



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

**Date: Tuesday, 27 August 2019**

**Time: Following Assets and Services**

**Location: Council Chambers Fairlie**

# **AGENDA**

## **Planning and Regulations Committee Meeting**

**27 August 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 - 2 July 2019.....6

5.2 Civil Defence and Emergency Management Officers Report.....7

5.3 Building Control.....12

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

6.1 Minutes of Public Excluded Planning and Regulations Committee Meeting - 2 July 2019.....13

6.2 Regulatory Manager Update .....13



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

## **5 REPORTS**

### **5.1 MINUTES OF PLANNING AND REGULATIONS COMMITTEE MEETING - 2 JULY 2019**

**File Reference:** NA

**Author:** Gisela Craig, Governance Advisor (Temp)

**Authoriser:** Darren Brown, Information and Engagement Manager

**Attachments:** Nil

#### **RECOMMENDATION**

That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 2 July 2019 be received and the recommendations therein be adopted.

**5.2 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**

1. That the information be noted.
2. That the Planning and Regulations Committee endorse the Community Response Teams.

**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 as outlined in the table below.

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 majority of the educational signs for lake side tsunami have now been installed, and a programme has been created for the ongoing maintenance of these signs.</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 additional public meetings in Twizel, Tekapo and Fairlie to formalise the formation of a volunteer team to support the community response in the case of an emergency event.</li> <li>• Staff continue to engage with individuals and community groups relating to preparedness.</li> <li>• Staff attended local, South Canterbury and Regional meetings with partner agencies in relation to CDEM matters.</li> <li>• Staff hosted Emergency Managers from Waimate and Waitaki Districts to discuss cross boundary issues and solutions.</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 were requested to attend and demonstrate some GIS applications that have been created in Mackenzie at a large multi-agency exercise being conducted by the Waimakariri District CDEM team. This was extremely beneficial to test our application and also to see other response teams at work.</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>• Staff attended a presentation and workshop hosted by Department of Prime Minister and Cabinet (DPMC) relating to financial assistance from central government during and post emergency events.</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. Continue the training of new council staff for the roles within the EOC.
4. Staff will participate in a regional workshop to create a submission on the National Guidelines for Hazard Risk Assessment
5. The Emergency Management Officer will attend a week long course to qualify as a member of the C10 team. This is a team of higher trained EOC staff members who can be deployed to assist other Territory Authorities when they activate their EOC's.

## **Key Milestones**

### ***Community Response Teams:***

All three communities have now committed to forming Community Response Teams, this includes the appointment of local team leaders who will manage and lead the teams both during 'peace time' and during an event with the assistance from the Emergency Manager. The Community Response Teams consist of community members including members of the previous Emergency Event Teams. Staff would like to acknowledge the excellent work that the Tekapo and Fairlie Emergency Event Teams have done in the past and their willingness to support this new initiative.

The Community Response Teams will be largely independent, with the support of the EMO. The Committee is asked to support and acknowledge the work of these teams.

The establishment of these teams is provided for within existing budget. Any additional funding requirements would be brought to this Committee for consideration.

### ***Tsunami Educational Signs:***

Staff have installed the majority of tsunami educational signs at the predetermined locations on the shores of Lakes Ohau, Pukaki and Tekapo. The installation of the remaining signs is dependent on the completion of the earthworks and development in Tekapo, including the Church of the Good Shepherd. This is a significant piece of work which contributes to our risk reduction strategies and has increased the public education with CDEM through our engagement programme.



*Tsunami educational sign at the Lake Pukaki viewing car park.*

***Albury AF8 and CDEM presentation:***

It was a pleasure to be invited by the Albury School and community to present the findings and planning in relation to the Alpine fault (AF8) and the work of CDEM in the Mackenzie District, regionally and nationally. The audience were very engaged and asked some relevant and thought provoking questions. This will hopefully lead to an increased level of preparedness and resilience in this community.

**Recent Events**

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

The weather continues to challenge us both locally and nationally with snow, tornadoes and severe lightening and hail storms featuring in the last few weeks. Burkes Pass (SH8) was closed overnight on the 10<sup>th</sup> of August due to snow while the Hakataramea and Mackenzie Passes were also impacted.

**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**

**5.3 BUILDING CONTROL**

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

**STAFF RECOMMENDATIONS**

That the information be noted.

**BACKGROUND****Builder Information Events on changes to Building control in MDC**

While recruitment is currently underway for a Principal Building Control Officer, we are also creating a database of the builders working across the MDC area. There are 43 Licensed Building Professionals (LBPs) in our region along with numerous non-local building companies working in the area.

A breakdown of the number of Licensed Building Professionals (Builders) registered throughout the MDC area are as follows:

- Twizel 25
- Tekapo 9
- Fairlie 9

Once the database is established, the MDC will host builder information events in both Fairlie and Twizel. This is an opportunity to introduce the building control team to the builders, including a newly recruited Principal Building Control Officer.

**Building Inspections East of Burkes Pass**

Building inspections for the area East of Burkes, are currently being completed two days per week (Tuesday and Thursday). Feedback to date has been positive. Additional building control support for the Fairlie community will be provided in the near future with an additional Building Control Officer being based in the Fairlie office at least one day per week. They will be able to provide support for building related enquiries.

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<p><b>6.1 - Minutes of Public Excluded Planning and Regulations Committee Meeting - 2 July 2019</b></p>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</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>
<p><b>6.2 - Regulatory Manager Update</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>