



AGENDA

Environmental Services Committee Meeting Tuesday, 1 September 2020

Date Tuesday, 1 September 2020

Time 9.30am

Location Council Chamber
District Council Building
King George Place
Timaru

File Reference 1363287

Timaru District Council

Notice is hereby given that a meeting of the Environmental Services Committee will be held in the Council Chamber, District Council Building, King George Place, Timaru, on Tuesday 1 September 2020, at 9.30am.

Environmental Services Committee Members

Clrs Barbara Gilchrist (Chairperson), Gavin Oliver (Deputy Chairperson), Allan Booth, Peter Burt, Richard Lyon, Paddy O'Reilly, Sally Parker, Stu Piddington, Steve Wills, Tewera King (Mana Whenua) and the Mayor Nigel Bowen

Quorum – no less than 2 members

Local Authorities (Members' Interests) Act 1968

Committee members are reminded that if you have a pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting table.

Tracy Tierney

Group Manager Environmental Services

Order Of Business

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- 1 Apologies**
- 2 Identification of Items of Urgent Business**
- 3 Identification of Matters of a Minor Nature**
- 4 Declaration of Conflicts of Interest**
- 5 Chairperson's Report**

6 Confirmation of Minutes

6.1 Minutes of the Environmental Services Committee Meeting held on 21 July 2020

Author: Jo Doyle, Governance Advisor

Recommendation

That the Minutes of the Environmental Services Committee Meeting held on 21 July 2020 be confirmed as a true and correct record of that meeting.

Attachments

- 1. Minutes of the Environmental Services Committee Meeting held on 21 July 2020**



MINUTES

Environmental Services Committee Meeting Tuesday, 21 July 2020

Ref: 1363287

**Minutes of Timaru District Council
Environmental Services Committee Meeting
Held in the Council Chamber, District Council Building, King George Place, Timaru
on Tuesday, 21 July 2020 at 9.30am**

Present: Cr Barbara Gilchrist (Chairperson), Cr Gavin Oliver (Deputy Chairperson), Cr Allan Booth, Cr Peter Burt, Cr Richard Lyon, Cr Paddy O'Reilly, Cr Sally Parker, Cr Stu Piddington, Cr Steve Wills, Mayor Nigel Bowen

In Attendance: **Community Board Representatives**
Temuka Community Board – Lloyd McMillan
Pleasant Point Community Board – Anne Lemmens
Geraldine Community Board – Jennine Maguire
Council Officers
Group Manager Environmental Services (Tracy Tierney), Chief Executive (Bede Carran), Governance Advisor (Jo Doyle)

The meeting was opened with a Karakia.

1 Apologies

Resolution 2020/15

Moved: Chairperson Barbara Gilchrist

Seconded: Mayor Nigel Bowen

That the apology received from Tewera King be accepted and leave of absence granted.

Carried

2 Identification of Items of Urgent Business

There were no items of urgent business.

3 Identification of Matters of a Minor Nature

There were no items of a minor nature.

4 Declaration of Conflicts of Interest

There were no conflicts of interest.

5 Chairperson's Report

Since the previous meeting on 9 June the Chairperson has attended the following:

- Architects' presentation for Theatre Royal project
- Council observer on waste management contract evaluation
- City Hub Steering group meeting
- Two OTOF zone committee meetings
- Tangata Whenua Steering Group hui at Arowhenua Marae

- Met with staff to discuss coastal erosion and inundation
- Met with the Group Manager, Environmental Services
- Met with members of the public to discuss Aigantighe and social housing
- Meeting with the Board of the South Canterbury Chamber of Commerce.

Resolution 2020/16

Moved: Chairperson Barbara Gilchrist

Seconded: Mayor Nigel Bowen

That the Chairperson's report be accepted.

Carried

6 Confirmation of Minutes

6.1 Minutes of the Environmental Services Committee Meeting held on 9 June 2020

Resolution 2020/17

Moved: Cr Steve Wills

Seconded: Cr Paddy O'Reilly

That the Minutes of the Environmental Services Committee Meeting held on 9 June 2020 be confirmed as a true and correct record of that meeting.

Carried

7 Consideration of Urgent Business Items

There were no urgent business items.

8 Consideration of Minor Nature Matters

There were no minor nature items.

The Meeting closed at 9.32am

.....

Chairperson

7 Reports

7.1 Consultation Plan for the Draft District Plan

Author: Mark Geddes, District Planning Manager

Authoriser: Tracy Tierney, Group Manager Environmental Services

Recommendation

That the consultation plan for the Draft District Plan (attached as Appendix 1) is approved.

Purpose of Report

- 1 The purpose of this report is to consider and determine the consultation plan (Appendix 1) for the Draft District Plan.

Assessment of Significance

- 2 This matter is considered to have high significance in terms of Council’s Significance and Engagement Policy. Accordingly, the consultation plan (Appendix 1) recommends a number of participation opportunities for the public and stakeholders.

Background

- 3 On 28 October 2014 Council resolved to commence the District Plan Review in general accordance with the process illustrated in Figure 1.

District Plan Review PROCESS

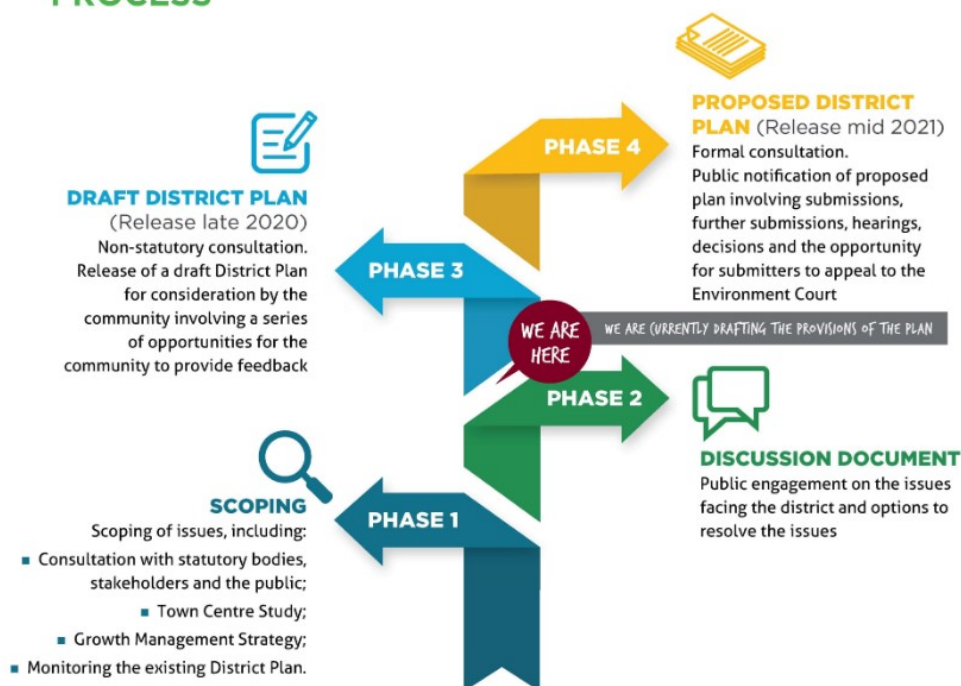


Figure 1 – District Plan Review process up to notification of the Proposed District Plan.

- 4 On 8 May 2018 the Environmental Services Committee resolved to consult on a Draft District Plan. Consultation included a 'special' and 'standard' approach. The 'special' approach provided for targeted consultation before the release of the Draft District Plan on notable topics such as biodiversity, heritage, significant trees, iwi and landscapes. With the exception of the landscape topic, this consultation has been completed¹. The 'standard' approach for the remaining plan topics consisted of consultation on the entire Draft District Plan.
- 5 The Resource Management Act 1991 (RMA) does not require consultation on a Draft District Plan and not all Councils consult on a Draft Plan. However, consulting on a Draft District Plan has merit in that it effectively provides a test run before the Proposed District Plan is formally notified. Consulting on a Draft District Plan has the following advantages and disadvantages:

Advantages	Disadvantages
Provides an additional opportunity for the public to engage in the District Plan Review.	Risk of confusion, occurring from consulting more than once on some topics
Council can identify and fix any flaws in the Draft District Plan provisions before the Proposed District Plan is notified to ensure it is robust and defensible. This can result in less submissions and a faster statutory process after notification of the Proposed District Plan.	Increased cost and time (approx. 12 months and \$60,000 external costs). These costs are already included in District Plan Review budget. However, note that these costs will still likely occur and will be greater if consultation does not occur on the Draft District Plan as there will likely be a greater number of submissions and appeals in the statutory process.
Council can respond to feedback using a Draft District Plan faster and at less cost than during the submission and appeal processes that start after a Proposed District Plan is notified.	
Council will be informed by the public and stakeholders reaction to the draft provisions before the Proposed District Plan is notified.	
A Draft District Plan inclusive of all topics allows for the linkages between topics to be understood by the public and stakeholders.	
Seeing an online Draft District Plan in an E-Plan format will assist the public to understand how it effects their property.	
Will allow for testing of the E-Plan, to fix problems, before notification of a Proposed District Plan	
Helps ensure the quality of the Proposed District Plan is better.	

Table 1 – Advantages and disadvantages of consultation on a Draft District Plan

- 6 The Draft District Plan is now in the final stages of completion with the exception of the financial contributions and development area chapters, which will be incorporated into the Proposed District Plan.
- 7 The objectives of the consultation plan (Appendix 1) are:

¹ Consultation with landowners effected by new landscape classifications is proposed to occur as part of the consultation on the Draft District Plan

- 7.1 To obtain feedback from the public and stakeholders on the major changes proposed in the District Plan.
- 7.2 To test the detail of the Draft District Plan and the functionality of the E-plan by the public, stakeholders and staff.
- 8 Consultation will focus on the major changes proposed in the Draft District Plan. The consultation techniques proposed in the consultation plan includes seeking feedback from the public and stakeholders through: an electronic feedback process; stakeholder meetings; and pre-booked meetings with a planner.
- 9 Communication about the Draft District Plan will clearly indicate that the Draft District Plan is not Council's final position (it's the first cut) and that Council is taking an extra step to consult to ensure it understands the public and stakeholders views.

Discussion

- 10 The District Plan is a document that can have significant social, cultural, economic and environmental implications, which can be permanent (e.g. removal of a heritage building) or occur over a number of generations (e.g. the effects of new development). Accordingly, it is important that every opportunity is provided to allow the public and stakeholders with effective opportunities to participate in the District Plan Review. Although there are some disadvantages of consulting on a Draft District Plan, these are outweighed by advantages of consulting on the Draft District Plan (see table 1).
- 11 The reform of the resource management system recently suggested by the Resource Management Reform Group is unlikely to effect the District Plan Review.

Options and Preferred Option

- 12 The options to address this matter are to:
 - 12.1 Adopt the consultation plan attached as Appendix 1 (preferred option); or
 - 12.2 Amend the consultation plan attached as Appendix 1; or
 - 12.3 Not proceed with consultation on the Draft District Plan.
- 13 Adopting the consultation plan will ensure the benefits of consulting on a Draft District Plan occur, whereas these benefits will not occur without this consultation. Any amendments to the plan should be closely considered.

Consultation

- 14 The Environmental Services Committee have been consulted on each chapter of the Draft District Plan through a number of workshops. Stakeholder groups have recommended the Draft District Plan provisions for the biodiversity, heritage and tangata whenua chapters. A Technical Working Group including representatives from Environment Canterbury, Aoraki Environmental Consultancy and the Infrastructure Group recommended provisions for all other chapters. Landowner consultation has been conducted with:
 - 14.1 Landowners with proposed heritage buildings;
 - 14.2 Landowners located in the Maori Purpose Zone;
 - 14.3 Landowners with a proposed Significant Natural Area;
 - 14.4 Landowners with a proposed new landscape classification.

Relevant Legislation, Council Policy and Plans

- 15 Resource Management Act 1991
- 16 Local Government Act 2020

Financial and Funding Implications

- 17 The consultation proposed has been budgeted for in the 2020-2021 District Plan Review budget.

Other Considerations

- 18 There are no other relevant considerations.

Attachments

- 1. District Plan Review Consultation Plan

DRAFT DISTRICT PLAN - CONSULTATION PLAN

1.0 ISSUE / TOPIC

This plan relates to the release of a Draft District Plan.

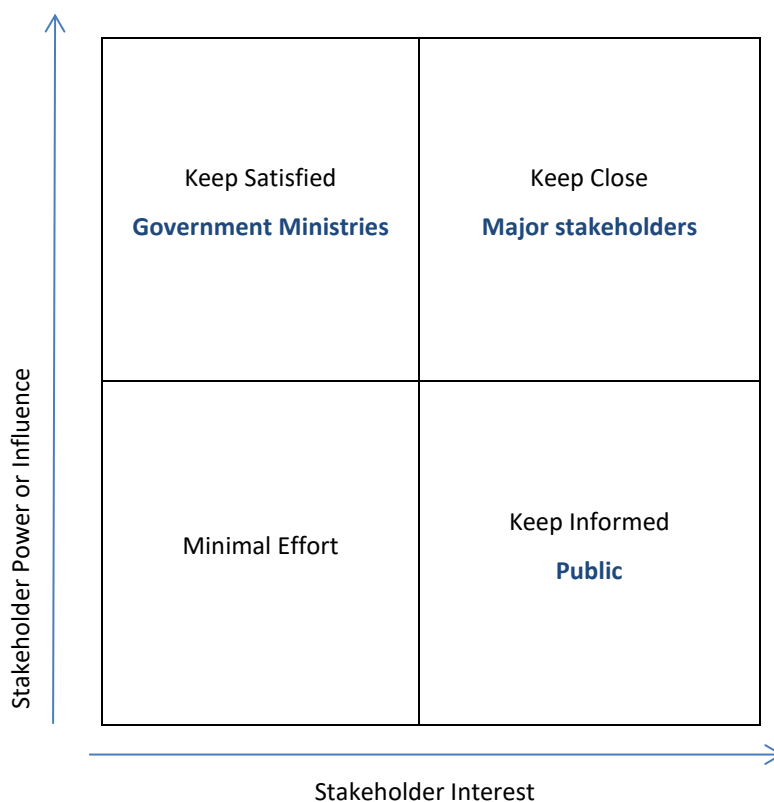
2.0 PURPOSE & OBJECTIVES

Purpose: To test the key changes and the detail of the Draft Plan in order to gain a greater understanding of the resource management issues and options to address those issues in the Draft Plan.

Objectives:

1. Obtain feedback from the public and stakeholders on the major changes proposed in the Draft Plan.
2. The detail of the Draft Plan and the functionality of the e-plan will be tested by the public, stakeholders and staff/consultants.

3.0 POTENTIALLY AFFECTED PEOPLE & GROUPS



People / Stakeholders	Matters effecting Consultation Technique	Significance of Issue (+ve and -ve)	Extent to which Views are Already Known	Sensitive Information (Yes/No)
Government Ministries	Formality required	Low	Known	N
Environment Canterbury	Formality required	High	Known	N
Adjoining Territorial Authorities	Formality required	Low	Not known but anticipated	N
Iwi	Have developed provisions with the group	High	Known	N
Environmental Groups (Forest & Bird, Fish and Game, Environmental Defence Society etc)	Have kept well informed throughout the process	High	Known	N
Industry Groups (Federated Farmers, Horticultural NZ, Quarry Association, Wind Turbine Group Etc)	Will be first look at the provisions	High	Not known but anticipated	N
Business Groups (Chamber of Commerce, business round table etc)	May have limited knowledge of the District Plan	Medium	Not known but anticipated	N
Council affiliated organisations (Primeport, Alpine Energy, TDHL)	Specifically consult with	Medium	Known	N
Large corporates/businesses (Fronterra, Silver Fern Farms, Alliance, RHL etc)	Will have knowledgeable representation	High	Not known but anticipated	N
Landowner Groups (Upper Rangitata landowners, Maori purpose zone and landowner affected by Maori purpose zone buffer; landowners subject to new landscape classifications)	Specifically consult with	High	Known	N
Developers	Likely to request zoning on specific sites	High	Known	N
SNA Landowners	Already consulted	High	Known	Y
Land owners wanting rezoning	Already consulted in GMS process	High	Known	N
Local surveyors & planners	Have good understanding	High	Not known but anticipated	N
General Public	May have limited understanding of the District Plan	Medium	Not known	N
Town centre group and businesses	Likely to have limited understanding	High	Not known but anticipated	N

4.0 POLITICAL EXPECTATIONS

Continue with an open, highly consultative approach to the District Plan Review process.

5.0 KEY ISSUES

There are numerous potential issues associated with the District Plan Review that includes a large number of new provisions. As it is not possible to highlight all potential issues, the intention is to focus the consultation on the major changes proposed. The benefit of this approach is that Council will then know the public and stakeholders response to the key issues. The following are considered to be the key issues associated with the Draft District Plan:

1. The location and extent of zoning;
2. The approach to rural lifestyle development;
3. The sites of significance to Maori provisions;
4. The scale of new development enabled in the Medium Density Zone;
5. Restrictions on new development in natural hazard areas;
6. The heritage provisions;
7. The earthworks provisions;
8. The SNAs provisions;
9. The landscape provisions
10. Town centre provisions.

6.0 RISKS OF CONSULTATION

Risk	Description	Likelihood	Consequence	Score	Tolerance	Avoidance	Mitigation if Happens
Wide Public Disapproval	Major public or stakeholder disapproval	1	5	5	Intolerant	Prior consultation. Draft Plan	Liaise with stakeholders. Change proposed plan.
Drives a sharp increase of applications	Increased number of applications before new rules have legal effect resulting in removal of the values intended to be protected	1	5	5	Some tolerance	Do not include draft provisions that would most likely lead to this behaviour e.g. heritage list and SNA schedule not to be included	Application to Environment Court for rules to have immediate legal effect
Consultation Confusion	People are confused regarding the purpose of the consultation	3	1	3	Tolerant	Communications plan re role and purpose of Draft Plan	Change communications plan

Risk	Description	Likelihood	Consequence	Score	Tolerance	Avoidance	Mitigation if Happens
Faulty Submission system	Submission system does not work	1	5	5	Not tolerant	Test submission system. Backup systems	Use alternative i.e. quiz
Legal Errors	Draft Plan contains legal errors	1	1	1	Tolerant	Peer & legal review	Only a Draft Plan and therefore rules do not have legal effect

7.0 BUDGET

The District Plan Review budget for the 2020-21 financial year is sufficient to conduct the consultation, summarise the consultation, discuss with elected members and to go through a process of amending the provisions as required.

8.0 COSTS & BENEFITS

Costs

- The consultation process will take 2 months
- External costs will be approximately \$60,000, which will mainly consist of consultant input and advertising
- There are some risks but most are unlikely or manageable

Benefits

- The consultation provides valuable information that can be used to test the provisions and ensure they are robust and defensible.
- Council will be informed of stakeholders and the public reaction to the draft provisions prior to release of the Proposed District Plan.
- It provides an opportunity to amend any defects or make any policy changes as a result of the consultation

9.0 TECHNIQUES

Technique	Reason for Technique	Target Group
Electronic Feedback Process using e-plan Note: Any feedback received by elected members should be lodged through the e-plan.	<ul style="list-style-type: none"> • Easy and equitable • Enables detailed input 	Public & stakeholders
Speak to the planner sessions	<ul style="list-style-type: none"> • Opportunity for detailed discussions 	Public

Technique	Reason for Technique	Target Group
(Booking required; consultants to lead; limited time per person; based around the district)	<ul style="list-style-type: none"> • Opportunity for people without a computer • Opportunity to inform and explain the Council approach 	
Stakeholder meetings/workshops by key topics/stakeholder - Early warning of meetings will be given	<ul style="list-style-type: none"> • Opportunity for detailed discussions • Opportunity to inform and explain the Council approach 	Stakeholders

Notice of the consultation will be provided by:

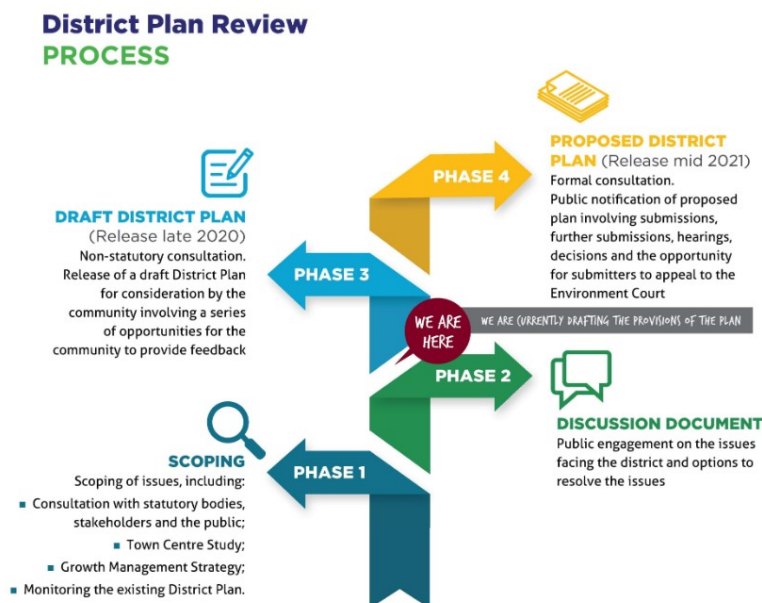
- Newspapers notice
- Newspapers summary document
- E-mail notice to DPR list
- Letters to statutory organisations
- Letters to stakeholders groups
- Radio adverts
- Website
- Facebook

Summary information focusing on the key issues will be provided in the newspaper, attached to DPR list e-mails, on the website, and discussed in pod-casts. There will be summary information for each chapter. Newspaper summary information will be focus on the key issues identify in section 5. The summary information will summarise:

- The current provisions/approach of the Operative District Plan;
- The issue;
- Draft provisions;
- What it means in practice;
- Reasons for the provisions.

Newspaper information may be staged in bite sized chunks (e.g. topic of the week). Newspaper information could be in the form of a Council insert, or a newspaper article, or both.

A diagram of the process should be provided on all major communication to ensure understanding of process and the extent of consultation that has already occurred. The diagram will be an adaption of the existing diagram below, but including more detailed regarding the consultation and collaborative approach to plan making.



10.0 TIMING & HUMAN RESOURCES

The public consultation period will commence at the start of October and end in November 2020, with exact dates to be confirmed closer to the date. The remainder of the financial year will be spent considering the consultation, amending the plan if required and preparing it for notification. Direct consultation with landowners with new heritage listings, landscape classifications or which are located in the proposed Maori Purpose Zone will occur in August / September.

11.0 EVALUATION OF CONSULTATION

The effectiveness and efficiency of the consultation will be evaluated throughout the consultation by the District Planning Manager.

12.0 COMMUNICATION PLAN

Communication will be mainly via formal means (e.g. newspaper notices, website etc). The exception to this would be staff and elected member contact with the public and stakeholders in meetings. All media communication will be provided via the Communication Manager and will be approved by the District Planning Manager or Environmental Services Manager. Elected members will kept informed of any media releases by the Communications Managers daily update. The District Planning Manager will inform elected members of any other significant changes via e-mail.

12.1 COMMUNICATION FOCUS POINTS

12.1.1 The First Cut

An issue with consultation on Draft Plan is that the public will likely consider that the Draft Plan provisions represents Councils final position. To ensure that does not happen it is crucial that the consultation clearly indicates that the Draft Plan is not Councils final position. This should be reinforced in all communication associated with the Draft Plan. This message can also be supported by branding the consultation on the Draft Plan as something like *"Draft District Plan - The First Cut"*.

12.1.2 Going the Extra Mile

Another key matter that needs highlighting in any communication is that Council is taking an extra (non-statutory) step by consulting on the draft plan. This is being undertaken as a genuine desire to understand stakeholders/public views and to improve the plan.

12.1.3 Communicating the Basics

Basic information about what a District Plan is; how it effects the average person; and the difference between the District Plan and Long Term Plan and Annual Plan will need to be provided.

12.1.4 Fostering Solution Focus Input

Ideally communication should foster solution focused input from the community and stakeholders.

12.2 FURTHER COMMUNICATIONS PLANS

Once this consultation has been approved, the communications protocol template will be completed and provided to customer service and TAS. The Communications Manager will develop a specific communication plan for this consultation.

13.0 COMPLIANCE WITH STATUTORY MATTERS & CONSULTATION PRINCIPLES

The consultation complies with all statutory requirements of the Local Government Act 2002 and the Resource Management Act 1991.

14.0 THE PROCESS POST CONSULTATION ON THE DRAFT DISTRICT PLAN

The following process will be undertaken post the consultation on the Draft District Plan.

1. Acknowledgement and thankyou e-mail sent to participants
2. Summary of the feedback provided per chapter
3. District Planning Manager decision as to whether to refer any matter back to the Technical Working Group. Note this will only occur if major policies changes are considered necessary
4. Technical Working Group to agree any major policy changes

5. Summary of feedback and revised provisions (if any) workshopped with Council and Council's final direction provided
6. Drafting finalised
7. Peer review of amendments
8. Legal review
9. Plan integration check
10. Final draft plan presented to Council for agreement to release proposed plan

7.2 Annual Report to Alcohol Regulatory and Licensing Authority for 2019/2020**Author:** Debbie Fortuin, Environmental Compliance Manager**Authoriser:** Tracy Tierney, Group Manager Environmental Services**Recommendation**

That the report be received and adopted.

Purpose of Report

- 1 To seek endorsement of the Annual Report to Alcohol Regulatory and Licensing Authority (ARLA).

Assessment of Significance

- 2 This matter is not deemed significant within Council's Significance and Engagement Policy.

Background

- 3 Section 199 of the Sale and Supply of Alcohol Act 2012 (the Act) requires that within 3 months of the end of each financial year each the territorial authority must prepare and send to ARLA, a report of the proceedings and operations of its District Licensing Committees (DLC) during the year.
- 4 As per previous annual reports, ARLA has specified the form and content required in the report.
- 5 This report is a public record for the purposes of the Act, and a copy must be made available for inspection on the Council's website for a period not less than five years. ARLA or the DLC must, on payment of any reasonable fee it has prescribed, provide a copy of each report to any person who asks for one.
- 6 Attachment 1 is the statutory requirement for annual reporting by ARLA. Attachment 2 is a submission to a survey that ARLA has requested relating to the annual report with additional questions to determine trend analysis.

Options and Preferred Option

- 7 The provision of an annual report is a statutory requirement.

Consultation

- 8 Consultation with the relevant staff and the Commissioner was undertaken respect to drafting this report.

Relevant Legislation, Council Policy and Plans

- 9 Sale and Supply of Alcohol Act 2012
- 10 Joint Local Alcohol Policy

Financial and Funding Implications

11 There are no funding implications associated with this report.

Other Considerations

12 There are not considered to be any other relevant issues.

Attachments

1. **Report to ARLA** [!\[\]\(00454fbbe8db418db0de5eebfa916a08_img.jpg\)](#) 
2. **ARLA Survey Submission Timaru District Council** [!\[\]\(e0cf2596b7f15139c12c58233ba748a6_img.jpg\)](#) 

Timaru District Licensing Committee

Annual Report to the Alcohol Regulatory and Licensing Authority

For the year 2019 - 2020

Date: 21 July 2020

Prepared by: Debbie Fortuin
Environmental Compliance Manager
Timaru District Council

Introduction

The purpose of this report is to inform the Alcohol Regulatory and Licensing Authority (the Authority) of the general activity and operation of the Timaru District Licensing Committee (DLC) for the year 2019 - 2020.

There are three DLC's operating in the South Canterbury area under a single Commissioner, this model having been adopted during the implementation of the Sale and Supply of Alcohol Act 2012 (the Act) in December of 2013. The three DLC's are that of the Timaru, Waimate and Mackenzie Districts.

This report will relate to the activities of all the DLC's in the body of the text and to the Timaru DLC alone in the Annual Return portion of the report at the rear of this document. This satisfies the requirements of the territorial authority set out in section 199 of the Act.

Overview of DLC Workload

DLC Structure and Personnel

The table below shows the current membership of the three DLC's under the Commissioner:

	Name	Role
Commissioner	Sharyn Cain	Deputy Mayor - Waimate District Council
Timaru DLC Members	Peter Burt	Deputy Chair, Councillor - Timaru District Council
	David Jack	Independent
	Gavin Oliver	Councillor - Timaru District Council
Mackenzie DLC Members	Graham Smith	Deputy Chair, Mayor - Mackenzie District Council
	Anne Munro	Councillor – Mackenzie District Council
	Murray Cox	Councillor – Mackenzie District Council
Waimate DLC Members	Craig Rowley	Mayor - Waimate District Council
	Sheila Paul	Councillor – Waimate District Council

Total costs for the period amounted to \$9,683.79. This was made up of elected members allowances, travel costs, administration costs and solicitors fees, relating to the DLC.

In terms of Council staff delivering licensing services to the community and the DLC, there are 1.3 FTE licensing inspectors, a licensing administrator and the secretary to all three DLC's who is also the manager overseeing the activity.

Of note current staffing levels are at capacity given the number of applications processed, monitoring requirements, and enforcement functions they carry out across the three districts.

Hearings

There were no hearings during the reporting period for Timaru DLC.

Local Alcohol Policy

The Timaru, Mackenzie and Waimate District Councils jointly prepared and developed a Local Alcohol Policy (LAP), which came in to force on 24 March 2016.

The LAP was evaluated by the Timaru, Waimate, and Mackenzie District Councils in June 2017 and found to be performing well. The policy continues to function well and remains fit for purpose.

Statistical Information

Statistical information about the operation of the DLC for the year 2019 - 2020 is in the prescribed form and follows overleaf.

- Annual return
- Current listing of licenced premises.

Covid-19 saw 10 special licences cancelled and application fees refunded. Also 7 special licenced events cancelled with no refund however their licence has been held for 12 months should they have a future date for their event.

Two managers application were declined on the papers. One new and one renewal.

One 1 year truncated renewal issued.

Administrative Error

Due to an administrative error, 10 annual fees were not invoiced in 2019. These were invoiced during this financial year and only one payment received this financial year.

Following audit 1 x 2017 and 1 x 2018 medium annual fees were not invoiced. These were invoiced during this financial year and payments received.

Timaru District Licensing Committee

Annual Return

July 2019 – June 2020

On-licence, Off-licence and Club Licence Applications Received						
Application Type	Number Received in Fee Category – Very Low	Number Received in Fee Category – Low	Number Received in Fee Category – Medium	Number Received in Fee Category – High	Number Received in Fee Category – Very High	Total
On-licence new		5	6			
On-licence variation						
On-licence renewal		8	11	5		
Endorsed On Licence Renewal		2				
Endorsed Off Licence Renewal	1	1				
Endorsed Off Licence New		1				
Off-licence new			5			
Off-licence variation			2			
Off-licence renewal		1	10			
Club licence new						
Club licence variation						
Club licence renewal	2	2	1			
Total number	3	20	35	5		
Total fee paid to ARLA (GST inc)	\$51.75	\$690.00	\$1811.25	\$431.25		

Annual Fees for Existing Licences Received						
Licence Type	Number Received in Fee Category – Very Low	Number Received in Fee Category – Low	Number Received in Fee Category – Medium	Number Received in Fee Category – High	Number Received in Fee Category – Very High	Total
On-licence		26	25	8		
Endorsed On licence	1	3				
Endorsed Off Licence	1	2				
Off-licence	1	1	30	1		
Chartered Club			1			
Club licence	23	10	3			
Total number	26	42	59	9		
Total fee paid to ARLA (GST inc)	\$448.50	\$1449.00	\$3053.25	\$776.25		

Managers' Certificate Applications Received	
Application Type	Number Received
Managers' certificate new	46
Managers' certificate renewal	158
Total number	204
Total fee paid to ARLA (GST inc)	\$5865.00

Special Licence Applications Received			
	Number Received in Category – Class 1	Number Received in Category – Class 2	Number Received in Category – Class 3
Special licence	12	27	70

Temporary Authority Applications Received	
	Number Received
Temporary authority	7

Permanent Club Charter Payments Received	
	Number Received
Permanent club charter payments	1

Total paid to ARLA	\$14,576.25
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Number of District Licensing Committee Meetings Held

Date	Number
July 2019	4
August 2019	5
September 2019	5
October 2019	5
November 2019	4
December 2019	3
January 2020	3
February 2020	5
March 2020	2
April 2020	2
May 2020	2
June 2020	4

Timaru District Licensing Committee

List of Licenced Premises

As at 30 June 2020

Precis	Licence Type Desc
The Terrace, Timaru "South Canterbury Club"	Charter Club
44 Browne Street, Timaru "Timaru South Cosmopolitan Club"	Club Licence
Redruth Street, Timaru "South Canterbury Vintage Car Club"	Club Licence
129 Church Street, Timaru "Countdown - Church Street"	Off Licence
44 Browne Street, Timaru "Timaru South Cosmopolitan Club"	Off Licence
88A Evans Street, Timaru "Tandoori King Restaurant"	On Licence
164 Stafford Street, Timaru "Copper Cafe and Bar"	On Licence
232 Stafford Street, Timaru "Old Bank Cafe & Bar"	On Licence
40 Talbot Street, Geraldine "Papillon Chinese Restaurant"	Endorsed On/BYO Licence
9A Maltby Avenue, Timaru "West End Bowling Club"	Club Licence
99 Douglas Street, Timaru "Timaru Town & Country Club"	Club Licence
45 Hassall Street, Timaru "Kia Toa Bowling Club"	Club Licence
Orari Back Road, Geraldine "Geraldine District Golf Club"	Club Licence
63 Wilson Street, Timaru "Timaru Bridge Club"	Club Licence
124 Domain Avenue, Temuka "Temuka Golf Club"	Club Licence
22 Gresham Street, Geraldine "Grande Vue Golf Club"	Club Licence
Ruakapuka Domain, George Street, Geraldine "Geraldine Rugby Football Club"	Club Licence
Timaru Airport, Falvey Road, Timaru "South Canterbury Aero Club"	Club Licence
87 Lynch Road, Levels, Timaru "Timaru Golf Club"	Club Licence
36 Oakwood Road, Hadlow, Timaru "Gleniti Golf Club"	Club Licence
22 Brunswick Street, Timaru "Timaru Squash Rackets Club"	Club Licence
Aorangi Park Pavilion, 70 Morgans Road, Timaru "Northern Hearts Association Football Club"	Club Licence
66 Quarry Road, Timaru "Old Boys Rugby Football Club"	Club Licence
Pleasant Point Domain, Main Road, Pleasant Point "Pleasant Point Rugby Football Club"	Club Licence
9 Browne Street, Timaru "Countdown - Browne Street"	Off Licence
Caroline Bay, Timaru "Sopheze on the Bay"	On Licence
1-53 Ranui Avenue, Timaru "Pak' n Save Timaru"	Off Licence
99 Douglas Street, Timaru "Timaru Town & Country Club"	Off Licence
Sheffield Street, Timaru "DB South Island Brewery"	Off Licence
51 Sophia Street, Timaru "The Sail & Anchor Tavern"	On Licence
130 King Street, Temuka "Temuka Returned Services and Citizens Club"	Club Licence
312-314 Otipua Road, Timaru "Benny's Again"	On Licence
310-324 Stafford Street, Timaru "Ballantynes"	On Licence
310-324 Stafford Street, Timaru "Ballantynes"	Off Licence
57 Elizabeth Street, Cave "Cave Arms Tavern"	On Licence
57 Elizabeth Street, Cave "Cave Arms Tavern"	Off Licence
133-135 Temuka-Orari Highway, Winchester "Wolseley Hotel"	On Licence
133-135 Temuka-Orari Highway, Winchester "Wolseley Hotel"	Off Licence
North Mole, Timaru "Timaru Yacht and Power Boat Club"	Club Licence
27 Benvenue Avenue, Timaru "Trust Aoraki Tennis Centre"	Club Licence
Caledonian Sports Grounds, Timaru "Timaru City AFC"	Club Licence
Wright Street, Geraldine "Geraldine Bowling Club"	Club Licence
44 Butlers Road, Pleasant Point "Pleasant Point Golf Club"	Club Licence
30 Queen Street, Pareora "Pareora Country Club"	Club Licence
West End Park - Wai-iti Road, Timaru "West End Amateur Football Club"	Club Licence
34 Church Street, Timaru "Timaru Harlequins Rugby Football Club"	Club Licence
Morris Lane, Pleasant Point "Pleasant Point Bowling Club"	Club Licence
Pleasant Point Domain, George Street, Pleasant Point 7903 "Pleasant Point Association Football Club"	Club Licence
35 Browne Street, Timaru "Warehouse Wholesale Liquor"	Off Licence
2 George Street, Timaru "The Speight's Ale House" , " Function Centre" and "Street Food Kitchen"	On Licence
132 Stafford Street, Timaru "Factory"	On Licence
145 Wai-iti Road, Timaru "New World Timaru"	Off Licence
136-138 Stafford Street "Royal Garden Chinese Restaurant"	On Licence
44-46 Stafford Street, Timaru "Punjab Indian Tandoori Restaurant"	On Licence
118 Le Cren Street, Timaru "Richard Pearse Tavern and Family Restaurant"	Off Licence
190 Stafford Street, Timaru "Sopheze Coffee Lounge and Catering"	Endorsed On/Caterers Licence
118 Le Cren Street, Timaru "Richard Pearse Tavern and Family Restaurant"	On Licence
249 King Street, Temuka "Tea Pot Inn"	On Licence

145 Wai-iti Road, Timaru "Henry's Beer, Wine & Spirits - Highfield"	Off Licence
2 Strathallan Street, Timaru "Steak@Customs House"	On Licence
68 The Bay Hill, Timaru "Little India"	On Licence
141 King Street, Temuka "Temuka Hotel"	On Licence
141 King Street, Temuka "Temuka Hotel"	Off Licence
40-42 Browne Street, Timaru "Thistle Association Football Club"	Club Licence
Phar Lap Raceway, State Highway One, Washdyke "Catering South Canterbury"	On Licence
61 Browne Street, Timaru "Celtic Rugby Football Club"	Club Licence
418 Falvey Road, Levels, Timaru "South Canterbury Car Club"	Club Licence
66 Stafford Street, Timaru "Carlton Hotel"	On Licence
8 Shaw Street, Timaru "Tornado Rod & Custom Club"	Club Licence
26 Cains Terrace, Timaru "Grosvenor Hotel"	On Licence
4A Elizabeth Place, Timaru "Zest Restaurant"	On Licence
84 Evans Street, Timaru "Golden Palace Chinese Restaurant"	On Licence
38 Waihi Terrace, Geraldine "Mundells Cafe"	On Licence
328 Church Street, Timaru "Speights Lounge - Alpine Energy Stadium"	Club Licence
Fergusson Drive, Temuka Domain, Temuka "Temuka Rugby Football Club"	Club Licence
36 Domain Avenue, Temuka "Temuka Bowling Club"	Club Licence
3 Gualter Road, Geraldine "Brewery Cafe"	Off Licence
3 Gualter Road, Geraldine "Brewery Cafe"	On Licence
22 Station Street, Timaru "The Station Cafe"	On Licence
70 Morgans Road, Timaru "Timaru Bowling Club"	Club Licence
50 King Street, Temuka "Empire Hotel"	On Licence
50 King Street, Temuka "Empire Hotel"	Off Licence
99-111 Evans Street, Timaru "Big Daddys Liquor"	Off Licence
56 Main North Road, Geraldine "Geraldine Orchard Farmshop and Cafe"	On Licence
29 Stafford Street, Timaru "Big Daddys Liquor"	Off Licence
148-154 Stafford Street, Timaru "The Oxford"	On Licence
4A Sefton Street, Timaru "Saikou Teppanyaki and Whiskey Bar"	On Licence
20 Ranui Avenue, Timaru "Timaru Indoor Bowls Association Stadium and Community Centre"	Club Licence
1 Orari Station Road, Orari "Cafe Mes Amis"	On Licence
2 George Street, Timaru "Dlish Catering"	Endorsed On/Caterers Licence
10 Bristol Road, Timaru "Kingsdown Manor"	On Licence
6 Rothwell Street, Timaru "South Canterbury Darts Association"	Club Licence
76F Talbot Street, Geraldine "The Country Cafe"	On Licence
161 Temuka-Orari Highway, Winchester "Mia Flora Cafe & Garden Centre @ Kavanagh House"	On Licence
16-22 Evans Street, Timaru "Comfort Hotel Benvenue"	On Licence
41 Talbot Street, Geraldine "Village Inn"	On Licence
41 Talbot Street, Geraldine "Village Inn"	Off Licence
16 George Street, Timaru "Naruwan Asian Cuisine Restaurant"	On Licence
44 Talbot Street, Geraldine "Q Foods"	On Licence
32 Arthur Street, Timaru "Starz Restaurant"	On Licence
1-53 Ranui Avenue, Timaru "Henry's Beer, Wine & Spirits - Northtown Mall"	Off Licence
4 Peel Street, Geraldine "The Running Duck"	On Licence
121 King Street, Temuka "The Jolly Potter"	On Licence
54-56 The Bay Hill, Timaru "Bay Hill Brewery Bar"	On Licence
924 Seadown Road, Timaru "The Shearers Quarters"	On Licence
134 King Street, Temuka 7920 "@ustin 92 Restaurant"	On Licence
55 Morgans Road, Glenwood, Timaru 7910 "Morgans Road Food Market"	Off Licence
1-9 Strathallan Street, Timaru "Ship Hop Brewing"	Off Licence
129 Stafford Street, Timaru "Hector Black's"	On Licence
54 Halstead Road, Pleasant Point "Pleasant Point District Squash Club"	Club Licence
842 Winchester-Geraldine Road, Geraldine 7930 "Stonebridge"	On Licence
	On Licence
93 Main Road, Pleasant Point 7903 "Pleasant Point Four Square"	Off Licence
31 Talbot Street, Geraldine "Geraldine Heritage Hotel"	On Licence
31 Talbot Street, Geraldine "Geraldine Heritage Hotel"	Off Licence
7 Talbot Street, Geraldine "Royal India Geraldine"	On Licence
2 Barnard Street, Timaru "The Queens Hotel"	On Licence
1202 Peel Forest Road, Geraldine 7992 "The Green Man @ Peel Forest"	On Licence
22 Dee Street, Timaru "Timaru Liquorland"	Off Licence
65 Oakwood Road, RD 4, Timaru "Quarry Rock Wines"	Endorsed Off/Remote Sellers Licence
399 Claremont Road, RD 4, Timaru "CannaCo Operations"	Endorsed Off/Remote Sellers Licence
4/9 Elizabeth Street, Timaru "The Bottle-O Seaview"	Off Licence
109 Sophia Street, Timaru 7910 "Bullock Restaurant and Bar"	On Licence
253 Beaconsfield Road, RD 2, Timaru 7972 "Harlau House Cafe"	On Licence
64 King Street, Temuka "Crown Hotel"	On Licence
64 King Street, Temuka "Super Liquor Temuka"	Off Licence
71 Talbot Street, Geraldine 7930 "Barkers Food Store and Eatery"	On Licence

7-11 Peel Street, Geraldine "Fresh Choice Geraldine"	Off Licence
185 King Street, Temuka "New World Temuka"	Off Licence
31 Konini Street, Timaru "Gleniti Cafe"	On Licence
303-305 Stafford Street, Timaru "Sukhothai Restaurant"	On Licence
45c Talbot Street, Geraldine "Cafe Verde"	On Licence
10 The Bay Hill, Timaru "The Hydro Bar"	On Licence
198 Hilton Highway, Washdyke, Timaru "Ascot Sportshouse & Eatery"	On Licence
64 The Bay Hill, Timaru "Cactus Fire"	On Licence
7 George Street, Timaru "Koji Teppanyaki & Grill"	On Licence
88 Evans Street, Timaru "Sushi &"	On Licence
3a Talbot Street, Geraldine "Humdinger Gin"	Endorsed Off/Remote Sellers Licence

Response ID ANON-NZ2K-29EJ-Y

Submitted to District Licensing Committee annual reports 2020
Submitted on 2020-07-24 09:00:17

Introduction**1 Please provide the name of your District Licensing Committee****Name:**

Timaru District Council

2 Please provide the name, email, and contact phone number of your Committee's Secretary**Name:**

Debbie Fortuin

Email:

debbie.fortuin@timdc.govt.nz

Contact phone number:

03-687 7200

3 Please name each of your licensing inspectors and provide their email and contact phone number**Licensing inspectors:**

Sharon Hoogenraad

Joy Edmond

Licences and managers' certificates**4 Licences 2019-2020**

In the 2019-2020 year, how many 'on licences' did your Committee issue?:

11

In the 2019-20 year, how many applications for 'on licences' did your Committee refuse?:

0

In the 2019-20 year, how many 'off licences' did your Committee issue?:

6

In the 2019-20 year, how many applications for 'off licences' did your Committee refuse?:

0

In the 2019-20 year, how many club licences did your Committee issue?:

0

In the 2019-20 year, how many applications for club licences did your Committee refuse?:

0

5 Manager's certificates 2019-2020

In the 2019-20 year, how many managers' certificates did your Committee issue?:

46

In the 2019-20 year, how many applications for managers' certificates did your Committee refuse?:

2

In the 2019-20 year, how many applications for managers' certificates were withdrawn?:

0

6 Licence renewals 2019-2020

In the 2019-20 year, how many licence renewals did your Committee issue?:

46

In the 2019-20 year, how many licence renewals did your Committee refuse?:

0

7 Please comment on any changes or trends in the Committee's workload in 2019-20**Workload:**

During lockdown only a hand full of applications were processed that were related to supermarket outlets

8 Please comment on any new initiatives the Committee has developed/adopted in 2019-2020**Initiatives:**

In response to the pandemic we have initiated a payment plan option

* Pls note, this submission is subject to amendment as it has yet to be adopted by Council which is set to occur on 22 September 2020

9 Has your Committee developed a Local Alcohol Policy?

Yes

Local Alcohol Policy**10 What stage is your Local Alcohol Policy at?**

Adopted

11 What effect do you consider your Local Alcohol Policy is having?**Local Alcohol Policy effect:**

Its effective in that it provides consistency in decision making and the way we apply enforcement action

Final comments**14 Please comment on the manner in which Covid-19 has impacted on DLC operations:****COVID-19:**

Created a large backlog of applications

15 Please comment on the ways in which you believe the Sale and Supply of Alcohol Act 2012 is achieving its object:**Sale and Supply of Alcohol Act 2012:**

By holding retailers and suppliers of alcohol accountable

Ensuring only people of good character are license holders

Reducing harm to consumers

7.3 Dog Control Annual Report 2019/2020

Author: Debbie Fortuin, Environmental Compliance Manager
Joanne Hamilton, Senior Animal Control Officer

Authoriser: Tracy Tierney, Group Manager Environmental Services

Recommendation

That the Dog Control Report 2019/2020 be adopted and that, as required by the Act, the report be publicly notified and forwarded to the Secretary for Local Government.

Purpose of Report

- 1 The purpose of this report is to inform Council of dog control activities during the period 1 July 2019 to 30 June 2020.

Assessment of Significance

- 2 This matter is not deemed significant under the Council's Significance and Engagement Policy.

Background

- 3 Section 10A of the Dog Control Act 1996 (the Act) requires that Timaru District Council (TDC) provides specific information to the Secretary for Local Government by way of an annual report each financial year (within one month of the Council adopting this report). This report is provided to satisfy that requirement.

Discussion

- 4 The dog control data provided in this report is similar to previous years in most respects with two notable changes:
 - 4.1 The number of infringements for failure to register dog increased by 56, or 38%.

This may indicate a complacency within the community around the requirements to register dogs. Animal Control Officers go to considerable lengths to encourage compliance prior to issuing infringements. Reminders letters are sent out then a visit to the property is undertaken with a notice left reminding them of the requirement to register their dog. If owners fail to register at that point an infringement is issued.
 - 4.2 The number of infringements for failure to comply with micro-chipping requirements increased by 119 infringements or 97%. This increase was due to an audit and follow up programme undertaken by the Animal Control Officers. Micro-chipping notices are sent out advising dog owners of the requirement to microchip their dog and a free micro-chipping clinic is offered to dog owners. Infringements are sent out after micro-chipping clinics have taken place and non-complying owners have not taken up the offer. The uptake of the free micro-chipping clinics saw a substantial increase from 80 during the previous financial year to 157. This was an encouraging result.
- 5 The report meets the reporting requirements of section 10A of the Act and it will be submitted to the Department of Internal Affairs (DIA) once adopted by Council. 6. The following dog control data relates to the 12 month period ending 30 June 2020.

6 Number of Registered Dogs in the District

Class	2018/19	2019/20
Working	1,225	1,292
Rural Pet	2,407	2,389
Pet	5,654	5,584
Disability Assist	4	6
Dangerous	15	16
Menacing	75	75
Total	9,380	9,362

7 Total Number of Disqualified Owners in the District

Period	2018/19	2019/20
Total	2	1

8 Number of Dogs Classified as Dangerous during the Reporting Year

Period	2018/19	2019/20
Total	6	1

9 Number of Dogs Classified as Menacing during the Reporting Year

Total Residing in District	2018/19	2019/20
Section 33C – Breed	4	3
Section 33A – Behaviour	13	13

10 Number of Infringement Notices Issued

Infringement	2018/19	2019/20
Failure to Register Dog	91	147
Dog Not Under Control / Dog Wandering	41	14
Dog in Prohibited Area	0	0
Failure to Comply with Micro-chipping Requirements	3	122
Failure to Advise of Change of Address	0	0
Failure to Advise of Change of Ownership	0	1
Non-Compliance with Fencing Order	0	2
Obstruction	1	1
Providing False Information	0	1
Failure to Comply with Classification	4	3
Fouling	0	0
No Leash	0	0
Failure to Comply with Bylaw (Excluding Prohibited Area)	19	8
Failure to Comply with Effects of Disqualification	1	0
Failure to Comply with Barking Abatement	1	0
Failure to Comply with Effects of Probationary Owner	1	0
Total	162	299
<i>* Note: The total number of infringement notices served excludes cancellations.</i>		

11 Number and Nature of Dog Related Service Requests Received

Service Request	2018/19	2019/20
Barking Dog	416	404
Dog Wandering	457	392
Dog Found	252	215
Dog Lost	284	263
Unregistered Dog	18	27
Microchip Appointment	80	157
Dog Attacking Animal	73	79
Dog Bylaw Breach (including Dogs in Prohibited Area and Off Lead)	36	62
Dog Adoption	92	64
Dog Rushing, Attacking & Biting Person	98	105
Dog Fouling	16	22
Total	1,822	1,790

12 Number of Prosecutions Undertaken

Prosecutions	2018/19	2019/20
Total	0	0

13 Total Number of Probationary Owners in the District

Period	2018/19	2019/20
Total	3	2

Options and Preferred Option

14 The provision of an annual report is a statutory requirement.

Consultation

15 No consultation was deemed necessary in respect of this report.

Relevant Legislation, Council Policy and Plans

16 The relevant legislation, Council policy and plans are:

- Dog Control Act 1996
- Timaru District Council Bylaw Chapter 6 - Control of Dogs
- Timaru District Council Policy Document - Dog Control.

Financial and Funding Implications

- There are no funding implications associated with this report.

Other Considerations

- There are not considered to be any other relevant issues.

Attachments

Nil

8 Consideration of Urgent Business Items

9 Consideration of Minor Nature Matters