

## 6.0 Planning & Environmental Services



Hauraki District Council has a statutory responsibility for resource management, environmental health, building construction, animal control and liquor licensing. The Council also has responsibility for policy development and forward planning including the development of the District Plan, Annual Plan, Long Term Council Community Plan, Reserves Management Plans and Recreational Facilities Development Plans.

These obligations, together with general bylaws administration, are undertaken within the Planning and Environmental Services Department.

Planning and Environmental Services are provided through the Resource Management, Environmental Services, Building Services, Corporate Planning Divisions and the Customer Services Advisory Team. The Resource Management Division predominantly deals with providing assistance for, and processing applications. The Environmental Services Division and the Building Services Division are responsible for ensuring compliance with legislative requirements within their respective areas of work. The Corporate Planning Division is responsible for policy development aspects of the department's role, and preparation of plans. The Customer Services Advisory Team responds to all public enquiries and undertakes the processing of all regulatory matters.

The Hauraki District Council's goal in respect of planning and environmental services is to develop and implement policies which provide for the wise use and management of the District's resources in a way that sustains the environment and encourages the development of an enhanced quality of life.

| Focus  | Emphasis   | Achievements   |
|--|--|--|
| <b>6.1</b><br>To provide a consents service which meets anticipated demand and statutory requirements for the processing of Building Consents, Resource Consents and Land Information enquiries. | <b>6.1.1</b><br>To make a decision on all Building Consent applications within statutory time frames.  | <b>6.1.1</b><br><b>Not Achieved</b><br>A decision on 91% of all Building Consent applications were made within statutory timeframes.                           |
|  | <b>6.1.2</b><br>To process Land Information Memorandums (LIM's) within statutory time frames (10 working days).  | <b>6.1.2</b><br><b>Not Achieved</b><br>729 LIMS were applied for and 727 (99.7%) of these were issued within 10 working days.                                  |
|  | <b>6.1.3</b><br>To process Resource Consent applications within statutory timeframes.  | <b>6.1.3</b><br><b>Not Achieved</b><br>179 applications were received. 174 of these applications were granted within the timeframes. (97.2% were within time). |
|  | <b>6.1.4</b><br>To make a decision on all Project Information Memorandums (PIM's) within statutory time frames (10 working days).                                  | <b>6.1.4 Not Achieved</b><br>698 PIMs were received. 694 of had a decision made within 10 days. (99.4% were within time).                                      |
| <b>6.2</b><br>To provide information to the public in line with statutory requirements in respect to the Resource Management Act, the Building Act and other relevant legislation.               | <b>6.2.1</b><br>To ensure 75% of respondents to customer surveys express satisfaction with the level of service provided by the Consents and Monitoring divisions. | <b>6.2.1</b><br><b>Not Achieved</b><br>This was not formally measured. Survey is to be reviewed and carried out in the 2004/05.                                |

| <b>Focus</b>   | <b>Emphasis</b>   | <b>Achievements</b>  |
|--|---|--|
| <p><b>6.3</b><br/>To provide a monitoring service which ensures compliance with relevant requirements of the Resource Management Act, the Building Act, the Health Act and other relevant legislation in a manner which involves the minimum level of regulatory intervention.</p>   | <p><b>6.3.1</b><br/>To ensure that 90% of all known dogs within the District are registered within the planning period.</p>   | <p><b>6.3.1</b><br/><b>Achieved</b><br/>95% of all known dogs were registered.</p>   |
|  | <p><b>6.3.2</b><br/>To undertake inspections of 100% of Registered Food premises in accordance with the assessed requirements.</p>                                  | <p><b>6.3.2</b><br/><b>Not Achieved</b><br/>58% of low risk premises and 63% of medium risk premises were inspected in accordance with assessed requirements.<br/>There are no high risk premises.</p>     |
|  | <p><b>6.3.3</b><br/>To ensure that 90% of all Land Use Resource Consents are monitored for compliance within 3 months of the consent being granted.</p>             | <p><b>6.3.3</b><br/><b>Not Achieved</b><br/>72% of consents issued were verified within 3 months.</p>  |
|  | <p><b>6.3.4</b><br/>To commence investigation of complaints regarding illegal/ unauthorised building activity within 3 working days of receiving the complaint.</p> | <p><b>6.3.4</b><br/><b>Achieved</b><br/>All (10) complaints were received, recorded and investigated within three days.</p>  |
| <p><b>6.4</b><br/>To develop policies and planning documents which provide for the wise use and management of the District's resources in a way which sustains the environment and encourages the development of an enhanced quality of life, in compliance with the Local Government Act, Resource Management Act and any other relevant legislation.</p> | <p><b>6.4.1</b><br/>To adopt the 2003/04 Annual Plan in July 2003, with copies made available to the public at no charge.</p>                                       | <p><b>6.4.1</b><br/><b>Achieved</b><br/>The 2003/04 Annual Plan was adopted on 1 July 2003 at a Special Meeting of Council. The document was made available to the public at no charge from this date.</p> |
|  | <p><b>6.4.2</b><br/>To review Asset Management Plans for all major assets by March 2004.</p>  | <p><b>6.4.2</b><br/><b>Achieved</b><br/>15 basic Asset Management Plans covering all major assets were developed, in draft form by March 2004. These were finalised and closed as at 30 June 2004.</p>     |

## Costs and Funding – Planning and Environmental Services

| <i>Actual</i><br><b>2002-03</b><br>\$000's |                                    | <b>Actual</b><br><b>2003-04</b><br>\$000's | <b>Budget</b><br><b>2003-04</b><br>\$000's |
|--|------------------------------------|--|--|
|  | <b>Cost of Service</b>             |  |  |
| -  | Building Services                  | 376  | 412  |
| 266  | Corporate Planning                 | 330  | 334  |
| -  | District Plan Changes              | -  | 75   |
| 214  | Dog Control                        | 213  | 217  |
| 38   | Stock Control                      | 31   | 39   |
| 595  | Resource Management                | 477  | 512  |
| <u>657</u>                                 | Environmental Services             | <u>386</u>                                 | <u>331</u>                                 |
| <b>1,770</b>                               | <b>Total Gross Cost Of Service</b> | <b>1,813</b>                               | <b>1,920</b>                               |
|  | <b>Less Fees and Charges</b>       |  |  |
| 135  | Dog Registration Fees              | 155  | 148  |
| 2  | Impounding Fees                    | 11   | -  |
| 1  | District Plan Sales                | -  | 11   |
| 200  | Resource Consents, LIMs & PIMs     | 256  | 171  |
| 87   | Building Consents                  | 228  | 215  |
| <u>223</u>                                 | Monitoring Recoveries              | <u>161</u>                                 | <u>88</u>                                  |
| <b>648</b>                                 | <b>Total Fees And Charges</b>      | <b>811</b>                                 | <b>633</b>                                 |
| -  | <b>Less Targeted Rates</b>         | -  | -  |
| <b>1,122</b>                               | <b>NET COST OF SERVICE</b>         | <b>1,002</b>                               | <b>1,287</b>                               |