

SOUTH WAIRARAPA DISTRICT COUNCIL

12 MARCH 2014

AGENDA ITEM D1

PLANNING AND ENVIRONMENT GROUP REPORT

Purpose of Report

To update Councillors on the Planning and Environment Group's activities and progress against Annual Plan performance measures.

Recommendations

Officers recommend that the Council:

1. *Receives the information.*

1. Group Overview

The Group is responsible for the resource management and public protection (building consents and enforcement, noise control and enforcement, dog and animal control and liquor, health, food licencing) significant activities of Council.

Principally staff are focussed on processing Resource Consents, Building Consents, Food/Liquor/Health Licences, Dog/Animal Control and bylaws enforcement, along with developing plans, policies, strategies and bylaws.

2. Resource Management

- 2.1 Resource Management Act Service Level – all consents will be processed efficiently.**

Annual Plan Target	Period 10/1/14 to 25/2/14	2013-14 Year to date	2012-13	2012-11
100% (no) of Resource Consents completed within statutory time frames (Non - Notified 20wd's; Notified but no hearing 50wd's)	100% (15)	97% (78)	97% (100)	99% (101)

Annual Plan Target	Period 10/1/14 to 25/2/14	2013-14 Year to date	2012-13	2012-11
100% (number) of S.223 Certificates issued within 10wd's	100% (5)	100% (30)	100% (24)	97% (39)
100% (number) of S.224 Certificates issued within 15wd's of receiving all required information	100% (7)	96% (25)	100% (18)	91% (48)

Council received 17 (the previous year 10) resource consent applications between 10/1/2014 and 25/2/2014. Officers provide detailed information as part of fortnightly updates, subject to data availability, on all consents direct to Council and Community Board members, so this information is not listed here.

2.2 Local Government Service Level - *it is easy to purchase information on my property in the district.*

Annual Plan Target	Period from 10/1/14 to 25/2/14	2013-14 Year to date	2012-13	2011-12
100% (no) of Land Information Memoranda processed within 10 working days.	100% (22)	100% (73)	100% (204)	98.9% (180)
100% (number) of Land Information Memoranda processed within 4 working days	100% (29)	100% (85)	N/A	N/A
100% of LIMS contain all relevant and accurate information (complaints received)	100%	100%	99.5% (1 query)	N/A

There has been a 36% increase in the number of LIMs this year (year to date 158) compared to this time last year (YTD 116). Between 10 January and 25 February 51 LIMs were processed, for the same period last year, 36 were processed. There has been a 75% increase of LIMs due out within the specified "Urgent" timeline (5 working days) compared to this time last year.

2.3 Reserves Act Service Level - Council has a reserve management programme.

Annual Plan Target	2014-13 Year to date	2013-12	2012-11
One new or reviewed Reserve Management Plan completed and adopted	1 Programme completed for year	1	1

2.4 Plans, Policies and Strategies Service Levels – Council has a combined District Plan that provides certainty of land use / environmental outcomes at the local and district levels. The combined District Plan has a monitoring programme that provides information on the outcomes of the District plan at local and district levels. Our environment is being cared for. The Council works with others to protect natural and cultural icons of the district. Accurate, prompt and courteous advice will be delivered to people to help understand the District Plan rules.

Annual Plan Target	2013-14 NRB Survey	
65 % of ratepayers and residents satisfied with the District as a better place to live.	35%	57% same or unsure
65 % of ratepayers and residents satisfied with the image of the closest town centre	70% very fairly satisfied	1% don't know

3. Public Protection

3.1 Building Act Service Levels - Council certifies all consented work complies with the building code, ensuring our communities are safe. The Council processes, inspects, and certifies building work in my district.

Annual Plan target	Period 15/1/14-26/2/14	2013 -14 Year to date	Same period last year
Consents received	47	258	40
Consent processing performance (100% within 20wd's)	100%	98.76%	100%
Certificate of Acceptance processing performance (100% within 20wd's)	100%	83.33%	N/A
Code Compliance Certificate processing performance (100% within 20wd's)	100%	99.54%	96.30%
Council maintains processes so that it meets BCA Accreditation every 2 years	Renewed Feb 2014	IANZ review 28/1/2014	N/A
Earthquake prone building reports	3	127/221	1

received to date (60% 13/14 year)		(57.46%)	
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Building consent numbers from 1 July 2013 to 26 February 2014 (Year to Date) total 258 consents. For the same period the year before (2013 – 14) the total was 250.

Type	Number	Value
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	5	\$425,000
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	5	\$344,095
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	29	\$1,086,830
Other (public facilities - schools, toilets, halls, swimming pools)	1	\$300,000
Totals	40	\$2,155,925

IANZ Accreditation Assessment

The 2-yearly IANZ (International Accreditation NZ) accreditation assessment was completed on 29, 30, 31 January 2014. The purpose of this audit is to ensure the BCA (Building Consent Authority) at SWDC continues to meet the criteria set out in the accreditation regulations.

The audit is a fact-finding exercise undertaken jointly by the IANZ staff and the assessment team. The objective of the assessment is to confirm that the organization is actually doing what their manuals say they do and that the required outcomes are achieved.

During its on-site visit, the assessment team focused on the technical operations, the management system, the competence of key personnel, and on the methods and procedures used in the consenting and inspection activities.

Information gathering included, but was not limited to, review of records, discussions with management and technical and support personnel and the observation of consenting and inspection activities. The team witnessed inspections and other work relevant to the consenting and inspection processes.

The assessment took three full working days. It began with an entry meeting between the assessment team and the senior building staff to:

- a) Introduce the team members and BCA personnel
- b) Finalise the timetable
- c) Finalise Witnessing arrangements

- d) Resolve any immediate queries that the assessors or staff may have.

The assessment ended with an exit meeting during which a summary of areas of non-compliance found were presented. All findings were fully discussed before the team left and agreement was reached on the actions required to address the non-compliances.

SWDC has now received the written report on the assessment findings. A copy of the assessment report has also been provided to MBIE (Ministry of Business, Innovation and Employment). The report normally places the findings into two categories,

- **Corrective Action Requests** are actions that the organisation must carry out before accreditation can be granted. CARs will relate to non-compliance with The Act, Regulations, the organisation's documented systems or related technical standards, specifications etc.
- **Recommendations** are actions that the organisation is urged to carry out in the interests of good practice, but are not considered CARs. A strong recommendation, if ignored, may lead to corrective action at a subsequent assessment.

The result of the audit for SWDC was excellent in that no CARs were identified.

This result places SWDC's BCA in an elite few where no CARs were created and is an outstanding result.

There were however 24 strong recommendations and 23 recommendations.

The strong recommendation will need to be addressed prior to the next IANZ audit in 2016 otherwise these will automatically become CARs. The recommendations do not need any action as these are only observations from the IANZ team to provide improvements to procedures seen within the time they were here.

Work has already started on addressing the strong recommendations.

The audit team were very impressed with SWDC's BCA. Very positive comments were made at the exit meeting by the auditors. Comments were also made in the audit report that stated:

"Working with the BCA staff was very rewarding as there was a very professional commitment to continuous improvement of all quality systems both technical and non-technical. No corrective action requests were determined. Because the BCA had been very proactive in their implementation of their quality system the assessment team was able to focus on fine tuning the BCA's processes and this resulted in a number of strong recommendations being made".

4. Public Protection

4.1 Sale and Supply of Alcohol Act Service Level – *The supply of liquor is controlled by promoting responsible drinking.*

Annual Plan Target	Target 2013/2014	Period 1/12/13- 21/1/14	2013-14 Year to date
Premises that sell liquor are checked prior to renewal to make sure they comply with the Sale of Liquor Act/Sale and Supply of Alcohol Act	100%	100% (8)	100% (25)
% of premises that fail at first inspection	20%	0%	0%

2 On-Licences and 3 Manager's Certificates were renewed from 1 January to 28 February 2014. 15 new Manager's Certificates were issued.

4.2 Health Act and Food Hygiene Regulations Service Level – *Food services used by the public are safe.*

Annual Plan Target	Period 1/12/13- 21/1/14	2013-14 Year to date	2012-13	2011-12
Premises failing to comply with Food Hygiene regulations that are re-inspected within a 3 month period and enforcement is affected if offence continues	Nil	100% (2)	100%	100%

Food Safety Review

The Government Inquiry into the Whey Protein Concentrate (WPC) Contamination Incident was finally released in December 2013. The Food Bill has been on hold pending the outcome of this inquiry.

The Inquiry recommends any further work on the Bill be completed promptly and sees no reason to delay the enactment of the Bill. In the interim Council officers are continuing with the voluntary implementation of Food Control Plans with food premises who have agreed to change to the new system.

To date 19 food premises have changed from the Food Hygiene Regulations regime to the new Food Safety Plan. Audits of each FSP are presently

completed on an annual basis. The new system currently takes longer to complete than a Food Hygiene inspection.

Safe Food- Martinborough Fair

All participating food stalls at Martinborough Fair were inspected during the February and March Fairs. In general terms there was good compliance. Officers are intending to have a debrief session with the Fair Convenor with the intention of improving the advice and information for food stall holders and the procedures for collecting information and approvals.

4.3 Resource Management Act Noise Control Service Level –*the Council will respond when I need help with noise control*

Annual Plan targets	2013-14 year to date	2012 -13
% of calls received by Council that have been responded to.	96.4%	100%

There were 27 afterhours noise complaints from 1 January 2014 to 28 February 2014. 16 of these were in Featherston, 3 in Greytown and 8 in Martinborough.

4.4 Dog Control Act Service Levels – *dogs do not wander freely in the street or cause menace to humans or stock.*

Annual Plan Target	2013 -14 year to date	2012 - 13
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	None to date. 1-2 visits planned for Gtn School in May 2014	Did not meet target
Complaints about roaming and nuisance dogs are responded to within 4 hours.	100%	100%

4.5 Stock Control Service Level – stock do not wander on roads, farmers are aware of their responsibilities

Annual Plan Targets	2013 -14 year to date	2012 - 13
Stock causing a traffic hazard is responded to within 1 hour (100%)	100% (31)	100% (56)
Council responds to complaints regarding animals within 40 hours (100%)	100% (2)	100% (8)

Dog Registration

As at 27 February 2014 there are 2,827 registered dogs with 1,605 owners. There are currently 36 unregistered dogs, with 30 owners who have been or are in the process of being infringed for this offence.

Dog and stock control incidents

The following table provides a summary snapshot of dog and animal control incidents between 1 December 2013 and 21 January 2014.

INCIDENTS REPORTED	Martinborough	Featherston	Greytown
Attack on Pets	1	1	0
Attack on Person	0	0	0
Barking and whining	2	1	1
Lost Dogs	0	2	0
Found Dogs	0	0	1
Rushing Aggressive	0	0	1
Wandering	1	6	1
Welfare Concerns	0	0	1
Stock	1	2	4
Total	5	12	9

Bylaws

2 litter complaints were received from 14 January 2014 to 27 February 2014. 22 long grass notices were issued and 7 letters regarding over grown trees and hedges were issued. 3 abandoned vehicles were reported and 2 general complaints were received.

Coastal Ranging Activity

The season (from December 1, 2013 to February 28, 2014) was weather-affected. The campers were generally well behaved, but numbers were lower than what could have been expected.

Sandy Bay boat launch was very well used. An initial problem of some users blocking the boat launching area occurred but was resolved. Camping at Sandy Bay was not a problem, with only 1 eviction during the season.

Ngawi and Te Awaiti were far and above the heaviest used Reserves as shown in the Average Daily Users table below.

Area	December	January	February	Maximum
<i>Tora</i>	6	2.2	4.2	30
<i>North Tora</i>	4	2	0.6	20
<i>Te Awaiti</i>	14	11	7	80+
<i>Ngawi</i>	23	25	11	100+

Both Earth Care Environmental and City Care performed well with rubbish collections and the new setup with plastic bins worked efficiently. Only on 2 occasions was it necessary for Earth Care Environmental to provide 'next-day' pickups at Ngawi.

Over the season 6 illegal and potentially dangerous fires were extinguished. Vandalism has been limited to 1 signpost, which was repaired, and 2 "No Camping" signs, which were replaced.

People claimed they were unaware that dogs were prohibited. This was a contentious issue at times with campers "ordered off" because they had dogs with them. Officers are looking at options for addressing this problem for the next season through better information.

Even so, SWDC's Coastal Camp sites were greatly appreciated. The vast majority of campers were considerate and took pride in this resource. They were respectful and appreciative of the council's service, and took great pains to keep things tidy and pleasant.

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