



# 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,  
Office of the Waitaki District Council,  
20 Thames Street, Oamaru**

## **Tuesday 20 November 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 20 November 2018**

**Council Chamber, Third Floor  
Office of the Waitaki District Council  
20 Thames Street, Oamaru**

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<b>6. Resolution to Exclude the Public</b>	

"That the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 7 and 8.

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. Confirmation of Heritage, Environment and Regulatory Committee Meeting Public Excluded Minutes – 9 October 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.)
8. Decision Regarding Release of Public Excluded Information PE	To enable the Council to carry out 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.”

**7. Confirmation of Previous Meeting Public Excluded Minutes – 9 October 2018 PE**

32 – 33

**8. Decision Regarding Release of Public Excluded Information PE**

**9. 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.

## 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, Office of Waitaki District Council,  
20 Thames Street, Oamaru  
on Tuesday 9 October 2018 at 11.36am.**

<b>Present</b>	Cr Hugh Perkins (Chair), Cr Jim Hopkins (Deputy Chair), Cr Craig Dawson, Cr Bill Kingan, Cr Peter Garvan (arrived late), and Mayor Gary Kircher (ex officio)
<b>In Attendance</b>	Deputy Mayor Melanie Tavendale Cr Jeremy Holding Cr Guy Percival Cr Colin Wollstein 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 (Heritage and Planning Manager) Jason Evered (Environmental Services Manager) Roger Cook (Building Services Manager) Helen Algar (Community Development Coordinator) (part of meeting) Dominic Williams (Intern) Ainslee Hooper (Governance and Policy Advisor)

The Chair declared the meeting open at 11.36am, and welcomed everyone present.

#### 1. Apologies

RESOLVED

HERC 2018/037

Cr Bill Kingan / Cr Craig Dawson  
That the Heritage, Environment and Regulatory Committee  
accepts an apology from Cr Peter Garvan for lateness.

CARRIED

#### 2. Declarations of Interest

Cr Guy Percival advised that he is friends with both parties involved in the public excluded agenda item, and said he would remove himself from the meeting when it was discussed.

The Chair then signalled his intention to move into public excluded.

Cr Percival left the meeting to manage his declaration of interest during the public excluded session.

**Agenda items are taken out of order from this point forward.**

#### 5. Resolution to Exclude the Public

RESOLVED

HERC 2018/038

Cr Jim Hopkins / Cr Colin Dawson  
That the public be excluded from the following part of the proceedings  
of this meeting, namely Agenda Items 6 and 7, as follows:

6. Breach of General Bylaw 2018 PE
7. Decision Regarding Release of Public Excluded Information  
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:

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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

### 8. Resolution to Return to Public Meeting

RESOLVED  
HERC 2018/041

Mayor Gary Kircher / 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

At 11.52am, the Chair directed the meeting back to Public Agenda Item 3.

### 3. Confirmation of Previous Meeting Minutes (Public)

RESOLVED  
HERC 2018/042

Cr Craig Dawson / Cr Bill Kingan  
That the Heritage, Environment and Regulatory Committee confirms public minutes of the Committee's meeting held on 28 August 2018, as circulated, as a true and correct record.

CARRIED

### 4. Heritage, Environment and Regulatory Group Activity Report for the period 14 August to 25 September 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 introduced the report. The following points were highlighted / clarified during discussion on its contents:

- Two interviews for the Heritage Advisor role would be held in the next few weeks. It is a unique skill set, and there were a number of competing heritage advisor roles being advertised around the country.
- Partnering with another agency would be a 'plan b' option.
- The sheer quantity of community development work occurring and how hard Community Development Coordinator Helen Algar worked was recognised and applauded.
- Councillors congratulated the group on their impressive reduction of the CCC total – down from 600, to 130. Building Services Manager advised that that had been reduced even further, and stood at 86 on the morning of the meeting.
- Work with the Youth Councillors had changed tack a little, with more time being spent building them up as community leaders. They were involved in mental health work, and in particular the "Sunflower" event.

There was discussion about an alleged rubbish dumper who had decided to pursue a case against Council for prosecuting them. It was noted that an unreasonable complaints policy was in place, but each case needed to be examined individually.

There was also brief discussion about sub-division decisions and the factors taken into consideration in making them. It was suggested and agreed that a more appropriate time to debate the issue would be when the delegations report was brought to Council.

Cr Jan Wheeler moved a motion to change the reference on the proposed signage to "sea" rather than "beaches".

The motion was declared LAPSED by the Chair when there was no response to his call for a seconder to the motion.

RESOLVED  
HERC 2018/043

Cr Jim Hopkins / Cr Bill Kingan  
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 12.13pm.

TO BE CONFIRMED at the Heritage, Environment and Regulatory Committee Meeting to be held on the 20<sup>th</sup> day of November 2018 in the Council Chamber, Office of the Waitaki District Council, 20 Thames Street, Oamaru.

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Chairman

# Heritage, Environment and Regulatory Committee Report

From Compliance Officer

Date 20 November 2018

## Public Consultation on Strategic Routes and Priority Thoroughfares

### Recommendations

The Heritage, Environment and Regulatory Committee recommends:

That Council:

1. Approves Option 1 to consult with the public during March 2019
2. Approves the draft Statement of Proposal for Consultation
3. Approves the Community Engagement Plan
4. Notes that consultation will commence in March 2019 and deliberation dates will align with 2019 Committee Meetings.

### Objective of the Decision

The Heritage, Environment and Regulatory Committee recommends that Council approve public consultation on the Strategic Routes and Priority Thoroughfares.

### Summary

It is proposed that consultation on Strategic Routes and Priority Thoroughfares is undertaken with the entire district, in accordance with legislative requirements of the Building Act 2004 Section 133AF. The draft Statement of Proposal is available in **Appendix 1**. The consultation will be launched following a public information workshop. The purpose of this workshop will be to inform the public and building owners about the process to identify earthquake prone buildings and owner responsibilities, and launch the consultation process for Strategic Routes and Priority Thoroughfares.

### Summary of Decision Making Criteria

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

### Background

The Building Act 2004 section 133AD defines categories of risk into High, Medium and Low – each category has different timeframes in which to meet requirements. The Waitaki District has areas in all three risk categories. Section 133AF of the Building Act 2004 states: *“The Territorial Authority must use the special consultative procedure in section 83 of the Local Government Act 2002 to identify any part of a public road, footpath, or other thoroughfare in an area of medium or high seismic risk onto which parts of an unreinforced masonry building could fall in the event of an earthquake; and that has sufficient vehicle or pedestrian traffic to warrant prioritising the identification and remediation of those parts of unreinforced masonry buildings.”*

Once the strategic routes and priority thoroughfares are confirmed, buildings in the Medium and High risk areas along the routes and thoroughfares become “Priority Buildings”.

Priority buildings in the High seismic risk area need to be identified by 1 January 2020, and priority buildings in the Medium seismic risk area buildings will need to be identified by 1 July 2022.



The building owner then has 12 months to seek an assessment and provide a report to Council.

Owners of priority earthquake prone buildings must carry out seismic work within 7.5 years in the High risk seismic area and 12.5 years in the Medium seismic risk area (time from issue of EPB notice).

The Council will use the information regarding the Low seismic risk area, gathered from the Public Consultation, to prioritise identification of potential earthquake-prone buildings which need to be identified by 1 July 2032.

The consultation information has been developed after a workshop with Council on 19 June 2018 and the Ahuriri Community Board on 27 August 2018. The Ahuriri ward includes Medium and High seismic risk areas.

### **Summary of Options Considered**

#### **Option 1 – Consultation with the public during March 2019 after Public Workshop (Preferred Option)**

A public workshop will provide information and engage with building owners who may be directly affected by the legislation as well as other interested members of the public.

#### **Option 2 – No consultation**

This option would be against legislative requirements and is not recommended.

#### **Assessment of Preferred Option**

Option 1: Consult the entire Waitaki district after Public Workshop.

Consultation is required and it is important as emergency services may need back up support from services outside the immediate area and access across the district to provide comprehensive assistance in times of emergency.

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

1. The public needs to be informed about the Earthquake Prone Building legislation and how it affects them.
2. Strategic Routes need to cover the entire district to ensure services can reach all areas and back-up can be provided, if required.

### **Conclusion**

Consultation after a public workshop will provide a holistic picture of the entire district of what routes and thoroughfares are important to the community to ensure emergency services can attend where, or as close to where, they need to.

Members of the public will be less likely to be hurt or killed by unreinforced masonry in the case of a moderate earthquake.



Karen Marshall  
**Compliance Officer**

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

### **Attachments**

Additional decision making considerations

**Appendix 1** – Statement of Proposal Public Consultation on Strategic Routes and Priority Thoroughfares

**Appendix 2** – Strategic Routes and Priority Thoroughfares for Earthquake Prone Buildings Community Engagement Plan

**Appendix 3** – Website content for Consultation on Strategic Routes and Priority Thoroughfares



**Additional Decision Making Considerations**

The following matters have been considered in making the decisions.

**Outcomes**

We maintain the safest community we can by:

- Helping our emergency services to be able to respond throughout the district.
- Ensuring our buildings will be strengthened to be safe for use

We will enable opportunities for new and existing businesses by

- Having buildings which will safe to work from and visit
- Helping maintain popular areas for the community to congregate

We will understand the needs of our communities in terms of areas they use and congregate.

**Policy and Plan Considerations**

The proposal has been developed in line with legislative requirements under the Building Act 2004

**Community Views**

Will be sought through public and building owner information workshops followed by public consultation.

**Publicity and Communication Considerations**

Refer to the Strategic Routes and Priority Thoroughfares for Earthquake Prone Buildings Community Engagement Plan detailed in **Appendix 2** and website content in **Appendix 3**.

Appendix 1



**Waitaki**  
DISTRICT COUNCIL  
TE KAUWHĒRA Ā ROHE O WAITAKI

Statement of Proposal

**Public Consultation on Strategic Routes  
and Priority Thoroughfares**



**Purpose of this Statement of Proposal:**

*This statement of Proposal is seeking public feedback on the identification of priority thoroughfares and strategic routes, as required under the Building Act 2004.*

The consultation uses the Special Consultative Procedure under section 83 and 87 of the Local Government Act 2002. The special consultative procedure gives the public an opportunity to make submissions and provide feedback on the proposal. Once the submission period closes, Council will conduct hearings for anyone who wishes to speak in support of their submissions.

It includes making publicly available –

- The Proposal and the rationale behind this;
- Other reasonably practicable options; and
- A description of the consultation and submission process, including the period within which views on the proposal may be provided.

**A New Way**

New Zealand is more prone to earthquake events than some other parts of the world. Events in recent years have led to a review of how we can best manage and lower the risk to public safety that is currently posed by certain buildings in the event of an earthquake.

Out of this review came the Building (Earthquake Prone Buildings) Amendment Act 2016. This Act and its methodology has introduced a consistent system across New Zealand for identifying and remediating Earthquake-Prone buildings.

The assessment of earthquake-prone buildings is based on seismic risk areas – high, medium and low. The legislation introduces set timeframes to assess and remediate buildings.

It focuses on the most vulnerable buildings in terms of public safety, primarily non-residential buildings; although it does include larger residential buildings of 2 or more stories containing 3 or more household units.

Go to [www.waitaki.govt.nz](http://www.waitaki.govt.nz) and search “Earthquake-prone buildings” to access relevant links to the legislation and related information.

Go to [www.building.govt.nz/managing-buildings/managing-earthquake-prone-buildings](http://www.building.govt.nz/managing-buildings/managing-earthquake-prone-buildings) for information on the new regime around earthquake-prone buildings.



## What's this consultation all about?

*To make our communities safer the legislation requires Councils to identify what are called 'Priority Buildings'.*

Priority buildings pose a high risk to life safety, or are critical to recovery in an emergency.

Some buildings are automatically categorised as priority buildings based on their purpose (eg hospitals, emergency response services such as police).

Other buildings may be identified as priority buildings due to their proximity to priority thoroughfares and strategic routes and their potential for failure in an earthquake.

To identify priority buildings, we must first identify priority thoroughfares and strategic routes.

A thoroughfare may warrant prioritising due to its high pedestrian and vehicular movements, and if it is at risk if an Unreinforced Masonry Building (URM) was to collapse on it during an earthquake.

A strategic route may warrant prioritisation if the route would be blocked should a URM collapse on it during an earthquake, preventing emergency response. These strategic routes are routes for emergency services to gain access after an event, and are essential for a number of reasons, most importantly saving lives. Buildings impeding a strategic transport route in an earthquake could delay an emergency response to the detriment of the community (ie loss of life, if access to emergency care is not possible).

As part of this process, we are seeking your views on the routes you use the most when you travel in a vehicle, bike or on foot.

*The attached maps show the areas we propose as priority thoroughfares (marked Blue) and strategic routes (marked red) in the Waitaki District.*



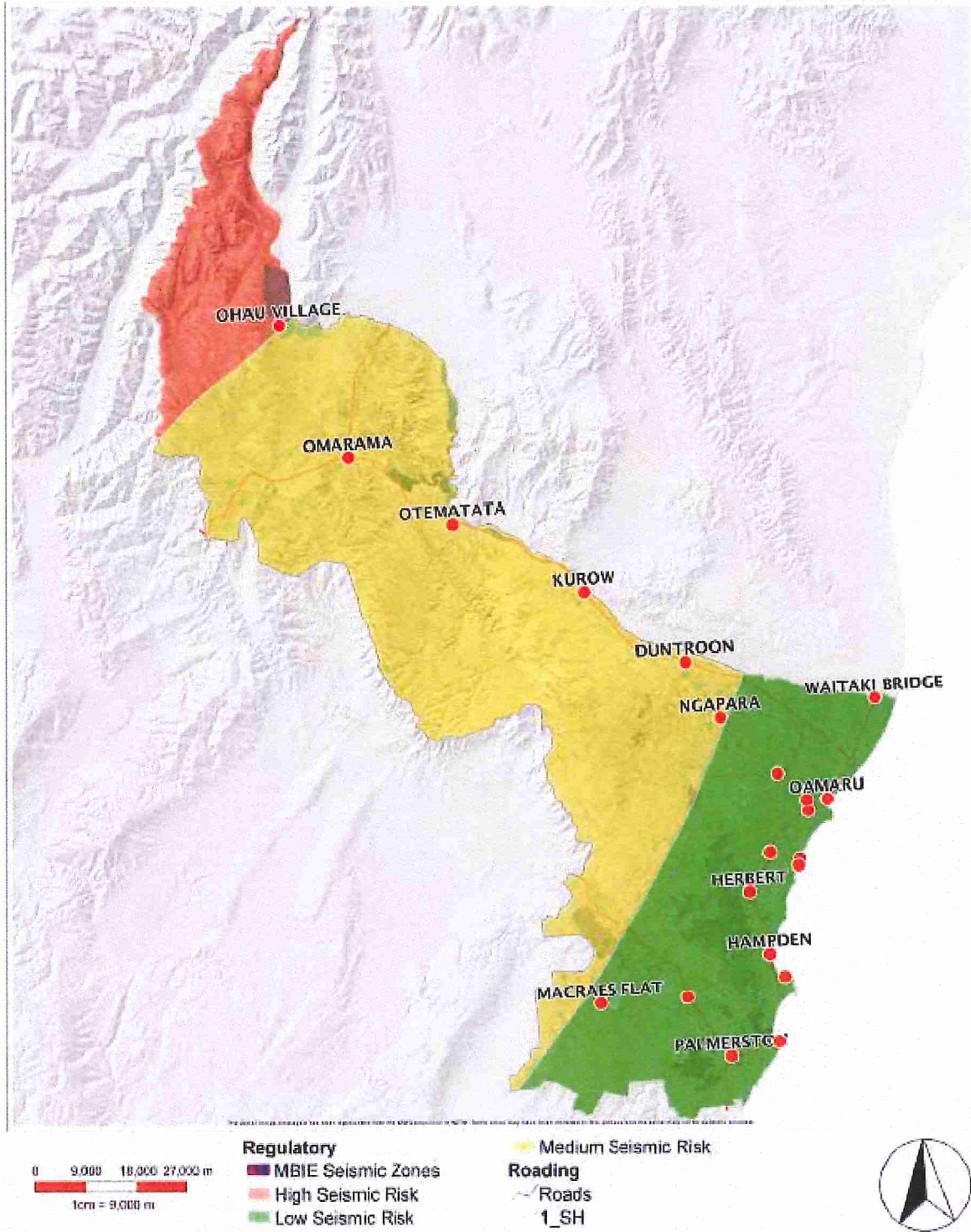


# MBIE Seismic Zones - WDC District IWide View of MBIE Seismic Zones



Printed by: rmclean, Nov 7, 2018, 10:05:55 AM  
Centred on NZTM: [ 1,393,398.18 ; 5,049,167.64 ; 0.00 ]

This information is made available in good faith but its accuracy is not guaranteed. Waitaki District Council accepts no liability for any error.



We applied one or more of the following criteria to identifying roads, footpaths or other thoroughfare that could be a priority thoroughfares or strategic routes.

**1. High pedestrian areas (people not in vehicles)**

Description of use	Description of area	Example of application to small town or rural area
Areas relating to social or utility activities	Areas where shops or other services are located	Areas such as the shopping area on the main street, the local pub, community centre
Areas relating to work	Areas where concentrations of people work and move around	Areas around businesses in small towns and rural areas where there is a concentration of workers in numbers larger than small shops or cafes
Areas relating to transport	Areas where concentrations of people access transport	Areas around bus stops, train stations, tourist centres
Key walking routes	Key walking routes that link areas where people are concentrated	Routes from bus stops or other areas relating to transport to areas where shops, other services or areas people work are located

**2. Areas with high vehicular traffic (people in motor vehicles/on bikes)**

Description of use	Description of area	Example of application to small town or rural area
Key traffic routes	Key traffic routes regularly used by vehicles including public transport	Well trafficked main streets or sections of state highways, arterial routes
Areas with concentrations of vehicles	Areas where high concentrations of vehicles build up	Busy intersections

**3. Emergency routes likely to be used by emergency services in:**

- *Transiting from their bases to areas of need in a major event or to central services such as hospitals, where there are no alternative routes available and*
- *When at least one building located on the route would impede the route if it collapsed in an earthquake.*



## Assessing Priority Buildings

Once identification of priority thoroughfares and strategic routes has been confirmed by Council, this will then enable us to assess any priority (URM) buildings alongside these routes.

In the medium risk zone area, a priority building owner will be contacted within the first five years of assessments under the Act. If buildings are assessed below 34%NBS, owners will be required to remediate them in the following 12.5 years.

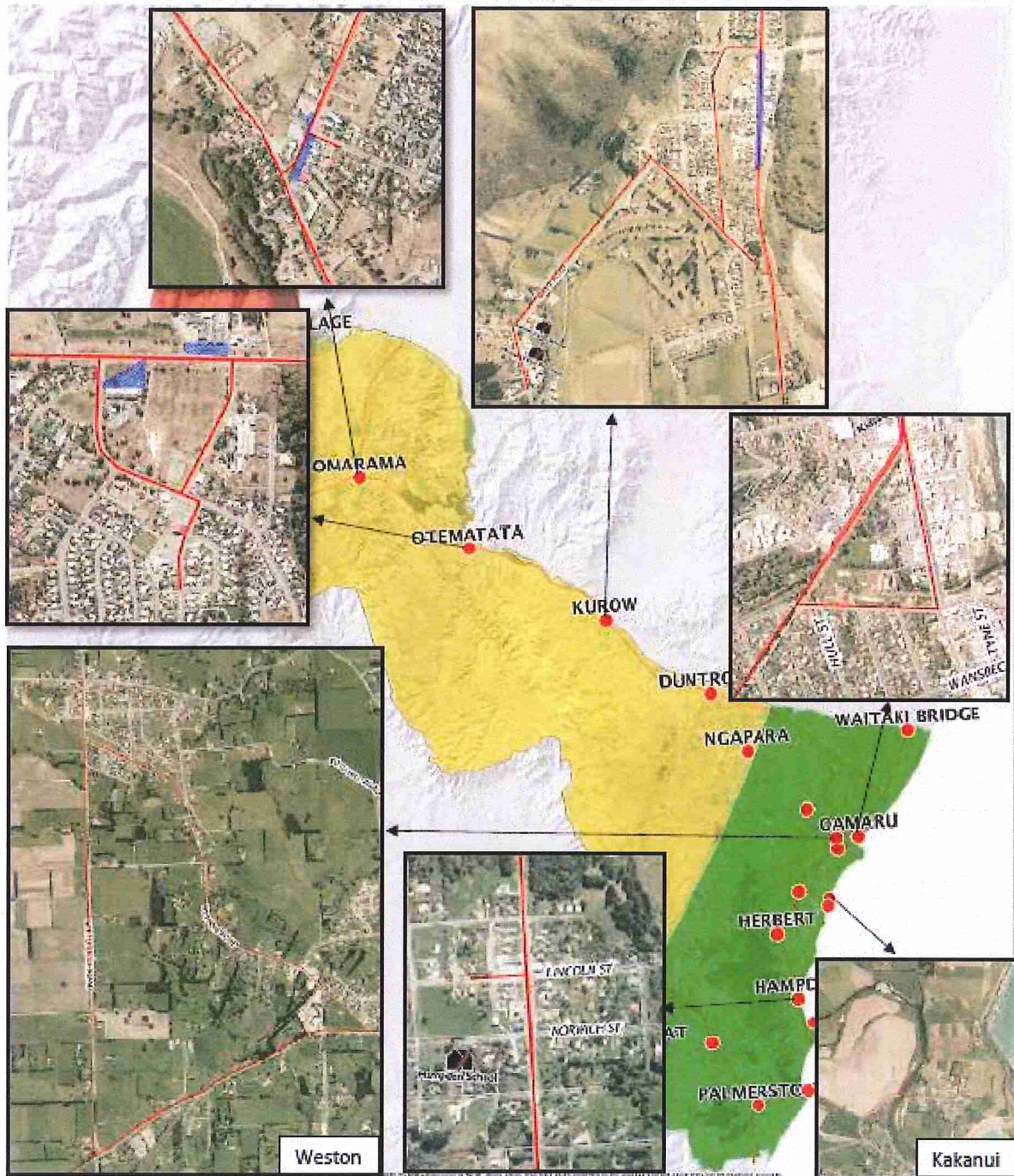
### Questions:

1. Do you agree with the proposed priority thoroughfares and strategic routes we have identified?
2. If not, which priority thoroughfares or strategic routes do you disagree with and why?
3. Are there any other priority thoroughfares or strategic routes that you think meet the criteria but are not listed?





Ident Maps showing Priority Thoroughfares and Strategic Routes



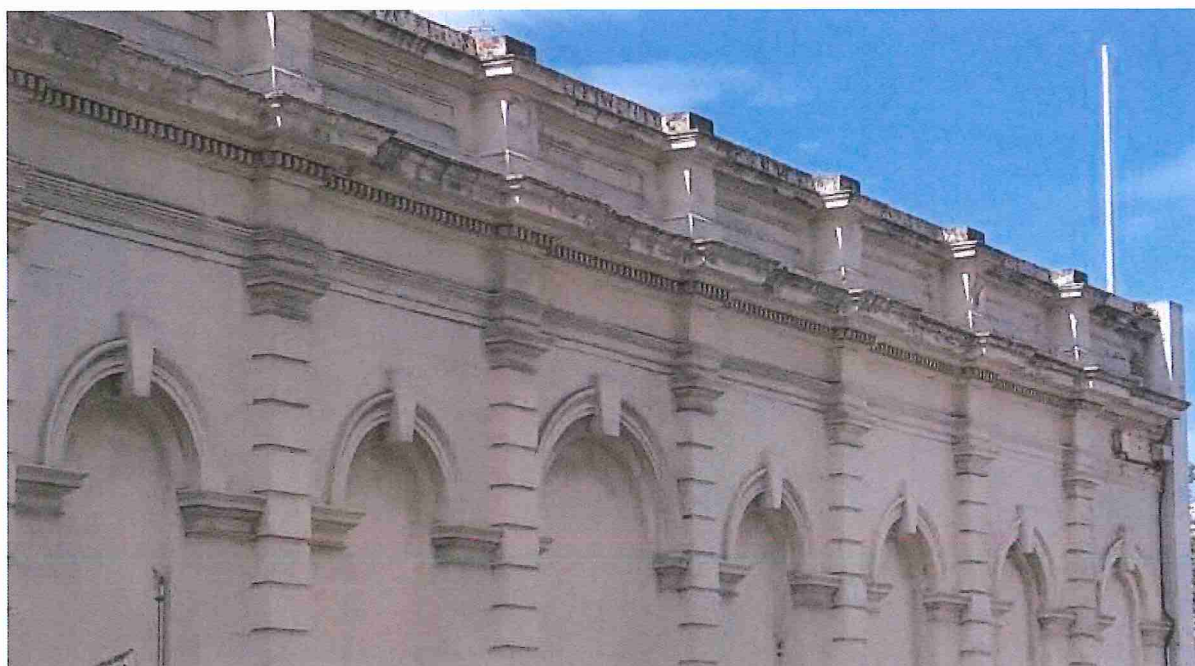
*NOTE: Further work will be completed showing each of the areas in full and emergency service locations.*



### Definitions

It may be helpful to understand a few terms that are referred to here and in the legislation

<b>Term</b>	<b>Definition</b>
Earthquake-Prone Building (EPB)	A building built prior to 1976 that, after an assessment by a structural engineer, is found to have a rating lower than 34%NBS
New Building Standard (NBS)	The %NBS figure describes the degree to which an existing building on the site would perform when compared with a new building designed to meet the seismic ratings that existed on 1 July, 2017. For example, a building built in 1927 that is rated as 20%NBS, means it would meet 20% of the current seismic building standard, whereas a new building in the same place would be 100%NBS (or more).
Priority Buildings	Certain buildings in high and medium risk seismic areas are considered to be of greater risk due to their type of construction, use or location. They need to be identified and remediated in half the timeframe of other buildings, (i.e. 25 years reduced to 12.5 years in the Medium risk zone). Further guidance on priority buildings is available at: <a href="https://www.building.govt.nz/managing-buildings/managing-earthquake-pronebuildings/resources/">https://www.building.govt.nz/managing-buildings/managing-earthquake-pronebuildings/resources/</a>
Thoroughfare	An area with high pedestrian and vehicle movements
Remediation	When a building is assessed and found to have all or parts of the building below the minimum 34%NBS, building owners can deal with this by either strengthening those elements to exceed the minimum rating, or remove that element or all of the building.
Strategic Route	A route deemed of strategic importance which if impeded may lead to an inability to provide an emergency response.
Unreinforced Masonry Buildings (URM)	Generally a building that has no additional reinforcing elements, often with parapets, facades, verandas or balconies facing a road or footpath.



## Appendix 2

# Strategic Routes and Priority Thoroughfares for Earthquake Prone Buildings Community Engagement Plan 2018

## Project description and background

The Building (Earthquake-prone Buildings) Amendment Act 2016 introduced a new system of identifying and managing earthquake-prone buildings. Some buildings are automatically categorised as priority buildings based on their purpose (e.g. hospitals, emergency response services such as police). Other buildings may be identified as priority buildings due to their proximity to priority thoroughfares and strategic routes and their potential for failure in an earthquake. To identify these other priority buildings, we must first identify priority thoroughfares and strategic routes.

A Priority Thoroughfare may be prioritised if it is an area with high pedestrian and vehicle movements, and is at risk if an Unreinforced Masonry Building (URM) was to collapse on it during an earthquake.

A Strategic route may warrant prioritisation if the route would be blocked should a URM collapse on it during an earthquake, preventing emergency response. These strategic routes are routes for emergency services to gain access after an event, and are essential for a number of reasons, most importantly saving lives. Buildings impeding a strategic transport route in an earthquake could delay an emergency response to the detriment of the community (ie loss of life, if access to emergency care is not possible).

If a building is classified as a priority building, it must be remediated in half the timeframe of other earthquake-prone buildings under the Act (ie 12.5 years).

## Engagement purpose and objectives

Consultation with the public will help Council clarify the strategic routes and priority thoroughfares to identify priority buildings. The final routes and thoroughfares will take into account submissions made by the public and stakeholders so that community views are reflected.

Objective of the proposal/decision	Reasons for engagement	Outputs	Outcomes
To clarify the strategic routes and priority thoroughfares to identify priority buildings.	To understand public expectations in relation to Strategic Routes and Priority Thoroughfares	<ul style="list-style-type: none"> <li>• Statement of proposal</li> <li>• Public notices</li> <li>• Supporting information on Councils website</li> </ul>	A map of strategic routes and Priority thoroughfares to be able to identify priority buildings in relation to the Earthquake Prone Building legislation.

## Timeframe and completion date

Consultation opens:	Friday 1 March 2019
Consultation closes:	Monday 1 April 2019
Public Hearings and Deliberations:	TBA – May 2019
Adoption:	June 2019

Key project stages	Start date	Completion date
Statement of proposal made publicly available	Friday 1 March 2019	
Public notification	Friday 1 March 2019	
Submissions received		Monday 1 April 2019
Public hearings	TBA – May 2019	
Analysis of submissions	April 2019	
Acknowledgement of submissions	April 2019	
Deliberations	May 2019	
Adoption of policy	June 2019	
Final letter to submitters		June 2019

### Communities and stakeholders to be engaged

Emergency Service Providers – Fire and Emergency New Zealand, St John, Police, Southern District Health Board, Civil Defence and the wider community.

### Level of engagement

Letters will be written to stakeholders, outlining that consultation is to taking place and the reasons for it. These stakeholders will receive the statement of proposal, will be directed to our website for more detailed information including a copy of the draft policy, and will be offered an opportunity to make a submission.

### Engagement tools and techniques to be used

Community group or stakeholder representative	How this group will be engaged (methods and tools to be used)	When they will be engaged
Emergency Service Providers	Letter advising of consultation (as per above), enclosing the updated statement of proposal and draft policies	Friday 1 March 2019
Wider community	Statement of proposal and policies made available via Council offices and district libraries  Website  Notices in: <ul style="list-style-type: none"> <li>• Oamaru Mail, Waitaki Herald, Kurow Bugle, Otematata Chronicle, Omarama Gazette, Duntroon Digger and Hamraki Rag.</li> </ul> Media release (Friday 1 March 2019)	Commencing Friday 1 March 2019

## Communication planning

Key messages include:

Only buildings in High and Medium risk areas affected.

Emergency services need to reach entire district when first responding and back up.

## Basis of assessment and feedback to the communities and stakeholder representatives involved

Submissions received will be collated into two separate books (verbal and non-verbal). Any submitters wishing to present their submissions will be contacted with suitable times organised.

Following the decisions made by Council and the adoption of the policy all submitters will be written to advising them of the final outcomes.

## Project team roles and responsibilities

Role and responsibilities	Team member
Oversight of consultation	Mike Searle
Acknowledging hand-written submissions	Karen Marshall
Writing to stakeholders including statement of proposal and policies	
Summarising submissions	
Final letters to submitters	
Uploading of hand-written submissions on database	
Creation and distribution of submission books to Elected Members	
Statement of proposal	Jenny Chou
Advertising and media release	
Distribution of statement of proposal and policies	
Online submission facility	
Uploading consultation information onto web page	
Uploading of electronic submissions on database	
Acknowledgement of emailed submissions	Jenny Chou
Creation of web page	
Updating submission database	Mike Searle



## Appendix 3: Website information

### Strategic Routes and Priority Thoroughfares

#### Why are we doing this?

The Building (Earthquake-prone Buildings) Amendment Act 2016 introduced a new system of identifying and managing earthquake-prone buildings. Some buildings are automatically categorised as priority buildings based on their purpose (e.g. hospitals, emergency response services such as police). Other buildings may be identified as priority buildings due to their proximity to priority thoroughfares and strategic routes and their potential for failure in an earthquake. To identify these other priority buildings, we must first identify priority thoroughfares and strategic routes.

A Priority Thoroughfare may be prioritised if it is an area with high pedestrian and vehicle movements, and is at risk if an Unreinforced Masonry Building (URM) was to collapse on it during an earthquake.

A Strategic route may warrant prioritisation if the route would be blocked should a URM collapse on it during an earthquake, preventing emergency response. These strategic routes are routes for emergency services to gain access after an event, and are essential for a number of reasons, most importantly saving lives. Buildings impeding a strategic transport route in an earthquake could delay an emergency response to the detriment of the community (ie loss of life, if access to emergency care is not possible). If a building is classified as a priority building, it must be remediated in half the timeframe of other earthquake-prone buildings under the Act (ie 12.5 years).

#### What is being proposed?

The map below show the proposed priority thoroughfares and strategic routes throughout the district.

Under legislation we must consult on in the High and Medium risk areas to be able to identify Priority buildings, we have chosen to also include the Low risk areas in regard to the strategic routes to ensure our emergency services can respond from all areas of our district.

We are seeking your feedback on the following questions:

- Do you agree with what we have proposed?
- If not, which priority thoroughfare or strategic routes do you disagree with and why?
- Are there any other priority thoroughfares or strategic routes that you think meet the criteria, but are not listed?

**Submissions close 12.00pm on 1 April 2019**

#### What happens next?

Once submissions close 1 April 2019 we will compile the feedback and adjust the routes and thoroughfares appropriately.

# Heritage, Environment and Regulatory Committee Memorandum

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

**Date** 20 November 2018

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## Heritage, Environment and Regulatory Group Activity Report for the period 26 September to 5 November 2018

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### Recommendation

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

### Purpose

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

## 1. Heritage, Environment and Regulatory Group General

### 1.1. General

- All staff within the Group have completed or are scheduled to complete a half-day resilience workshop. The workshop provides personal strategies for handling work and personal pressures. It has been positively received by those who have already attended.
- Fixed term appointments have been made in some areas to relieve work pressure on staff. This has made a considerable difference, particularly in the planning area.

### 1.2. Vacancies

- Heritage Advisor – Heather Bauchop has accepted the role and will start with Council on 20 November.
- Planning and Regulatory Administration Officer – Kirsty Rendell has accepted the position and will commence on 10 December.
- Water Monitoring Officer – Kate Grant has been appointed to the role. Kate is currently on a fixed term contract with Council and will officially start on 3 December.
- Graduate Planner – short-listing has been completed and interviews scheduled.

## 2. Community Safety and Development

### Safer Waitaki Project

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

A Safer Waitaki Governance Strategic Planning Session was held on 25 October. The planning session considered the relevance and appropriateness of the current strategic outcomes. Six strategic issues have been identified and are being circulated to key parties for feedback.

### Upcoming events

20 November	Youth Youtube filming day, Waitaki Boy's High School Auditorium
22 November	Zonta White Ribbon Breakfast Loan & Merc 7.30 am Guest Speakers
22 November	White Ribbon Ride will visit East Otago, Waitaki Girls and Waitaki Boys High Schools, and St Kevin's College.

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

### 2.1.1. Alcohol and Drugs Mental Health Awareness Week

The planned events were held with a small number of people attending the launch night but this did not impact the value for those who did attend. Suitcase Theatre from Dunedin provided a



thought-provoking dramatization, followed by Chloe Searle with excerpts from Janet Frames' autobiography and then Helen Algar who spoke about her role as a White Ribbon Ambassador.



Organising Committee: WDC Safer Waitaki, Budget Advice, Literacy North Otago, Waitaki Multicultural Council, Julia Sutherland, Miramare, WellSouth, Mirror HQ, Barb Lifiton Counselling, and the Oamaru Library.

The Whanau Day at the Harbour was well received by the community, with approximately 200 members of the public attending. There was a range of activities including a teddy bears picnic for the children and live music.



The final event was a screening of a specially developed Migrant Video 'New Nesters Migrant Stories from the Waitaki'. This video was produced by Maria Buldain of the Waitaki Multicultural Council; Gamel O'Brien and Bridget Ellis in partnership with the Oamaru Library; and enabled with funding from E Tu Whanau. The screening was at the Oamaru Library and was very well attended. The video can be viewed on You Tube via the link below:

<https://www.youtube.com/watch?v=zHoJ7-DfWrM>



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

### Brainwave Trust Presentations

Two brain development sessions were held. Both sessions were well attended.

#### The Early Years Last Forever

How to support healthy brain development

The importance of child/adult relationships

The impact of alcohol on the developing brain

How adversity in the first 1000 days can affect brain development

#### Unravelling the Adolescent Brain

Recognising and enhancing adolescent's strengths

Increased importance of peers

Positive and negative aspects of risk taking

Exploring the potential risks of alcohol use

Benefits and risks associated with social media

### Scooter Competitions Oamaru and Waihemo

These two events were highly successful and engaged young people from a range of age groups in both Oamaru and Palmerston. Youth enjoyed and appreciated the opportunity to participate in this event and the attendance was good with around 150 – 200 people over the day in Oamaru. The competition itself attracted 23 entries, with a number of other children who were there to just to enjoy a scoot. It was an ideal way to revitalise the Skate Parks in both communities. Organisations involved in making this event happen included WDC (Safer Waitaki) the Rapid Relief Team, Police, Sport Waitaki, Soul Surf Skate, Bluelight, Oamaru Licensing Trust, Waihemo Community Board, Puketapu Scouts, and a local business in Palmerston.



Scooter Competition Oamaru







Scooter Competition Palmerston



Check out the Otago Daily Times <https://www.odt.co.nz/regions/north-otago/scooter-contest-judge-impressed-ability>

### 2.2.1. Over 65s Clued Up Supers

The Clued Up Supers Expo held on 29 September was a great showcase of a variety of services, clubs and groups and activities available for seniors in the Waitaki. The Expo engaged approximately 300 people.

A snapshot survey of the public attending provided the following results. 32 people were interviewed, and of those:

- 96.9% found the expo useful
- 59.4% learned about something new
- 77.4% wanted to have the Expo on an annual basis.

A snapshot of stall holder feedback:

- Good to showcase what services are on offer locally as many people are unaware;
- Relevant to what we do; good stream of people through (Fire and Emergency)
- Exposure to our target market (WDC)
- Getting good accurate information out there; letting people see what is available here in Oamaru
- The exposure to this community was really good; made some good contacts as well as follow up work to be done
- Nice number of stallholders and great variety. Oh yes, the one thing was great promotional stuff, well-advertised
- Community spirit; everyone is happy and involved

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

### 2.3.1 Youth Council

Youth Councillors have had a very active time involved in a number of community events. A number of Youth Councillors successfully distributed almost 1,000 sunflower smile cards as part of Mental Health Awareness Week. They worked in collaboration with the Waitaki Community Gardens on this initiative which was well received by the community.

The Youth Council Movie Night held on 26 October was a great success and fairly well attended despite the cold temperatures.

Youth Councillors also volunteered their time to provide face painting at the 'Love Our Children' walk on Saturday 27 October.

### 2.3.2 Industry Link Group (Workplace Health and Safety)

At the October meeting, Logan Miller from Trojan Holdings gave a presentation about Enforceable Undertaking.

This was a very valuable and insightful presentation which included real examples and highlighted the need to be conscious of safe work practices

### 2.4. Engagement

During the reporting period, Community Development Coordinator Helen Algar participated in:

- A multicultural focus group looking at settlement and Family Violence. This was facilitated by Pohswan Narayanan Senior Advisor – Refugee and Migrants E Tu Whanau MSD. The Forum was attended by 21 people from across the Waitaki migrant community.
- Visited Youthline Otago Dunedin Hub.
- Attended Mental Health Network Leadership Group meeting in Dunedin as the Waitaki representative.
- Attended, and along with Saniya Thompson of Southland, presented at the Safer Communities Southern Regional Forum in Alexandra. Meeting was attended by representatives from across Otago and Southland who had an interest in the Safer Communities model/accreditation. Gore is the most recent southern community to show an interest in the accreditation process.
- Participated in the Oamaru Pacific Network.
- Participated in the Local Settlement Meeting facilitated by the Ministry of Business, Innovation and Employment (MBIE).
- Was visited by MSD It's Not Ok as a follow up to our local Champions programme.

## 3. Building Services

### 3.1. Activity and Service Performance

#### 3.1.1. Building Consent Activity

Applications approved and issued during September = 46  
 Applications approved and issued during October = 40  
 At the end of October, there were 70 consents in processing.

Officers undertook 267 inspections during September and 312 during October, following two previous record months. These figures are just above the previous 12 month average.

#### 3.1.2. Service Level

The average processing days for a building consent for September and October was 8.9, which represents a 0.5 day improvement in performance compared with the previous month. The statutory requirement to process 100% within 20 days was achieved in September. In October, just one consent exceeded the timeframe, which equates to 98.5%. Performance remains above the previous year's for the corresponding period. For the last quarter, the performance has been 99% within the 20 day statutory period, and an average of 8.9 days and 93% within Council's own 15 day target.

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

September	13 Opened and 10 Closed
October	11 Opened and 14 Closed.

The majority of issues continue to be stormwater management, private water connection leaks, and neighbour disputes. These often take a significant amount of Officer time to investigate and achieve a resolution.

### 3.2. Engagement

- A number of Officers represented the Building Consent Authority at an industry event hosted by Placemakers. which proved an excellent networking opportunity to engage with the building tradespeople of Waitaki.



- Two officers attended and completed Tier 2 Emergency Building Assessor training. Waitaki District Council now has four nationally recognised Assessors on the MBIE register.
- Officers attended a regional presentation by the Earthquake Commission in Timaru. This provided an oversight of their function, processes and coverage, meaning the team is now better informed in a natural disaster event.
- Officers provided representation at a cross-functional presentation of the Southern South Island Worksafe Asbestos Liaison Protocol. This is led by Worksafe New Zealand based in Dunedin and is to encourage collaboration across all agencies that have asbestos management responsibilities.
- Officers are pleased to announce the establishment of the Waitaki Building Forum, which has already held an initial meeting with key industry representatives. The Forum is aimed at being a collaborative group from across the building spectrum, taking a fresh approach to improving communication, looking at future-focused improvements, encouraging transparency, and building trust. There is a core Initiators group, with members agreeing to provide leadership and act as conduits to the whole building community. An additional Initiator group meeting will be held in November with a whole of industry event to follow.

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

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

September and October have seen a reduction of outstanding CCCs by almost half. As at 31 October 2018, 64 remained requiring decisions. The focus during November will be to work on consents that require further Building Officer input.

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

The discretionary exemption for Pole Sheds went “live” from 1 September 2018. Officers were subsequently advised by an applicant that their insurance company would not insure the subsequent shed. Officers sought clarity from the New Zealand Insurance Council which reported, following its own investigation, that this was a misinterpretation by the member company and pole sheds formally exempt by Waitaki District Council could be insured.

#### **3.3.3. Digital Consents**

Contract negotiations commenced in early October and have recently been completed. The project team is now working intensively with the selected vendor to prepare the system integration requirements, with a target to trial the new system and processes very early in 2019 and to go live during March 2019. Internal and external training and communication packages are simultaneously being prepared.

#### **3.3.4. Dangerous and Insanitary Buildings Policy**

No submissions were received from public consultation. A report will be presented to the 4 December 2018 Council Meeting recommending the adoption of the policy without change.

## **4. Environmental Health Services**

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

#### **4.1.1. Court appearance**

A plea of “Not Guilty”, has been entered by an individual in regards to dumping of rubbish in Kakanui. Officers have yet to be informed of the trial date.

#### **4.1.2. Animal Service**

Officers are working to improve the contracted service currently being provided around Animal Control, Noise, and Freedom Camping. All calls relating to these services are now being directed to the provider’s call centre and officers are being dispatched directly by them. This is leading to improved tracking of incidents, responses, and recording of incidents.

#### **4.1.3. Water monitoring**

Kate Grant has been appointed to the role of Water Monitoring Officer following the internal promotion of Madeline Sinha. Over the past 6 – 8 months, concerns have grown in relation to

the laboratory and courier services given to Council. On a number of occasions, samples have been delivered late or – on occasions – not at all. Officers from both the Environmental Health and 3 Waters team are working together to source a more reliable service to make sure Council meets its “Drinking Water” requirements.

#### **4.1.4. Parking machines**

Officers have been working hard with contractors in regards to the service levels of the parking machines. It has been noted that the number of machines available for use had dropped to an unacceptable level. For the last few weeks, the parking machines have been working correctly with very few out of order. Council staff and contractors have received training around the reporting system “EziCom” and its fault reporting capability.

### **4.2. Engagement**

#### **4.2.1. Responsible Camping Forum**

Officers attended a meeting where an update was given around initiatives for councils over the summer months to help educate and assist international and local tourists. This includes:

- Camper Mate (popular application used by campers) tracks registered users every kilometer. It creates a report that demonstrates the ways users enter a Council’s district and their internet searches while they are in the district. A regular report will be supplied free of charge to each Council, showing those searches and entry points.
- Extra technology is being trialled (in other areas of New Zealand) around sensors and the ability to inform the Camper Mate application if a site is full. When a site is full, it will give suggested commercial alternatives. 10 more trial sites have been funded to expand this service.

### **4.3. Policy and Projects**

#### **4.3.1. TAB, Class 4 Gambling Policies, and Alcohol Ban Bylaw reviews**

During this period, these three pieces of policy have been out for public consultation and presented at various Council meetings. The TAB and Class 4 Gambling Policies have been approved by the Heritage, Environment and Regulatory Committee, and are to be presented to Council for adoption at the 4 December 2018 Council meeting. The Alcohol Ban Bylaw will be presented to Council for approval at the same meeting. These Policies and Bylaws will commence from 10 December 2018.

## **5. Heritage and Planning**

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

During the period 17 September to 30 September there were five non-notified consents processed. Of these consents, all were processed within statutory timeframes. Details of these are located in **Appendix 1**. All reports from now on will be to the end of the calendar month.

There were 23 non-notified consents, certificates and designations processed for the month of October. 22 of these consents were processed within statutory timeframes – 95% achieved. There are details in **Appendix 2**.

During this time:

- Environment Court hearing was held for the Simmons appeal in Ohau (in addition to the planner, a reporting officer was also called in to attend by one of the parties).
- Staff took part in corporate visits to Macraes mine and the Mulan film set.
- Ongoing work associated with the Mackenzie Basin Alignment programme and Waitaki Whitestone Geopark application
- A record number of applications (22) were received in one week at the start of the period.
- Staff were also processing a number of complex projects involving s223/s224 certificate sign-off (when subdivision servicing conditions are confirmed prior to issue of title). This included the 27 new residential lots at the former Oamaru Hospital site which, due to involvement of Council property, required use of the Common Seal and surrender of multiple easements.

## 5.2. Projects and Policy

5.2.1. District Plan – The District Plan Review has recommenced. During the reporting period, preparation work was undertaken for the material presented to the District Plan Review Committee workshop on 6 November 2018.



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



**Appendix 1: Resource Consent Decisions Made Under Delegated Authority  
17 September to 30 September 2018**

Date Closed	Type	Description	Location	Target Days	Process Days
17	Land Use Consent	Section 127 Change Conditions 2, 3 and 4 regarding Covenant in Rural General Zone	324 Awamoa Road Oamaru	20	20
18	Land Use Consent	Upgrade Vehicle Crossing in Excess of nine metres within a business 1B zone	10 Wear Street Oamaru	20	15
20	Certificate 139	Certificate 139 to plant shelter belts in Rural Scenic Zone	1341 Omarama – Lindis Pass Road Omarama	20	10
21	Land Use Consent	Section 127 Change Condition 12 Environmental Health Grey Water Tank in Rural Scenic Zone.	2602 Twizel-Omarama Road Omarama	20	17
27	Land Use Consent	Section 127 change condition 8 regarding water sampling in Rural General Zone	254 Limekiln Road Makareao	30	28

**Appendix 2: Resource Consent Decisions Made Under Delegated Authority  
1 October to 31 October 2018**

Date Closed	Type	Description	Location	Target Days	Process Days
1	Subdivision	Two Lot subdivision in Rural General Zone	369 Maheno-Kakanui Road Maheno	20	15
1	Miscellaneous Certification	Section 348 ROW with Lots 3 and 4 District Plan 395228 in Township zone	26B Tenby Street Moeraki	10	6
2	Land Use Consent	Internal boundary setback breach residential zone	12 Semple Street Kakanui	10	10
2	Land Use Consent	Earthworks for access and building site	463 Bowalley Road Herbert	10	5
3	Subdivision	Subdivision into four Lots with Amalgamation in Business H Zone	Esplanade Road South Hill	20	20
3	Designation	Outline Plan for Opera House Heritage Building Extension in Business 1 Zone	86-88 Thames Street Oamaru	20	14
4	Land Use Consent	Veranda and deck breaches side and front boundaries in Rural Residential zone	21 Ahuriri Heights Omarama	20	16
5	Land Use Consent	Addition of an En-Suite to a Dwelling within the Rural Scenic Zone	1567 Twizel-Omarama Road Omarama	20	13
8	Subdivision	Boundary Adjustment with Amalgamation in Rural General Zone	Finlays Road Windsor	20	21
8	Land Use Consent	New dwelling in Rural Scenic zone	383 Awahokomo Road Kurow	20	13

Date Closed	Type	Description	Location	Target Days	Process Days
12	Subdivision	Boundary Adjustment with two old titles creating two new titles in Rural General Zone	109 Balruddery Road Five Forks	20	19
15	Subdivision	Boundary Adjustment in a Rural General Zone	453 Herbert Road Kuriheka-Herbert	20	16
16	Subdivision	Subdivision to create three lots on two titles in Residential Zone	67 Weston Road Oamaru	20	15
17	Subdivision	Subdivision of two Lots Rural General Zone	91 Whiterocks Road Weston-Alma	20	20
18	Land Use Consent	Exceeding total transformer oil capacity of hazardour substance in Rural Genral Zone	4247 Kurow-Duntroon Road Kurow	20	20
19	Land Use Consent	Construct lift Heritage Building namely Loan and Merc in Bus Heritage zone	14 Harbour Street South Hill	20	17
24	Subdivision	Boundary Adjustment with Amalgamation in Rural General Zone	78 Pine Hill Road Elderslie	20	19
24	Land Use Consent	Yard Encroachments/setback	48A Ure Street South Hill	20	12
25	Land Use Consent	Yard Encroachments/setback in Residential zone	86 Weston Road Oamaru	20	16
29	Subdivision	Section 357 objection Conditions 6H Road Safety Audit and 6L intersection	Tutu Hill Road Weston	20	27
30	Land Use Consent	Earthworks for building platform and driveway in Rural General and Scenic Coastal Landscape zones	28A Moeraki Boulders Road Hampden	20	5
31	Land Use Consent	Addition to Hotel Complex (Block F & G) in Business 6 Zone	2736 Otematata-Kurow Road Otematata	20	13
31	Land Use Consent	Section 127 Change of Conditions 1 and 11 in Rural Scenic Zone	1629 Birchwood Road Omarama	20	15