




Building Control

What is the extent of Council's responsibility

-  Issue building consents, inspect building work and issue final Code Compliance Certificates.
-  Carry out all the functions of a Building Consent Authority and all other duties and responsibilities required under the Building Act 2004.
-  Enforce the provisions of the Fencing of Swimming Pools Act 1987.

What are the significant negative effects

The large amount of information now required to be submitted in consent applications and the detailed review process mean that applications take longer to process. There are negative cost implications for owners and applicants due to time delays.

Increased regulation can lead to an increased incidence of unauthorized building work.

Lower costs are charged for minor works in order to keep compliance costs at a reasonable level.

How are these negative affects mitigated

These effects can be mitigated by providing applicants with an accurate list of requirements and detailed information about the application process. Consents are issued within statutory time-frames

What is the existing level of service

Council gained accreditation as a Building Control Authority in October 2008. Processes around receiving, issuing and inspecting building works are now documented and subject to rigorous audit. Adherence

with regulatory deadlines and national standards is a requirement of this approval.

What will be the effect of change in Levels of Service

Compliance with the second phase of the Building Consent Authority registration becomes mandatory in November 2010. This will require the implementation of a quality management system for all building control processes. The challenge for staff is to use this process to increase productivity. A national shortage of technical staff means that employing more officers is not a suitable strategy.

How will this activity be funded

Council determined that the costs of processing building consents and inspections should be funded by maximising user fees such that applicants pay all costs relating to their application. The remainder (approximately 40%) including the cost of public enquiries should be funded by a general rate based on capital value.

Information on the reasoning behind this funding method can be found in the Revenue and Financial policy, beginning on page 198.

Contributions of Activity to Overarching Community Outcomes

This activity contributes to the following overarching community outcomes



Otorohanga District is a safe place to live



Ensure services and facilities meet the needs of the Community



Manage the Natural and Physical environment in a sustainable manner



Protect the special character of our harbours and their catchments



Recognise the importance of the District's rural character

Key Building Control Level of Service Targets

Level of Service	How it contributes to our community outcomes	How we measure our performance	Performance Targets (for the financial year)				
			Baseline	2009/10	2010/11	2011/12	2012/13-2018/19
The Council processes, inspects and certifies work in Otorohanga District	The Council remains a Building Consent Authority to help ensure buildings are safe	Otorohanga District Council maintains its processes so that it meets BCA accreditation every two years	Yes	-	Yes	-	Yes
	The Fencing of Swimming Pools Act is enforced	A Pool Register and a system of regular and recorded pool inspections will be in place by December 2009. Thereafter the Register and process will be audited annually.	New Measure	Register & Inspections in place	Annual Audit undertaken	Annual Audit undertaken	Annual Audit undertaken
Building consent applications are processed within 20 working days as required by Sec 48 of the Building Act 2004	Council certifies all consented building work complies with the building code – ensuring our communities are safe	All consents will be processed within 20 working days and the average time to process a building consent will not be more than 10 days	100%	100%	100%	100%	100%

Planning and Development

What is the extent of Council's Responsibility?

Planning is a statutory function of the Council under the Resource Management Act. The Act deals with the use, development, subdivision and protection of land in the District. The primary emphasis is on dealing with the effects of activities in the District.

Planning staff ensure that buildings, subdivision and land uses meet the effects levels agreed by the community in the District Plan. Staff also provides planning advice to the public and professional advice to Council on policy matters at a local, regional and national level.

What are the significant negative effects

Concern that excessive regulation and restrictive planning rules will stifle development and growth in the District.

Due to the long term timeframes involved in the development and implementation of land use policy and rules, it is difficult to foresee all the consequences of decisions made now. There is a risk of unintended negative effects.

How are these negative affects mitigated

These effects are best mitigated by encouraging maximum community involvement in the consultative process when developing new policy and rules.

What is the existing level of service

Council processes applications for subdivision and land use activities. Staff are available to meet with applicants and the public to discuss issues arising from the implementation of the Resource Management Act and the Councils current Operative District Plan.

What will be the effect of change in Levels of Service

Proposed legislative change will affect the delivery of this service. It is not known at this stage if this will have a minor or major impact on this activity.

How will this activity be funded

Council recognises that a significant portion of the cost of this activity involves dealing with general public enquiries, many of which lead to a consent application, but some that do not. Council considered that it was not appropriate to charge for general enquiries, as that would be a disincentive, which would not be in the best interests of the district.

Council determined that the cost of processing and monitoring consent applications should be funded by maximising user fees such that consent applicants are paying the full cost of the application. The remainder, including the cost of public enquiries, should be funded by the District Wide general rate based on Capital Value.

Information on the reasoning behind this funding method can be found in the Revenue and Financial policy, beginning on page 198.

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Key Planning and Development Level of Service Targets

Level of Service	How it contributes to our community outcomes	How we measure our performance	Performance Targets (for the financial year)				
			Baseline	2009/10	2010/11	2011/12	2012/13-2018/19
All resource consent decisions will be notified within the time limits of Sec 115 of the Resource Management Act 1991	Efficiently processing resource consent applications enables the Council to regulate land-use activities consistently with its District Plan (Landuse regulations), demonstrating that the Council values the natural environment	The time to process non-notified land use and subdivision consents will be no more than 20 working days	100%	100%	100%	100%	100%
		All decisions are prepared, signed and mailed to applicants within three days of the signing of the Planner's Report and Recommendation.	< 3days	< 3days	< 3days	< 3days	< 3days
Good advice will be delivered to help people understand the District Plan rules	Good advice from the Council, in accordance with the District Plan, will contribute to ensuring that growth and development is managed appropriately and that the natural environment of the District is treated respectfully	Develop process maps and instructions for the Resource Consent application, assessment and issuing procedures. Draft process maps to be completed by June 2010. Procedures to be audited annually.	New Measure	Completed June 2010	Annual Audit	Annual Audit	Annual Audit

Civil Defence

What is the extent of Council's responsibility?

Otorohanga District is an active member of the regional body, the Waikato Valley Emergency Operations Area. At a District level, the Council maintains and practices activating the Otorohanga Emergency Operations Centre to manage local Civil Defence emergencies. Council supports the Community Emergency response Group formed in Kawhia township.



What are the significant negative effects

The negative aspect of Civil Emergency preparedness is that the actual form and time of any event is unknown. Many staff live outside the District and circumstances at the time will impact on the ability to respond.

How are these negative affects mitigated

This is mitigated by practicing for a wide range of events and encouraging all staff to participate in Emergency Management Exercises and training.

What is the existing level of service

-  Council staff hold regular training exercises. Individual staff members attend CIMS skill training. Emergency Management Plans are updated as required.
-  The Emergency Operation Centre is ready to be activated in time of emergency. The Centre's role is to provide welfare assistance and logistic support to other emergency services as requested.

What will be the effect of change in Levels of Service

It is not expected that there will be any change in the level of service.

Civil Defence Assets

Civil Defence assets consist of one base radio at Otorohanga EOC and one at Kawhia Community Rooms. The Otorohanga EOC has five hand held radios.

How will this activity be funded

Council concluded that this function should be funded 100% from the Uniform Annual General Charge over the District to recognise that the benefit is equally available to all people of the District.

Information on the reasoning behind this funding method can be found in the Revenue and Financial policy, beginning on page 198.

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Key Civil Defence Level of Service Targets

Level of Service	How it contributes to our community outcomes	How we measure our performance	Performance Targets (for the financial year)				
			Baseline	2009/10	2010/11	2011/12	2012/13-2018/19
People are prepared for a civil defence emergency	This service means the Council has a direct role in ensuring communities are prepared for emergencies	Formal training exercises are conducted each year	2	2	2	2	2 per annum
		The Civil Defence action team comprising key staff will meet at least once between formal exercises to ensure preparedness and training schedules are maintained.	New Measure	Once between exercises	Once between exercises	Once between exercises	Once between exercises

Dog Control

What is the extent of Council's responsibility?

Council has a statutory requirement to implement and carry out the functions of the Dog Control Act 1996. The performance of enforcement activities.

Council's animal control services include the registration of dogs, the provision of a dog impounding service, the investigation of dog complaints, the education of dog owners and the general public, and the performance of enforcement activities. These services are provided by contract to meet the Community's expectation for health, order and safety.

What are the significant negative effects

Dog control regulations reduce personal freedoms in order to promote wellbeing and safety in the wider community.

Dog control fees are reduced for those dog owners who can demonstrate a record of responsible dog ownership.

How are these negative affects mitigated

This effect is mitigated by Council officers discharging their duties in a fair and impartial manner.


What is the existing level of service

The Council contracts Otorohanga Animal Control Services to implement the Dog Control Policy and enforce the provisions of the Dog Control Act.

What will be the effect of change in Levels of Service

It is not expected there will be any change in the level of service.

Dog Control Assets

 Dog Pound at Otorohanga.

What additional Asset Capacity is required

The Ministry of Agriculture and Fisheries, who are responsible for the Animal Welfare Act, are in the process of developing a Code of Welfare for Temporary Housing. This would include boarding establishments and Council dog pounds. Any minimum standard set out in a Code of Welfare is legally binding. The likely outcome of this process is that Council will be required to upgrade the Dog Pound to adhere to the requirements of this new Code of Welfare.

What is the estimated cost for the provision of additional Asset Capacity

At this stage no details of the proposed Code of Welfare have been released. Council is unable to quantify the extent of any upgrade to the dog pound.

How will the maintenance, renewal and replacement of assets be undertaken

Asset maintenance will be undertaken by Council staff or contractors as required.

How will the maintenance, renewal and replacement of assets be funded

Council concluded that 90% of this activity would be funded through dog control fees and 10% through the Uniform Annual General Charge.

Information on the reasoning behind this funding method can be found in the Revenue and Financial policy, beginning on page 198.

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Key Dog Control Level of Service Targets

Level of Service	How it contributes to our community outcomes	How we measure our performance	Performance Targets (for the financial year)				
			Baseline	2009/10	2010/11	2011/12	2012/13-2018/19
Dogs roaming outside property boundaries and on public reserves will be impounded. The dog control officer responds to public complaints about roaming dogs and uplifts and impounds dogs found wandering the streets. Regular patrols are carried out in urban areas	Through this service, the public feel safe from roaming dogs	Percentage of dogs impounded	New Measure	<5%	<5%	<5%	<5%
		Complaints about roaming dogs that are responded to	100%	100%	100%	100%	100%

Stock Ranging and Impounding

What is the extent of Council's responsibility?

To provide and maintain a stock pound and appoint officers to administer the Impounding Act 1955.

What are the significant negative effects

There is very limited ability to recover the cost of this activity from the owners of wandering or lost stock. This can not be mitigated and in the interests of safety, particularly for road users the activity is almost totally funded by ratepayers.

The Keeping of Stock Poultry and Bees Bylaw places restrictions on the activities of urban residents in the interests of the wellbeing of the general community.

How are these negative affects mitigated

This effect is best mitigated by encouraging maximum community involvement in the consultative process when developing the Bylaw.

What is the existing level of service

The Otorohanga Stock Pound is located on Otewa Road. Otorohanga Animal Control Services are contracted to carry out the duties of Pound Keeper and Stock Ranger under the Impounding Act.

This service is provided to ensure public safety and manage nuisance by removing wandering animals from roadway, public places and private property.

Council contracts to the Land Transport Safety Authority to provide a stock ranging service on state highway located within the Otorohanga District.

What additional Asset Capacity is required

The fence around the stock pound is very old and no longer adequately contains the variety of animals that are held there. It is proposed to erect a new wire mesh fence around the whole pound.

What is the estimated cost for the provision of additional Asset Capacity

A quote for a new fence of \$5,000 has been received from a fencing contractor.

How will the maintenance, renewal and replacement of assets be undertaken

Asset maintenance will be undertaken by Council staff or contractors as required.

How will the maintenance, renewal and replacement of assets be funded

Council will fund this activity by maximising (to what the market can bear) the poundage fees and sustenance charges levied on the owners of impounded stock (2.5%) and the remainder (97.5%) will be funded from the Uniform Annual General Charge over the whole District.

The effect of this policy is that the general ratepayer subsidises those who benefit.

Information on the reasoning behind this funding method can be found in the Revenue and Financial policy, beginning on page 198.

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Key Stock Ranging and Impounding Level of Service Targets

Level of Service	How it contributes to our community outcomes	How we measure our performance	Performance Targets (for the financial year)				
			Baseline	2009/10	2010/11	2011/12	2012/13-2018/19
Wandering animals are removed from roadways, public places and private property.	Public safety is enhanced because wandering animals are removed from roads and public places.	Calls about stock wandering on roads are actioned immediately. Response time depends on location of stock and travelling times	100%	100%	100%	100%	100%

Environmental Health

What is the extent of Council's responsibility?

Council administers Acts and Health Regulations that cover public safety issues relating to food safety, safe water, disease containment and environmental nuisance. In addition this activity is responsible for licensing and monitoring premises where liquor is sold, noise control responsibilities and businesses that hold a licence issued under the Trade Waste Bylaw.

What are the significant negative effects

Licence holders may feel restricted by the requirements of bylaws and regulations. The freedom to operate a business or licenced premise must be balanced against the wellbeing and safety of the wider community.

How are these negative affects mitigated

This effect can be mitigated by Council officers discharging their duties in a fair and impartial manner. Licence holders must be allowed to participate in the development of bylaws or regulations that affect their livelihood.

What is the existing level of service

Council does not employ a full time Environmental Health Officer (EHO). A qualified EHO provides two days service per week. This is sufficient to maintain an adequate level of service to existing licence holders and to investigate and report on communicable diseases.

Council has agreed in principle to join a shared services agreement with Waitomo and Waipa District Councils for an enhanced Environmental Health service. This proposal will see the current service level maintained with the additional capacity of the Waipa District available to provide backup, relieving staff and assistance on large projects such as food fairs.

What will be the effect of change in Levels of Service

It is not expected that there will be any change in the level of service.

How will this activity be funded

There are statutory limits on some of the charges that can be levied, and Council recognises that in some cases the cost of the activity can not be recovered.

Council concluded that it would fund this activity by maximising user charges to what the market can bear where possible including a portion for general enquiries and fund the balance equally by way of the Uniform Annual General Charge over the whole district and the general rate.

The effect of this policy is that the general ratepayer will subsidise those who receive the benefit.

Information on the reasoning behind this funding method can be found in the Revenue and Financial policy, beginning on page 198.

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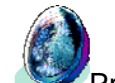
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Key Environmental Health Level of Service Targets

Level of Service	How it contributes to our community outcomes	How we measure our performance	Performance Targets (for the financial year)				
			Baseline	2009/10	2010/11	2011/12	2012/13-2018/19
Cases of communicable disease that are notified to the District Health board are referred to the Environmental Health officer for investigation. The affected family is interviewed and good hygiene practice is discussed. The outcome of the interview is reported back to the DHB	The cause of communicable disease is identified and further transmission of the infection is avoided	All communicable disease reports received from the District Health Board are investigated within 5 working days. The result of the investigation is reported back to the Medical Officer of Health no later than 7 working days from receiving the report.	100%	100%	100%	100%	100%
All premises in the District that prepare food for sale receive at least one annual inspection to check for compliance with the food hygiene regulations	Having healthy food services, helps achieve safe communities	All premises in which food is sold or processed, hold a current licence.	100%	100%	100%	100%	100%
		All licenced premises receive at least one annual inspection. All inspections recorded in the NCS database.	1	1	1	1	1
All premises in the District that sell liquor are inspected annually to ensure the operations comply with the provisions of their liquor licences. Managers of these premises are required to hold current managers certificates.	The Council will help to achieve safe and healthy communities through preventing bad behaviour as a result of liquor supply	A liquor licence is held in respect of all premises at which liquor is sold or supplied, and every premise licensed for the sale or supply of liquor is managed by an appropriately qualified person	100%	100%	100%	100%	100%

Rural Fire

What is the extent of Council's responsibility?

Council provides a Rural Fire Service to fulfil its obligations under the Fire Service Amendments Act, Forest and Rural Fires Act and the Fire Service Amendment Act. Council provides fire prevention services, fire fighting equipment, fire management and associated administrative support.

Council is assisted by the NZ Fire Service and the National Rural Fire Authority in providing this service.

What are the significant negative effects

Ongoing increases in the standard of service and auditing requirements set out in the Forest and Rural Fire Regulations 2005 will result in increased costs not forecast.

Failure to provide an adequate fire response capability could result in significant damage to property and possible loss of life.

Circumstances could arise where substantial fire control costs might not be fully recoverable from the National Rural Fire Authority or some other party, leaving Council to pay such costs.

How are these negative affects mitigated

Joint service delivery options will be investigated if costs significantly increase, or capability appears to be inadequate.

What is the existing level of service

A basic level of service is provided to meet the requirements of relevant legislation. A key target during Restricted Fire Seasons is to process and where appropriate issue fire permits within 3 days of the receipt of an application for such a permit.

What will be the effect of change in demand

No change in demand for this service is expected.

What will be the effect of change in Levels of Service

No change in level of service is expected.

What additional Asset Capacity is required

No additional asset capacity is expected to be required.

How will the maintenance, renewal and replacement of assets be undertaken

On an 'as required' basis. It is probable that Council will investigate the option of entering a shared service arrangement with other Local Authorities in relation to rural fire control during the period of this LTCCP. If this was to prove successful Council would not be directly responsible for renewing its existing assets.

How will the maintenance, renewal and replacement of assets be funded

Council recognizes that it is impossible to identify and measure the extent of the benefit and considers that the activity should be funded publicly. However Council has the ability to charge for call outs. Council has concluded that the activity would be funded by charging for call outs, with the balance from the separate rate on the Rural Area based on capital value.

Information on the reasoning behind this funding method can be found in the Revenue and Financial policy, beginning on page 198.

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Key Rural Fire Level of Service Targets

Level of Service	How it contributes to our community outcomes	How we measure our performance	Performance Targets (for the financial year)				
			Baseline	2009/10	2010/11	2011/12	2012/13-2018/19
To provide a rural fire service to meet the requirements of the Forest and Rural Fires Act and Regulations.	Aid in the reduction of uncontrolled fires and reduce the cost of rural fires to the ratepayers which will ensure that our essential services and the environment are protected.	Permits are to be issued within 3 working days Annual Restricted Fire Season.	>90%	>90%	>90%	>90%	>90%
		Recovery of the costs of fires from those responsible for lighting fire or their insurers.	>90%	>90%	>90%	>90%	>90%
		Review of the rural fire plan contact details annually and full review 2 yearly by 30 September	New Measure	Contact Details	Full Review	Contact Details	Ongoing Reviews