

Environmental Services Committee

AGENDA

Notice of Meeting:

A meeting of the Environmental Services Committee will be held on:

Date: Thursday 12 March 2020
Time: 1.30pm
Venue: Council Chamber
137 Havelock Street, Ashburton

Membership

Chairperson	Diane Rawlinson
Deputy Chairperson	Rodger Letham
Members	Carolyn Cameron Lynette Lovett Angus McKay Mayor Neil Brown (ex-officio)

6 March 2020

Environmental Services Committee

Timetable	
1.30pm.	Meeting commences

ORDER OF BUSINESS

- 1 **Apologies**
- 2 **Extraordinary Business**
- 3 **Declarations of Interest**

Minutes

- 4 Environmental Services Committee 30/01/20 **3**

Reports

- 5 Six monthly Performance Report **4**

4. Environmental Service Committee Minutes

Minutes of the Environmental Services Committee meeting held on Thursday 30 January 2020, commencing at 11.50am, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

His Worship the Mayor, Neil Brown; Councillors Diane Rawlinson (Chair), Rodger Letham and Angus McKay.

Also present:

Deputy Mayor Liz McMillan, Councillors Leen Braam and Stuart Wilson.

In attendance

Hamish Riach (Chief Executive), Jane Donaldson (GM Strategy & Compliance), Neil McCann (GM Service Delivery) and Carol McAtamney (Governance Support Officer).

1 Apologies

Crs Carolyn Cameron and Lynette Lovett

Sustained

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Environmental Services Committee Terms of Reference

Recommendation to Council

That Council adopts the Terms of Reference for the Environmental Services Committee.

Letham/Mayor

Carried

Cr McKay recorded his vote against the motion.

The meeting concluded at 11.55am.

5. *Six-monthly Performance Report*

Author	<i>Emily Watson; Corporate Planner</i>
Activity manager	<i>Toni Durham; Strategy & Policy Manager</i>
Group manager	<i>Jane Donaldson; Group Manager: Strategy & Compliance</i>

Summary

- The purpose of this report is provide the six-monthly non-financial reporting against the performance measures set in Year 3 of the Long-Term Plan 2018-28.
- These results are for the first half of the 2019-20 financial year, from 1 July 2019 – 31 December 2020.

Recommendation

That the Environmental Services Committee receives the six-monthly non-financial performance report.

Appendix 1 – Environmental Services 6 month performance report

Background

The current situation

1. Council monitors its progress towards achieving the non-financial performance measures. These are reported to Council mid-way through the financial year and at the end of the financial year.
2. As part of the Long-Term Plan process, Council sets levels of service for each activity. Accompanying these levels of services are performance measures and targets.
3. Performance measures enable Council and the community to assess whether the levels of service are being delivered to the community. Targets for each performance measure show the level of achievement Council is aiming for each year.
4. The end of year results are provided to Council via the relevant committee and are included in Council's Annual Report.

Legal/policy implications

Legislation

5. Council is required (Local Government Act 2002) to report against the performance targets set for each activity in the Annual Report.
6. Section 261 (b) of the LGA established mandatory performance measures for water supply, sewerage and the treatment and disposal of sewage, stormwater drainage, and the provision of roads and footpaths. These are included in this progress report.
7. While Council isn't required by legislation to provide progress reports, to do so informs both Council and the community with how well Council is tracking on a timely basis.

Financial implications

Requirement	Explanation
What is the cost?	Monitoring Council's performance is met from within existing budgets.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	284 Community Planning
Are there any future budget implications?	No
Reviewed by Finance	Not required

Significance and engagement assessment

8. The progress reporting of Council's achievement towards its non-financial performance measures is not considered significant and is of low significance to the community.

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low; Not Significant
Level of engagement selected	1 – Inform the community
Rationale for selecting level of engagement	The community will be informed of Council's progress in achieving the non-financial performance measures through relevant media channels.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

Half-way performance reporting – Environmental Services

HALF-WAY PERFORMANCE UPDATE – BUILDING REGULATION

What we're aiming for: To implement the requirements of the Building Act 2004 fairly and impartially so the public has confidence that buildings in the district are constructed in accordance with the building code.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2018/19 RESULTS	2019/20 TARGET	2019/20 YEAR TO DATE RESULTS	COMMENTS
We provide quality building regulation services	Building consents are processed and decisions made within 20 working days	97.5%	100%	99.1%	4 out of 425 consents failed to meet the timeframe
	Code of Compliance Certificates are processed and decisions made within 20 working days	99.2%	100%	98.2%	7 out of 390 certificates failed to meet the timeframe
	Buildings with compliance schedules are audited each year	10.2%	10%	2.7%	On track to meet target
	Swimming pool fences are inspected every year	33%	33%	11.2%	On track to meet target
Council responds to concerns with building regulation services within required response times	Building service complaints are responded to within two working days	100%	100%	100%	One complaint received – responded to on the same day

HALF-WAY PERFORMANCE UPDATE – DISTRICT PLANNING

What we're aiming for: To achieve a fit for purpose function which meets statutory obligations and customer expectations, while anticipating and reacting to the changing needs of the district.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2018/19 RESULTS	2019/20 TARGET	2019/20 YEAR TO DATE RESULTS	COMMENTS
We provide quality district planning services	Resource consent applications and exemptions are determined within statutory timeframes	100%	100%	100%	All 110 resource consents processed within statutory timeframes
	Subdivision plan approval certificates (RMA s.223) are determined within ten working days	96%	100%	100%	All 28 Section 223 Certificates processed within 10 working days.
Council responds to concerns with district planning services within required response times	District planning service complaints are responded to within five working days	100%	100%	100%	All sixteen investigations responded to within 5 working days.
The majority of residents are satisfied with the standard of our district planning services	Residents are satisfied with the standard of Council's planning services	83%	80%	83%	Results from wave 1 & 2 combined of the Annual Residents' Survey.

HALF-WAY PERFORMANCE UPDATE – EMERGENCY MANAGEMENT

What we're aiming for: To support the community's ability to respond to and recover from emergency events.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2018/19 RESULTS	2019/20 TARGET	2019/20 YEAR TO DATE RESULTS	COMMENTS
We support emergency preparedness through community-based emergency management	A community response plan is developed or renewed annually	2	1	2	Reviewed Rakaia Community response plan and developed a new plan for Hakatere Huts community
The majority of residents are satisfied with the standard of our civil defence services	Residents are satisfied with the civil defence services provided by Council	97%	80%	95%	Results from wave 1 & 2 combined of the Annual Residents' Survey.

HALF-WAY PERFORMANCE UPDATE – LAND INFORMATION

What we're aiming for: To provide an efficient production of Land Information Memoranda (LIMS's) within statutory timeframes and with a high degree of accuracy.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2018/19 RESULTS	2019/20 TARGET	2019/20 YEAR TO DATE RESULTS	COMMENTS
We provide quality land information services efficiently	LIM applications are processed within ten working days	100%	100%	100%	All 451 LIM applications processed within 10 working days.

HALF-WAY PERFORMANCE UPDATE – REGULATORY COMPLIANCE

What we're aiming for: To improve, promote, and protect public health within the district by the promotion of sustainable environmental practices and the monitoring and enforcement of associated legislation and bylaws.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2018/19 RESULTS	2019/20 TARGET	2019/20 YEAR TO DATE RESULTS	COMMENTS
We provide quality alcohol licensing services	Licensed premises are monitored each year	100%	100%	80%	On track to meet target
	Stakeholder meetings are held each year	21	10	16	Target met
The majority of residents are satisfied with Council's role in alcohol licensing	Residents are satisfied with how Council undertakes its role in alcohol licensing	88%	80%	90%	Results from wave 1 & 2 combined of the Annual Residents' Survey.
We provide quality animal control services	Known dogs are registered	96%	95%	91%	On track to meet target
Council contractors respond to animal control incidents within contractual response times	Urgent incidents are responded to within one hour	100%	100%	100%	On track to meet target
	Found, wandering or barking dog incidents are responded to within five working days	100%	100%	100%	On track to meet target
The majority of residents are satisfied with our animal control services	Residents are satisfied with Council's animal control services	84%	80%	86%	Results from wave 1 & 2 combined of the Annual Residents' Survey.
We provide quality environmental health services	Registered food premises are risk assessed each year	87%	80%	50%	On track to meet target
Council contractors respond to environmental health issues within contractual response times	Noise complaints are responded to within two hours	100%	100%	100%	On track to meet target

Environmental Services Committee

Terms of Reference

Purpose

The purpose of the Environmental Services Committee is to provide oversight of Council's regulatory and emergency management services in a manner that promotes the current and future interests of the community (Local Government Act 2002).

Membership

Membership of the Committee comprises:

- Cr Diane Rawlinson
- Cr Rodger Letham (Deputy Chair)
- Cr Carolyn Cameron
- Cr Lynette Lovett
- Cr Angus McKay
- The Mayor, Neil Brown (ex-officio)

The quorum is four members.

Meeting Frequency

The Environmental Services Committee will meet on a six (6) weekly cycle, or more frequently on an as-required basis as determined by the Chair and Group Manager Strategy and Compliance.

Committee members shall be given not less than 5 working days' notice of meetings.

Delegations

The Environmental Services Committee has no delegated authority to make decisions. Its role is to consider and review matters of strategy, policy or significance in its sphere of Council business, and (if appropriate) to make recommendations to full Council.

Note that for dog control matters the power to appoint hearing panels comprising members of the Environmental Services Committee shall be delegated to the Chair of Environmental Services. Those hearing panels so appointed shall be authorised to deal with the appeal for which they are appointed without further instruction from the Committee.

Sphere of business

- Regulatory activities including:
 - Alcohol licensing
 - Animal control and dog registration
 - Building control
 - Civil defence emergency management
 - Class 4 gambling venues
 - Environmental protection and health, nuisances and complaints
 - Food safety
 - Freedom camping

- Hazardous substances
 - Litter
 - Naming of roads
 - Noise control
 - Parking enforcement
 - Resource management and District Plan
 - Resource management
 - Subdivision and development control
 - Resource management
 - Subdivision and development control
- To recommend the appointment of hearing panels for animal control appeals

Reporting

The Environmental Services Committee will report to Council.

Adopted: 27/02/20