

SOUTH WAIRARAPA DISTRICT COUNCIL

3 JUNE 2015

AGENDA ITEM D1

PLANNING AND ENVIRONMENT GROUP REPORT

Purpose of Report

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

Recommendations

Officers recommend that the Council:

1. *Receive the information.*
2. *That Council resolve to correct the administrative error contained in Appendix 1 to the report titled "Fees and Charges Report to Council 2015" considered at the April Council meeting as follows;*
 - (a) delete the words "Flat fee for 10 plus Rural Dogs plus \$20 per additional dog" and then substitute the following words in the table_ "**Flat fee for up to 10 rural dogs plus \$20 per additional dog**" and*
 - (b) delete the words "Late fee for 5 plus Rural Dogs plus \$30 per dog" and then substitute the following words in the table "**Late flat fee for up to 10 rural dogs plus \$30 per additional dog**".*

1. Resource Management

1.1 Resource Management Act - District Plan

SERVICE LEVEL – Council has a Combined District Plan that proves certainty of land-use/environmental outcomes at the local and district levels.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2014/15	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with the District as a "better" place to live	65%	N/A	NRB Survey (xx%)
Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	65%	N/A	NRB Survey (xx%)

1.2 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2014/15	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	94.4%	NCS
s.223* certificates issued within 10 working days	100%	100%	NCS (manually corrected as on-hold times not recognised by NCS)
s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	85%	97.1%	NCS

Council received 16 (the previous year 14) resource consent applications between 9/04/2015 and 20/05/2015. Officers provide detailed information, subject to data availability, on all consents direct to Council and Community Board members, so this information is not listed here.

The prosecution of Mr Pilbrow for undertaking work without consent in Greytown has not as yet been finalised. However staff have been involved in confidential negotiations with Mr Pilbrow with the aim of reaching agreement on the facts of the case and the degree of liability (fine) to be applied to Mr Pilbrow, should he make a guilty plea.

The details of these negotiations are privileged at this time, but will be advised to Council once the proceedings are completed. These negotiations have been conducted by both parties with legal support and on the basis of trying to reach an equitable settlement for both parties. They are also on a without prejudice basis should the matter not be resolved through this mechanism.

Staff have also received legal advice on whether a prosecution can be initiated against a commercial property owner in Featherston (who has residentially tenanted a commercial building) for breach of the District Plan and breach of the Building Act.

The case is legally complex. On the basis of the available facts, the advice tendered by Council's solicitor was to only proceed should further stronger evidence become available in support of Council's position.

Because this is unlikely due to the course of time, a prosecution would not succeed at this time and staff have determined not to take this matter any further.

1.3 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management programme.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 14/15	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of Management and/or Plans adopted or revised	1	0	

1.4 Local Government Act – LIM's

SERVICE LEVEL – Land Information Memoranda: It is easy to purchase information on any property in the District.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 14/15	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
My LIM contains all relevant accurate information (no proven complaints)	-	-	
My non-urgent LIM is processed within 10 days	100%	100%	

TYPE	YTD 1 JULY 14 TO 21 MAY 2015	PREVIOUS YTD 1 JULY 13 TO 21 MAY 2014	PERIOD 1 APRIL 2015 TO 21 MAY 2015	PREVIOUS PERIOD 1 APRIL 2014 TO 21 MAY 2014
Standard LIMs (Processed within 10 working days)	134	126	24	11
Urgent LIMs (Processed within 5 working days)	126	99	24	12
Totals	260	225	48	23

2. Public Protection

2.1 Building Act - Consents and Enforcement

SERVICE LEVEL - 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.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2014/15	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	97.83%	NCS – Continued monitoring of processing days. Year to date, one CCC accidentally went over the 20WD's.
Building consent applications are processed within 20 working days	100%	100%	NCS – Continued monitoring of processing days. Due to staff shortages processing contractors have been used to maintain service levels.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	IANZ review 2016
Earthquake prone buildings reports received	100%	143/227	The government is proposing to make changes where by the assessments will need to be completed by a certain time. The government is currently working on this.

Building consent numbers from 1 July 2014 to 18 May 2015 (Year to Date) total 377 consents. For the same period the year before the total was 360.

2.2 Personnel

The Building Team have been under considerable pressure to process consents and complete "called for" inspections over the last couple of months. Operations have been affected by having two staff resign (these positions equating to 1.5FTE). The "wait" time for inspections consequently extended out to 3 days for a period but is now at a more reasonable 36 to 48 hours. A new staff member has just joined Council to fill one of the roles but will take time for him to come fully up to speed with systems and regulatory knowledge.

The other half position has been advertised as a shared position with MDC and interviews will soon be undertaken and completed. If a suitable candidate is not found through that process then Council will seek to fill its part time role separately.

In addition the Team Leader Building Control has resigned his position to take up a role at Taupo District. This will further pressurise the building team until such time as a suitable replacement can be found and appointed. This replacement process has begun.

Processes

Council has recently purchased an additional software system for the Building team (Goget will be integrated operationally with the new software).

The software offers electronic processing of building consents as well as electronic lodgement of consents (it also offers a document management and storage system which will be used to convert the current hardcopy building files).

This system (Trapeze) is currently operated by 41 Councils mainly across the lower North Island, Bay of Plenty and Waikato to enable electronic processing, with most of those Councils also moving toward electronic (on line) lodgement.

It is intended to commence implementation of this system over the next two months for processing and later, in conjunction with MDC (and possibly CDC) on line lodgement.

Trapeze also has wider application than just for building, and these options (for alcohol/food licencing and RMA consents) will also be followed through on through the rest of this year.

The following table provides a snapshot of the number and types of building consents granted for the period.

TYPE	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	7	\$671,000
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	3	\$43,485
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	76	\$5,416,307
Other (public facilities - schools, toilets, halls, swimming pools)	0	\$0
Totals	86	\$6,130,792

2.3 Dog Control Act – Registration and Enforcement

SERVICE LEVEL – Dogs don't wander freely in the street or cause menace to humans or stock.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 14/15	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	6 visits	0	None to date, officers attended a Dog Smart program run by Christchurch City Council and plan to run a similar program in the near future.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	

As at 18 May 2015 there are 2,882 registered dogs with 1,645 owners. There are currently 61 unregistered dogs, with 32 owners.

Amongst those unregistered dogs are a number owned by Mrs Phillips. Once again Council is facing difficulties in persuading Mr Phelps to properly document all her dogs and the many changes in ownership status relating to them. Staff are working through the issues this has raised with legal support, as it is entirely possible that further enforcement via the Courts will be required.

INCIDENTS REPORTED	TOTAL
Attack on Pets	3
Attack on Person	0
Barking and whining	1
Lost Dogs	2
Found Dogs	0
Rushing Aggressive	1
Wandering	7
Total	14

2.4 Public Places Bylaw 2012 - Stock Control

SERVICE LEVEL – Stock don't wander on roads, farmers are aware of their responsibilities.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 14/15	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	
Council responds to complaints regarding animals within 40 hours	100%	100%	

INCIDENTS REPORTED	TOTAL
Stock total	1

2.5 Resource Management Act – afterhours Noise Control

SERVICE LEVEL – The Council will respond when I need some help with noise control.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 14/15	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to	100%	100%	

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 14 TO 21 MAY 15	PREVIOUS YTD 1 JULY 13 TO 21 MAY 14	PERIOD 1 APRIL 15 TO 21 MAY 15	PREVIOUS PERIOD 1 APRIL 14 TO 21 MAY 14
Total	104	159	21	25

2.5 Sale and Supply of Liquor Act - Licensing

SERVICE LEVEL – The supply of liquor is controlled by promoting responsible drinking.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises that sell alcohol that are checked prior to renewal to make sure they comply with the Sale and Supply of Alcohol 2012	100%	100%	All premises inspected at new or renewal application.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 14 TO 21 MAY 2015	PREVIOUS YTD 1 JULY 13 TO 21 JULY 14	PERIOD 1 APRIL 2015 TO 21 MAY 2015	PREVIOUS PERIOD 1 APRIL 2014 TO 21 MAY 2014
On Licence	25	*	3	*
Off Licence	23	*	7	*
Club Licence	2	*	1	*
Manager's Certificate	81	*	21	*
Special Licence	50	*	9	*
Temporary Authority	24	*	2	*

*Note * Previous YTD and period figures unavailable due to reporting errors with NCS*

Environmental Health officers have been undertaking inspections with the Police and Medical Officer of Health in accordance with the Sale and Supply of Alcohol Act 2012 to ensure compliance with licences and the Act.

2.6 Health Act - Safe Food

SERVICE LEVEL – Food services used by the public are safe.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises failing to comply with Food Hygiene regulations that are re-inspected within a 3 month period and enforcement is affected if offence continues	100%	100%	All premises are inspected and no enforcement action has been required

2.7 Process improvements

Environmental Health officers are trialling the use of tablets and templates to help make food related inspections and processing more efficient. These will be used over the next two months as all inspections will be completed prior to the new health registration period.

2.8 Bylaws

Six litter complaints were received from 1 April 2015 to 18 May 2015. No long grass notices were issued and no letters regarding over grown trees and hedges were issued. No abandoned vehicles were reported and one general complaint was received.

Contact Officer: Murray Buchanan, Group Manager Planning and Environment