsletters.
Subsequent evolution of building use	
Pole sheds do sometimes fail inspections	This can be mitigated through guidance documents which confirms the common reasons inspections fail.
Not all Territorial Authorities support this initiative. Some believing that if an exemption was warranted it would be already be listed under Schedule 1.	This is not a blanket exemption. The application form is thorough. If any question has a "No" response, a consent will be required.
Industry may request more exemptions be considered by Council	Exemptions can be considered on a case by case basis. If this initiative goes well other options could be considered.
Reputational risk if building fails	Sound process and guidance should reduce the risk of failure. The building owner and/or agent will be responsible for ensuring the building meets the standards set in the building code. There is little else that can be done to mitigate this risk.

Financial Considerations

Over the past four financial years Pole Shed consents have averaged \$1,000 per shed in fees. Processing and administration time is about two hours plus two to three inspections.

The proposed fee for exemptions will be \$300. Although revenue will be reduced by up to \$38,500 per annum, time saved in travel can be spent processing more complex consents and reduce the need for work to be processed externally.

Summary of Options Considered

Option 1 – Offer a general discretionary exemption process for pole sheds (Preferred Option). Applicants would need to complete an exemption form answering some basic questions. If the response is "No" for any question then the consent would be processed in the normal manner.

Option 2 – Status Quo (Not the Preferred Option). All consent applications are assessed to the building code and inspected.

Assessment of Preferred Option

Option 1

Appendix 1 details the application form for the exemption. The criteria is sufficient to have confidence district plan and building consent requirements are considered. The exemption will only apply to buildings in the Rural General zone.

The application will be supported by a processing sheet to ensure consistency and that building control officers consider the district plan and building code requirements.

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

1. Introduction of a discretionary exemption is a customer focused initiative providing a choice to how the owner can proceed with a specific type of building
2. Decreased revenue will be offset by a reduction in use of external contractors
3. The exemption will be noted in LIM reports so future owners are aware of the approval circumstances
4. Risks identified can be mitigated through good process and communication

Conclusion

Officers acknowledge this initiative has some risk and can be managed effectively. It offers customers a choice in how they approach a Pole Shed build and enables them to select a cost effective option that increases their risk, or a traditional option where inspections occur and reduces their risk. Well considered process and communication will be critical.

Roger Cook
Building Services Manager



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

Attachments

Additional decision making considerations

Appendix 1: Building Consent Exemption - Pole Shed

Appendix 2: Application Checklist for Pole Sheds

Additional Decision Making Considerations

The following matters have been considered in making the decisions.

Outcomes

- We keep our district affordable – reduces costs of the customer and Council
- We understand that needs for our community – provide choice in how property owners approach qualifying buildings

Publicity and Communication Considerations

Communication will be via the Industry Building Wrap, Website and The Link.

Where a Pole shed consent has already been approved but no building work commenced owners will be contracted and offered to continue with current process or complete the exemption request at no additional charge and have inspection fees refunded.



Waitaki

DISTRICT COUNCIL
TE KAUNIHERA Ā ROHE O WAITAKI
Growing strong communities.

Address: 20 Thames Street, Oamaru 9400
Private Bag 50058
Oamaru 9444

Phone: 03 433 0300

Web: www.waitaki.govt.nz

Building Consent Exemptions - Pole Shed

Introduction/Explanation

The Council may permit certain building work to be exempt from the building consent process under Schedule 1, Part 1 section 2 of the Building Act 2004.

You must complete this form if you want to apply for an exemption in respect of farm buildings. The purpose of this application is to give you the opportunity to undertake low risk building work at minimal cost. **We recommend that you check whether your proposed building work may be exempt with a Building Control Officer prior to lodging the application.** The application fee of \$300 is non-refundable.

When you make this application you undertake to carry out all work in a manner that addresses the purposes of the Building Act 2004 and that the work complies with the requirements of the New Zealand Building Code and any other relevant legislation.

Please note that Council retains an overriding discretion to approve or decline any application for an exemption.

This application form must be accompanied by your application documentation as detailed in the attached checklist.

For further information about exempt building work please refer to Waitaki District Council website www.waitaki.govt.nz

THE BUILDING

Address/Rapid Number:

Legal Description:

Lot:

DP:

Sec No:

BLK No:

VAL No:

ML No:

Blk Name and No:

THE OWNER

Name:

Phone:

Mobile:

Email:

Street Address:

Mailing Address:

Preferred means of contact:

☐ Mobile ☐ Phone ☐ Email ☐ Post

THE AGENT

Name:

Phone:

Mobile:

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CONTRACTOR DETAILS

Name:

Phone:

Mobile:

Email:

Street Address:

Mailing Address:

Preferred means of contact:

☐ Mobile ☐ Phone ☐ Email ☐ Post

BUILDING WORK

Description of Building Work:

Building Use:

EVIDENCE OF OWNERSHIP PROVIDED

	Yes	No
Certificate Of Title:	<input type="checkbox"/>	<input type="checkbox"/>
Sales of Land Agreement:	<input type="checkbox"/>	<input type="checkbox"/>
Lease Deed:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Council to Obtain Certificate of Title	<input type="checkbox"/>	<input type="checkbox"/>

NB: there is an additional charge of \$35 for this service

FARM BUILDING OWNER ASSESSMENT

	Yes	No
• Is the building used by the property owner solely to store or house implements or goods related directly to farming activities on this property?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the building intended for farm use only?	<input type="checkbox"/>	<input type="checkbox"/>
• Will the building be constructed in the Rural Zone (as defined by the District Plan)?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the building meet the relevant District Plan criteria? <i>Please refer to the Planning Criteria</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the building designed by a Chartered Professional Engineer?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the building less than or equal to 150 square meters in total?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the building single storey?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the building constructed using one of the following: timber pole, timber framed portal, steel framed portal?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the site plan and/or building design adequately allow for:		
• The ground/soil conditions at the site of the proposed building work?	<input type="checkbox"/>	<input type="checkbox"/>
• The wind zone at the site of the proposed building work?	<input type="checkbox"/>	<input type="checkbox"/>
• I confirm there will be no sanitary or drainage facilities or fixtures in the building	<input type="checkbox"/>	<input type="checkbox"/>
• I confirm the building will not be used for human habitation	<input type="checkbox"/>	<input type="checkbox"/>

NB. Where no appears this means that the exempt work does not fall within the criteria, and will be declined. It is important the application is filled out correctly as the application fee of \$300 is non-refundable if exemption declined.

PLANNING REQUIREMENT

	Rural General	Rural Scenic
• Which Zone is your property in	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
• Is your building less than 10m high	<input type="checkbox"/>	<input type="checkbox"/>
• Is your building more than 20m from		
a. State Highway	<input type="checkbox"/>	<input type="checkbox"/>
b. 15m from other road	<input type="checkbox"/>	<input type="checkbox"/>
• If your pole shed houses animals is it 30m from neighbours	<input type="checkbox"/>	<input type="checkbox"/>
• Is your pole shed further than 6m from neighbours	<input type="checkbox"/>	<input type="checkbox"/>
• Is your pole shed within 20m of a waterway or above 900m of altitude of in a significant coastal or in a significant coastal or outstanding natural landscape of significant natural feature?	<input type="checkbox"/>	<input type="checkbox"/>
• Will your site works require more than 100m ³ of excavation	<input type="checkbox"/>	<input type="checkbox"/>
• Will there be any clearance of indigenous bush as part of the site works preparation	<input type="checkbox"/>	<input type="checkbox"/>

ROADING REQUIREMENT

Vehicle Access	Yes	No
• Is there an existing vehicle crossing to the property which is fully compliant with the Waitaki District Plan (Rule 12.2.2)?	<input type="checkbox"/>	<input type="checkbox"/>
• Will you be using a compliant vehicle crossing for vehicle access to the pole shed?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered No to the above, please complete and Application for Vehicle Crossing form and submit to Council for processing

Development Contributions	Yes	No
• Will the pole shed be used for a commercial or industrial activity? (Including but not limited to vehicle repairs, commercial storage, manufacturing, sale/hire of goods/services and an office).	<input type="checkbox"/>	<input type="checkbox"/>
• Will the pole shed be used for the purposes of a dairy industry activity?	<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION

I/We formally request Waitaki District Council to accept this "Application for Exemption for a Farm Building" for the building work described in this document.

I/We acknowledge that the Council will not issue a Building Consent, undertake inspections or issue a Code Compliance Certificate for the building work described in this application.

I/We acknowledge that the Council will also not accept any liability associated with construction techniques, materials or workmanship, or siting of the building in relation to property easements or network utility operators services

I/We declare that the building work described in this application will be carried out in accordance with the requirements of the Building Act 2004, the Building Code and any other relevant legislation.

I/We acknowledge that if the Council grants an exemption, it will be conditional on the completed work complying with the requirements of the Building Act 2004, the Building Code and any other relevant legislation.

If **I/we** are granted an exemption, we are aware the exemption is for the building work the subject of this application. If **I/we** decide to build something else, be it of lesser quality, different design, or some other significant variation, then the Council has not exempted us from the need to obtain building consent for that work.

OWNERS NAMES (S): _____

SIGNATURES (S): _____

DATE: _____

EXEMPTION FEE

The exemption fee of \$300 is **non-refundable** if the application is declined.
The exemption fee is payable upon lodgement of the application form.

COUNCIL USE ONLY

A report was adopted by Council in September to consider granting exemptions for farm buildings.

It is adopted that Rural property owners will not need building consent for farm type buildings that meet specified criteria.

Applicants granted an exemption will not be issued with a Code Compliance Certificate.

- ☐ The building is to be used by the property owner solely used for the storage or housing of implements, plant, vehicles and/or goods and/or livestock directly related to farming activities or owned by the occupier of the property; and,
- ☐ The building is intended for farm use only; and,
- ☐ The building is constructed in a Rural Zone (as defined by the district plan); and,
- ☐ The building meets relevant District Plan criteria; and,
- ☐ The building is designed by a Chartered Professional Engineer; and,
- ☐ The building is less than or equal to 150 square metres in total; and,
- ☐ The building is single storey; and,
- ☐ The building is constructed using one of timber pole, timber framed portal or steel framed portal; and,
- ☐ The site plan and/or building design adequately allow for the ground/soil conditions and the wind zone at the site of the proposed building work; and,
- ☐ There will be no sanitary or drainage facilities or fixtures in the building; and,
- ☐ The building will not be used for human habitation

Check all of the above have been supplied before granting an exemption

Exemption Granted	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Building Control Officer Signature

Building Control Officer Name

Date:

Date

Application Checklist for Pole Shed

Please complete this user guide, your exemption application and compile all the necessary documentation. This user guide must accompany your application.

Please submit your application either by emailing it to building@waitaki.govt.nz or by dropping it in to one of our service centres – our main council office at 20 Thames Street, Oamaru or 54 Tiverton Street, Palmerston. An appointment is not required. However, if you would like to discuss the completeness of your application, you may book an appointment with our vetting officer for a vetting pre-assessment. If you have technical questions, you may book an appointment with our duty building control officer.

Your application will be vetted for completeness and compliance prior to being accepted. Your application may be returned if the application is not fully completed.

If there is further information required after the application is accepted you will be contacted requesting this detail. A deposit is required at submission.

Complete and technically correct building consent applications are processed FASTER than incorrect ones.

Name Project Location:	Applicant to complete	
	Yes	N/A
Application Form		
Please provide two copies of the following		
Plans	<input type="checkbox"/>	
Specifications	<input type="checkbox"/>	
Specific design	<input type="checkbox"/>	<input type="checkbox"/>
Are the plans done in black lines on a white background?	<input type="checkbox"/>	
Has only information relevant to this project been included?	<input type="checkbox"/>	
Is the legal description and location address completed?	<input type="checkbox"/>	
Has the application form been completed, signed and dated?	<input type="checkbox"/>	
Has the correct total value of building work been shown?	<input type="checkbox"/>	
Has the total floor area been shown?	<input type="checkbox"/>	
Is a current copy of the Certificate of Title provided or requested? (where easements listed a full Certificate of Title is required)	<input type="checkbox"/>	
Project personnel completed	<input type="checkbox"/>	
Authorisation to act as Agent for Owner (for applications made on behalf of the owner)	<input type="checkbox"/>	<input type="checkbox"/>

Other Council Services - Planning	Yes	N/A
Have you supplied a site plan showing the following;		
A location plan (typically 1:1000 or 1:2000) been provided if application is for a rural block.	<input type="checkbox"/>	
The locations of all buildings from the legal boundaries been shown.	<input type="checkbox"/>	
Storm water disposal method shown on a site plan including down pipes/soak pits.	<input type="checkbox"/>	
Any easements, water courses or hazards been shown	<input type="checkbox"/>	<input type="checkbox"/>
Other Council Services – Water/Waste Water/Roading		
Are you making a new vehicle/upgrade entrance? (Refer to roading document)	<input type="checkbox"/>	<input type="checkbox"/>
Has a new vehicle crossing application been provided?	<input type="checkbox"/>	<input type="checkbox"/>
Are you discharging storm water to a road side?	<input type="checkbox"/>	<input type="checkbox"/>

Site Drainage Plan		
Storm water - downpipe locations and sizes, drain pipe size and fall, size of soak pit and cross section of soak pit design provided (or alternative method)	<input type="checkbox"/>	

Floor Plan		
Has the floor layout been shown?	<input type="checkbox"/>	
Have the external and internal dimensions been shown?	<input type="checkbox"/>	
Has the position and size of structural beams been shown?	<input type="checkbox"/>	<input type="checkbox"/>
Have all window and door lintel sizes been shown?	<input type="checkbox"/>	<input type="checkbox"/>

Elevations		
Have the proposed cladding materials been shown?	<input type="checkbox"/>	
Are the natural ground lines shown prior to excavations and in relation to any excavation intended?	<input type="checkbox"/>	
Have the window openings been shown?	<input type="checkbox"/>	

Cross Section	Yes	N/A
Has the depth and width of foundations been shown?	<input type="checkbox"/>	
Has the exterior wall cladding been specified?	<input type="checkbox"/>	
Have wall framing sizes and centres been shown?	<input type="checkbox"/>	
Have timber treatments been specified?	<input type="checkbox"/>	
Have all flashing details been shown?	<input type="checkbox"/>	

Wall Bracing		
Has a bracing plan been provided?	<input type="checkbox"/>	<input type="checkbox"/>

Specific Design		
Has an Engineer's Producer Statement been provided for structural elements outside the scope of NZS 3604:1999?	<input type="checkbox"/>	<input type="checkbox"/>

Is there consistency of information between all documentation? (e.g. engineers design details do not conflict with other design details)	<input type="checkbox"/>	
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Project Specifications

Application checklist completed by Owner/Agent/Designer/Other (please circle)

Signed _____ Name: _____ Date _____

EXEMPTION FEE

The exemption fee of \$300 is non-refundable if the application is declined.
The exemption fee is payable upon lodgement of the application form.

Office Use Only	
Application checked for completeness	
Building Control Officer	
Date	

Heritage, Environment and Regulatory Committee Memorandum

From Secretary, District Licensing Committee

Date 18 July 2018

District Licensing Committee Activity Report (January – June 2018)

Recommendation

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

Purpose

The purpose of this memorandum is 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.

Background

The District Licensing Committee is appointed by Council under the Sale and Supply of Alcohol Act 2012. The committee's main functions are to consider and determine applications for managers' certificates, temporary authorities, and variation, suspension or cancellation of special licences.

Activity

Figure 1 displays activity by application type per month. A total of 153 applications were received for this period and 279 for the financial year. 37% of applications were for renewal of manager's licences, 23% special licences and 18% new manager applications.

Category		Jul-Dec	Jan	Feb	Mar	Apr	May	June
New applications	On licence	2	1	0	0	1	1	1
	Off licence	2		0	0	0	1	0
	Club	0		0	0	0	0	0
	Manager	23	4	3	5	3	6	7
	Specials	30	2	9	5	8	5	1
	Temporary	1	1	1	1	1	2	0
Renewals	On licence	12	1	3	3	3	3	4
	Off licence	5	2	2	2	1	2	1
	Club	2		0	0	0	1	0
	Manager	46	9	8	9	9	6	15
Total applications		126	20	26	25	26	27	29

Figure 1: Alcohol Applications by Month January to June 2018

The total number of applications per month for the past four financial years is detailed in **Figure 2**. Annual volume this year was lower than previous years.

2017/18 – 279

2016/17 – 295

2015/16 – 331

2014/15 – 313

Volumes can vary considerably depending on events, changes in ownership and new manager applications. Renewal of licences occurs every three years. The Waitaki District has a large number of club licences that are due for renewal in the next financial year.

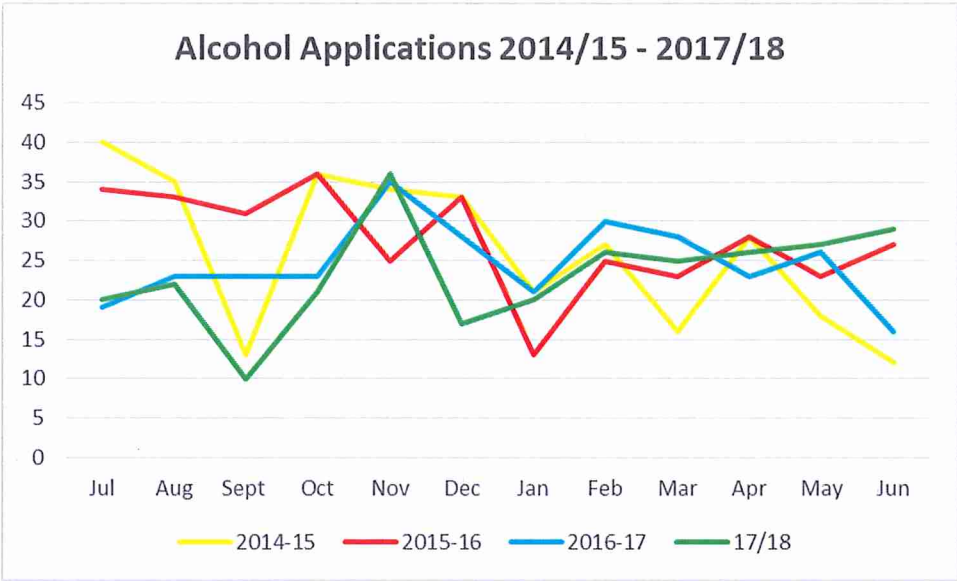


Figure 2: Alcohol Applications by Month 2014/15 – 2017/18

Decisions

The DLC chair has approved all but three decisions this year.

Council officers were asked to explore options to enable the wider committee to be more active in decisions. A report will be discussed at the Executive Committee Meeting on 7 August 2018.

Committee Meetings

The Committee has met once during this period. The Committee has attended a Council workshop to discuss alcohol-related matters.

Training

No training has been completed this period.

Lichelle Guyan
Secretary, District Licensing Committee

Heritage, Environment and Regulatory Committee Memorandum

From Heritage, Environment and Regulatory Group Manager

Date 18 July 2018

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

A high volume of new consents, general enquiries and non-compliance reports continues. The leadership team is in the process of assessing ongoing needs and will be in a position to hold a workshop with the Committee in August. In the meantime, the use of contractors will continue to assist the meeting of timeframes. Officers are prioritising work where possible, and it is anticipated that some service levels will be impacted over the coming months.

1.2. Vacancies

- Building Control Officer – Six interviews have been completed and a recommendation is being prepared for approval.
- Senior Planner – The recruitment process is ongoing, with some good applications to consider.

2. Community Safety and Development

Safer Waitaki Project

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

Safer Waitaki Governance Meeting held on 24 May.

Safer Waitaki Management Meeting held 31 May, with 16 members present and seven apologies.

Business included:

ORANGA TAMARIKI presentation

Electoral Commission – Maori Electorate option

Mycoplasma bovis – potential impacts

Upcoming events

Date	Event
12 July	<p>Family Harm: The Ripple Effect. FREE 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:</p> <ul style="list-style-type: none"> • Sex Education through Pornography: Presenters – Amanda Acheson, Zaffa Christian, Ritchie Hardcore • Family Dispute Resolution / Protection Orders / Police Safety Orders: Presenters – Mario Shore, Police • Strangulation: Presenter – Rob Veale • Male Survivors Sexual Abuse Trust: Presenter – Paul Dempsey

Date	Event
	Evening Session for the Community re Sex Education through Pornography
8 – 9 August	<i>CluedUp</i> Kids Safety event. All Primary schools invited to send year six students.
10 September 10am – 12pm	Brainwave Trust Presentations the effect of alcohol on the developing brain 'The Early Years'
10 September 7pm – 9pm	Brainwave Trust Presentations the effect of alcohol on the developing brain 'Adolescents'
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.
22 November	White Ribbon Ride (includes all four high schools)

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

2.1.1. Alcohol and Drugs

Fatigue Stop

Waitaki Road Safe Fatigue Stop was held on 1 June at Maheno. 200 vehicles were stopped and provided with refreshments and a 'goodie bag' which included road safety messages. Drivers were surprised and grateful for the free barbeque and hot drink. Feedback was excellent – "what a great idea", "we are travelling through to Marlborough and getting a bit tired", "this is a wonderful initiative, we haven't seen it before". There were a number of tourists as well as kiwis travelling for the long weekend. For those stopping in Oamaru for the night, the Fire and Steam event was promoted. Waitaki Roadsafes membership is made up of Police, students from Students Against Dangerous Driving, Waitaki District Council (WDC) Community Development Coordinator, St John, North Otago Motor Group, the Automobile Association, Community Patrol, and the Fire Service. The event is made possible with funding from the WDC Road Safety Coordinator.

2.1.2. Mental Health and Addictions

Mental Health Inquiry

Waitaki meeting: Tuesday 29 May 2.00pm to 5.00pm. Community Development Coordinator Helen Algar coordinated and facilitated this at a local level. Nine groups registered to present to the Inquiry Panel, with seven groups actually presenting on the day. Panellists were Sir Mason Durie and Dean Rangitai. Sally Hett from the Secretariat and Lesley Mooney from the Southern District Health Board were also present.

The questions they were interested in were:

- 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 needs, to address problems with the system or that could be innovative or transformational in terms of achieving better outcomes?

All presentations went well, and key themes across a range of mental health services issues were discussed. The Waitaki presentations covered a range of areas including Safer Waitaki Mental Health and Addictions Network, who we are and how we work; and Peer support, older people, respite care, early intervention, funding model, and access to services. In addition to the presentations, there have also been a number of written submissions provided to the inquiry.

Panel members were highly engaged and left with a clear perspective of the issues as well as a positive impression of how Waitaki works as a community. The Otago Daily Times reported that panel member Sir Mason Durie said Oamaru's closed meeting with several community groups that represented different age groups and ethnicities was "very positive".

"It was a great meeting. All of them talked about the unique situation Oamaru and the Waitaki deals with and talked about how the health system needs to take into account a large area, especially a rural district and how things are fitting into that."

"They gave us great insight into what it meant to have a community base for health services and the fine work that people had done here, which was quite amazing to hear. It was very encouraging and we appreciate the work very much they are doing."

"It helped us very much and a lot we hadn't heard too much of before."

13 June Helen Algar attended the Alliance South Mental Health and Addictions Network meeting at Wakari Hospital in Dunedin.

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

Youth Council

Participated in Oamaru Fire and Steam. Youth Council provided a space for children which included face painting and a movie for younger children followed by a disco for older children. The activities were extremely well supported with lots of participation from children at the event.

Safer Waitaki Family Whanau Group

Group met 12 June with 10 attendees. Business Included:

SKIP Update MAKE-AWAYS

MAKE-AWAYS 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.

The course began on Monday 11 June with six families participating. It went very well.

Everyone worked together to cook Sri Lankan dhal with brown rice, and the children made a muesli-based truffle to take home for dessert.

2.2.1. Over 65s

Meeting held 19 June. Business included:

A presentation from Adrienne Henderson, Presbyterian Support Otago Development Facilitator. Adrienne talked about community models to support older people.

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

2.3.1. Industry Link

Meeting held 31 May, with 15 attendees. On this day, seven of those present represented 1686 employees. There were eight apologies. Business included:

Presentation: Rachel McAnally, Mere Montgomery, Electoral Commission

Presentation: Barbara Ford, Health and Safety Consultant and Trainer, Workplace Safety Systems SafePlus Improvement Tool.

2.4. Engagement

- 5 June Attended Alzheimer's Society presentation by Yoram Barrack Professor Psychiatry University of Otago
- 6 June Strengthening Families Local Management Meeting
- 6 June Met with Women's Refuge
- 6 June Met with Stopping Violence Dunedin and Waitaki Safer Community Trust
- 14 June Attended Multicultural Council Meeting
- Liaison with Otago Chamber of Commerce re Leadership Course in Oamaru
- Liaison with Methodist Mission regarding Data Lab
- Liaison with The Accident Compensation Corporation
- Liaison with Well South and Public Health South
- 22 June Youth Council Quiz Night at Waitaki Girls High School

3. Building Services

3.1. Activity and Service Performance

3.1.1. Building Consent Activity

Over the past two months, consent applications lodged and in processing have shown a 44% increase on the same time last year, as detailed in Figure 1. Over the same period, Solid Fuel Heaters have shown a decrease. Solid fuel heaters (SFHs) are very quick to process (usually within two to three days). The significant increase in overall consents and the reduction in SFHs has impacted the processing days and the average consent value.

The cumulative effect of this workload has unfortunately combined with some management reporting anomalies resulting in Officers not meeting statutorily required 20-day processing for all consents in June. The increase in workload is being managed through the increased use of external contractors.

Building Consent Data

	Consents Lodged and in process	Total Consents approved and issued	Solid Fuel Heater Consents approved and issued	Average processing days	Average \$ Value '000s
May 2017	81	80	34	9	73.65
May 2018	113	82	34	11	157.75
June 2017	75	74	18	12	82.25
June 2018	112	43	14	14	187.46

Figure 1: Building Consent Data

The financial year has closed with a 12% increase in consents from the previous year – a total of 703 consents were approved. The most significant impact on resourcing has been a 51% growth in new home applications, and a 50% increase in commercial alterations, with new commercial activity holding steady.

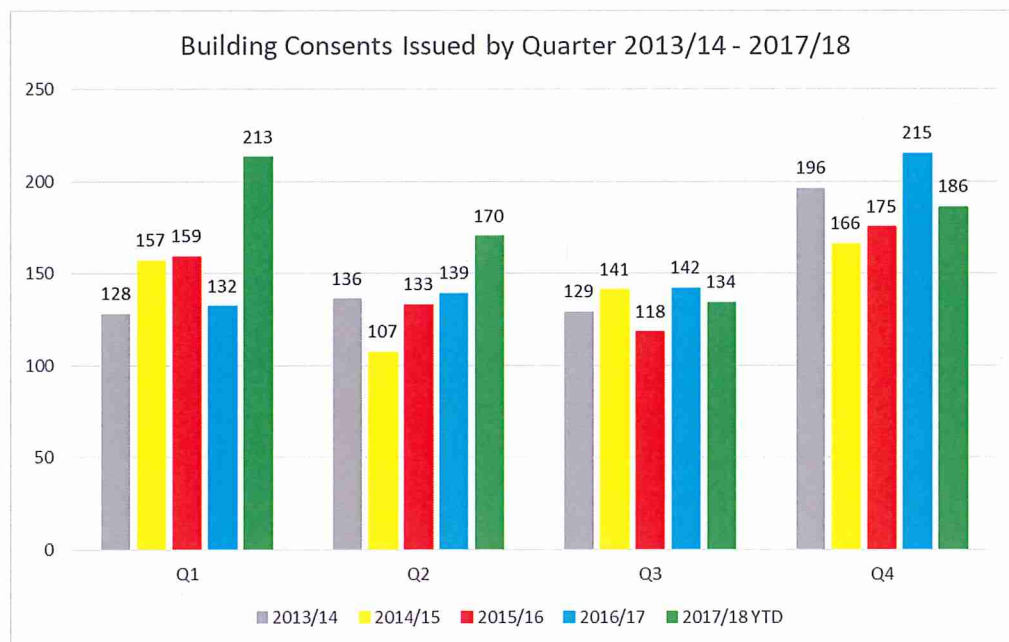


Figure 2: Building Consents as at 30 June 2018

3.1.2.Consents by Type

See commentary above.

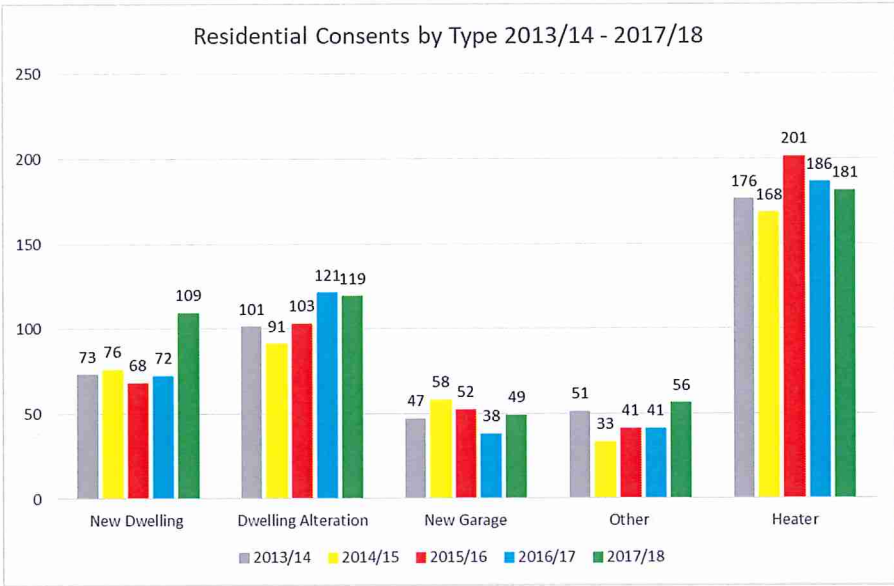


Figure 3: Residential Consents by Type 2013/14 to 2017/18

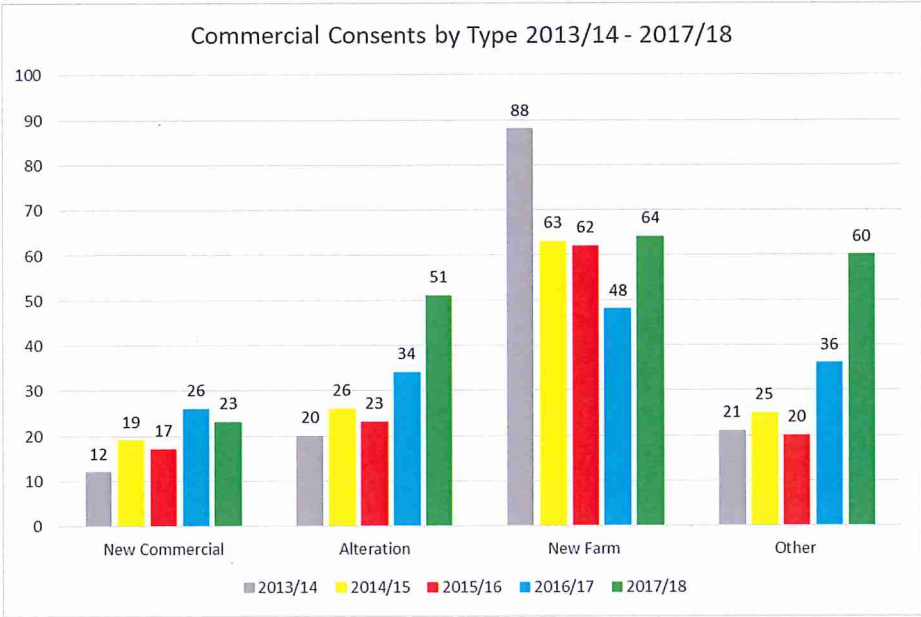


Figure 4: Commercial Consents by Type 2013/14 to 2017/18

3.1.3. Service Level

The Building team has worked hard to improve the consistency and volume of consents approved within 20 working days. For the first time in at least five years, 100% was achieved for four months of the year, with the average being 98.4% processed within the statutory timeframe.

Although this is a positive story, given current activity levels, it may be unrealistic for Officers to achieve the 15 day timeframe from 1 July. However, every effort will be made to manage all priorities effectively.

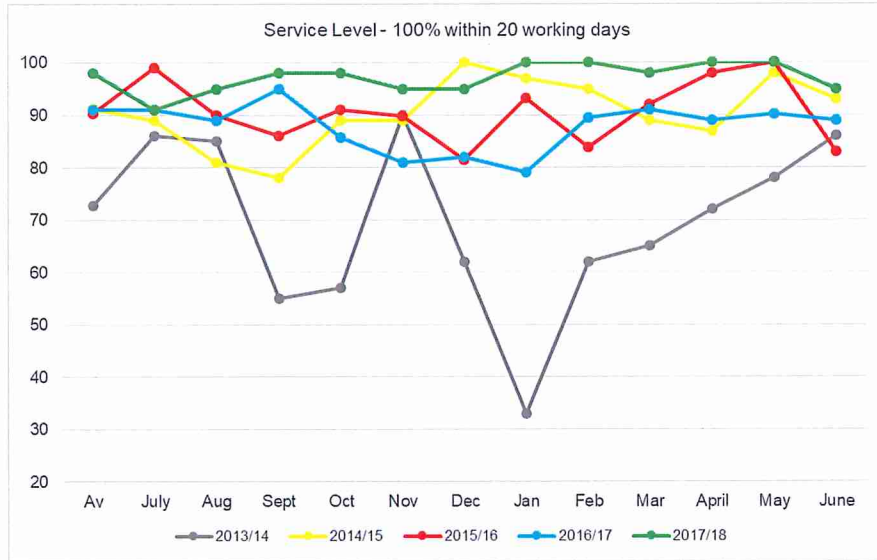


Figure 5: Service Level Comparison 2013/14 to 2017/18

3.1.4. Customer Request Management (CRM)

There are no overdue CRMs.

3.2. Engagement

- Officers have been working in partnership with the Project Manager for the Observatory Hill retirement village regarding the consent for the Apartment block.
- Officers provided representation at the Independent Qualified Person (IQP) South Island Panel meeting in Timaru. This Panel is made up of representatives of District Authorities across the South Island to review complaints regarding and applications to be IQPs. IQPs play a pivotal role in the Building Warrant of Fitness process.
- Selected Officers have attended Building Enforcement action training.

3.3. Policy and Projects

3.3.1. Outstanding CCC Project

A dedicated Building Control Officer has completed technical reviews on the remaining 185 consents. Communication with the property owners should be completed over the next month and will result in the Building team being in a good position to resolve the certification outcome over the next three months.

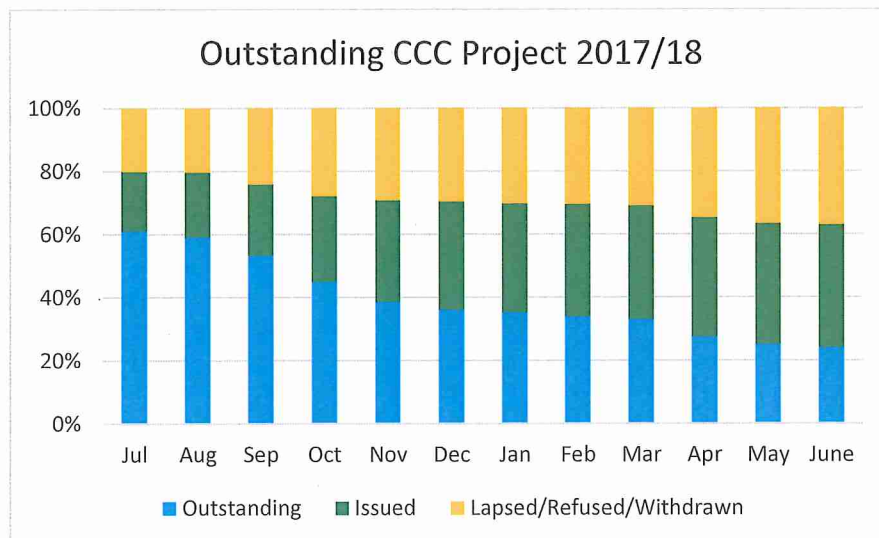


Figure 6: Outstanding Code Compliance Project 2017/18

3.3.2. Compliance Schedule Project (Building Warrant of Fitness)

A number of Compliance Schedules have been updated to bring them in line with legislation changes. Annual audits are currently being completed, which is providing good training and an opportunity for the team's new Compliance Officer to introduce herself to property owners. Communication with the 10% of outstanding Building Warrants of Fitness has resulted in these now being current. It has provided an opportunity to educate property owners on their responsibilities. It is expected that a further 5% of expired Building Warrants of Fitness will be reduced in the short term. This project is now integrated with annual renewals and will not be reported on in the future.

3.3.3. Building (Pools) Amendment Act

There is no update to report.

3.3.4. Exemptions under the Building Act

Following a Council Workshop on 19 June 2018, Officers are preparing a decision report for presentation to the Committee.

3.3.5. Building Fee Review

Following a Council Workshop on 12 June 2018, Officers are preparing documentation for Public Consultation.

3.3.6. Digital Consents

Officers, in conjunction with Information Services representatives, have completed the detailed requirements document for eServices for Building. Vendor presentations have been booked for the end of July and early August. This will mark the start of Vendor / system evaluation.

4. Environmental Health Services

4.1. Activity and Service Performance

4.1.1. Litter

Since the last activity report, four complaints of illegal dumping have been received in Regulatory and 20 other reports were made in regards to street litter – the majority about mud on the road or dog faeces on pathways.

As requested at the previous committee meeting, the Environmental Services Manager has spoken with surrounding and similar sized councils about their recent experiences in regard to illegal dumping. Compared with the other councils contacted, Waitaki's costs over the past 12 months are considerably higher. It was noted that these councils use a range of different tactics to deal with dumped rubbish, from Council staff picking up rubbish through to specifically targeted contractors being directed to known hot-spots.

Officers will continue to monitor the illegal dumping situation within the district, as well as consider options to reduce this activity.

4.1.2. Drinking Water Online – 2017/18 Annual Survey

The annual survey starts on 2 July and ends on 8 August; it will cover the year from 1 July 2017 to 30 June 2018. As part of the annual survey, Officers are required to supply information to the Ministry of Health around water sample results and specific questions around networked supplies serving 101 people or more. Officers are working with the Assets team to complete this audit.

4.1.3. Freedom Camping

Unfortunately, due to unexpected absences, the planned meeting to discuss possible shared services on 20 June did not happen. A rescheduled meeting date is awaiting confirmation.

4.1.4. Food Act 2014

The Ministry of Primary Industry has released details in regards to its "Tirito" record management system. The system, to which WDC would upload verification reports, has a "go-live" date of 1 July and training sessions have just been released. Officers attended a Skype meeting on 27 June. A licence fee is expected to be introduced for the 2019 financial year.

4.1.5. Transitional Audit of Food Act Regulatory Services

Waitaki District Council has been given a provisional timeline of January/February 2019 for when this audit will take place. The purpose of the audit is to:

- assess the effectiveness of MPI and its co-regulators provision of regulatory services required under the Food Act 2014.
- establish the level of consistency in the application of the Food Act 2014 across all co-regulators.

4.2. Engagement

4.2.1. Fire Emergency New Zealand (FENZ) Act 2017

Work continues on the changeover of responsibilities in regards to Fire permits and Fire Risk. 30 customers whose fire permits expired on 30 June have been contacted, and details have also been passed to FENZ.

4.3. Policy and Projects

4.3.1. Sale and Supply of Alcohol Act 2012 – Fee workshop

An initial draft guidance document by the Ministry of Justice has been produced in regard to allocations of costs associated with alcohol licensing. Feedback has been given and a second draft is expected on 28 June. Officers continue to have input into this document.

This guidance is to support Territorial Authorities prepare an annual Regulation 19 report, which requires that each TA must prepare and make publicly available a report showing its income from fees payable in relation to, and its costs incurred in,

- a) The performance of the functions of its licensing committee under the Act; and
- b) The performance of the functions of its inspectors under the Act; and
- c) Undertaking enforcement activities under the Act.

4.3.2. Dog Pound – Upgrade

The current level of building activity has been detrimental to progressing the dog pound upgrade. Officers are considering alternative options to improve conditions for this winter season. The aim is to enclose the vented roofing area and purchase an additional kennel for the indoor run.

Officers will continue to progress concept plans once a suitably qualified professional is available to take on this work.

5. Heritage and Planning

5.1. Activity and Service Performance

Within June, there were 16 non-notified consents processed. 14 of these consents were processed within statutory timeframes – 88% achieved.

The decision for the notified resource consent for Ngai Tahu Forestry Estates for afforestation planting remains pending.

A hearing date for a combined subdivision and land-use application in Weston Road / District Road, Weston has been set for 1 August.

The recruitment process for the Senior Planner position is ongoing, with some good applications to consider.

**5.1.1. Resource Consent Decisions Made Under Delegated Authority
29 May to 27 June 2018**

Date Closed	Type	Description	Location	Target Days	Process Days
29.05.18	Land Use – Change to condition	Section 127 – 1, 2 and 3 Parking and Access in Business Zone 3	43A Humber Street Oamaru	60	55
31.05.18	Land Use – Change to condition	Section 127 – 9 and 12 noise and odour	23 Torridge Street Oamaru	20	20
31.05.18	Subdivision	Boundary adjustment in the Residential Zone	9 Sussex Street Weston	20	18
01.06.18	Land Use	Earthworks within 20 metres of a waterway in Rural General Zone	105 Beach Road Kakanui	20	16
05.06.18	Land Use – Change to condition	Section 127 – 1 to build a shed in a Rural Scenic Zone	254 Limekiln Makareao	20	15
08.06.18	Land Use	Dwelling within internal setback in Rural Residential Zone	1162 Awamoa Road Oamaru	10	9
14.06.18	Land Use	Dwelling on site less than 3000 square metres with no services in Township Zone	18 Orr Street Duntroon	20	20
19.06.18	Land Use	Non Complying vehicle crossing and subdivision into 2 lots in Residential Zone	71 Bledisloe Street Kurow	20	17
19.06.18	Subdivision	Subdivide Lot 2 District Plan 347735 into 2 lots in Rural General Zone	Airedale Road, Airedale – Weston	20	16
19.06.18	Subdivision	Subdivision into 2 lots and land use for crossing in Residential Zone	71 Bledisloe Street Kurow	20	17
21.06.18	Certificate 139 DECLINED	Continue business supplying soil, sand, gravel and stone in Rural General Zone	Oamaru – Alma Road, Alma – Holmes Hill	20	15
22.06.18	Subdivision	Subdivide Part Sections 4 and 7 Block I Hawksbury into 2 lots in Rural General Zone	917 Goodwood Road Palmerston	20	23
25.06.18	Miscellaneous Certificate	Section 348 Right Of Way over Lot 2 District Plan 481511 in favour Lot 2 Lot 523627 in Rural General Zone	Coal Pit Road Enfield – Airedale	10	14
25.06.18	Subdivision	Subdivide Lot 30 DP 402 into 2 lots in Residential Zone	40 Lark Street Oamaru	20	17

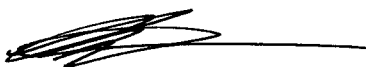
Date Closed	Type	Description	Location	Target Days	Process Days
25.06.18	Land Use	Extension of house with side yard setback in Residential Zone	1C Kenilworth Road Oamaru North	10	16
25.06.18	Land Use	Retail fish shop within setback and lack of landscape strip in Township Zone	Haven Street Moeraki	20	21

5.1.2. Engagement

- Mackenzie Basin Alignment Programme – Steering Group comprising officers from Land Information New Zealand, Department of Conservation, Mackenzie District Council, Environment Canterbury, and Waitaki District Council met for first time on 6 July in Timaru. This meeting was attended by the Planning Manager, and discussed the overall work programme and main priorities to achieve by February 2019.
- Mackenzie Country Trust representatives gave a presentation on their work at a workshop with Council on 10 July.
- The Planning Manager attended the OceanaGold Limited (OGL) Annual Review Meeting at MBIE offices. This is a forum for regulatory agencies to engage in dialogue over relevant matters, including resource consents. OGL presented on its upcoming work programme. WDC raised matters related to the condition of roading, rehabilitation progress, and collaboration around the identification of significant natural areas.
- Staff attended the Canterbury Planning Managers' Forum which focused on issues around biodiversity protection.

5.1.3. Projects and Policy

- District Plan – The district plan will not be progressed further until the Senior Planner appointment is confirmed. A workshop on 10 July discussed priorities. Heritage nominations are being reviewed externally. In the absence of a dedicated resource, work over this period has focused on the contract management of consultants especially related to updating outstanding natural landscape layers and significant natural areas.



Lichelle Guyan
Heritage, Environment and Regulatory Group Manager