

**ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD ON
WEDNESDAY 16 APRIL 2014 AT MEMORIAL HALL SUPPER ROOM,
ESPLANADE, KAIKOURA.**

AGENDA

- 1. Apologies**
- 2. Matters of Importance to be raised as Urgent Business**
- 3. Environmental Services Report** **page 11**
 - Building**
 - Civil Defence**
 - Resource Planning**
 - Resource Consent Update List**
 - District & Environmental Planning**
 - Environmental Health**
 - Environmental Services Budget Report** **page 20**
- 4. Sustainability Strategy – Outcomes from first consultation meeting** **page 21**
- 5. Urgent Business**

- **Building**

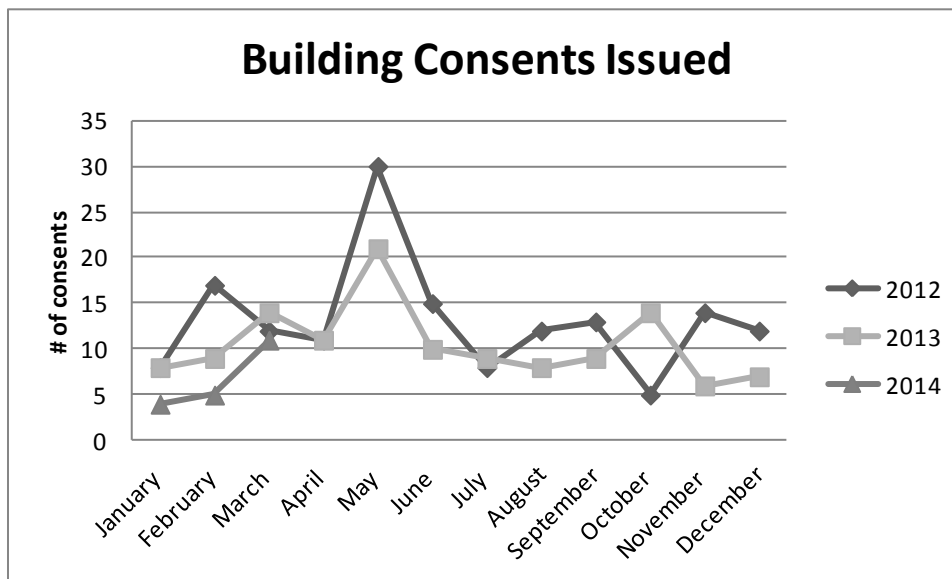
There were 11 Building Consents with a combined construction value of \$1,212,250.00 issued for the month of March 2014. These consents were for:-

- 5 Dwellings (2 of these on one property)
- 2 Farm Shed
- 2 Garages
- 1 Solid fuel heater
- 1 Solar heating and wetback
- 1 Carport

There were 6 Code Compliance Certificates and 12 Land Information Memorandums issued in the month of March 2014.

We are continuing to process consents for Christchurch City Council as well as ensuring our consents are prioritised.

We are also looking at improving our public information and we are working on information sheets which we can have available in hard copy and on the website. As well as this, we are also working steadily through our processes by auditing and ensuring that we comply with all the new legislation requirements, while we look at ways to improve our service.



Author: Senior Building Control Officer
Endorsed by the Chief Executive Officer

- **Civil Defence**

Youth in Emergency Services Programme (YES)

Kaikoura District received a grant from the Ministry for Youth Development to participate in the Youth in Emergency Services Programme. Kaikoura is one of two districts in the South Island participating in this programme.

The YES programme is designed to strengthen and encourage young people's connection to their community by encouraging them to engage with a range of emergency services and to foster volunteerism. The cadets are aged 16 to 19.

The cadets spent an evening and Saturday afternoon with St. Johns, NZ Fire Service, Coast Guard, Civil Defence and Search and Rescue in March ending with a two day camp weekend. The programme has gone very well with the cadets and the emergency service getting a lot of value out of the experience.

The cadets have joined one of the emergency services for the next two months. A graduation will be held in late May.

March Road Show

A Civil Defence road show was held 20/21st of March 2014. Environment Canterbury's Hazard Expert, a NIWA spokesperson, and the community coordinator from Group Canterbury Civil Defence and Kaikoura District Council Emergency Management Officer presented at the meetings. The theme of the road show was *A Tsunami Ready Community*.

Around 150 people attended one of the 4 public meetings.

Exercise Pandora

Exercise Pandora is the national annual Emergency Operations Centre (EOC) exercise mandated by Civil Defence Emergency Management Act 2002 and of the National CDEM Plan Order 2005.

Exercise Pandora will be held on the 29th of May. The exercise will be based on a local flooding event.

Author: Emergency Management Officer
Endorsed by the Chief Executive Officer

- **Resource Planning**

Resource Consent Update: 11th March to the 8th of April 2014.

Three applications for land use consent and two applications for subdivision have been received since the last report. All are small in scale.

Notified Consents

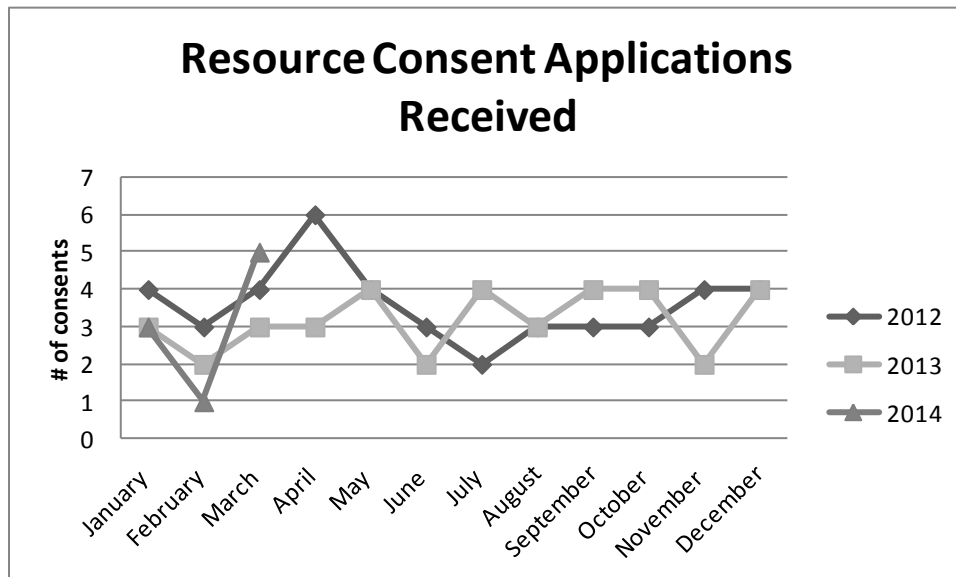
No notified consents are in progress.

Monitoring

Monitoring of complaints and resource consent conditions is ongoing

General

224 certification, Project Information Memorandum and inquiries have been picking up.



Author: District Planner
Endorsed by the Chief Executive Officer

- **Resource Consent List Update**

RESOURCE CONSENT UPDATE LIST FOR THE PERIOD FROM 11 MARCH TO 8 APRIL 2014

Resource consents decisions issued:

Type of Consent	Applicant	Address of Activity	Number of New Lots / Guests
Subdivision and Amalgamation	T Fitzgerald	Puhi Puhi Valley Road	

Active consent applications currently in process:

Type of Consent	Applicant	Address of Activity
Land Use-Earthworks in Archaeological Area	T Hodson	4 Kotuku Road
Land Use-Build dwelling in flood hazard area	Green Zealand Limited	136-146 Schoolhouse Road
Land Use- Non-compliance with building envelop	G& A Lilly	43 Kotuku Road
Subdivision and Amalgamation	T Hall	67 South Bay Parade
Subdivision -2 lot	J & J Davies	146 Postmans Road

Consent applications awaiting receipt of further information requested from applicant or on hold:

Type of Consent	Applicant	Address of Activity
Subdivision: 2 lot subdivision & dwellings	Reardon SJ & AR	19 Old Beach Road
Removal of Designation (court house)	Ministry of Justice	Killarney Street
Land use – Visitors Accommodation	Br & Page	148 Torquay Street
Land Use- Visitor accommodation 2 guests and non-compliance with height standard	N Mitchell	13 Swyncombe Place
Land Use- Visitor Accommodation under 8 holiday home	Brown Euan	39 Kotuku Rd
Land Use- Digging in Archaeological Area	W Slee & M Bolt	42a Avoca Street
Land Use-Dwelling Exceeding Height Standard	Lawrence	188 Torquay Street

• **District & Environmental Planning**

District Plan & Environmental Planning Report 11 March to 8 April 2014

National Documents

Resource Management Reforms

No new updates have been provided by Ministry for the Environment on the “single plan” concept. Hon. Amy Adams has advised at the New Zealand Planning Conference that no set date can be given.

National Policy Statement for Renewable Electricity Generation 2011 (NPS REG)

The plan change has been placed on hold waiting the outcome of the “single plan” concept.

Canterbury Regional Council

Canterbury Regional Policy Statement (CRPS)

Staff are to continue planning on implementation of the Canterbury Regional Policy Statement.

Land and Water Regional Plan

A number of appeals have been received by the High Court, some against the whole plan. Until appeals are resolved both the existing Natural Resource Regional Plan (NRRP) and the Land and Water Regional Plan have to be complied with. Environment Canterbury staff expect all appeals to be resolved by November 2014.

Walking and Cycling

Construction of the walking and cycling track for Harakeke Shopping Centre to Middle Creek is continuing.

Te Korowai

Kaikōura (Te Tai-o-Marokura) Marine Management Bill has passed its first reading by government and is currently open for submissions to the Local Government and Environment Committee. A submission is presented in full Council in support of the Kaikoura Marine Strategy. Work is continuing on the implementation of the relevant part of the strategy in the Kaikoura District Plan. Councillors will be notified of the timeframe associated with this plan change at the next Council meeting.

Earthcheck Certification

A function was held on the 4th April 2014, to officially present the Platinum Certification Plaque to the Kaikoura Community.

Work is continuing on the public consultation for the Strategy.

Kaikoura Enhancement Group (KEG) formally Business Discussion Group

The group has a follow up meet with the executive committee of Te Runanga o Kaikoura on Saturday 12 April 2014. It is likely a submission will be made on the draft annual plan.

Author: District Planners
Endorsed by the Chief Executive Officer

- **Environmental Health**

UPDATES TO THE FOOD BILL & SALE AND SUPPLY OF ALCOHOL ACT 2012

REPORT BACKGROUND

This report advises Council of the potential changes regarding the Food Bill 2011, and the success around the District with the implementation of Food Control Plans, also providing a recommendation to Council regarding the collection of annual fees for licensed premises within the District.

1. THE FOOD BILL 2011:

- a. The Food Bill 2011, if enacted, will replace the Food Act 1981 and would signal some fundamental changes to New Zealand's domestic food regulatory regime.
- b. The Food Bill aims to provide an efficient, effective and risk-based food regulatory regime that manages food safety and suitability issues, improves business certainty and minimizes compliance costs for business.
- c. The Bill has had its second reading before the Select Committee, and is firmly placed on the agenda to be enacted by the current Government this year. The only stumbling block is the general election in September and a potential change in Government – if this happens and the Bill is rejected – then MPI will develop an amendment to the current Regulations implementing a risk based approach.
- d. The Food Bill requires that any person involved in the trade of food must operate under one of three risk-based measures. These measures reflect the diverse range of food preparation activities. The risk-based measures are
 - (i) Food control plans,
 - (ii) National programmes, and
 - (iii) Good food handler guidance.
- e. Initially voluntary, local authorities were to encourage and support the implementation of FCPs within all food service sector premises.
- f. Due to the lack of traction from the Bill and the ongoing stalling of new regulations, MPI more recently has taken a very firm and directive stance with the introduction of Food Control Plans, almost making it a clear instruction to implement and adopt FCP's at local level.
- g. To this end, In November last year FHS reviewed the Council's registered food premises annual inspection programme and decided to incorporate a strategy to improve food safety standards in the district. This strategy was discussed with Stuart Grant and the Ministry for Primary Industries (MPI).

- h. The strategy that was introduced involved integrating the usual annual inspection of food premises programme with the promotion and introduction of Food Control Plans.
- i. The integrated FCP rollout programme is firmly supported and encouraged by MPI. FHS was successful in securing some Innovation Funding to cover certain costs associated with the project. This has assisted our team immensely and has meant that we have been able to achieve a good uptake of FCPs.
- j. FCPs provide for a systematic approach to achieving improved and consistent food safety standards throughout the district and the country. The FCPs focus on an audit approach, rather than inspection. The current Food Hygiene regulations are inadequate and old. It is a draconian prescriptive piece of legislation.
- k. During the last round of inspections the standards throughout the district were very mixed and we had some concerns with food safety standards. The uptake of FCPs in the town has been overwhelming and successful. Out of the 44 eligible Food Service Sector businesses in Kaikoura, we now have 30 registered FCPs since we embarked on the project in January this year. This percentage has placed Kaikoura District Council No.1 nationally in NZ for all TA's.
- l. FHS have orchestrated the FCP programme and is working diligently with food business operators, helping them to implement the individual programmes. FHS has three MPI approved FCP auditors.
- m. We are proposing that the Council approves the issuing of two awards for FCP implementation based on the level of implementation, i.e., conformance or performance. Conformance would achieve an 'Achievement Award for a Conforming Food Control Plan' and Performance (higher level) would achieve an 'Excellence Award for Food Safety Practices'. These awards would provide a good incentive for the local food businesses.
- n. The FCP programme will better secure the district and protect its tourism and image. It is also a great tool for Council/customer relationships.
- o. The Food Bill clarifies the roles of food industry regulators. MAF Food will take primary responsibility for all regulatory functions, including administering the new Food Act and related regulations, preparing guidance material and recognizing persons who may undertake verification and enforcement functions.
- p. The Food Bill provides for an improved compliance and enforcement regime. It includes provisions that set out the requirements for food businesses operating under risk-based measures to be verified, and includes a broader range of penalties and sanctions, including improvement notices, prohibition notices, closure and seizure.

2. SALE AND SUPPLY OF ALCOHOL ACT 2012

The **Sale and Supply of Alcohol Act 2012** is now fully implemented replacing the Sale of Liquor Act 1989 (a 24-year-old Act, that in many cases did not go far enough in reducing alcohol related harm).

- a. As Council is aware, the new Act's emphasis is on harm reduction caused by alcohol, which is achieved through a greater community involvement in liquor licensing matters and decisions.
- b. Previous reports have detailed to Council the requirements of the new Act, however, this report needs to focus on the fees and charges components of the Regulations underpinning the Act.
- c. The fees and charges regulations aim to fully recover costs associated with alcohol licensing. It aims to provide incentives to licensees and managers to adopt best practice and harm minimisation models so that overall their licence costs are reduced. Overall, however, licensing costs are clearly expected to increase.
- d. The Regulations have provided clear criteria and weighting scores for premises, their activity, the hours of operation and compliance performance.
- e. The following table from the regulation highlights the fees (inclusive of GST) – now requiring an application fee as well as an annual fee.

RISK CATEGORY	APPLICATION FEE (\$)	ANNUAL FEE (\$)	RISK WEIGHTING
Very Low	368.00	161.00	0 - 2
Low	609.5	391.00	3 - 5
Medium	816.50	632.50	6 - 15
High	1023.50	1035.00	16 - 25
Very High	1207.50	1437.50	26 Plus

- f. Councils must agree that from implementation of the Act and supporting regulations, specifically the fees and charges component. With regards the risk category, and additions to weighting will be added for trading beyond 2.01am and 3.00am, also and enforcement holdings / action will incur a penalty of 10 weighting points for 1 in any 18 month period, for 2 or more a weighting of 20 points will be added to the overall risk band.
- g. The following table represents the number of licence premises per category and risk rating, with applicable annual fees (excl of GST) pertinent to the risk group as above.

TYPE OF LICENCE	NUMBER & RISK	ANNUAL FEES	ANNUAL TOTAL FEE RECOVERY TO COUNCIL
ON (TAVERN)	12 premises		
	3 medium risk	\$550.00	\$1650.00
	8 high risk	\$900.00	\$7200.00
	1 very high risk	\$1250.00	\$1250.00
CLUB	5 premises 5 very low risk	\$150.00	\$750.00
OFF	7 premises 7 medium risk	\$550.00	\$3850.00
ON (RESTAURANT)	20 premises		

	20 low risk	\$340.00	\$6800.00
TOTAL	44 Premises		\$21,500.00 annually

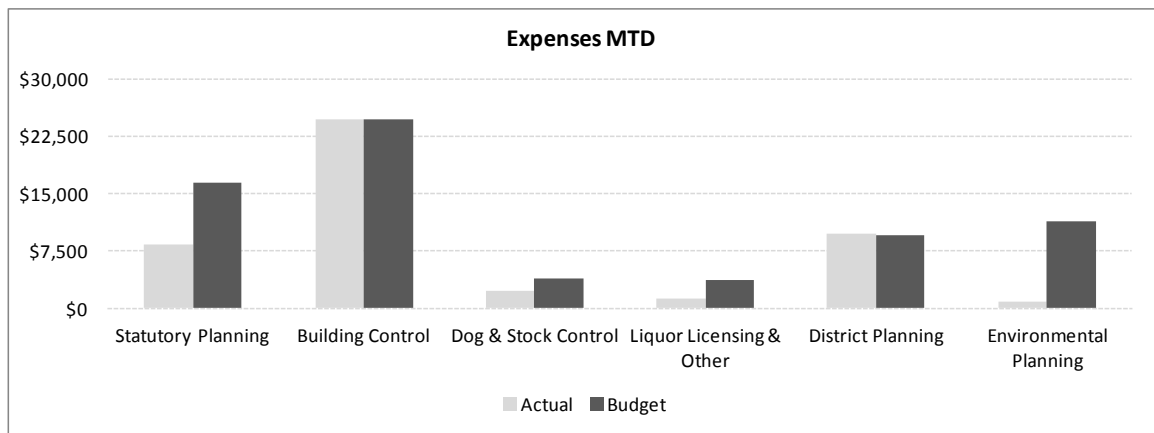
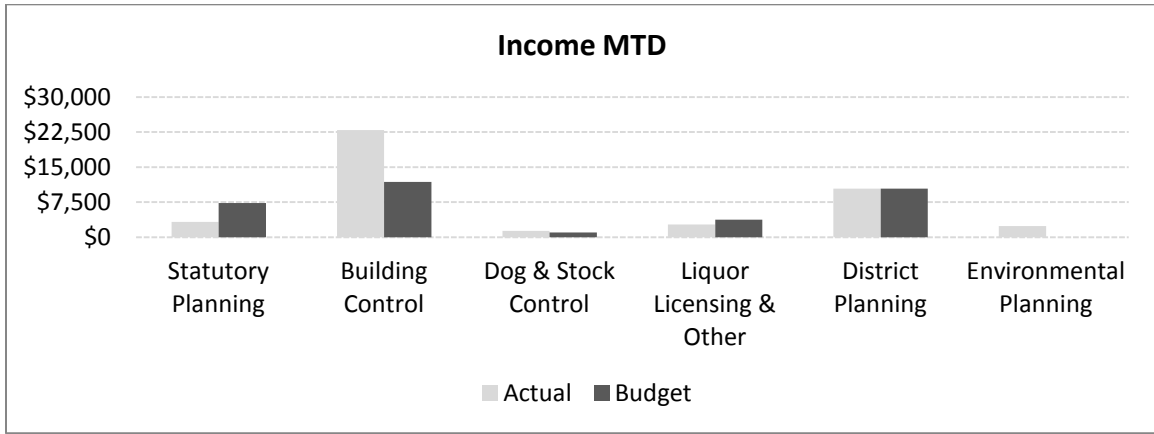
- h. In short, from 1 July 2014, all TA's must collect annual fees from licence holders on the anniversary date annually. These fees are prescribed in legislation and are non negotiable. Only through local bylaw or policy can the fees and charges be amended at local level – but this cannot occur until at the very earliest 2015.
- i. In cases on non payment of the annual fee, the licensee has 30 day after to anniversary date to pay – on the 31st day, if the annual fee has not been paid, the whole licence is suspended until payment, and any applicable charges is paid in full to the DLC. If the premises continue to trade in this situation, then it and the licensee or management is liable to prosecution and cancellation of licence.
- j. The annual fee for a permanent club charter is payable on 1 July in each year – irrespective of anniversary date.

In conclusion,

I recommend to Council that annual fee collection be introduced effective from 1 July 2014, and is applicable to all licences whose anniversary dates fall after this date. From this date, every licensed premise will be liable to annual fees as and when their annual anniversary date arises thereafter.

Author: Environmental Health Officer
Endorsed by the Chief Executive Officer

Environmental Services Budget Report



Sustainability Strategy – Outcomes from first consultation meeting

As reported at the December Environmental Services meeting, to retain our Earthcheck Certification, the Kaikoura Community must have a Sustainability Strategy in place outlining work streams and key performance areas working towards a sustainability goal. This includes the Tourism Strategy. It was also outlined that more consultation on this item will occur in the New Year.

Workshops have been held with Councillors and staff. The first workshop was held with businesses and residents on 3rd March 2014. Several emails were sent to business networks.

The workshop was well attended by Councillors who are also business owners, and several business members from local businesses. While turnout was not as high as expected, a good discussion was held and active feedback obtained.

A short presentation was given which outlined the following:

- Agreement on what principles for success are
- No argument on what a sustainable society looks like in the end
- Adjust our strategy step by step as new technologies, innovations and inventions appear

The feedback follows:

Sustainability

- No dispute on the direction of sustainability
- Kaikoura needs to work on marketing our sustainability success
- Feedback on recycling needs to be given to the Community
 - Where products go
 - Data of diversion rate
- More sustainability idea sharing to be available
 - For example sourcing green production
 - Coordinating information and getting information distributed
 - Always updating
 - Green news of current local initiatives
 - Green products that could be available locally
- Make a community achievement
- Good behavior recognition
- More information on Earthcheck for locals to own
- Flier for motel/accommodation compendium
- Re-promote Fantastic No Plastic Program
 - No plastic bag promotion
 - Change labeling – alternative uses for bag
 - Ask supermarket to put bags near checkout
 - Alternative bags shops can consider and sources
 - Training for staff in supermarket and shops
 - New Kaikoura logo
 - Paper bags

- Encouraging green alternatives and staff levels
- Suggesting good systems for solar or green alternatives
- Community green challenges in the monthly newsletter
- Develop a green team in the Community
- Spread into the Community
 - Emails to groups, for example ECCO, Seaward Lions etc
- Story's of NZ innovations
- Council being leaders

Local Experience

- Customer service training offered locally
 - Bring local courses – Kiwihost, Greet NZ
- Business mentoring – offer local courses
- Friendly business awards
 - Mystery shopper who targets different aspects, e.g., environmental, service, health and safety, etc.

Regulatory

- Fire Permits – currently very detailed and unworkable
- Reflective roofing, prohibits solar panels
- Stormwater diversion

It is recommended:

- ***That Council receives the information outlined.***
- ***Email staff a list of Community Groups that they wish to engage with in preparation of the Strategy.***

Author: District Planner
Endorsed by the Chief Executive Officer