



**Notice is given of a Planning and Regulations Committee Meeting to be held on:**

**Date: Tuesday, 2 July 2019**  
**Time: Following Asset and Services**  
**Location: Council Chambers Fairlie**

# **AGENDA**

## **Planning and Regulations Committee Meeting**

**2 July 2019**

**Suzette van Aswegen**  
**Chief Executive Officer**

**Planning and Regulations Committee Membership:**

Anne Munro (Chair)  
Russell Armstrong  
Stuart Barwood  
Chris Clarke  
Paul Hannagan  
James Leslie  
Mayor Graham Smith

\*\*\*\*\*

**The purpose of local government:**

(1) The purpose of local government is—

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

(2) In this Act, good-quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are—

- (a) efficient; and
- (b) effective; and
- (c) appropriate to present and anticipated future circumstances.

(Local Government Act 2002)

**Order Of Business**

**1 Opening ..... 5**

**2 Apologies ..... 5**

**3 Declarations Of Interest..... 5**

**4 Visitors..... 5**

**5 Reports ..... 6**

5.1 Minutes of Planning and Regulations Committee Meeting - 21 May 2019..... 6

5.2 Regulatory Manager Report..... 7

5.3 Civil Defence and Emergency Management Officers Report..... 9

**6 Public Excluded ..... 13**

6.1 Regulatory Manager Report - Public Excluded..... 13



- 1 OPENING**
- 2 APOLOGIES**
- 3 DECLARATIONS OF INTEREST**
- 4 VISITORS**

## **5 REPORTS**

### **5.1 MINUTES OF PLANNING AND REGULATIONS COMMITTEE MEETING - 21 MAY 2019**

**File Reference:** NA

**Author:** Charlotte Borrell, Governance Advisor

**Authoriser:** Paul Numan, General Manager Corporate Services

**Attachments:** Nil

#### **RECOMMENDATION**

That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 21 May 2019 be received and the recommendations therein be adopted.

**5.2 REGULATORY MANAGER REPORT**

**File Reference:** NA  
**Author:** Jan Spriggs, Regulatory manager  
**Authoriser:** Simon Mackenzie, General Manager Operations  
**Attachments:** Nil

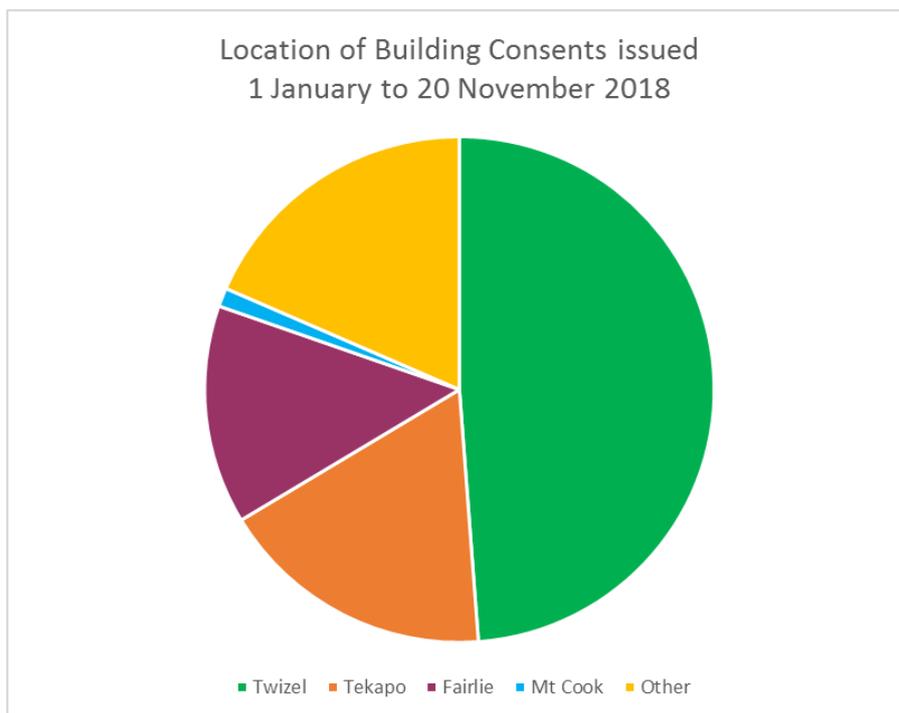
**STAFF RECOMMENDATIONS**  
 That the information be noted.

**BACKGROUND**

**Building Control**

With the loss of a Building Control Officer in Fairlie a trial is currently being undertaken for the completion of inspections east of Burkes Pass to happen 2 days per week – Tuesday and Thursday. Tekapo is similar distance to Twizel and Fairlie so they can book inspections as required.

The chart below shows the location of building consent applications which then flow on to the location of inspections. This shows approximately only 15% of building consents in the Fairlie area. While almost 75% are easily accessible from the Twizel office.



To assist with inspectors planning of workload the legal requirement of 24 hours clear notice for a building inspection has been implemented. In reality this mean booking an inspection on Tuesday for the Thursday etc.

Once the trial has concluded then a media release will be issued to inform the construction community of the changes. An evening for Fairlie builders will also be held in the near future for them to meet the inspectors and address any concerns.

**Responsible Camping**

MDC in conjunction with DOC have applied to MBIE for funding from the responsible camping fund 2019-2020.

The funding application is to providing funding for the following:

- Two Responsible Camping Ambassadors along with uniforms and vehicles for them, for 182 days of the summer season.
- Improved reflective signage using the international camping symbols to educate and direct campers to approved camping locations.
- Development of education materials in conjunction with partners eg Meridian, DOC with information of where they can camp, how to dispose of rubbish etc.
- Servicing and maintenance at camp sites

The application is for a total of \$273,736.48.

SUZETTE VAN ASWEGEN  
**CHIEF EXECUTIVE OFFICER**

**5.3 CIVIL DEFENCE AND EMERGENCY MANAGEMENT OFFICERS REPORT****File Reference:** CIV 1/1**Author:** Phill Mackay, Emergency Management Officer**Authoriser:** Paul Numan, General Manager Corporate Services**Attachments:** Nil**STAFF RECOMMENDATIONS**

That the information be noted.

**BACKGROUND**

The CDEM Act requires our Council to co-ordinate planning, programmes and activities related to civil defence emergency management across the “four R’s”:

**Reduction:** Identifying and analysing long-term risks to human life and property from hazards; taking steps to eliminate these risks if practicable, and, if not, reducing the magnitude of their impact and the likelihood of their occurring.

**Readiness:** Developing operational systems and capabilities before a civil defence emergency happens; including self-help and response programmes for the general public, and specific programmes for emergency services, lifeline utilities and other agencies.

**Response:** Actions taken immediately before, during or directly after a civil defence emergency to save lives and protect property, and to help communities recover.

**Recovery:** Recovery means *the co-ordinated efforts and processes used to bring about the immediate, medium-term, and long-term holistic regeneration and enhancement of a community following an emergency.* (CDEM Act). It includes actions taken immediately before, during or directly after a civil defence emergency to save lives and protect property, and to help communities recover.

Reporting on our CDEM work area is now structured in accordance with this overall format.

| Four 'R's   | Achievements for this reporting period   |
|---|--|
| <p><b>Reduction:</b></p> <p>The Interpretation of risk against hazards must be scientifically based and then communicated to the affected parties.</p> <p>This can be messaged by having up to date information on hazards available to the public and ensuring that our communities understand their risks.</p> <p>The District Plan has a role in risk reduction: it manages the impacts of natural hazards through land use and sub division controls.</p>   | <ul style="list-style-type: none"> <li>• The educational signs for lake side tsunami have now been made and the required permissions to install them have now been gained so this project is coming to an end.</li> </ul>  |
| <p><b>Readiness:</b></p> <p>There are two distinct but related aspects of readiness:</p> <ol style="list-style-type: none"> <li>1. Community readiness relates to individuals, families, businesses and communities to be prepared during and after an emergency – this can be achieved by public education, warning systems and community level response planning.</li> <li>2. Organisational readiness is the ability for council to have trained staff and systems in place to have a functioning EOC during the response phase. Also to have well established relationships with partner agencies with all parties having clear understanding of their roles in an emergency and having plans for it.</li> </ol> <p>Both community and organisational readiness are highly interdependent.</p> <p>Readiness activities are the foundation to having the capability and capacity for the successful response and recovery phases of the 4 R's.</p> | <ul style="list-style-type: none"> <li>• Staff continue to attend training courses as provided to enable them to work in the Emergency Operations Centre (EOC) during response.</li> <li>• Staff have conducted public meetings in Twizel, Tekapo and Fairlie to encourage the formation of a volunteer team to support the community response in the case of an event.</li> <li>• Additional R/T sets have been deployed into the community to assist with information gathering and also public messaging.</li> <li>• Work is progressing on the location of the alternative EOC.</li> <li>• Staff assisted with reviewing of external agency emergency action plans along with partner agencies.</li> <li>• Staff continue to engage with individuals and community groups relating to preparedness.</li> </ul> |

|  |   |
|--|---|
| <p><b>Response:</b></p> <p>These are the actions taken immediately prior to, during or immediately after an emergency to save lives and property and to help communities recover. The key role of the EOC is to coordinate the response by partner agencies by utilising the principles and processes of the CIMS structure.</p> <p>There is also the key deliverables by CDEM of the welfare function, and the public information management, including the management of community volunteers both CDEM trained and spontaneous.</p> | <ul style="list-style-type: none"> <li>• Staff attended the quarterly South Canterbury CDEM Coordinating Committee meeting.</li> <li>• Staff commented on the draft Coordinated Incident Management System (CIMS) document review.</li> </ul> |
| <p><b>Recovery:</b></p> <p>The role of the recovery function runs across all four R's of emergency management as it relates to the minimisation of the escalation of the emergency and then post event, manage the recovery across all four environments - social, built, economic and natural to allow the community to adjust to the "new normal".</p> <p>Reducing the future exposure to hazards or their associated risk should always be an element of recovery, which will then feed back into reduction.</p>                    | <ul style="list-style-type: none"> <li>• No action has been taken on this subject during this reporting period.</li> </ul>  |

**Other Upcoming Work**

1. Continue to recruit CDEM volunteers from Twizel, Tekapo and Fairlie to assist with key roles during a response.
2. Attend Canterbury Group CDEM meetings with key stakeholders.
3. Commence the training of new council staff for the roles within the EOC.

**Key Milestones**

Conducting the three community meetings to start the formation of a volunteer team to assist the community to respond to and recover from an emergency. The level of interest and support across the three communities was satisfying and a good base to start from. These teams will need support from council to keep them engaged and sustained on an ongoing basis.

Continued engagement with community groups especially attending the AGM of the South Canterbury Rural Support Trust who do a fantastic job of supporting the rural community in their time of need.

### **Recent Events**

There were no CDEM activations from either Mackenzie District Council or the Canterbury Group for this period.

With the onset of winter, this has already seen snow settling in Tekapo and Fairlie over Queens Birthday weekend, the snow created widespread power cuts across Allandale, Sherwood and the Burkes Pass areas but all areas had power restored by late that evening.

The Ministry of Civil Defence and Emergency Management briefly issued a tsunami warning for New Zealand on Sunday 16 June after a magnitude 7.0 earthquake near the Kermadec Islands, which was retracted 7 minutes later after additional scientific advice.

### **CONCLUSION**

In the period since the last report, work has continued on the review of our civil defence arrangements and preparedness, as well as ongoing monitoring of potential events and active liaison with partner agencies. Within the programme we continue to strengthen the EOC and communications networks. Further work on our local welfare obligations and building on processes and systems to deliver these to our communities and visitors was also undertaken. Staff will continue to provide reports to the Planning and Regulations Committee on progress in each of the four areas identified above.

SUZETTE VAN ASWEGEN

**CHIEF EXECUTIVE OFFICER**

**6 PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| <b>General subject of each matter to be considered</b>          | <b>Reason for passing this resolution in relation to each matter</b>  | <b>Ground(s) under section 48 for the passing of this resolution</b>  |
|---|---|---|
| <p><b>6.1 - Regulatory Manager Report - Public Excluded</b></p> | <p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p> | <p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p> |