
Activity Group Five Planning & Regulatory

- Resource Planning
- Environmental Health
- Building Control
- Liquor Control
- Bylaw Compliance
- Emergency Management

RESOURCE PLANNING

ACTIVITY MANAGEMENT PLAN

1.0 **INTRODUCTION**

1.1 **BACKGROUND – OVERVIEW OF ACTIVITY AND COUNCILS INVOLVEMENT**

This activity is responsible for addressing resource management and planning responsibilities. These include Council's statutory requirements under the Resource Management Act 1991 and the Local Government Act 2002 as well as addressing the expectations of the community outcomes process.

This activity will take into account the social, environmental, economic and cultural well-beings of the Wairoa Community. The general objectives will be met by having a robust District Plan, which provides guidelines, process and certainty in terms of community expectations.

There is a strong statutory basis for Councils involvement in this activity and Council believes that there are positive advantages to the community well being through this involvement.

In June 2005, Council adopted the Operative Wairoa District Plan. The time horizon for statutory commencement of the next District Plan is ten years, which is within the time framework for this activity plan. Alongside the District Plan process, other strategic work to be progressed includes implementation of the Wairoa Coastal Strategy, development and adoption of various Structure Plans in the Mahia locality, and development of an Urban Strategy for Wairoa township.

The Land Use Consent Webpage www.wairoadc.govt.nz/consentslicences/consents/landuseconsent/ can be accessed through the Wairoa District Council website www.wairoadc.govt.nz along with the Subdivision Consent Webpage www.wairoadc.govt.nz/consentslicences/consents/subdivisionconsent/ and the District Plan Webpage www.wairoadc.govt.nz/planspolicy/districtplan/

1.2 **COMMUNITY OUTCOMES TO WHICH THE ACTIVITY CONTRIBUTES & HOW IT CONTRIBUTES**

The Community Outcomes to which the resource Planning activity primarily contributes are:

Community Outcomes	How the Activity Contributes
<ul style="list-style-type: none">An Environment That Is Appreciated, Protected And Sustained For Future Generations.A Safe And Secure Community.	<ul style="list-style-type: none">Resource management and planning via the Operative Wairoa District Plan 2005 and statutory planning via the Resource Management Act 1991 (& amendments).the Council requiring the obtaining of resource and subdivision consents for specified proposed land use activities; andthe development of policies and strategies relating to the District's future development.

1.3 ACTIVITY GOALS AND PRINCIPAL OBJECTIVES

- a) To ensure that relevant legislation, regulations and bylaws are monitored and enforced such that Council meets its requirements.
- b) To have in place a District Plan that meets the needs of the community, provides some certainty to developers and meets the requirements of the Resource Management Act 1991.
- c) To have the capacity to assess and process Resource Consent applications in accordance with statutory timeframes.
- d) To provide high quality information, advice and analysis to Council in order to facilitate the sustainable management of natural resources.
- e) To manage natural resources sustainably using available statutes, plans and processes.
- f) To monitor and revise the District Plan to ensure community outcomes are achieved and natural resources are managed in a sustainable manner.
- g) To ensure all resource consent applications are processed in accordance with statutory requirements so as to limit Council's potential exposure to litigation.

2.0 LEVELS OF SERVICE AND PERFORMANCE MEASURES AND TARGETS

(Unless otherwise stated the performance measures for years 1-3 are the same as those for years 4-10)

Community Outcomes	Service Category	Proposed Future Levels Of Service	Customer Performance Measures & Targets	Management Performance Measures																		
<p>a) The community outcomes to which this activity primarily contributes are: -</p> <p>i) <i>“an environment that is appreciated, protected and sustained for future generations”</i>; and</p> <p>ii) <i>“a safe and secure community”</i>.</p> <p>b) The ways in which the activity contributes towards the achievement of these outcomes include: -</p> <p>i) the maintenance of a District Plan; and by</p> <p>ii) the Council requiring the obtaining of resource and subdivision consents for specified proposed land use activities; and</p> <p>iii) the development of policies and strategies relating to the District's future development.</p>	<p>Demand (including Legislative Obligations) and Quality</p>	<p>a) As required by the Resource Management Act 1991, the Council will maintain an Operative District Plan to guide the future development of the District.</p> <p>The present District Plan became operative in June 2005. It does not have to be reviewed again until 2015.</p> <p>The Council will also formulate development policies and strategies, recent examples of which include the Wairoa Coastal Strategy, various Structure Plans for the Mahia locality, and an Urban Strategy for the Wairoa Township.</p> <p>b) The Council will ensure that all subdivision and development in the District takes place in conformity with all of the requirements of the District Plan.</p> <p>The number of resource consents granted during the last five years is: -</p> <table border="1"> <thead> <tr> <th></th> <th>Landuse</th> <th>Subdivision</th> </tr> </thead> <tbody> <tr> <td>03/04</td> <td>31</td> <td>8</td> </tr> <tr> <td>04/05</td> <td>27</td> <td>15</td> </tr> <tr> <td>05/06</td> <td>34</td> <td>12</td> </tr> <tr> <td>06/07</td> <td>35</td> <td>25</td> </tr> <tr> <td>07/08</td> <td>44</td> <td>18</td> </tr> </tbody> </table>		Landuse	Subdivision	03/04	31	8	04/05	27	15	05/06	34	12	06/07	35	25	07/08	44	18	<p>a) Target: - No Council resource consent or land use consent decisions subsequently overturned by the Environment Court.</p> <p>b) No instances where legal proceedings have succeeded against the Council, alleging that it has acted unlawfully or has been negligent in the exercise of its responsibilities.</p> <p>c) The number of actual or potential claims that have had to be notified to the Council's Insurers.</p> <p>Target: - None.</p>	<p>No situations where inadequate conditions were imposed relating to roading, water supply, wastewater or stormwater infrastructure to be constructed and transferred to the Council, or to the standard and condition to which it was actually built before being transferred.</p>
	Landuse	Subdivision																				
03/04	31	8																				
04/05	27	15																				
05/06	34	12																				
06/07	35	25																				
07/08	44	18																				
	<p>Health and Safety</p>	<p>All of the above responsibilities will be carried out safely.</p>	<p>No health or safety incidents.</p>																			

Community Outcomes	Service Category	Proposed Future Levels Of Service	Customer Performance Measures & Targets	Management Performance Measures															
	Costs and Funding	<p>a) The services will be provided at a cost that will be publicly consulted on annually – via either the LTCCP or Annual Plan preparation process.</p> <p>b) The Council will fund this activity by a combination of user charges and the general rate. The following table shows the approximate share of the cost from each source.</p> <table border="1" data-bbox="719 603 1151 884"> <thead> <tr> <th></th> <th>General Rate</th> <th>User Fees and Charges</th> </tr> </thead> <tbody> <tr> <td>Policy Development</td> <td>100%</td> <td></td> </tr> <tr> <td>Consent Applications</td> <td>30%</td> <td>70%</td> </tr> <tr> <td>Consent Monitoring</td> <td></td> <td>100%</td> </tr> <tr> <td>Environmental Monitoring</td> <td>100%</td> <td></td> </tr> </tbody> </table>		General Rate	User Fees and Charges	Policy Development	100%		Consent Applications	30%	70%	Consent Monitoring		100%	Environmental Monitoring	100%		<p>The cost related to this activity did not exceed the approved budget.</p>	
	General Rate	User Fees and Charges																	
Policy Development	100%																		
Consent Applications	30%	70%																	
Consent Monitoring		100%																	
Environmental Monitoring	100%																		
	Customer Relations, Consultation, Council Responsiveness and User Satisfaction	<p>a) All complaints and requests for service will be responded to within the following timeframes: -</p> <ul style="list-style-type: none"> • Verbal complaints – 3 days. • Written complaints and requests for information – 10 days. <p>b) All applications for consent will be responded to within the following timeframes: -</p> <p>i) If not required to be notified – within 20 working days.</p> <p>ii) If required to be notified – notified, and notice served within 10 working days.</p> <p>c) The Council will aim to ensure that the users of the services and the general</p>	<p>a) 100% of applications for consent dealt with within specified timeframes.</p>																

Community Outcomes	Service Category	Proposed Future Levels Of Service	Customer Performance Measures & Targets	Management Performance Measures
		public will be satisfied with the overall level of service that is being provided.		

3.0 **THE EXISTING SITUATION**

The District Planner is primarily responsible for formulating environmental and development policy, including the District Plan, and implementing policy through the control of development by processing resource consents (land use and subdivision) and other regulatory approvals.

The regulatory functions of this activity such as monitoring, and complaints, are operated on a demand basis. In recent years there has been increased development and therefore increased numbers of subdivision and land use consents in the District, particularly at Mahia.

The recent downturn in demand for coastal property has resulted in slowing of applications for subdivision consent. This trend is projected to continue at least for the next two-three years.

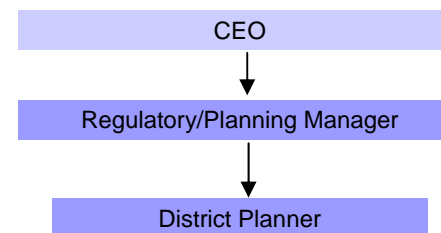
4.0 **MAINTENANCE AND OPERATING**

4.1 **HOW OWNED**

The Resource Planning section is operated within the Regulatory Department of the Wairoa District Council. In-house resources are supplemented through external consultants and expertise as required.

4.2 **HOW MANAGED AND CONTROLLED**

The District Planner reports directly to the Regulatory Services Manager / CEO.



4.3 ESTIMATED COSTS NEXT TEN YEARS

The operating cost projections for the next 10 years are shown below:-

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Expenditure										
Operational Costs	273,780	285,097	287,943	172,356	176,573	180,837	185,131	189,721	195,315	200,465
Interest	-	-	-	-	-	-	-	-	-	-
Overhead Allocation	41,400	34,100	32,200	39,100	37,700	39,000	42,600	41,400	42,600	46,900
Depreciation	-	-	-	-	-	-	-	-	-	-
Total Operating Costs	<u>315,180</u>	<u>319,197</u>	<u>320,143</u>	<u>211,456</u>	<u>214,273</u>	<u>219,837</u>	<u>227,731</u>	<u>231,121</u>	<u>237,915</u>	<u>247,365</u>
Activity Income - Service Charges	16,990	18,842	19,267	19,708	20,184	20,609	21,051	21,526	22,036	22,563
Less depreciation not funded	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Cost of Service	298,190	300,355	300,876	191,748	194,089	199,228	206,680	209,595	215,879	224,802

5.0 **FUTURE DEMAND**

Global credit situation and increasing fuel costs had led to a virtual cessation of development activity in the Mahia coastal area.

Existing properties are selling for considerably less than their 2007 valuations.

It would appear that there will be sufficient available sections in the Mahia area to meet demand for some years to come.

6.0 NEW CAPITAL EXPENDITURE

The proposed new capital works programme for the next ten 10 years is shown in the table below:-

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Capital Expenditure										
New Capital	-	-	-	-	-	-	-	-	-	-

No New Capital Expenditure projects are programmed for the term of this Long Term Community Council Plan 2009 – 2019.

7.0 RENEWALS CAPITAL EXPENDITURE

The table below indicates the proposed future renewals programme

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Capital Expenditure										
Renewals	-	-	-	-	-	-	-	-	-	-

No Renewal Capital Expenditure projects are programmed for the term of this Long Term Community Council Plan 2009 – 2019.

8.0 FUNDING THE ANNUAL NET COST – ‘WHO PAYS’

It is a statutory requirement to maintain a District Plan and the benefits accrue to all residents equally. Public benefits result from the opportunity for access into the process and this results in wider benefits to the community. In this respect this activity is funded by way of a targeted services rate based upon property capital value. In addition, a larger benefit accrues to the consent applicant and therefore a proportion of the cost of obtaining these benefits together with their ongoing monitoring is a private cost based on user fees and charges.

9.0 THE PROJECTED OVERALL FUTURE FINANCIAL SITUATION

The projected overall financial situation for the next 10 years is shown in the table at the end of this Plan.

10.0 RESOURCE CONSENTS

Not relevant to this activity.

11.0 DEMAND MANAGEMENT

Not relevant to this activity.

12.0 SIGNIFICANT NEGATIVE EFFECTS

One aspect of the Resource Planning function undertaken by Council is to specifically manage potential and material negative effects. While this is focussed, in its most direct form, on environmental effects, the economic, and social and cultural well-being of the District and its residents is taken into consideration in policy formation and implementation.

Failure by the Council to carry out its role in Resource Planning could result in significant negative effects, including, environmental degradation, inefficient land use, and constrained urban development.

13.0 SIGNIFICANT FORECASTING ASSUMPTIONS & UNCERTAINTIES

Assumption that demand for new sections in coastal areas will not be sustained at previous levels.

14.0 RISK MANAGEMENT

Council faces the risk of litigation following a failure which can be sheeted back to an incorrect decision of Council. Adherence to best practice principles and obtaining quality professional advice will tend to minimise this risk.

15.0 BYLAWS

There is currently a need to re-evaluate the bylaws administered by the Council. This may involve engagement in a rationalisation process based upon current needs and other legislation and statutes available, in order to address issues formerly addressed by means of these bylaws.

16.0 IMPROVEMENT PLAN

(To be developed.)

PROJECTED 10 YEAR FINANCIAL SUMMARY - RESOURCE PLANNING

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Expenditure										
Operational Costs	273,780	285,097	287,943	172,356	176,573	180,837	185,131	189,721	195,315	200,465
Interest	-	-	-	-	-	-	-	-	-	-
Overhead Allocation	41,400	34,100	32,200	39,100	37,700	39,000	42,600	41,400	42,600	46,900
Depreciation	-	-	-	-	-	-	-	-	-	-
Total Operating Costs	<u>315,180</u>	<u>319,197</u>	<u>320,143</u>	<u>211,456</u>	<u>214,273</u>	<u>219,837</u>	<u>227,731</u>	<u>231,121</u>	<u>237,915</u>	<u>247,365</u>
Activity Income - Service Charges	16,990	18,842	19,267	19,708	20,184	20,609	21,051	21,526	22,036	22,563
Less depreciation not funded	-	-	-	-	-	-	-	-	-	-
Net Cost of Service	<u>298,190</u>	<u>300,355</u>	<u>300,876</u>	<u>191,748</u>	<u>194,089</u>	<u>199,228</u>	<u>206,680</u>	<u>209,595</u>	<u>215,879</u>	<u>224,802</u>
Capital Expenditure										
Renewals	-	-	-	-	-	-	-	-	-	-
New Capital	-	-	-	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Funding Required	298,190	300,355	300,876	191,748	194,089	199,228	206,680	209,595	215,879	224,802
Funded by:										
Rate Income	178,190	180,355	180,876	191,748	194,089	199,228	206,680	209,595	215,879	224,802
Subsidies	-	-	-	-	-	-	-	-	-	-
Reserves- Operational Funding	120,000	120,000	120,000	-	-	-	-	-	-	-
Reserves- Capital Funding	-	-	-	-	-	-	-	-	-	-
Total Funding	298,190	300,355	300,876	191,748	194,089	199,228	206,680	209,595	215,879	224,802

ENVIRONMENTAL HEALTH

ACTIVITY MANAGEMENT PLAN

1.0 INTRODUCTION

1.1 BACKGROUND – OVERVIEW OF ACTIVITY AND COUNCILS INVOLVEMENT

Section 23 of the Health Act identifies the responsibility of every Local Authority in New Zealand to 'promote and conserve the public health within its district'. Environmental Health encompasses a range of activities aimed at protecting and improving public health of communities, and is closely linked with the prevention of ill health by promoting positive environmental factors. The Health Act requires that Councils retain the services of Environmental Health personnel for those purposes.

New Zealand food legislation currently requires territorial authorities to take responsibility for enforcing the Food Act 1981 and the Food Hygiene Regulations 1974. Ensuring safe food involves identifying potential hazards, assessing health risks involved, and implementing measures for their control. Functions include routine inspection and registration of food premises involved in the sale, manufacture, storage and transport of food to the public. The focus is to ensure all food consumed is of satisfactory quality, free from adulteration, wholesome and safe.

Council has agreed to participate in voluntary implementation of the "Off the Peg" Food Control Plan for two years. This will become mandatory in 2010.

Wairoa District Council is approved as an organisation to undertake audits and approval of food control plans. The Environmental Health Officer is approved as an individual also.

Under Section 31 of the Resource Management Act, Territorial Authorities have a responsibility to control the emission of noise and to mitigate the effects of noise within their districts. Noise complaints generally fall in to the category of unreasonable or excessive noise. Wairoa District Council provides an after hours noise control service to deal with noise complaints and during office hours the Environmental Health Officer deals with any noise complaints.

Under the Health Act, every local authority has a duty to promote and conserve the public health within its district. This is achieved through investigations and abatement of nuisances, the making and implementation of other public health controls through Bylaws, Codes of Practice, Standards, Council Policy, Regulations and Acts. These relate to a wide range of activities eg camping grounds, hairdressers and funeral directors, noise and litter control etc.

Council's long term focus for environmental health activities is to promote a safe living environment through education, the monitoring and enforcement of legislation, regulations and bylaws. There is a strong statutory basis for Council's involvement in this activity and Council believes that there are positive advantages to the community well-being through this involvement.

The Environmental Health webpage:

www.wairoadc.govt.nz/servicesregulatory/environmental/ can be accessed through the Wairoa District Council website www.wairoadc.govt.nz

1.2 COMMUNITY OUTCOMES TO WHICH THE ACTIVITY CONTRIBUTES & HOW IT CONTRIBUTES

Wairoa District Council has a responsibility to safeguard community safety and health. To do this it is necessary to fulfil the activities concerning environmental health as required by the Health Act. The Community Outcomes to which this activity primarily contributes are:

Community Outcomes	How the Activity Contributes
<ul style="list-style-type: none">• A Safe And Secure Community.• A Life Time Of Good Health And Wellbeing.	<ul style="list-style-type: none">• Licensing, education enforcement, complaint resolution and monitoring activity to avoid and mitigate adverse effect on public health.• Provides a uniform system of control to promote the sale of food which is safe and wholesome.

1.3 ACTIVITY GOAL AND PRINCIPAL OBJECTIVES

- a) To ensure that relevant legislation, regulations and bylaws are implemented such that Council meets its requirements and statutory obligations.
- b) To ensure that all premises registered in terms of the Health Act are inspected on a regular basis, and hygienic practices promoted and that food for human consumption is safe, wholesome and free from adulteration.
- c) To provide an efficient customer service, particularly with regard to the matter of investigating and resolving complaints.
- d) To utilise and monitor external contractors to deliver key environmental services which the Council is not able to carry out.
- e) To fulfil an Environmental Health role within Councils structure in the event that emergencies or other unusual circumstances arise.
- f) To minimise adverse effects on public health in the community.
- g) To ensure all environmental health functions are carried out within time frame and budget.

2.0 LEVELS OF SERVICE AND PERFORMANCE MEASURES AND TARGETS

(Unless otherwise stated the performance measures for years 1-3 are the same as those for years 4-10)

Community Outcomes	Service Category	Proposed Future Levels Of Service	Customer Performance Measures & Targets	Management Performance Measures
<p>a) The community outcomes to which this activity primarily contributes are: -</p> <p>i) <i>“a safe and secure community”, and</i></p> <p>ii) <i>“a lifetime of good health and well-being”.</i></p> <p>b) The ways in which this activity contributes towards the achievement of these outcomes include: -</p> <p>i) by the Council providing a uniform system of control to promote and ensure the sale of food which is wholesome and safe; and</p> <p>ii) by the Council carrying out licensing, education and enforcement activities, complaint resolution and monitoring in order to avoid and mitigate adverse effects on public health.</p>	<p>Demand (including Legislative Obligations) and Quality</p>	<p>a) The Council will inspect all premises that are required to be registered under the Health Act 1956, the Food Act 1981, and the Food Hygiene Regulations 1974, for compliance every year, eg: -</p> <ul style="list-style-type: none"> • Food premises; • Hairdressers • Funeral Directors • Camping Grounds <p>and it will take steps to ensure that all food workers are aware of their obligations.</p> <p>b) It will also: -</p> <p>i) monitor the community's water, wastewater, stormwater and sanitary services to ensure that they are being satisfactorily managed, and are performing satisfactorily, from the health point of view, and will</p> <p>ii) maintain a general overview of the public health of the District and respond to public health complaints.</p>	<p>Targets: -</p> <p>a) 100% of all registered premises inspected during the year.</p> <p>b) No sickness outbreaks that are known to have been caused or are suspected to have been caused by persons purchasing contaminated food, or by the inadequate management (or of some other failing) of the public services.</p> <p>c) 100% of all complaints about unreasonable noise are responded to in accordance with legislation, regulations and Council policy.</p>	

	Health and Safety	All of the above responsibilities will be carried out safely.	No health or safety incidents.	To be developed.
	Costs and Funding	The services will be provided at a cost that will be publicly consulted on annually via the LTCCP or Annual Plan process. The Council will fund the activity by way of a combination of user fees and charges and the general rate.	The cost related to this activity did not exceed the approved budget.	To be developed.
	Customer Consultation, Responsiveness and Satisfaction Relations, Council and User	a) All complaints will be responded to within the following timeframes: - <ul style="list-style-type: none"> • Verbal complaints – emergencies – 1 hour • Other – 1 day • Written complaints – 10 days b) The Council will aim to ensure that the users of the service and the general public will be satisfied with the overall level of service that is being provided. c) Maintain “approval” status as organisation and Environmental Health Officer.	Target: - Not less than 95% of all complaints dealt with within the specified timeframes.	To be developed.

3.0 THE EXISTING SITUATION

The Environmental Health Officer is responsible for inspecting and licensing food premises in accordance with the Food Hygiene regulations 1974 and is also responsible for undertaking other environmental health duties. Administrative staff of Council supports the Officer in his duties as required. A vehicle and specialised equipment is provided for Environmental Health Control purposes.

The Officer otherwise deals with complaints on a daily basis, during normal work hours responding to and resolving a variety of health and bylaw related complaints. Complaints include matters relating to Food Hygiene, Water Quality and/or contamination, noise, pollution (air / water / land), odour, rodents and pests, sub-standard housing, sewage disposal, litter / fly dumping.

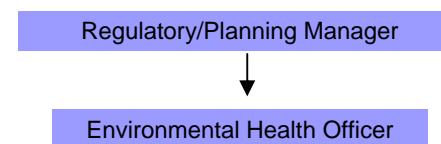
4.0 MAINTENANCE AND OPERATING

Apart from funding issues, there are no other maintenance or operating issues to be addressed. Issues could arise over obtaining the services of environmental health staff, either on a full-time basis or on contract from other organisations if current personnel were to relocate or to experience prolonged ill health.

4.1 HOW OWNED

The Environmental Health section is operated within the Regulatory Department of the Wairoa District Council. Council will continue to own the vehicles and equipment utilised by this activity and intends to manage and conduct business in this area largely in the way it has done in the past.

4.2 HOW MANAGED AND CONTROLLED



The Environmental Health Officer reports directly to the Regulatory/Planning Manager.

4.3 ESTIMATED COSTS NEXT TEN YEARS

The operating cost projections for the next 10 years are shown below:-

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Expenditure										
Operational Costs	97,340	104,993	106,253	108,842	111,403	113,906	116,435	119,137	122,373	125,395
Interest	-	-	-	-	-	-	-	-	-	-
Overhead Allocation	23,300	23,700	22,500	27,100	26,200	27,000	29,300	28,400	29,100	31,900
Depreciation	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500
Total Operating Costs	<u>127,140</u>	<u>135,193</u>	<u>135,253</u>	<u>142,442</u>	<u>144,103</u>	<u>147,406</u>	<u>152,235</u>	<u>154,037</u>	<u>157,973</u>	<u>163,795</u>
Activity Income - Service Charges	12,900	14,306	14,629	14,964	15,325	15,648	15,983	16,344	16,731	17,131
Less depreciation not funded	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Cost of Service	114,240	120,887	120,624	127,478	128,778	131,758	136,252	137,693	141,242	146,664

5.0 **FUTURE DEMAND**

There will be an ongoing demand for this activity, which has a very broad spectrum of activity and is required by current and proposed legislation governing environmental health in local government.

Legislative changes have an impact on the future demand for environmental health services e.g.

a) **The Health Act (1956)**

This is currently under review but it is understood that the proposed Act will contain many of the core elements, which underpin current environmental health principles and activities, including a requirement that Local Authorities retain the services of environmental health professionals. Global pandemics such as bird flu and Aids are likely to intensify the need for public health personnel.

b) **Food Hygiene Regulations (1974)**

These regulations, which currently provide the Regulatory trail for the inspection and licencing of food premises, will be phased out as the provisions of the Food Amendment Act (1996) are introduced over a period of at least five years. The final outcome will be that the New Zealand Food Safety Authority (NZFSA) will have control of all food premises within the country by means of risk based "Food Control Phones". The NZFSA currently has six proposed options to enable it to achieve this objective. All of these options include Territorial Local Authorities as key components in the regulatory/administrative processes for the approval, monitoring or control of businesses operating under these provisions. There will be an ongoing requirement for environmental health officers to be involved in food

regulation for an indefinite period into the future. With an increasing emphasis on risk assessment and quality management, the extent of the administrative component of this activity is like to increase.

c) **Hazardous Substances and New Organisms Act (1996) (HSNO)**

The Dangerous Goods Act has now been replaced by the above Act. The HSNO Act places an obligation upon Local Authorities to:

- (i) Enforce the provisions of the Act in public places. This means that where hazardous substances are used or escape in public places eg fairs, flea markets, recreational areas, streets, reserves etc it is the duty of the TLA in whose area of jurisdiction this occurs to ensure that the requirements of the HSNO Act are implemented. This can be a complicated process.
- (ii) Respond to emergencies involving hazardous substances eg road, rail or air accidents, industrial accidents, methamphetamine laboratories that ignite or explode etc. In Wairoa the Dangerous Goods Officer, who is a volunteer fire fighter, has been absorbed into the Building Control Service, the Administration Manager and the Environmental Health Officer are members of the Hawke's Bay Hazardous Substances Technical Liaison Committee, which brings together all key role players in emergency response in the Hawke's Bay, and Council's Emergency Management Officer is also a volunteer fire fighter. These trained personnel ensure that Council are able to mount a response to hazardous substance incidents. The Environmental Health Officer is required to respond to emergency events and is on 24-hour call should an emergency occur which has

implications for public health. This is vital in the event of a major emergency.

These roles are likely to remain the responsibility of the TLA and the Environmental Health Officer under the HSNO Act. It is considered that ongoing training in this field is vital to enable the EHO to respond in the most effective way and with the least personal risk. It is important that a range of appropriate protective clothing and equipment be kept on hand for use in emergencies.

d) **Local Government Act (2002) and Related Legislation**

This Act places obligations upon the TLA. Matters in which the Environmental Health Services have had and are likely to continue to have input are:

- (i) The regulation of gambling (TAB's or pokie machines) and associated matters eg "smoke free legislation".
- (ii) The Control of Prostitution – both of these aspects of regulatory control, as well as the public health aspects of the sale of liquor legislation are likely to require ongoing involvement. These areas require co-operation between local environmental health personnel and other agencies such as District Health Boards, Police, etc.

e) **New Zealand Drinking Water Standards**

The Environmental Health Service is involved in water quality monitoring of district Council drinking water supplies. This requires the identification and initiation of responses to transgressions, particularly in rural supplies so that appropriate corrective action is taken to comply with the New Zealand Drinking Water Standards. The EHO is involved

with the maintenance of the quality system based on ISO 9000 and other standards for Water Testing laboratories. The EHO's role in these aspects of the Council's responsibilities is likely to increase as the required standards are raised by Central Government and as a result of population growth and pressure on resources (pollution/scarcity).

Numerous other responsibilities also demand the allocation of resources by environmental health services. All of these are likely to increase in the future and become more complex. This highlights the need for on-going training for staff engaged in these activities and for future staff who may have little or no experience. It is likely that a "sole charge" Environmental Health Officer will be unable to cope adequately with the volume of work generated and will require assistance.

f) **Refuse Disposal/Transfer Station Closure – Fly Dumping**

The closure of rural transfer stations has resulted in an increase in illegal dumping of rubbish. This was a major problem in certain areas prior to the establishment of the transfer stations. Following up on fly dumping is very time intensive and if it becomes a major issue it may be necessary for the Council to consider the use of alternative personnel to investigate cases. In any case it is likely that substantially more resources (financial and personnel) will be required to address fly dumping. Education will also be an ongoing requirement if new initiatives relating to waste management are to be successful.

5.1 HOW THIS IS ARRIVED AT

Human activity always has an impact upon the environment. As the scope or nature of these activities changes over time, there is a concurrent need to ensure that the impacts upon the environment remain sustainable and in accordance with accepted and legislative standards. If the size of the population increases, the volume of work is likely to increase. If for economic or social reasons the District regresses, it is again likely that there will be a greater demand for “ground level” services to protect the health of the population. In either case, it is likely that the demand for this service will increase, though the nature of the services required will be different in either scenario.

6.0 NEW CAPITAL EXPENDITURE

The proposed new capital works programme for the next ten 10 years is shown in the table below:-

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Capital Expenditure										
New Capital	-	-	-	-	-	-	-	-	-	-

No New Capital Expenditure projects are programmed for the term of this Long Term Community Council Plan 2009 – 2019.

7.0 RENEWALS CAPITAL EXPENDITURE

The table below indicates the proposed future renewals programme

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Capital Expenditure										
Renewals										
Vehicle replacement	25000	-	-	-	-	25000	-	-	-	-

8.0 FUNDING THE ANNUAL NET COST – ‘WHO PAYS’

Council considers that while the prime beneficiaries from the provision of Environmental Health Services are the individual or group users, this activity does not provide protection for the community as a whole. It has therefore determined that the funding of Environmental Health will be by way of fees and charges to those applying for health licenses for food and other premises, together with a contribution from General Rates to fund those activities that cannot be recovered from an individual.

9.0 THE PROJECTED OVERALL FUTURE FINANCIAL SITUATION

The projected overall financial situation for the next 10 years is shown in the table at the end of this Plan.

10.0 RESOURCE CONSENTS

Resource consents are not applicable to this activity, however, many of the activities for which a resource consent is required impact to some degree on the human population. The Environmental Health Officer as a component of the Councils evaluation process considers all resource consent applications. This provides the opportunity to recommend measures that could be built into consent conditions, which are designed to mitigate or remove factors that could impact negatively upon the environment and residents within the District.

Initial assessment of effects by means of environmental monitoring is sometimes required in order to make relevant recommendations, or following approval to assess the actual effects of an activity upon the environment. Issues include noise levels, water and soil pollution, water supply provision and protection, effluent and refuse disposal, odour generation, impact of hazardous substance, the effects of glare and lighting etc.

11.0 DEMAND MANAGEMENT

Sustainable Development Issues

12.0 SIGNIFICANT NEGATIVE EFFECTS

There are no significant negative effects caused by this activity, if operated in accordance with legislative constraints and recognised ethical standards.

13.0 SIGNIFICANT FORECASTING ASSUMPTIONS & UNCERTAINTIES

There are a number of activities impacting on Environmental Health for which risk management plans are recommended or required. The District Council is currently addressing some of these, including water supply and distribution, effluent treatment and disposal, recreational water (in conjunction with the Hawkes Bay Regional Council). There are several other areas that would also benefit from this approach.

14.0 RISK MANAGEMENT

Risk Management is about developing and implementing a philosophy that reflects the Council's approach to protecting the assets and information entrusted to us by our communities. Risk is inherent in everything we do and say, and it is inappropriate to attempt to avoid or minimise all risk that may eventuate.

15.0 BYLAWS

There is currently a need to re-evaluate the bylaws administered by the Council.

16.0 IMPROVEMENT PLAN

(To be developed.)

PROJECTED 10 YEAR FINANCIAL SUMMARY - ENVIRONMENTAL HEALTH

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Expenditure										
Operational Costs	97,340	104,993	106,253	108,842	111,403	113,906	116,435	119,137	122,373	125,395
Interest	-	-	-	-	-	-	-	-	-	-
Overhead Allocation	23,300	23,700	22,500	27,100	26,200	27,000	29,300	28,400	29,100	31,900
Depreciation	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500
Total Operating Costs	<u>127,140</u>	<u>135,193</u>	<u>135,253</u>	<u>142,442</u>	<u>144,103</u>	<u>147,406</u>	<u>152,235</u>	<u>154,037</u>	<u>157,973</u>	<u>163,795</u>
Activity Income - Service Charges	12,900	14,306	14,629	14,964	15,325	15,648	15,983	16,344	16,731	17,131
Less depreciation not funded	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Cost of Service	114,240	120,887	120,624	127,478	128,778	131,758	136,252	137,693	141,242	146,664
Capital Expenditure										
Renewals	25,000	-	-	-	-	25,000	-	-	-	-
	<u>25,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Funding Required	139,240	120,887	120,624	127,478	128,778	156,758	136,252	137,693	141,242	146,664
Funded by:										
Rate Income	114,240	120,887	120,624	127,478	128,778	131,758	136,252	137,693	141,242	146,664
Asset Sales	10,000	-	-	-	-	10,000	-	-	-	-
Reserves	15,000	-	-	-	-	15,000	-	-	-	-
Total Funding	139,240	120,887	120,624	127,478	128,778	156,758	136,252	137,693	141,242	146,664

BUILDING CONTROL

ACTIVITY MANAGEMENT PLAN

1.0 **INTRODUCTION**

1.1 **BACKGROUND – OVERVIEW OF ACTIVITY AND COUNCILS INVOLVEMENT**

Building control is an important function for the district in providing for safe, sanitary and soundly constructed buildings.

Changes brought about with the implementation of the Building Act 2004 are aimed at improving the control of, and encouraging better practices in, building design and construction.

Council undertakes a wide range of building related functions including:

- Administer the Building Act 2004 and the Regulations.
- Enforce the Building Code and regulations.
- Receive and consider applications for Building Consents.
- Approve or refuse building consent applications within prescribed time limits.
- Issue Project Information Memorandum (PIM)
- Issue Code Compliance Certificates.
- Receive and consider applications for Certificate of Acceptances (COA)
- Receive and consider applications for Certificate of Public Use (CPU).
- Issue Notice to Fix.
- Issue Compliance Schedules.
- Record Building Warrant of Fitness details.

- Determine whether applications for waiver or modification of the building code, or documents for use on establishing compliance with the provision of the code should be granted or refused.
- Maintain a building records system available for public access for the life of the building to which it relates.
- Investigating complaints relating to unauthorized building work and to safe and insanitary buildings.
- Providing information to the public on building related matters.
- To protect other property from physical damage from the construction, use and demolition of buildings.
- Any other function specified under the Building Act 2004.

The Building Control webpage:

www.wairoadc.govt.nz/servicesregulatory/buildingcontrol can be accessed through the Wairoa District Council website www.wairoadc.govt.nz

1.2 COMMUNITY OUTCOMES TO WHICH THE ACTIVITY CONTRIBUTES & HOW IT CONTRIBUTES

There is a strong statutory basis for Council’s involvement in this activity and Council believes that there are positive advantages to this community well-being through this involvement. The Community Outcomes to which Building Control primarily contributes are:

Community Outcomes	How the Activity Contributes
<ul style="list-style-type: none"> • A Strong Prosperous And Thriving Economy. • An Environment That Is Appreciated, Protected And Sustained For Future Generations. • A Safe And Secure Community. • A Life Time Of Good Health And Wellbeing. 	<ul style="list-style-type: none"> • Issuing consents for, and by monitoring and enforcing compliance with, all of the requirements of the Building Act 2004 and associated regulations, to ensure that all building, plumbing and drainage work that occurs in the District is undertaken in a safe, secure, and proper manner; and • By ensuring that all known swimming pools are fenced to prevent potential drownings.

1.3 ACTIVITY GOAL AND PRINCIPAL OBJECTIVES

The Building Control Activity goal is:

- An acceptable standard of building development within the District through the positive application of the Building Act 2004 and Act processes.

Council’s objectives are to:

- Ensure that relevant legislation, regulations and bylaws are monitored and enforced such that Council meets its requirements.
- Ensure new and existing buildings within the District comply with the appropriate standards and codes.
- Meet statutory deadlines for building consents processed under the Building Act 2004.
- Employ effective, user-friendly consent handling and associated administrative processes.
- Keep developers aware of issues that will affect their projects.
- Promote the construction of safe and healthy buildings and ensure they are maintained in a safe and sanitary state.
- Maintain a register of swimming pools within the District.
- Have policies and procedures in place for the completion of audit on building warrants of fitness to ensure that building owners are complying with the requirements of compliance schedules.
- Ensure adequate staff are employed to complete all of the above.
- Ensure staff receive adequate training to enable them to complete work to an acceptable standard.
- Ensure that Building Consent activities are carried out within budget.

2.0 LEVELS OF SERVICE AND PERFORMANCE MEASURES AND TARGETS

(Unless otherwise stated the performance measures for years 1-3 are the same as those for years 4-10)

Community Outcomes	Service Category	Proposed Future Levels Of Service	Customer Performance Measures & Targets	Management Performance Measures										
<p>(a) The community outcomes to which this activity primarily contributes are:</p> <ul style="list-style-type: none"> - i) <i>“a strong, prosperous and thriving community”;</i> ii) <i>“an environment that is appreciated, protected and sustained for future generations”;</i> iii) <i>“a safe and secure community”;</i> and iv) <i>a lifetime of good health and well-being.</i> <p>(b) The way in which the activity contributes towards the achievement of these outcomes is by the Council:</p> <ul style="list-style-type: none"> i) issuing consents for, and by monitoring and enforcing compliance with, all of the requirements of the Building Act 2004 and associated regulations, to ensure that all building, plumbing and drainage work that occurs in the District is undertaken in a safe, secure, and proper manner; and 	<p>Demand (including Legislative Obligations) and Quality</p>	<p>(a) Pursuant to the requirements of the Building Act 2004, the Council will monitor and exercise control over all building work that is undertaken in the District; and</p> <p>(b) It will monitor and enforce the requirements of the Fencing of Swimming Pools Act 1977.</p> <p>During the last five years, the number of building consents issued by the Council is:-</p> <table border="1"> <tr> <td>03/04</td> <td>296</td> </tr> <tr> <td>04/05</td> <td>334</td> </tr> <tr> <td>05/06</td> <td>348</td> </tr> <tr> <td>06/07</td> <td>279</td> </tr> <tr> <td>07/08</td> <td>245</td> </tr> </table>	03/04	296	04/05	334	05/06	348	06/07	279	07/08	245	<p>(a) Accreditation as a Building Consent Authority (as required by the Building Act) obtained (either directly or indirectly), and no compliance issues subsequently raised by the Building Consent Authority.</p> <p>Targets:-</p> <ul style="list-style-type: none"> i. Phase 2 - Accreditation achieved by 2010. ii. No compliance issues raised by the Building Consents Authority – Annually. <p>(b) The number of actual claims against the Council notified to the Council's Insurers during the year.</p> <p>Target:- None.</p> <p>(c) The number of building consents still needing Code of Compliance Certificates: - 1143 @ 30.06.08</p> <p>Target: - 10% reduction annually.</p> <p>2012 – 1029 2013 – 926 2014 - 833 2015 - 750</p> <p>(d) The number of known unfenced or non-complying swimming pools identified during the year.</p> <p>Target: - None.</p> <p>(e) Council responds to 100% of all known illegal or unauthorised buildings (or instances of illegal or unauthorised building work identified</p>	
03/04	296													
04/05	334													
05/06	348													
06/07	279													
07/08	245													

Community Outcomes	Service Category	Proposed Future Levels Of Service	Customer Performance Measures & Targets	Management Performance Measures
<p>ii) by ensuring that all known swimming pools are fenced to prevent potential drownings.</p>			<p>during the year).</p> <p>No instances where legal proceedings have been taken against, or have been threatened to be taken against, the Council, alleging that it has acted unlawfully or has been negligent in the exercise of its responsibilities.</p>	
	<p>Costs and Funding</p>	<p>The service will be provided at a cost that will be publicly consulted on annually – via either the LTCCP or Annual Plan processes.</p> <p>The Council will fund this activity entirely from user fees and charges (except the cost of statutory administrative duties, which will be met from the general rate).</p> <p>In this regard, it is predicted that the current charges may have to increase quite significantly in future years, as the more stringent provisions of the Building Act 2004 are progressively implemented.</p>	<p>The level of service as outlined herein was achieved with the total cost being met from fees and charges, and no rate input, except for the Council's statutory administrative duties (and then for a sum that does not exceed the amount in the approved annual budget).</p>	

Community Outcomes	Service Category	Proposed Future Levels Of Service	Customer Performance Measures & Targets	Management Performance Measures
	Customer Relations, Consultation, Council Responsiveness and User Satisfaction	a) All applications for consent or other information will be processed within the following timeframes:- i) Building Consents – 20 “Working” days. ii) PIMs – 20 days. iii) Code of Compliance Certificates – 20 days. iv) Certificate of Acceptance – 20 days. v) Certificate of Public Use – 20 days. b) The Council will aim to ensure that the users of the service, and the general public, will be satisfied with the overall level of service that is being provided.	a) The number of consents etc processed within the prescribed times. Target: - 100%.	

3.0 THE EXISTING SITUATION

Council is both a Building Consent Authority (BCA) and a Territorial Authority (TA) under the Building Act 2004.

Wairoa District Council attained accreditation status as a Building Consent Authority 27 February 2009. The reason for obtaining accreditation is to provide a service to residents and trades people. The alternative was to transfer powers to another accredited and registered BCA.

Accreditation is a system used to ensure that organisations and individuals are competent and can perform their duties to a particular standard.

Phase One of the Accreditation process involved:

- Submitting an application to the independent building consent accreditation body (IANZ) by 22 June 2007.
- Having a desk-based documentation review of this application by IANZ June 2007.
- Having a full site assessment visit 15-17 April 2008 where IANZ examined and verified our organisations performance, systems, processes, technical competency and ability to undertake statutory responsibilities.
- Clearing any issues or Corrective Actions raised throughout the process, to the satisfaction of IANZ.
- Having a recommendation for accreditation presented to the Building Professional Advisory Committee (BPAC) to check that IANZ has carried out its processes correctly.
- Council presenting their accreditation credentials to the Department of Building and Housing for Registration.

Now accredited, it is essential to maintain accreditation by demonstrating ongoing compliance with regulations 5-16. This is achieved by ensuring that any scheduled reviews and/or audits are completed as detailed in documentation and any issues identified as a result of these audits or reviews are to be acted upon.

In addition to this work Phase Two of accreditation in respect of Regulation 17 is to be prepared for. Regulation 17 of the Building (Accreditation of Building Consent Authorities) Regulation 2006 sets out the quality assurance requirements that building consent authorities must have implemented and be successfully accredited against before 1 December 2010.

To save unnecessary costs this is proposed to be assessed at the same time as re-assessment of Regulations 5-16 in March 2010. The quality assurance system required by regulation 17 will show ongoing compliance and establish a practice and culture of continuous improvement, as it provides the management framework.

3.1 NUMBER & VALUE OF CONSENTS

For the past three years the Building Control Department has processed approximately 300 consents annually. Nationwide there has been a significant decline in building consent applications over the past twelve months and Wairoa reflects this trend with only 245 consents received last financial year. The past two years have each had a value of work over \$11 million.

3.2 INSPECTIONS & CODE COMPLIANCE CERTIFICATES

Inspections of buildings under construction are to ensure compliance with specific requirements. Once council is satisfied, it is able to issue a Code Compliance Certificate. There has been a concentrated effort to reduce the

number of historic building consents in the District with no Code Compliance Certificate issued. As at 28 February 2009 there are 1110 building consents granted without a Code Compliance certificate.

This figure includes consents granted within the last two years which are not due for a Code Compliance Certificate therefore the figure of outstanding consents is closer to 830. This number will continue to reduce as we sustain efforts in this area.

There are approximately 700 inspections undertaken annually. Due to our large sizable district these inspections can take up to 2.5 hours drive each way although the majority of the work is undertaken either in Wairoa township or in the Mahia / Mahanga areas.

3.3 BUILDING WARRANT OF FITNESS

A concentrated effort has been made in this area aligning all existing Compliance Schedules to the Specified systems in the Building Act 2004. Building owners / agents are contacted prior to Building warrants being due and follow up action is taken if there is no response. Random audits are necessary on existing premises as this has not been completed in the past. There may be a need to have this contracted to an outside party.

3.4 BREACHES IN BUILDING ACT

Council responds to breaches of the Building Act 2004 and takes enforcement action where appropriate.

In order to improve compliance with building control laws the Building Act 2004 includes provision for an infringement notice system for breaches of the Act. The Building (Infringement Offences, Fees and Forms) Regulations 2007 have now been promulgated and took effect on 1 July 2008.

The cost and time of court prosecutions was a deterrent taking action against people who committed offences and this new infringement system, with lower fees, may help achieve the Government's aim of lifting performance standards.

3.5 SWIMMING POOLS

A list of swimming pools in the district is being compiled. An article in the newspaper requesting swimming pool owners contact us had a poor response. Identification of pools is now reliant on aerial photos and observant staff. Once a list is completed, site inspections will be required to ensure compliant and any non-compliance followed up.

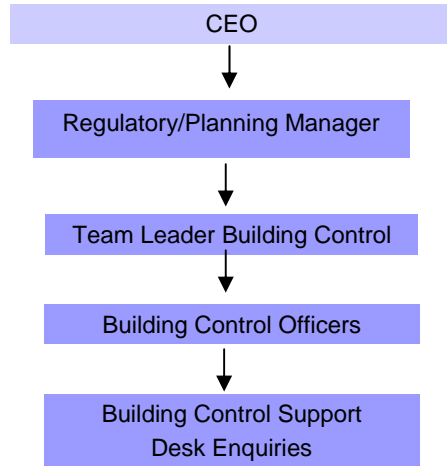
4.0 MAINTENANCE AND OPERATING

4.1 HOW OWNED

The Building Control section is operated within the Regulatory Department of the Wairoa District Council.

4.2 HOW MANAGED AND CONTROLLED

outsourced to an external fire expert as are peer reviews for structures outside identified staff competencies.



The Team Leader reports directly to the Regulatory/Planning Manager who is also the CEO of the BCA. There are two full time and two part-time personnel responsible for the Building Control activity.

Close liaison is maintained with groups providing input to the building consent process and internal dependencies such as: Planning, Utilities, Environmental Health, Information Systems, Credit Control and Customer Services.

Regular team meetings are held to discuss changes in the building code and any related problems.

The Wairoa District Council does not process enough consents to warrant maintaining an officer at the skill level required to evaluate fire philosophy reports that are required for commercial buildings. Consequently this is

4.3 ESTIMATED COSTS NEXT TEN YEARS

The operating cost projections for the next 10 years are shown below:-

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Expenditure										
Operational Costs	260,180	278,881	283,585	291,011	297,907	305,083	312,303	320,023	329,480	338,156
Interest	-	-	-	-	-	-	-	-	-	-
Overhead Allocation	61,300	62,600	60,800	73,100	70,600	73,200	79,200	76,900	79,100	86,500
Depreciation	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200
Total Operating Costs	<u>326,680</u>	<u>346,681</u>	<u>349,585</u>	<u>369,311</u>	<u>373,707</u>	<u>383,483</u>	<u>396,703</u>	<u>402,123</u>	<u>413,780</u>	<u>429,856</u>
Activity Income - Service Charges	246,920	273,834	280,007	286,427	293,341	299,514	305,934	312,848	320,255	327,910
Less depreciation not funded	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Cost of Service	79,760	72,847	69,578	82,884	80,366	83,969	90,769	89,275	93,525	101,946

5.0 **FUTURE DEMAND / OPERATING ISSUES**

Building Control is going through major changes nationally with the implementation of the Building Act 2004. Changes to the Building Code and Practices have meant an increased level of regulation, which will flow through all processes. This, by necessity, will mean increased cost for development.

Currently the workload has increased significantly with the implementation of the Building Act 2004. The requirement to more fully document the complete process, including using extensive checklists, takes more time. While this will significantly increase the income, indications are the only way this workload can be covered is with additional staff resources, although this is likely to be hampered by the availability of the skill levels required for the positions.

The ability to attract qualified staff is not only a local issue but also national. Increased training opportunities will assist to some degree.

New subdivision approvals particularly at Mahia have virtually ceased with over 100 sections currently under development.

These sections will eventually be built on but it is not possible to accurately predict when.

With the global credit crisis upon us it is unlikely that there will be any increase in current activity during the next 2-3 years

6.0 NEW CAPITAL EXPENDITURE

The proposed new capital works programme for the next ten 10 years is shown in the table below:-

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Capital Expenditure										
New Capital	-	-	-	-	-	-	-	-	-	-

No New Capital Expenditure projects are programmed for the term of this Long Term Community Council Plan 2009 – 2019.

7.0 RENEWALS CAPITAL EXPENDITURE

The table below indicates the proposed future renewals programme

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Capital Expenditure										
Renewals										
Vehicle replacement				25000					25000	

8.0 FUNDING THE ANNUAL NET COST – ‘WHO PAYS’

Costs incurred in statutory administrative duties are as a consequence of statutory and other requirements and as such the beneficiaries are all of the District’s residents. General Rate based upon Property Capital Value is used to fund District wide benefit accruing through the provision of this activity. The benefits of consent inspection accrue entirely and directly to the consent holder, with costs recovered through fees and charges.

9.0 THE PROJECTED OVERALL FUTURE FINANCIAL SITUATION

The projected overall financial situation for the next 10 years is shown in the table at the end of this Plan.

10.0 RESOURCE CONSENTS

Not relevant to this activity.

11.0 DEMAND MANAGEMENT

The building control team has faced continuing and increasing pressures as a result of changes in legislation but decreasing number of applications should allow some stability.

12.0 SIGNIFICANT NEGATIVE EFFECTS

There are no significant negative effects caused by this activity, if operated in accordance with legislative constraints and recognised ethical standards.

13.0 SIGNIFICANT FORECASTING ASSUMPTIONS & UNCERTAINTIES

The level of building activity within the District has been fairly stable for the past 6 years, around 300 consents annually. This year has seen a significant

decrease in the number of consents (estimated to be a 30%) which is due to the global credit situation and reduced demand for beach sections.

The Building Act 2004 provides a framework to support and promote safe, high quality developments that will satisfy the expectations of consumers, government and the building industry. The Act helps ensure better decision making throughout the building process and provides more assurance to consumers and home owners that buildings are designed and built correctly the first time. A key part of this requirement is that territorial authorities involved with regulatory building control work must be accredited and registered as a Building Consent authority. Accreditation is a system to help ensure competencies of Building Control Departments and show they can perform their duties to a particular standard. Council has gained accreditation for Phase One of this process.

For the purposes of forecasting we have assumed a zero increase in activity in years 1, 2 & 3.

14.0 RISK MANAGEMENT

Risk management with this sub-activity is the Council failing to fulfil its statutory obligations i.e. be found negligent in respect of advice given, consents issued or inspections undertaken. A further significant risk would be if Council failed to maintain accreditation and was unable to provide a Building Control service.

15.0 BYLAWS

It is not proposed to develop any specific Bylaws for this activity at this time.

16.0 IMPROVEMENT PLAN

(To be developed.)

PROJECTED 10 YEAR FINANCIAL SUMMARY - BUILDING CONTROL

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Expenditure										
Operational Costs	260,180	278,881	283,585	291,011	297,907	305,083	312,303	320,023	329,480	338,156
Interest	-	-	-	-	-	-	-	-	-	-
Overhead Allocation	61,300	62,600	60,800	73,100	70,600	73,200	79,200	76,900	79,100	86,500
Depreciation	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200
Total Operating Costs	326,680	346,681	349,585	369,311	373,707	383,483	396,703	402,123	413,780	429,856
Activity Income - Service Charges	246,920	273,834	280,007	286,427	293,341	299,514	305,934	312,848	320,255	327,910
Less depreciation not funded	-	-	-	-	-	-	-	-	-	-
Net Cost of Service	79,760	72,847	69,578	82,884	80,366	83,969	90,769	89,275	93,525	101,946
Capital Expenditure										
Renewals	-	-	-	25,000	-	-	-	-	25,000	-
New Capital	-	-	-	-	-	-	-	-	-	-
	-	-	-	25,000	-	-	-	-	25,000	-
Funding Required	79,760	72,847	69,578	107,884	80,366	83,969	90,769	89,275	118,525	101,946
Funded by:										
Rate Income	79,760	72,847	69,578	82,884	80,366	83,969	90,769	89,275	93,525	101,946
Asset Sale	-	-	-	10,000	-	-	-	-	10,000	-
Reserves - Capital Funding	-	-	-	15,000	-	-	-	-	15,000	-
Total Funding	79,760	72,847	69,578	107,884	80,366	83,969	90,769	89,275	118,525	101,946

LIQUOR CONTROL

ACTIVITY MANAGEMENT PLAN

1.0 INTRODUCTION

1.1 BACKGROUND – OVERVIEW OF ACTIVITY AND COUNCILS INVOLVEMENT

This activity is responsible for the licensing control and administration of liquor.

The object of the Sale of Liquor Act is to provide a system of licensing that promotes a reduction in liquor abuse, so far as that can be achieved by legislative means. Council has put in place a framework to meet its obligations as a District Licensing Agency. Rather than focus primarily on licensing activity, Council plays an active part in encouraging community involvement in and ownership of liquor related problems.

Council's long term focus for liquor control activities is to ensure a safe living environment is maintained through the monitoring and enforcement of legislation, regulations and bylaws.

There is a strong statutory basis for Council's involvement in this activity and Council believes that there are positive advantages to the community well-being through this involvement.

Liquor Licences are a benefit to the applicant and therefore these activities are funded through licence fees. These fees are however, set by statute and Council does not have the legislative mandate to alter them.

The Liquor Licencing webpage:

www.wairoadc.govt.nz/consentslicences/licences/liquorlicence/ can be accessed through the Wairoa District Council website www.wairoadc.govt.nz

1.2 COMMUNITY OUTCOMES TO WHICH THE ACTIVITY CONTRIBUTES & HOW IT CONTRIBUTES

Wairoa District Council has a responsibility to ensure A Safe Living Environment is maintained through the monitoring and enforcement of legislation, regulations and Bylaws.

Community Outcomes	How the Activity Contributes
<ul style="list-style-type: none">An Environment That Is Appreciated, Protected And Sustained For Future Generations.A Safe And Secure Community.A Life Time Of Good Health And Well-being.	<ul style="list-style-type: none">Carrying out licensing, monitoring and enforcement activities, to ensure that the sale and supply of liquor is properly managed and controlled, in order to protect public health and prevent anti-social community impacts.

1.3 ACTIVITY GOAL AND PRINCIPAL OBJECTIVES

- To ensure that relevant legislation, regulations and bylaws are monitored and enforced such that Council meets its requirements.
- To ensure liquor control produces positive health outcomes for the community as a whole.
- Ensure appropriate resources are available to meet the legislative requirements of the activity.
- Monitor activity to ensure interventions are resulting in the maintenance/improvement of a safe living environment and community outcomes are being met.

2.0 LEVELS OF SERVICE AND PERFORMANCE MEASURES AND TARGETS

(Unless otherwise stated the performance measures for years 1-3 are the same as those for years 4-10)

Community Outcomes	Service Category	Proposed Future Levels Of Service	Customer Performance Measures & Targets	Management Performance Measures
<p>a) The community outcomes to which this activity primarily contributes are:-</p> <p>i) <i>“an environment that is appreciated, protected and sustained for future generations”;</i></p> <p>ii) <i>“a safe and secure community”;</i> and</p> <p>iii) <i>“a lifetime of good health and well-being”.</i></p> <p>b) The way in which the activity contributes towards the achievement of these outcomes is by the Council:-</p> <p>i) carrying out licensing, monitoring and enforcement activities, to ensure that the sale and supply of liquor is properly managed and controlled, in order to protect public health and prevent anti-social community impacts.</p>	<p>Demand (including Legislative Obligations) and Quality</p>	<p>As the District Licensing Agency, the Council will issue ‘On, Off and Club’ licenses that allow the sale and supply of liquor, and will inspect the premises for compliance each year.</p> <p>It will also process applications for renewal licences and for ‘Special Licences’ (which are licences that allow the sale and supply of liquor at events such as sporting occasions, street parties and other functions).</p>	<p>Targets: -</p> <p>a) 100% of all ‘On, Off and Club’ licensed premises inspected during the year.</p> <p>b) Council responds in accordance with legislation to 100% of all known unlicensed liquor premises or other activities in contravention of the requirements of the Sale of Liquor Act 1989.</p> <p>c) Council responds in accordance with legislation to 100% of all situations where licences have to be suspended or revoked during the year.</p>	

Community Outcomes	Service Category	Proposed Future Levels Of Service	Customer Performance Measures & Targets	Management Performance Measures
	Costs and Funding	a) The services will be provided at a cost that will be publicly consulted on annually – via either the LTCCP or Annual Plan preparation process. b) The Council will fund the activity by a combination of user fees and charges and the general rate.	The cost related to this activity did not exceed the approved budget.	
	Customer Relations, Consultation, Council Responsiveness and User Satisfaction	a) All complaints will be responded to within the following timeframes: - <ul style="list-style-type: none"> • Verbal complaints - emergencies – 1 hour. • Other – 1 day. • Written complaints – 10 days. b) The Council will aim to ensure that the users of the service and the general public will be satisfied with the overall level of service that is being provided.	a) Target: - Not less than 95% of all complaints dealt with within the specified timeframes.	

3.0 **THE EXISTING SITUATION**

A liquor licence is required when selling liquor, in any shape, way or form. All liquor licence matters and manager's certificates are processed by the District Licensing Agency based at Wairoa District Council.

To make an application for a Liquor Licence, an application form for the relevant licence needs to be completed.

Application for "On Licence"

An On Licence allows for the sale and supply of alcohol for consumption in hotels, taverns, licensed restaurants/cafes, nightclubs and function centres. The licence is issued for one year and if all conditions are being met during this time, then the licence can be renewed on a three yearly basis.

Application for "Off Licence"

An Off Licence allows for the sale and supply of liquor to persons for consumption off the premises. Examples of premises that require an off licence include bottle stores and supermarkets. Supermarkets and grocery stores can sell only wine and beer.

Application for "Club Licence"

A club licence allows for the sale and supply of liquor for consumption on the club premises to members of the club, their guests and members of clubs with reciprocal visiting rights.

Application for "Renewal of Licence"

To be completed if renewing an existing licence.

Application for "Special Licence"

A Special Licence allows for the sale and supply of liquor at an event as a sporting event, street party or function. It can also be issued to a licensee for an extension of hours. It is issued for the occasion only, and it cannot be renewed. A special licence can apply for more than one date covering the same type of event.

Application for “Managers Certificate”

Before you apply for a Managers Certificate you must have recent and appropriate qualifications and training. Further inquiries should be directed to the Council.

Application for “Renewal of Manager’s Certificate”

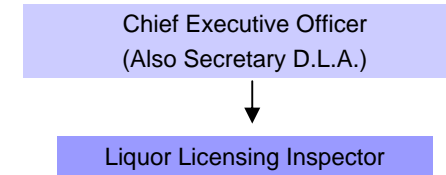
The Managers Certificate expires after one year, and needs to be renewed every three years with the District Licensing Agency. The application for a renewal certificate must be filed with the Licensing Agency before the certificate expires.

4.0 MAINTENANCE AND OPERATING

4.1 HOW OWNED

The Liquor Control section is operated within the Regulatory Department of the Wairoa District Council. Council will continue to own the vehicles and equipment utilised by this activity and intends to manage and conduct business in this area largely in the way it has done in the past.

4.2 HOW MANAGED AND CONTROLLED



4.3 ESTIMATED COSTS NEXT TEN YEARS

The operating cost projections for the next 10 years are shown below:-

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Expenditure										
Operational Costs	21,080	22,721	23,155	23,780	24,370	24,977	25,587	26,234	27,003	27,718
Interest	-	-	-	-	-	-	-	-	-	-
Overhead Allocation	4,800	4,900	4,800	5,800	5,600	5,800	6,300	6,100	6,300	6,900
Depreciation										
Total Operating Costs	<u>25,880</u>	<u>27,621</u>	<u>27,955</u>	<u>29,580</u>	<u>29,970</u>	<u>30,777</u>	<u>31,887</u>	<u>32,334</u>	<u>33,303</u>	<u>34,618</u>
Activity Income - Service Charges	12,740	12,740	12,740	12,740	12,740	12,740	12,740	12,740	12,740	12,740
Less depreciation not funded										
Net Cost of Service	13,140	14,881	15,215	16,840	17,230	18,037	19,147	19,594	20,563	21,878

5.0 FUTURE DEMAND

Projected increase in demand – see S.13.0.

6.0 NEW CAPITAL EXPENDITURE

The proposed new capital works programme for the next ten 10 years is shown in the table below:

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Capital Expenditure										
New Capital	-	-	-	-	-	-	-	-	-	-

No New Capital Expenditure projects are programmed for the term of this Long Term Community Council Plan 2009 – 2019.

7.0 RENEWALS CAPITAL EXPENDITURE

The table below indicates the proposed future renewals programme

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Capital Expenditure										
Renewals	-	-	-	-	-	-	-	-	-	-

No Renewal Capital Expenditure projects are programmed for the term of this Long Term Community Council Plan 2009 – 2019.

8.0 FUNDING THE ANNUAL NET COST – ‘WHO PAYS’

Legislative limits are such that Council must recover the unfunded portion of user fees and charges from rates. This activity is therefore funded by way of general rate based upon property capital value and user fees and charges.

9.0 THE PROJECTED OVERALL FUTURE FINANCIAL SITUATION

The projected overall financial situation for the next 10 years is shown in the table at the end of this Plan.

10.0 RESOURCE CONSENTS

Not relevant to this activity.

11.0 DEMAND MANAGEMENT

Not relevant to this activity.

12.0 SIGNIFICANT NEGATIVE EFFECTS

There are no significant negative effects caused by this activity, if operated in accordance with legislative constraints and recognised ethical standards.

13.0 SIGNIFICANT FORECASTING ASSUMPTIONS & UNCERTAINTIES

No increase in licensing activities as economic slowdown takes effect.

14.0 RISK MANAGEMENT

As fees are set by legislation and do not cover the cost of providing the service the major risk is that Government fails to increase fees and further costs are loaded on to the ratepayer.

15.0 BYLAWS

The control over the possession and consumption of liquor in public places was reviewed in 2008 as part of the Public Safety Bylaw which forms part of the Wairoa District Council Consolidated Bylaw. The provisions of this bylaw give Council the power is to regulate the consumption and bringing into and possession of liquor in specified public places, and for specified days, times and events including the related presence or use of a vehicle in such instances.

16.0 IMPROVEMENT PLAN

(To be developed)

PROJECTED 10 YEAR FINANCIAL SUMMARY - LIQUOR CONTROL

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Expenditure										
Operational Costs	21,080	22,721	23,155	23,780	24,370	24,977	25,587	26,234	27,003	27,718
Interest	-	-	-	-	-	-	-	-	-	-
Overhead Allocation	4,800	4,900	4,800	5,800	5,600	5,800	6,300	6,100	6,300	6,900
Depreciation										
Total Operating Costs	<u>25,880</u>	<u>27,621</u>	<u>27,955</u>	<u>29,580</u>	<u>29,970</u>	<u>30,777</u>	<u>31,887</u>	<u>32,334</u>	<u>33,303</u>	<u>34,618</u>
Activity Income - Service Charges	12,740	12,740	12,740	12,740	12,740	12,740	12,740	12,740	12,740	12,740
Less depreciation not funded										
Net Cost of Service	<u>13,140</u>	<u>14,881</u>	<u>15,215</u>	<u>16,840</u>	<u>17,230</u>	<u>18,037</u>	<u>19,147</u>	<u>19,594</u>	<u>20,563</u>	<u>21,878</u>
Capital Expenditure										
Renewals	-	-	-	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Funding Required	13,140	14,881	15,215	16,840	17,230	18,037	19,147	19,594	20,563	21,878
Funded by:										
Rate Income	13,140	14,881	15,215	16,840	17,230	18,037	19,147	19,594	20,563	21,878
Asset Sales	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-
Total Funding	13,140	14,881	15,215	16,840	17,230	18,037	19,147	19,594	20,563	21,878

BYLAW COMPLIANCE

ACTIVITY MANAGEMENT PLAN

The above activity is covered by one budget and includes:

- Dog Control
- Livestock Control and
- General Bylaw Enforcement

DOG CONTROL

ACTIVITY MANAGEMENT PLAN

1.0 INTRODUCTION

1.1 **BACKGROUND – OVERVIEW OF ACTIVITY AND COUNCILS INVOLVEMENT**

This activity is responsible for the enforcement of regulations relating to the keeping, welfare and control of dogs within the Wairoa District. Council is required under the Dog Control Act to make provision for the control of dogs and the damage they can cause. Impounding of dogs is an activity required by the provisions of the Dog Control Act 1996 and associated Wairoa District Council Dog Control Bylaws and Dog Control Policy.

The Council has a responsibility to respond to complaints relating to dogs. Council's long term focus for dog control activities is to ensure a safe living environment is maintained through the monitoring and enforcement of legislation, regulations and bylaws. There is a strong statutory basis for Council's involvement in this activity and Council believes that there are positive

advantages to the community well-being through this involvement. The dog control webpage: www.wairoadc.govt.nz/servicesregulatory/dogcontrol/ can be accessed through the Wairoa District Council website www.wairoadc.govt.nz

1.2 **COMMUNITY OUTCOMES TO WHICH THE ACTIVITY CONTRIBUTES & HOW IT CONTRIBUTES**

Wairoa District Council has a responsibility to safeguard community safety and health. To do this it is necessary to control the activities of dogs. The provision of this activity is an integral part of achieving the following specified outcomes.

Community Outcomes	How the Activity Contributes
<ul style="list-style-type: none">• An Environment That Is Appreciated, Protected and Sustained For Future Generations.• A Safe and Secure Community.• A Life Time of Good Health and Well-being.	<ul style="list-style-type: none">• Ensuring immediate action is taken whenever problems relating to dangerous and menacing dogs come to the Council's notice.• Imposing on the owners of dogs, obligations designed to ensure that dogs do not cause a nuisance to any person, and do not injure, endanger or cause distress to any person – or cause distress to any stock, poultry, domestic animal or protected wildlife.• Requiring dogs to be registered

1.3 **ACTIVITY GOAL AND PRINCIPAL OBJECTIVES**

- a) To apply the enforcement provisions of the Dog Control Act 1996 and its amendments, which may include infringement notices (instant fines), prosecutions, and other powers to enforce dog owner obligations and Act requirements.

-
- b) To ensure that dogs are controlled such that there is no threat to people or property.
 - c) To ensure that complaints relating to dogs are responded to and suitable solutions found to resolve the complaint.
 - d) To ensure that dog owners are aware of the obligations of dog ownership.
 - e) All statutory dog control functions are carried out within timeframe and budget.

2.0 LEVELS OF SERVICE AND PERFORMANCE MEASURES AND TARGETS

(Unless otherwise stated the performance measures for years 1-3 are the same as those for years 4-10)

Community Outcomes	Service Category	Proposed Future Levels Of Service	Customer Performance Measures & Targets	Management Performance Measures
<p>The community outcomes to which this activity primarily contributes are: -</p> <p><i>An environment that is appreciated, protected and sustained for future generations.</i></p> <p><i>A safe and secure community.</i></p> <p><i>A lifetime of good health and well-being.</i></p> <p>The way in which the activity contributes towards the achievement of these outcomes is by the Council making provision for the care and control of dogs in the District by: -</p> <p>i) ensuring immediate action is taken whenever problems relating to dangerous and menacing dogs come to the Council's notice.</p> <p>ii) imposing on the owners of dogs, obligations designed to ensure that dogs do not cause a nuisance to any person, and do not injure, endanger or cause distress to any person – or cause distress to any</p>	<p>Demand (including Legislative Obligations) and Quality</p>	<p>The Council will exercise its responsibilities under the Dog Control Act 1996 and the Dog Control Amendment Act 2003, including: -</p> <p>a) the maintenance and regular review of a Dog Control Policy and of a Dog Control Bylaw;</p> <p>b) the maintenance of a register of all known dogs in the District;</p> <p>c) the promotion of responsible dog ownership;</p> <p>d) impounding (and, if not claimed, destroying) stray dogs; and</p> <p>e) responding to complaints about dangerous / stray / barking / nuisance dogs etc.</p> <p>It will issue a public report annually about the administration of its policy and dog control practices, including information relating to: -</p> <p>i) the number of registered dogs in the District (currently about 3,580);</p> <p>ii) the number of probationary owners and disqualified owners within the District.</p>	<p>a) Target: - All known dogs registered by 30 June each year.</p> <p>b) Annual Report about the administration of the Council's policy and dog control practices adopted by 30 August each year.</p> <p>c) Council responds in accordance with legislation to 100% of complaints in relation to instances of: -</p> <p>i) dogs attacking persons or animals;</p> <p>ii) dogs rushing at persons, animals, or vehicles;</p> <p>iii) dogs causing serious injury;</p> <p>iv) dogs at large and an immediate disturbance or threat to wildlife.</p>	

Community Outcomes	Service Category	Proposed Future Levels Of Service	Customer Performance Measures & Targets	Management Performance Measures
<p>stock, poultry, domestic animal or protected wildlife.</p> <p>iii) requiring dogs to be registered.</p>		<p>iii) the number of dogs classified as dangerous and menacing;</p> <p>iv) the number of infringement notices issued;</p> <p>v) the number of complaints received, and the number of prosecutions taken.</p>		
	Health and Safety	All of the above responsibilities will be carried out safely.	No health or safety incidents.	
	Costs and Funding	<p>a) The services will be provided at a cost that will be publicly consulted on annually – via either the LTCCP or Annual Plan preparation process.</p> <p>b) 90% of the cost of this activity will be funded from Dog Control fees, with the balance of 10% being met from the general rate.</p>	The cost related to this activity did not exceed the approved budget.	
	Customer Relations, Consultation, Council Responsiveness and User Satisfaction	<p>a) All complaints will be responded to within the following timeframes: -</p> <ul style="list-style-type: none"> • Urgent complaints – immediately. • Non-urgent verbal complaints – 1 day. • Written complaints – 3 days. <p>b) The Council will aim to ensure that the users of the service and the general public will be satisfied with the overall level of service that is being provided.</p>	<p>a) Target: - Not more than the number of complaints received in the previous year – in total and by type.</p> <p>b) Not less than 95% of all complaints dealt with within the specified timeframes.</p> <p>c) Not less than 70% of the respondents rate the service as 'fairly good or better' in the annual public satisfaction survey.</p>	

3.0 THE EXISTING SITUATION

Council administers the Dog Control Act 1996 and relevant bylaws, which require dogs to be registered, cared for and kept under proper control. Dog Control responsibilities mostly entail investigation of complaints about unregistered dogs, nuisances caused by dogs (barking), and aggressive behaviour by dogs towards people, stock, and domestic animals, and the resolution of such complaints through education and, where necessary, enforcement. Annual property inspections are also undertaken to ensure animal welfare, to check registration and to update owners on any changes to legislation.

Council currently leases one dog pound, located at the QRS Depot in Kaimoana Road, Wairoa. The pound is retained for impounding purposes. It is generally maintained by the Dog Control Officer, who will call in contractors for any maintenance work that is beyond routine.

4.0 MAINTENANCE AND OPERATING

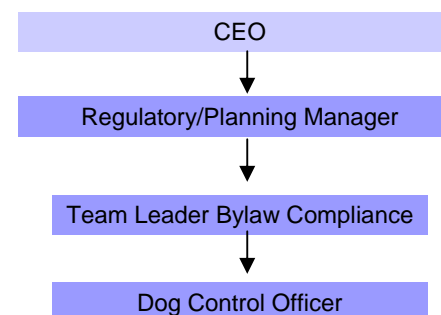
4.1 **HOW OWNED**

Council will continue to own the vehicles and equipment utilised by this activity and intends to manage and conduct business in this area largely in the way it has done in the past.

4.2 **HOW MANAGED AND CONTROLLED**

The Dog Control section is operated within the Regulatory Department of the Wairoa District Council.

One Dog Control Officer and three part time dog control officers, supplemented by a contract service at Tuai, and supported by administrative staff are responsible for dealing with dog control issues. A vehicle and specialised equipment is provided for Dog Control purposes. The Officer is rostered to be available on-call 24 hours each day for emergency response and deals with all other complaints on a daily basis, during normal work hours. The organisational structure for this activity is as follows:



5.0 FUTURE DEMAND

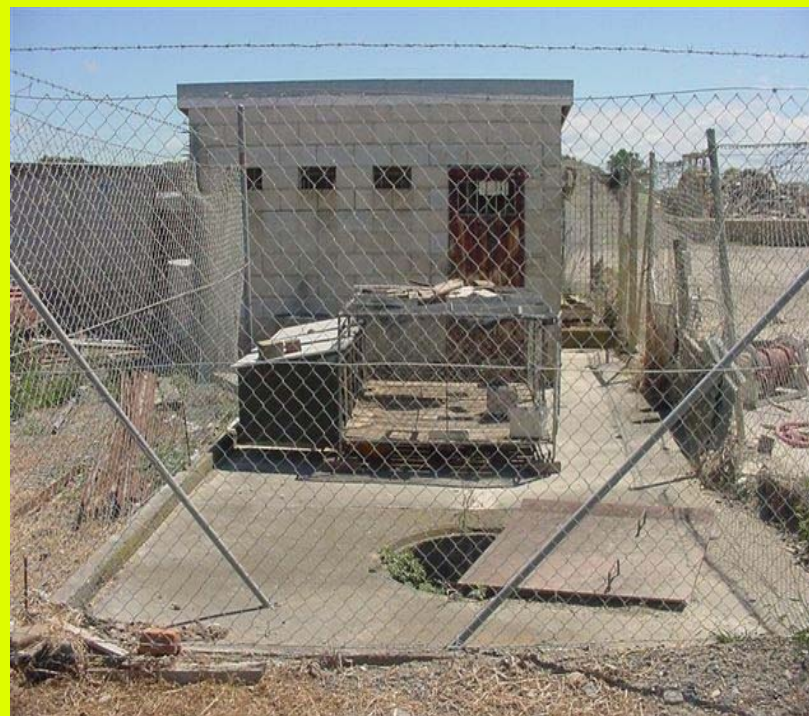
No significant future variations in dog ownership and/or dog numbers are expected during the term of this plan.

Recent changes in the Dog Control Act have placed greater emphasis on the control of menacing dogs, in particular those breeds listed in the Dog Control Amendment Act 2003. The requirement for all new dogs to be micro-chipped from July 2006 (which will require the purchase of hardware and software to utilise this technology), the review of Council policy and bylaws, and increased reporting, will result in an increase in costs for this activity. Council is also required to maintain its dog register as part of the National Dog Database. The actual cost, and resources required to meet legislative requirements is still to be quantified.

It is assumed that the number of complaints relating to dogs will remain constant. Council acknowledges however that as the community becomes less tolerant of nuisances created by dogs, the demand on Officers time to resolve complaints may increase.

The retention and maintenance of the pound will continue to cope with roaming dogs that are retrieved.

Officers will require ongoing development training to enable them to deal with the varying aspects of the job.



Dog Pound

6.0 FUNDING THE ANNUAL NET COST – ‘WHO PAYS’

The main beneficiary of the provision of animal control is the individual; however it is also acknowledged that the community as a whole is also a significant beneficiary. The Council has determined that the funding of dog control should be by the way of fees and charges to those registering dogs, recoveries from offending owners together with a contribution from the General Rate (based upon Property Capital Value) to recognise the ‘Public Good’ elements of Dog Control.

7.0 THE PROJECTED OVERALL FUTURE FINANCIAL SITUATION

The projected overall financial situation for the next 10 years is shown in the table at the end of this Plan.

8.0 RESOURCE CONSENTS

Not relevant to this activity.

9.0 DEMAND MANAGEMENT

Changes to the Dog Control Act 1996 have impacted on the powers of dog control officers who are now permitted to seize and impound unregistered dogs from their owner’s property. This has the potential to create an additional demand on impounding facilities.

In general, current capacity is adequate. Future demands will be managed by greater utilisation of the current facilities, or if required, expansion. How effectively and efficiently the current impounding facilities operate, now and in the future, is dependent on the number of roaming dogs, dogs surrendered, and the number of dogs seized.

10.0 SIGNIFICANT NEGATIVE EFFECTS

There are no significant negative effects caused by this activity, if operated in accordance with legislative constraints, Council policy, and recognised ethical standards.

11.0 SIGNIFICANT FORECASTING ASSUMPTIONS & UNCERTAINTIES

It is assumed that:

- Council will retain a hands-on active role in dealing with day-to-day dog control issues.
- Changes in legislation will place greater pressures on owners to become accountable for their dogs, as will the increase in infringement fines.
- Officers may become exposed to risks/dangers to their personal safety while carrying out their legislative responsibilities.

12.0 RISK MANAGEMENT

Council is increasingly aware of the risks/dangers that Officers are exposed to while undertaking enforcement roles and will ensure its Officers are appropriately trained and equipped to deal with adverse situations that may arise.

13.0 BYLAWS

The Wairoa District Council Dog Control Bylaw is to be developed as part of the consolidated bylaw.

14.0 IMPROVEMENT PLAN

(To be developed.)

LIVESTOCK CONTROL

ACTIVITY MANAGEMENT PLAN

1.0 **INTRODUCTION**

1.1 **BACKGROUND – OVERVIEW OF ACTIVITY AND COUNCILS INVOLVEMENT**

This activity is responsible for the retrieval and impounding of roaming animals on roads other than State Highways. Impounding of stock is an activity required by the provisions of the Impounding Act 1955 and Wairoa District Council Bylaws.

The Council also has a responsibility to resolve any complaints relating to animal nuisances. Council's long term focus for livestock control activities is to ensure a safe living environment is maintained through the monitoring and enforcement of legislation, regulations and bylaws. There is a strong statutory basis for Council's involvement in this activity and Council believes that there are positive advantages to the community well-being through this involvement.

1.2 **COMMUNITY OUTCOMES TO WHICH THE ACTIVITY CONTRIBUTES & HOW IT CONTRIBUTES**

Wairoa District Council has a responsibility to safeguard community safety and health. To do this it is necessary to control the activities of stock. The provision of this activity is an integral part of achieving the following specified outcomes:

Community Outcomes	How the Activity Contributes
<ul style="list-style-type: none">A Safe and Secure Community.	<ul style="list-style-type: none">Council providing sufficient ranging services to ensure the prompt capture and either return to their owner, or impoundment of wandering stock, to ensure that the animals do not become a danger to the safety of motorists and others.

1.3 **ACTIVITY GOAL AND PRINCIPAL OBJECTIVES**

- f) To ensure that relevant legislation, regulations and bylaws are monitored and enforced such that Council meets its requirements.
- g) To ensure that livestock are controlled such that there is no threat to people or property.
- h) To ensure that complaints relating to animal nuisances are responded to and suitable solutions found to resolve the complaint.
- i) To ensure that Council owned stock paddocks are maintained to an appropriate standard.
- j) All statutory livestock control functions are carried out within time frame and budget.

2.0 LEVELS OF SERVICE AND PERFORMANCE MEASURES AND TARGETS

(Unless otherwise stated the performance measures for years 1-3 are the same as those for years 4-10)

Community Outcomes	Service Category	Proposed Future Levels Of Service	Customer Performance Measures & Targets	Management Performance Measures
<p>(a) The community outcome to which this activity primarily contributes is: -</p> <p><i>A safe and secure community.</i></p> <p>(b) The way in which the activity contributes towards the achievement of this outcome is by:</p> <p>Council providing sufficient ranging services to ensure the prompt capture and either return to their owner, or impoundment of wandering stock, to ensure that the animals do not become a danger to the safety of motorists and others.</p>	<p>Demand (including Legislative Obligations) and Quality</p>	<p>The Council will provide a stock ranging service for the retrieval and impounding of roaming animals on roads other than State Highways.</p> <p>It will also respond to complaints relating to animal nuisances.</p>	<p>a) The extent to which wandering stock poses a danger to traffic in the District as measured by: -</p> <p>i) The number of complaints received about wandering stock.</p> <p>Target:- -10% less than previous year.</p> <p>ii) The number of times stock has had to be impounded during the year.</p> <p>Target:- -10% less than previous year.</p> <p>b) No complaints about the manner in which the Council has carried out its 'Livestock Control' responsibilities/</p>	
	<p>Health and Safety</p>	<p>The Council will carry out its responsibilities in a safe manner.</p>	<p>The number of reported health or safety incidents are the same or less than the previous year.</p>	
	<p>Costs and Funding</p>	<p>The services will be provided at a cost that will be publicly consulted on annually – via either the LTCCP or Annual Plan process.</p> <p>The activity will be funded by fines and pound charges, supplemented by an input from the general rate.</p>	<p>The cost related to this activity did not exceed the approved budget.</p>	

	<p>Customer Relations, Consultation, Council Responsiveness and User Satisfaction</p>	<p>a) All complaints will be responded to within the following timeframes: -</p> <ul style="list-style-type: none"> • Urgent complaints – immediately. • Non-urgent verbal complaints – 1 day. • Written complaints – 3 days. <p>b) The Council will aim to ensure that the general public will be satisfied with the overall level of service that is being provided.</p>	<p>a) Target: - Not more than the number of complaints received in the previous year.</p> <p>b) Not less than 95% of all complaints dealt with within the specified timeframes.</p> <p>c) Not less than 70% of the respondents rate the service as 'fairly good or better' in the annual public satisfaction survey.</p>	
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3.0 THE EXISTING SITUATION

Council currently owns ten stock paddocks, which are spread throughout the district (see table below). The paddocks are retained for impounding purposes and stock droving. These are generally maintained by the Stock Control Officer, who will call in contractors for any maintenance work that is beyond routine.

NAME OF PADDOCK	LOCATION
Mahurangi	Tiniroto Road
Marumaru	Tiniroto Road
Waitahora	Tiniroto Road
Murphys	S.H. 38
Ardkeen	S.H. 38
Homeleigh	S.H. 38
Frasertown Rad	S.H. 38
Mohaka Hill	S.H. 2
Raupanga	Putere Road

4.0 MAINTENANCE AND OPERATING

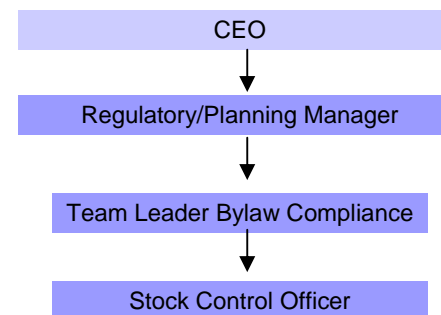
4.1 HOW OWNED

Council will continue to own the assets, vehicle, and equipment utilised by this activity and intends to manage and conduct business in this area largely in the way it has done in the past.

4.2 HOW MANAGED AND CONTROLLED

The Stock Control section is operated within the Regulatory Department of the Wairoa District Council. All stock paddocks are owned and controlled by Council.

One Livestock Control Officer, supported by two part-time workers and administrative staff, are responsible for dealing with animal nuisance and wandering stock issues. A vehicle and specialised equipment is provided for Stock Control purposes. The Officer is rostered to be available on-call 24 hours each day for emergency response and deals with all other complaints on a daily basis, during normal work hours. The Stock Control Officer reports directly to the Regulatory/Planning Manager.



5.0 FUTURE DEMAND

The variety and nature of livestock control complaints has changed over time as farming diversification occurs. Council recognises that over the years, with the demise of stock droving, stock paddocks have been under utilised and in most instances have become surplus to requirements.

Council have been disposing of stock paddocks identified as being surplus to requirements over the past year and will continue to do so during the term of this

plan if required. In the interim, the retention and maintenance of Council stock paddocks will continue to cope with roaming stock that are retrieved.

Officers will require on-going development training to enable them to deal with the varying aspects of the job.

6.0 FUNDING THE ANNUAL NET COST – ‘WHO PAYS’

For the purpose of livestock ranging and control, Council have determined that recovery of the private and/or exacerbator costs is not readily achievable. Where individuals can be identified, costs are recovered through fees, fines, and pound charges. General Rate based upon Property Capital Value is used to fund the District-wide benefit accruing through the provision of this activity. A Capital Value rating mechanism is considered appropriate to reflect stakeholder community interest and benefits.

7.0 THE PROJECTED OVERALL FUTURE FINANCIAL SITUATION

The projected overall financial situation for the next 10 years is shown in the table at the end of this Plan.

8.0 RESOURCE CONSENTS

Not relevant to this activity.

9.0 DEMAND MANAGEMENT

The effectiveness and efficiency of stock control paddocks, and livestock control assets, now and in the future, is dependent on the number of complaints relating to roaming stock and animal nuisances, and the number of stock requiring impounding.

10.0 SIGNIFICANT NEGATIVE EFFECTS

Aside from occasional negative attitude towards the Council over enforcement and compliance issues, there are no significant negative effects caused by this activity, if operated in accordance with legislative constraints and recognised ethical standards.

11.0 SIGNIFICANT FORECASTING ASSUMPTIONS & UNCERTAINTIES

It is assumed that:

- The number of complaints relating to roaming stock and animal nuisances will reduce.
- Council will retain a role in the retrieval and impounding of roaming stock as required under the Impounding Act 1955.
- Council will dispose of stock paddocks deemed to be surplus to requirements as a result of under utilisation.

12.0 RISK MANAGEMENT

Council is increasingly aware of the risks/dangers that Officers are exposed to while undertaking enforcement roles, and the impounding of stressed and/or unpredictable stock, and will ensure its Officers are appropriately trained and equipped to deal with adverse situations that may arise.

13.0 BYLAWS

14.0 IMPROVEMENT PLAN

(To be developed.)

GENERAL BYLAW ENFORCEMENT

ACTIVITY MANAGEMENT PLAN

(Unless otherwise stated the performance measures for years 1-3 are the same as those for years 4-10)

Community Outcomes	Service Category	Proposed Future Levels Of Service	Customer Performance Targets & Measures	Management Performance Measures
<p>a) The community outcomes to which this activity primarily contributes are: -</p> <p>i) <i>“an environment that is appreciated, protected and sustained for future generations”;</i></p> <p>ii) <i>“a safe and secure community”;</i> and</p> <p>iii) <i>“a lifetime of good health and well-being”.</i></p> <p>b) The way in which the activity contributes towards the achievement of these outcomes is by:-</p> <p>The Council formulating and maintaining up-to-date bylaws, to enable the Council to enforce appropriate action by residents and others whenever the requirements of any particular bylaw are not being adhered to.</p>	<p>Demand (including Legislative Obligations) and Quality</p>	<p>(a) The Council will maintain bylaws for a variety of purposes relating to community well-being.</p> <p>(b) The Council will enforce compliance with its bylaws as and when necessary.</p>	<p>a) The number of occasions when the Council has had to formally enforce compliance with any of its bylaws, or institute a legal action under them during the year.</p> <p>Target: - None.</p> <p>b) Target: - No Court decisions against the Council on the basis that any Council bylaw is, or the Council's enforcement of it has been, unreasonable or ultra vires.</p>	

Community Outcomes	Service Category	Proposed Future Levels Of Service	Customer Performance Targets & Measures	Management Performance Measures
	Costs and Funding	<p>(a) The service will be provided at a cost that will be publicly consulted on annually via the LTCCP or Annual Plan process.</p> <p>(b) The Council will fund this activity by way of the general rate.</p>	The cost related to this activity did not exceed the approved budget.	
	Customer Relations, Consultation, Council Responsiveness and User Satisfaction	<p>(a) All complaints will be responded to within the following timeframes: -</p> <ul style="list-style-type: none"> • Verbal complaints / emergencies – 1 hour. • Other – 1 day. • Written complaints – 10 days. <p>(b) The Council will aim to ensure that the users of the service and the general public will be satisfied with the overall level of service that is being provided.</p>	(a) Target: - Not less than 95% of all complaints dealt with within the specified timeframes.	

ESTIMATED COSTS NEXT TEN YEARS

The operating cost projections for the next 10 years are shown below:-

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Expenditure										
Operational Costs	186,820	201,203	204,615	209,825	214,919	220,149	225,423	231,057	237,859	244,166
Interest	-	-	-	-	-	-	-	-	-	-
Overhead Allocation	55,100	56,000	54,400	65,400	61,500	65,200	69,800	68,100	69,600	75,300
Depreciation	10,800	10,800	10,800	10,800	10,800	10,800	10,800	10,800	10,800	10,800
Total Operating Costs	<u>252,720</u>	<u>268,003</u>	<u>269,815</u>	<u>286,025</u>	<u>287,219</u>	<u>296,149</u>	<u>306,023</u>	<u>309,957</u>	<u>318,259</u>	<u>330,266</u>
Activity Income - Service Charges	144,290	160,017	163,625	167,377	171,416	175,024	178,776	182,815	187,145	191,618
	<u>144,290</u>	<u>160,017</u>	<u>163,625</u>	<u>167,377</u>	<u>171,416</u>	<u>175,024</u>	<u>178,776</u>	<u>182,815</u>	<u>187,145</u>	<u>191,618</u>
Net Cost of Service	108,430	107,986	106,190	118,648	115,803	121,125	127,247	127,142	131,114	138,648

NEW CAPITAL EXPENDITURE

The proposed new capital works programme for the next ten 10 years is shown in the table below:-

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Capital Expenditure New Capital	-	-	-	-	-	-	-	-	-	-

No New Capital Expenditure projects are programmed for the term of this Long Term Community Council Plan 2009 – 2019.

RENEWALS CAPITAL EXPENDITURE

The table below indicates the proposed future renewals programme

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Capital Expenditure Renewals										
Vehicle replacement	-	-	60000	-	30000	-	-	60000	-	30000

PROJECTED 10 YEAR FINANCIAL SUMMARY - BYLAW COMPLIANCE

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Expenditure										
Operational Costs	186,820	201,203	204,615	209,825	214,919	220,149	225,423	231,057	237,859	244,166
Interest	-	-	-	-	-	-	-	-	-	-
Overhead Allocation	55,100	56,000	54,400	65,400	61,500	65,200	69,800	68,100	69,600	75,300
Depreciation	10,800	10,800	10,800	10,800	10,800	10,800	10,800	10,800	10,800	10,800
Total Operating Costs	<u>252,720</u>	<u>268,003</u>	<u>269,815</u>	<u>286,025</u>	<u>287,219</u>	<u>296,149</u>	<u>306,023</u>	<u>309,957</u>	<u>318,259</u>	<u>330,266</u>
Activity Income - Service Charges	144,290	160,017	163,625	167,377	171,416	175,024	178,776	182,815	187,145	191,618
Net Cost of Service	<u>108,430</u>	<u>107,986</u>	<u>106,190</u>	<u>118,648</u>	<u>115,803</u>	<u>121,125</u>	<u>127,247</u>	<u>127,142</u>	<u>131,114</u>	<u>138,648</u>
Capital Expenditure										
Renewals	-	-	60,000	-	30,000	-	-	60,000	-	30,000
New Capital	-	-	-	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>60,000</u>	<u>-</u>	<u>30,000</u>	<u>-</u>	<u>-</u>	<u>60,000</u>	<u>-</u>	<u>30,000</u>
Funding Required	108,430	107,986	166,190	118,648	145,803	121,125	127,247	187,142	131,114	168,648
Funded by:										
Rate Income	105,240	104,483	102,573	114,948	112,013	117,256	123,295	123,100	126,977	134,412
Asset Sales	-	-	30,000	-	15,000	-	-	30,000	-	15,000
Reserves - Operational Funding	3,190	3,503	3,617	3700	3790	3869	3,952	4,042	4,137	4,236
Reserves - Capital Funding	-	-	30,000	-	15,000	-	-	30,000	-	15,000
Total Funding	108,430	107,986	166,190	118,648	145,803	121,125	127,247	187,142	131,114	168,648

EMERGENCY MANAGEMENT

ACTIVITY MANAGEMENT PLAN

1.0 INTRODUCTION

1.1 BACKGROUND – OVERVIEW OF ACTIVITY AND COUNCILS INVOLVEMENT

There is a strong statutory basis for Council's involvement in this activity and Council believes that there are positive advantages to the community well-being through this involvement.

Community safety is the central focus of this activity and it includes the sub-activities of civil defence, rural fire and response to hazardous substance incidents.

The Civil Defence webpage: www.wairoadc.govt.nz/civildefence/ and Rural Fire webpage: www.wairoadc.govt.nz/servicesregulatory/ruralfire/ can be accessed through the Wairoa District Council website www.wairoadc.govt.nz

1.2 COMMUNITY OUTCOMES TO WHICH THE ACTIVITY CONTRIBUTES & HOW IT CONTRIBUTES

The provision of emergency management activities to residents, ratepayers, and stakeholders, influences and contributes to Council's strategic goal of the provision of a "Safe Living Environment". In particular emergency management activities are an integral part of achieving the following specified outcomes, "A Lifetime of Good Health and Well-being, Safe and Secure Communities, and An Environment that is Appreciated Protected and Sustained for Future Generations.

Community Outcomes	How the Activity Contributes
<ul style="list-style-type: none">• A Life Time of Good Health and Well-being.	<ul style="list-style-type: none">• Local communities work together to reduce the risk of hazards and people provide for their own safety and well-being.
<ul style="list-style-type: none">• A Safe and Secure Community.	<ul style="list-style-type: none">• Partnerships and co-ordination provide for effective response and recovery.
<ul style="list-style-type: none">• An Environment That Is Appreciated, Protected and Sustained For Future Generations.	<ul style="list-style-type: none">• The community will be well informed about the risks of Civil Defence and/or Rural Fire emergencies/adverse events and be prepared for any eventuality.

1.3 ACTIVITY GOAL AND PRINCIPAL OBJECTIVES

The activity goal is to promote and protect the safety of the community. The principal objectives of the Emergency Management Activity are to ensure:

- a) Relevant legislation, regulations and bylaws are monitored and enforced so that Council meets legislative requirements.
- b) Communities are well prepared for emergencies
- c) Communities are responsible with respect to rural fire and civil defence activities and/or emergencies.
- d) There is an appropriately resourced and trained network of volunteers for Emergency Management purposes.
- e) There is appropriate leadership in an emergency/adverse event with quick response times, and effective decision-making.

1.4 HOW DO COMMUNITY OUTCOMES LINK TO WHAT YOU PAY?

Council manages a process for the Community to identify its desired Outcomes and that process is described in more detail elsewhere in this LTCCP. Having identified the desired outcomes the Council, in consultation with the community, decides how it will contribute to those outcomes. It is not all about Council, with some outcomes delivered by other organisations, however, for each Outcome there will be an Activity of Council that contributes in some way.

Having decided what Activities it needs to be involved with, or what services it needs to provide, Council establishes the objectives it has for those Activities or services (refer Sections 1.2 & 1.3, above).

The goals and principal objectives identified in Section 1.3 form the basis of our statements of Level of Service, which are detailed in Section 2, below.

There is a cost associated with delivering the Levels of Service described and those costs are what are presented in the 10 year budgets in Sections 4.3, 6.0 & 7.0.

Council also determines who should carry the cost. For the Emergency Management Activity funding is sourced from general rates which is described more fully in Section 8.

2.0 LEVELS OF SERVICE AND PERFORMANCE MEASURES AND TARGETS

As the only real measure of the success of this activity will be realised in the occurrence of an emergency/adverse event, yearly measures are related directly to legislative compliance.

(Unless otherwise stated the performance measures for years 1-3 are the same as those for years 4-10)

Community Outcomes	Service Category	Proposed Future Levels Of Service	Customer Performance Targets & Measures	Management Performance Measures
<p>The Community Outcomes to which this activity primarily contributes are:</p> <p>A Life Time Of Good Health And Well-being.</p> <p>A Safe And Secure Community.</p> <p>An Environment that is Appreciated, Protected, and Sustained for Future Generations.</p> <p>The ways in which the activity contributes towards the achievement of these Outcomes include:</p> <p>Local communities working together to reduce the risk of hazards and providing for their own safety and well-being.</p>	Demand	Council will work with residents, tangata whenua, businesses, industry, and stakeholders to develop initiatives that promote emergency management preparedness.	Warden Groups are established in Civil Defence Sectors.	Public awareness of rural fire and civil defence through liaison with community groups, volunteers and the media is maintained.
	Compliance	Council will ensure emergency management resources are available to all ratepayers, residents, stakeholders, and visitors to the district when required.	Rural Fire Plan maintained and meets statutory and local requirements.	
	Readiness/Preparedness	Council will be prepared to respond to and manage emergency management incidents.	Response plans and SOP's are current and reflect perceived threats.	<p>Appropriate response plans and SOP's are developed and maintained.</p> <p>Council staff and volunteers are trained and exercised to the degree necessary to maintain efficient and effective rural fire and civil defence operations.</p> <p>Appropriately trained personnel are identified for the position Controller.</p>

Community Outcomes	Service Category	Proposed Future Levels Of Service	Customer Performance Targets & Measures	Management Performance Measures
<p>Partnerships and co-ordination provide for effective response and recovery.</p> <p>The community is well informed about the risks of Civil Defence and/or Rural Fire emergencies/adverse events and be prepared for any eventuality.</p>	Response/Recovery	Council will provide resources to effectively manage emergency management incidents.	Non-declared and declared events are responded to and recovered from efficiently and effectively in accordance with Hawke's Bay Civil Defence Emergency Management Plans.	<p>The procedures described in the Adverse Events Plan and the Civil Defence Emergency Management Group Plan pertaining to warning systems, co-ordination, and management, of response and recovery activities are complied with.</p> <p>Rural fire prevention and suppression activities are administered effectively and efficiently in accordance with Council's Rural Fire Plan 2005 - 2010.</p>
	Cost and Funding	Council will deliver an effective, efficient and economical Emergency Management Service, which meets the needs and expectations of our communities.	<p>All preventative maintenance, renewals and other programmed works are completed on time and within budget.</p> <p>90% rural fire-fighting costs recovered.</p> <p>100% of claims on the National Rural Fire-Fighting Fund are successful.</p>	<p>Full cost recovery is sought for all fire incidents where person/s responsible have been identified.</p> <p>Claims on external organisations for cost recovery funds meet prescribed requirements.</p> <p>Annual subsidy applications are completed within required timeframes.</p>
	Customer Service and Satisfaction	Council will provide timely response, information, advice and support to the local community.	A Duty Officer is on-call 24/7 for 365 days of the year.	<p>Response times to customer enquiries will be as follows:</p> <ul style="list-style-type: none"> • Telephone calls (1 working day). • Reception (15 minutes). • Letters, faxes, e-mail (8 working days).

3.0 THE EXISTING SITUATION

3.1 EMERGENCY MANAGEMENT

The Council has a statutory responsibility to plan and provide for Civil Defence Emergency Management in the District, as prescribed by the Civil Defence Emergency Management Act 2002.

The Council has a fully operational Emergency Operations Centre (EOC) and an Emergency Management Officer in its employ, to assist in meeting its responsibilities in this area. Council relies largely upon volunteers to assist in meeting emergency management legislative responsibilities.

The Wairoa District Council is a member of the Hawke's Bay Civil Defence Emergency Management Group, which is tasked with the co-ordination of Civil Defence Emergency Management in Hawke's Bay and the implementation, review and amendment of the Hawke's Bay Emergency Management Group Plan.

3.2 RURAL FIRE

The Council has a statutory responsibility to promote and carry out rural fire control measures. This includes having an approved Fire Plan for the Wairoa Rural Fire Authority pursuant to the Forest and Rural Fires Act 1977, and the Forest and Rural Fire Regulations 2005.

To assist Council in meeting statutory requirements, Volunteer Rural Fire Forces have been established at Tuai, Ruakituri, and Mahia. The Emergency Management Officer fulfils the role of Deputy Principal Rural Fire Officer being responsible for daily operational activities and requirements. The Principal Rural

Fire Officer is responsible for the overall administrative and operational management of this activity.

3.3 HAZARDOUS SUBSTANCES

While Council is no longer legislatively required to manage hazardous substances as a separate activity, the potential impact of hazardous substances on a community following accidents and spills requires Council involvement by way of response.

Council is a member of the Hawke's Bay Hazardous Substances Technical Liaison Committee (HSTLC) whose prime role is that of a practitioner group to respond and support the Incident Controller during a hazardous substances incident with technical advice to render the incident safe. (For detailed information refer to the HSTLC Draft Terms of Reference.)

4.0 MAINTENANCE AND OPERATING

4.1 HOW OWNED

Council will continue to own the vehicles and equipment utilised by this activity and intends to manage and conduct business in this area largely in the way it has done in the past.

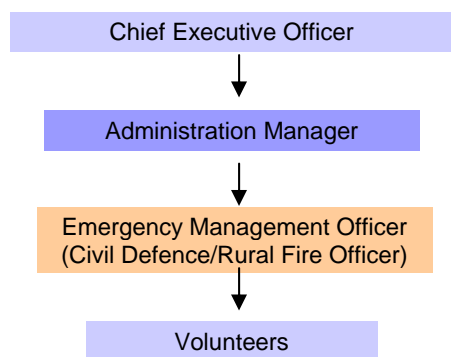
4.2 HOW MANAGED AND CONTROLLED

The delivery of Emergency Management is provided by one full time Emergency Management Officer.

The Mayor is Council's representatives on the Civil Defence Emergency Management Group with Council's Chief Executive Officer being Council's

representative on the Hawke's Bay Emergency Management Co-ordinating Executive Group for Civil Defence activities.

The Emergency Management Officer reports directly to the Administration Manager who in turn reports to the Chief Executive Officer. On occasion, where there is the potential for an adverse event to escalate into a Civil Defence Emergency, the Emergency Management Officer will report directly to the Chief Executive Officer, or other such members of the Management Team, in their role as Controller and/or Alternate Controllers.



4.3 ESTIMATED COSTS NEXT TEN YEARS

The operating cost projections for the next 10 years are shown below:-

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Expenditure										
Operational Costs	185,110	199,513	208,879	214,433	219,381	224,686	229,518	234,700	240,565	246,330
Interest	-	-	-	-	-	-	-	-	-	-
Overhead Allocation	52,900	48,600	43,900	53,700	51,400	52,900	57,700	55,900	57,000	63,000
Depreciation	67,000	48,300	39,110	39,110	39,110	39,110	39,110	39,110	39,110	39,110
Total Operating Costs	<u>305,010</u>	<u>296,413</u>	<u>291,889</u>	<u>307,243</u>	<u>309,891</u>	<u>316,696</u>	<u>326,328</u>	<u>329,710</u>	<u>336,675</u>	<u>348,440</u>
Activity Income - Service Charges	10,500	10,555	10,567	10,580	10,594	10,606	10,620	10,633	10,648	10,664
Less depreciation not funded	<u>40,000</u>	<u>21,300</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Cost of Service	254,510	264,558	281,322	296,663	299,297	306,090	315,708	319,077	326,027	337,776

5.0 FUTURE DEMAND

Demand for this activity will remain constant, although population shift in pocket areas, coupled with a general population decline, may require some adjustment to the location and number of resources.

As the District's forestry plantings continue to expand, additional fire suppression resources may be required. In addition, many rural communities are experiencing difficulties in responding to civil defence and rural fire incidents as a result of a declining volunteer base. This may require a contracting of services in the future to ensure Council is able to meet its statutory obligations.

Any future review of the Fire Services Act 1975 and Forest & Rural Fires Act 1977 may also have implications of the future provision of rural fire activities by the Council. For the term of this plan, the activity has been funded on a business as usual basis, but will be reviewed if required.

5.1 CIVIL DEFENCE

Council provides this activity because it is legally obliged to do so under the Civil Defence Emergency Management Act 2002, and to fulfil the community's expectation that such a service will be provided in the District. The services provided under this activity are planning and providing for emergency management in the District, which includes the maintenance, throughout the District, of a state of readiness for civil emergencies and natural disasters. The emphasis of this activity is on people, not property, and on the prevention of loss of life and the minimisation of personal distress.

5.2 RURAL FIRE

The Council is involved in the provision of rural fire services, pursuant to its statutory obligations under the Forest & Rural Fires Act 1977, and in response to the community's expectation that the Council will provide rural fire protection and prevention services. Under this activity Council provides rural fire services, promotes fire prevention, and meets the cost of maintaining fire-fighting equipment. This activity does not include the cost of fire fighting itself, as these costs are an unknown factor until an incident occurs. The emphasis of this activity is the protection of personal property and life, and the protection and conservation of the environment and industry.

During the term of this plan, Council may choose to enter into discussions with neighbouring Fire Districts to ascertain the value, both financial and operational, in amalgamating with another Fire District, or indeed becoming a member of an Enlarged Rural Fire District, particular where the activity of rural fire can be delivered at the same, or less, cost to Council.

6.0 NEW CAPITAL EXPENDITURE

The proposed new capital works programme for the next ten 10 years is shown in the table below:-

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Capital Expenditure										
New Capital	-	-	-	-	-	-	-	-	-	-

No New Capital Expenditure projects are programmed for the term of this Long Term Community Council Plan 2009 – 2019.

7.0 RENEWALS CAPITAL EXPENDITURE

The table below indicates the proposed future renewals programme

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Capital Expenditure										
Renewals										
Replace Mahia appliance	-	60000	-	-	-	-	-	-	-	-
Replace vehicle	-	-	-	-	30000	-	-	-	-	30000
Replace roller doors Mahia	15000	-	-	-	-	-	-	-	-	-
Replace rural fire radios	-	-	-	30000	-	-	-	-	-	-

8.0 FUNDING THE ANNUAL NET COST – ‘WHO PAYS’

Costs incurred in Civil Defence and Rural Fire activities are as a consequence of statutory and other requirements. The beneficiaries are all of the District's residents and the property they own. General Rate based upon Property Capital Value is used to fund District wide benefit accruing through the provision of this activity. A Capital Value rating mechanism is considered appropriate to reflect stakeholder community interest and benefits.

9.0 THE PROJECTED OVERALL FUTURE FINANCIAL SITUATION

The projected overall financial situation for the next 10 years is shown in the table at the end of this Plan.

10.0 RESOURCE CONSENTS

Not relevant to this activity.

11.0 DEMAND MANAGEMENT

Demand for rural fire services is generally dictated by the weather and by the way in which each district grows. Whilst overall there is a general decline in the District's population, the increase of the number of dwellings, and potential population growth in parts of the District, such as Mahia, over the next ten years will impact on the demand of rural fire activities.

During dry fire seasons where both the risk and the occurrence of potentially serious fires are high, rural fire services may be at a premium with judicious management of the resources required. During wet fire seasons, these issues do not arise.

There is an increasing demand on civil defence to provide information and direction to members of the public on community self-reliance and acceptance of individual responsibility and economic resilience before, during, and following the impact of an adverse event.

The Council must meet its statutory role, as a partner of the Hawke's Bay Emergency Management Group Plan, to ensure there are no reductions in the level of service provided to the community, including rural fire, so as not to expose the community to risk.

12.0 SIGNIFICANT NEGATIVE EFFECTS

There are no significant negative effects caused by this activity, if operated in accordance with legislative constraints and recognised ethical standards.

13.0 SIGNIFICANT FORECASTING ASSUMPTIONS & UNCERTAINTIES

The most significant assumptions and uncertainties that under-lie the overall approach of Civil Defence and Rural Fire activities are essentially linked to the local political climate and likely effects of new legislation.

Changes to present levels of service delivery are likely under the Civil Defence and Emergency Management Act 2002 with a more co-operative relationship between the various response agencies becoming the norm.

It is assumed that:

- Current levels of service will be maintained during the forecast period.
- Council will continue to be involved in the provision of this activity.

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- There may be changes in Rural Fire legislation during the forecast period that will place greater/lesser demands on the Council in respect of resource/financing.
 - Council may support amalgamating with one or more neighbouring fire districts
 - Replacement of aged fire equipment will be required during the forecast period.

14.0 RISK MANAGEMENT

Risk Management is about developing and implementing a philosophy that reflects the Council's approach to protecting the assets and information entrusted to us by our communities. Risk is inherent in everything we do and say, and it is inappropriate to attempt to avoid or minimise all risk that may eventuate. There are still some gaps in the knowledge of some of the District's hazards. No matter how well prepared, some emergencies in the future may prove beyond the capability of local response personnel.

A Risk Management Plan exercise was conducted on all the District's Hazards in the preparation of the Hawke's Bay Civil Defence Emergency Group Plan and the results are contained within. In respect to Rural Fire, there is a risk of Council standing the cost of large fire incidents that are not recoverable from the National Rural Fire Fighting Fund. The same risk applies to Civil Defence incidents where government deem that costs incurred in response and recovery do not qualify for national funding assistance.

15.0 SUSTAINABILITY & SUSTAINABLE DEVELOPMENT

Council's Integrated Risk Management Framework provides the platform for moving towards sustainability and for demonstrating a sustainable development

approach. Because risks in each area of Council's operations are assessed within the context of the 4 well-beings, we can be assured that we are addressing the most important impacts on the community, whether they are social, environmental, economic or cultural. By managing risks in this integrated way Council is moving towards a more sustainable position. Sustainable development is embodied in Council's activities through legislation.

16.0 BYLAWS

Wairoa District Council Urban Fire Bylaw 1993. This Bylaw remains in force until July 2010, at which point in time, Council will be required to revoke the bylaw, and if desired, consult on and adopt a new Urban Fire Bylaw.

17.0 IMPROVEMENT PLAN

Improvements programmed for the term of this plan include:

- Replacement of the Mahia Rural Fire Appliance
- Replacement of Mahia Engine Bay Roller Doors
- Replacement of Rural Fire-Fighting Equipment
- Upgrade of Emergency Radios from VHF to Digital
- Purchase of electronic equipment for utilisation in Council's Emergency Operations Centre. (Smart Board, Projector, Lap-Top)
- Continued Maintenance and upgrades as required to all Council owned Emergency Management facilities.

Council will continue to support all staff, wardens and volunteers in their training requirements to ensure we are in a position to provide resources to effectively manage emergency management incidents.

PROJECTED 10 YEAR FINANCIAL SUMMARY - EMERGENCY MANAGEMENT

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Expenditure										
Operational Costs	185,110	199,513	208,879	214,433	219,381	224,686	229,518	234,700	240,565	246,330
Interest	-	-	-	-	-	-	-	-	-	-
Overhead Allocation	52,900	48,600	43,900	53,700	51,400	52,900	57,700	55,900	57,000	63,000
Depreciation	67,000	48,300	39,110	39,110	39,110	39,110	39,110	39,110	39,110	39,110
Total Operating Costs	<u>305,010</u>	<u>296,413</u>	<u>291,889</u>	<u>307,243</u>	<u>309,891</u>	<u>316,696</u>	<u>326,328</u>	<u>329,710</u>	<u>336,675</u>	<u>348,440</u>
Activity Income - Service Charges	10,500	10,555	10,567	10,580	10,594	10,606	10,620	10,633	10,648	10,664
Less depreciation not funded	<u>40,000</u>	<u>21,300</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Cost of Service	254,510	264,558	281,322	296,663	299,297	306,090	315,708	319,077	326,027	337,776
Capital Expenditure										
Renewals	15,000	60,000	-	30,000	30,000	-	-	-	-	30,000
New Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	15,000	60,000	-	30,000	30,000	-	-	-	-	30,000
Funding Required	269,510	324,558	281,322	326,663	329,297	306,090	315,708	319,077	326,027	367,776
Funded by:										
Rate Income	254,510	264,558	281,322	296,663	299,297	306,090	315,708	319,077	326,027	337,776
Asset Sales	-	-	-	-	15,000	-	-	-	-	15,000
Reserves	15,000	60,000	-	30,000	15,000	-	-	-	-	15,000
Total Funding	269,510	324,558	281,322	326,663	329,297	306,090	315,708	319,077	326,027	367,776