



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

Date: Tuesday, 20 November 2018

Time: Following Asset and Services

Location: Council Chambers

Fairlie

AGENDA

Planning and Regulations Committee Meeting

20 November 2018

**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)

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

5 REPORTS

5.1 MINUTES OF PLANNING AND REGULATIONS COMMITTEE MEETING - 9 OCTOBER 2018

File Reference: PAD

Author: Arlene Goss, Committee Administrator (Temp)

Authoriser: Toni Morrison, Group Manager Projects and Administration

Attachments: 1. Minutes of Planning and Regulations Committee Meeting - 9 October 2018

RECOMMENDATION

1. That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 9 October 2018 be received and adopted as a true and accurate record of the meeting.



MINUTES

Planning and Regulations Committee Meeting

9 October 2018

**MINUTES OF MACKENZIE DISTRICT COUNCIL
PLANNING AND REGULATIONS COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 9 OCTOBER 2018 AT 12.00PM FOLLOWING ASSET AND SERVICES**

PRESENT: Cr Anne Munro (Chairperson), Cr Russell Armstrong, Cr Stuart Barwood, Cr Paul Hannagan, Cr James Leslie, Mayor Graham Smith.

IN ATTENDANCE: Suzette van Aswegen (Chief Executive), Toni Morrison (Group Manager Projects and Administration), Phill Mackay (Emergency Management Officer), Katherine Hill (Senior Policy Planner), Bruce Mincham (Member of Audit and Risk Committee), Arlene Goss (Committee Administrator), one member of the media.

1 OPENING

The chairperson declared the meeting open.

2 APOLOGIES

Apologies were received from Cr Chris Clarke and Group Manager Regulations, Karina Morrow.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 VISITORS

There were no visitors.

5 REPORTS

5.1 MINUTES OF PLANNING AND REGULATIONS COMMITTEE MEETING - 28 AUGUST 2018

The chief executive read out an email from Karina Morrow updating the committee on the IANZ Audit.

COMMITTEE RESOLUTION PRC/2018/59

Moved: Mayor Graham Smith

Seconded: Cr Stuart Barwood

1. That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 28 August 2018 be received and adopted as a true and accurate record of the meeting.

CARRIED

5.2 GROUP MANAGER REGULATIONS REPORT

Discussion of the report included the following matters:

- No date yet for the Plan Change 18 hearing.

- The chairperson said she was conscious that the District Plan Review needed to happen.
- The chairperson commended staff on the vast improvement in the number of consents processed within the statutory timeframes.
- The Mayor asked for a full report on progress from the Mackenzie Alignment group. The chief executive said the current focus was on work streams. One stream was looking into a drylands park. Council now had a seat at the table and Karina Morrow had attended her first meeting on this. Noted that Council would like to be kept up to speed on this work.

5.3 DOG CONTROL PRACTICES AND POLICIES REPORT FOR THE 2017/18 FINANCIAL YEAR

This report was for the committee to receive and endorse the Mackenzie District Council Dog Control Policy and Practices Report (Report) for the 2016/17 financial year, under Section 10A of the Dog Control Act 1996.

Cr Hannagan asked for advertising to be included on Facebook, and in the Fairlie Accessible and the Twizel Update. This was agreed.

COMMITTEE RESOLUTION PRC/2018/60

Moved: Cr James Leslie

Seconded: Cr Paul Hannagan

1. That the report be received.

CARRIED

COMMITTEE RESOLUTION PRC/2018/61

Moved: Cr James Leslie

Seconded: Cr Paul Hannagan

2. That, pursuant to Section 10A of the Dog Control Act 1999, the Mackenzie District Council Dog Control Policy and Practices Report be received and endorsed.

CARRIED

COMMITTEE RESOLUTION PRC/2018/62

Moved: Cr Paul Hannagan

Seconded: Cr Stuart Barwood

3. That public notice of the Dog Control Policy and Practices Report be given by means of a notice published in one daily newspaper circulating in the district.

CARRIED

COMMITTEE RESOLUTION PRC/2018/63

Moved: Cr Paul Hannagan

Seconded: Cr Stuart Barwood

4. That a copy of the Dog Control Policy and Practices Report be sent to the Secretary for Local Government.

CARRIED**5.4 ANNUAL REPORT TO ALCOHOL REGULATORY AND LICENSING AUTHORITY FOR 2017/18 YEAR**

This report was to provide to the committee with the Annual Report to the Alcohol Regulatory and Licensing Authority (ARLA) for 2017/18. The Mayor said the licencing authority worked very well. Both he and Cr Clarke attended these meetings, and it was a very smooth process.

COMMITTEE RESOLUTION PRC/2018/64

Moved: Cr Paul Hannagan

Seconded: Cr Russell Armstrong

1. That the report be received.

CARRIED**COMMITTEE RESOLUTION PRC/2018/65**

Moved: Cr Paul Hannagan

Seconded: Cr Russell Armstrong

2. That the Planning and Regulatory Committee notes the Annual Report to the Alcohol Regulatory and Licensing Authority (ARLA) for 2017/18.

CARRIED**5.5 CIVIL DEFENCE AND EMERGENCY MANAGEMENT OFFICERS REPORT**

Emergency Management Officer Phill Mackay said a key milestone for his role was a AF8 presentation (Alpine Fault 8) held recently at the council. This had a large number of people attending, 50 for the morning session. One of the things Mr Mackay took from this event was an awareness that some people still had the mistaken view that Civil Defence had an army, and would be able to feed and house workers etc. He noted that this should be part of the business continuity plan for any business. Also raised was the important issue of a shortage of diesel that would occur in an emergency situation. He was working on these issues with relevant stakeholders.

5.6 COMMUNITY RESILIENCE PLAN - LAKE TEKAPO

Phill MacKay said this plan was currently with the emergency services for review. Verbal feedback had been positive so far. If they endorsed it, he would take to the community board and then it would be rolled out. The chair confirmed that the committee did not need to formally adopt the plan prior to it being released.

Toni Morrison said she was investigating the cost of rolling the plan out, including the cost of possibly printing it and putting it into letterboxes.

Discussion took place on the community lead role and what would happen if that person was away on holiday or not available. Mr Mackay was working on this and hoping to identify others able to take on this role.

5.7 GOVERNMENT RESPONSE TO THE TECHNICAL ADVISORY GROUP'S RECOMMENDATIONS ON BETTER RESPONSES TO NATURAL DISASTERS

This report was presented for the information of the committee. Toni Morrison said the Minister had decided the delivery of civil defence must change. She had attempted to summarise this in her cover report. She would continue to liaise with CDEM Group over the process as it developed. There would still be a local element to civil defence, but it was uncertain what form this would take.

The Mayor said the Mayoral Forum had endorsed the idea of civil defence fly-in teams, as long as they worked with the local civil defence coordinator.

6 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION PRC/2018/66

Moved: Cr Russell Armstrong

Seconded: Cr Paul Hannagan

RECOMDMENDATION

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
6.1 - Minutes of Public Excluded Planning and Regulations Committee Meeting - 28 August 2018	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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

CARRIED

COMMITTEE RESOLUTION PRC/2018/67

Moved: Cr Russell Armstrong

Seconded: Cr James Leslie

That Council moves out of Closed Council into Open Council.

CARRIED**The Meeting closed at 12.22pm.****The minutes of this meeting were confirmed at the Planning and Regulations Committee Meeting held on 20 November 2018.**

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CHAIRPERSON

5.2 GROUP MANAGER REGULATIONS ACTIVITY REPORT**File Reference:** Reg**Author:** Karina Morrow, Group Manager Regulations**Authoriser:** Suzette van Aswegen, Chief Executive Officer**Attachments:** Nil**STAFF RECOMMENDATIONS**

That the information be noted.

BACKGROUND

The purpose of this report is to provide an update to the Committee on areas of recent activity in the Planning and Regulations area.

Building Consents	2017 (YTD)	2018 (YTD)
Granted building consents for the year to date	326	316
Compliance with statutory timeframes	90.49%	97.78%
Value of building work	\$50,054,783	\$67,624,864
Inspections completed	1,891	2,791

Land Information Memoranda (LIMs)	2017 (YTD)	2018 (YTD)
LIMs issued	34	14
Compliance with statutory timeframes	100%	100%

Resource consents	2017 (YTD)	2018 (YTD)
Received resource consents for the financial year to date	79	86
Compliance with statutory timeframes	79.59%	94.34%

PLANNING**Resource consents**

The number of resource consents received year to date are 6.36% up on the same period last year but there is a significant increase percentage of consents processed within statutory timeframes (from 79.59% to 94.34%).

District Plan Review

Plan Change 19 is scheduled for hearing commencing 28th November 2018. Hearings commissioners Darryl Miller (RM Group) and Councillor Chris Clarke have been appointed to hear the plan change and make a recommendation to Council regarding the decision.

There is still no date as yet for Plan Change 18, due in part to uncertainty in terms of work being done by central government. The Ministry for the Environment (The Ministry) released the *Report of the Biodiversity Collaborative Group*, which includes a draft NPS, on 25th October 2018. Government is considering the recommendations and will commence preparation of an NPS for public consultation based on the Collaborative Group Recommendations. Central Government has also announced a refresh of the New Zealand Biodiversity Strategy that will set overarching goals and priorities. The new NPS will be developed in the context of the Strategy. The development of the NPS for Biodiversity has the potential to impact on Plan Change 18 and how we proceed. Council staff are working closely with the Ministry with a view to progressing the plan change in the most appropriate way.

The timing of the next stage of the District Plan review has not be finalised yet, however there are some clear priorities emerging and we are actively working on a plan to progress the review, starting with a review of the work done in 2016. Staff are also considering how to resource the District Plan Review and are considering using in-house resources primarily with consultant support where required. Staff will report to the Committee in early in 2019 to seek a resolution as to the way forward.

Mackenzie Alignment Programme

- The Mackenzie Basin Steering Committee (MBSC) continues to meet on a fortnightly basis to drive the various work programmes underway. The MBSC have recently appointed a full time project manager (jointly funded by ECAN, LINZ and DOC) and a part time project coordinator (funded by DOC).
- The officer level group has finalised the terms of reference with the focus being on sharing of information and expertise between the partner agencies. The group has been meeting regularly with staff from the five agencies sharing information around current consents etc.;
- A website is being developed as a single source of information for the public and landowners. This will include current news and information, information around consent requirements for farmers, and progress of the Mackenzie Alignment workstreams;
- The brief for the RMA plan alignment work has been finalised. The scope is a High Level Alignment and Gap Analysis of the Planning Framework for Mackenzie Basin (Regional policy statements/plans and District Plans), focusing on the following:
 - Land use change (including dairying, forestry, earthworks and new dwellings)
 - Outstanding landscape
 - Biodiversity
 - Geodiversity
 - Wahi tapu and other sites of cultural significance
 - Water quality

Planning Standards

Still no feedback from the Ministry since submissions on the National Planning Standards being proposed by Central Government closed late August. As indicated previously these standards have the potential to significantly impact the District Plan review process by imposing specific requirements on Territorial Authorities in terms of zoning, format of plans and definitions. It is as yet unclear what the new standards will look like after the submissions have been considered but whatever the outcome they will be a factor in the review of the District Plan. They were originally due to be released in April 2019 and we have not received any advice to the contrary as yet.

Compliance Monitoring

Planning staff have been undertaking monitoring of consents for the last three months where time permits. Systems and processes have been developed and the planning team will be meeting to discuss and further refine process with lessons learned in mind.

Regulatory Bylaws and Policies

Applications have been received for five mobile trader permits at the new site in Tekapo. At this stage the site is limited to six after which no further permits will be issued.

We are aware that some mobile trader permits for the Twizel site have expired and we will be following up with those operators.

BUILDING**Building Consent Authority Audit**

IANZ have confirmed the continuation of accreditation following the June 2018 routine assessment on the condition of a special assessment in January to satisfy GNC12 (compliance schedules). The next audit will take place in Jun/July 2020.

Building Inspections

Inspections have increased considerably over the past few months as a result in significant increases in building activity in both Tekapo and Twizel. 900 more inspections have been carried out to date compared to the same time last year.

Inspections are currently booked 5 days ahead in the Twizel area and 2-3 days ahead in the Fairlie/Tekapo area.

Staff are keeping a watching brief on inspection numbers and booking times, and where necessary extra resourcing is being used on a casual basis. This situation will continue to be monitored as we go through this busy time and options as to resourcing will be further considered.

Earthquake Prone Buildings Programme

A list of pre 1976 (commercial) buildings in the Aoraki/Mount Cook village (High Risk seismic area) has been sourced. This will be reviewed in December 2018/January 2019 with a desk top assessment

and/or site visit by the building team to determine if any EQ prone buildings exist in the village. In terms of high priority buildings in the Mt Cook area there has been three identified being the school and St Johns buildings, but further assessment is required to confirm if they are EQ prone.

Staff Changes

Craig Rogerson will join Council on 26 November as the new building inspector for Fairlie and Tekapo, replacing Felipe Silva-Valdes who finished with Council on the 8 November. Craig is originally from Scotland but his in-laws reside in Fairlie. He is looking forward to relocating his wife and young daughter from Christchurch to the Mackenzie.

REGULATORY

Animal Control

Dog registrations as at 8 November 2018 are at 1726 compared to 1713 registered dogs in 2017. 56 dogs remain unregistered at the time of writing. Staff have sent a final notice to all owners of unregistered dogs advising them of their obligation to register their animals and that fines may be imposed if this is not done.

For those recidivist owners (owners who have not registered their dogs for two years or more) staff have advised that if their dogs are not registered forthwith that an Animal Control Officer will visit the property and that fines may be imposed, or their dogs may be ceased. The Group Manager Regulations considers that low tolerance should be given to those owners who fail to register their dogs year on year and that a proactive approach should be taken to achieve registration of all dogs in the District.

Abandoned Vehicles

The following abandoned vehicles have been collected by Council in the past 12 months and were subsequently sold through a public tender process after two public notices were published:

Peugeot - PD1652	\$110.00
Nissan Mistral - AWW837	\$300.00
Toyota Corolla - CKY162	\$80.00
Honda Odyssey - GNP385	\$80.00
Nissan Presea - CJA168	\$80.00
Mazda Familia - AKT140	\$80.00
Toyota Corona - TO6837	\$80.00
Nissan Primera - FPN709	\$80.00
Caravan- Homebulit	\$1650.00

The vehicles are currently being collected by the successful tenderers.

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:** Toni Morrison, Group Manager Projects and Administration**Attachments:** Nil**STAFF RECOMMENDATIONS**

That the information be noted.

BACKGROUND

As noted in the report to the previous Committee meeting, 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 Rs	Achievements for this reporting period
Reduction	<ul style="list-style-type: none">• The Lake Tekapo Resilience Plan received positive feedback from the Community Board and other stakeholders – currently awaiting quotes from printers with the intention of distribution prior to Christmas.• Additional links have been added to the CDEM page on the Council website relating to resilience.• Still awaiting advice on the correct wording and size of tsunami warning signs for the Mackenzie lakes.

Readiness (two distinct but related aspects of readiness: community readiness and organisational readiness)	<ul style="list-style-type: none"> Continued to publish CDEM articles in local publications during this period. These consisted of advertising around the National <i>Shake Out</i> earthquake drill and an article on the contribution that Sandra McCarthy made in Tekapo forming an Emergency Event Team. Delivered another joint presentation with FENZ to accommodation providers in Aoraki/ Mt Cook. Attended numerous meetings with partner agencies throughout South Canterbury. Participated in the last workshop relating to AF8. This has now provided the information to enable us to start creating an Initial Action Plan for the Mackenzie District for the first 72 hours. Met with the Twizel Emergency Services Committee to discuss CDEM issues and also to start planning the creation of the Twizel Resilience Plan.
Response	<ul style="list-style-type: none"> Six staff attended a two day EOC training course in Timaru. Eleven staff participated in a two hour EOC training session. Viv Blair (welfare manager), myself and other key community members attended a day long workshop on the realities of welfare in South Canterbury during a CDEM response, organised by the Group welfare manager from Christchurch. Staff attended public information management training with other Councils in Oamaru.
Recovery	<ul style="list-style-type: none"> Started to plan for the Recovery function. This will include identification of key staff.

The focus for the next 2 to 6 months will be the creation of an Initial Action Plan for the AF8 impacting on the Mackenzie District, continuing to review and interpret the implications of the Governments response to the TAG review and considering a submission to the National Disaster Resilience Strategy.

Other Upcoming Work/Events

- Travel to Waimakariri DC to demonstrate the ArcGIS reporting system for the EOC that Jana Kaeppler has created and to review the systems that Waimakariri have implemented for CDEM.
- Attend a Welfare Coordinating Group meeting in Christchurch and also the Canterbury Lifeline Utilities Group meeting.
- Create and participate in a day long EOC exercise here in Mackenzie.
- Attend a Recovery symposium hosted by CCC and University of Canterbury.

Key Milestones

The joint presentation by Fire and Emergency NZ and myself to accommodation providers at Aoraki/ Mt Cook created great conversation around the risks with living and holidaying in Aoraki/ Mt Cook, and some of the preplanning that can be completed by all parties.

The South Canterbury wide welfare workshop and exercise incorporating all agencies and community groups from around the region created some great networking opportunities, and also identified areas of additional work needed to meet all the welfare requirements to the community during an event.

Recent Events

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

On Tuesday 30th October there was a large earthquake located 25km south-west of Taumarunui measuring 6.2. While it was 207km deep, it still generated considerable shaking throughout central New Zealand with reports of it being felt from Christchurch , Blenheim, Nelson and Wellington.

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