



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

Date: Thursday, 28 February 2019
Time: Following Asset and Services
Location: Council Chambers
Fairlie

AGENDA

Planning and Regulations Committee Meeting

28 February 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)

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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 - 20 NOVEMBER 2018

File Reference: PAD

Author: Charlotte Borrell, Committee Administrator

Authoriser: Toni Morrison, Group Manager Projects and Administration

Attachments: 1. Minutes of Planning and Regulations Committee Meeting - 20
November 2018

RECOMMENDATION

1. That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 20 November 2018 be received and adopted as a true and accurate record of the meeting.



MINUTES

Planning and Regulations Committee Meeting

20 November 2018

**MINUTES OF MACKENZIE DISTRICT COUNCIL
PLANNING AND REGULATIONS COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 20 NOVEMBER 2018 FOLLOWING THE ASSET AND SERVICES MEETING**

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

IN ATTENDANCE: Suzette van Aswegen (Chief Executive), Toni Morrison (Group Manager Projects and Administration), Karina Morrow (Group Manager Regulations), Arlene Goss (Committee Administrator)

1 OPENING

The chairperson opened the meeting.

2 APOLOGIES

An apology was received from Emergency Management Officer Phill MacKay.

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 - 9 OCTOBER 2018

COMMITTEE RESOLUTION PRC/2018/68

Moved: Cr Paul Hannagan

Seconded: Cr Russell Armstrong

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.

CARRIED

5.2 GROUP MANAGER REGULATIONS ACTIVITY REPORT

Cr Leslie congratulated the planning department on improvements in their statistics for the year to date. The chairperson also noted the significant increase in the number of building consent inspections that had been carried out.

Group Manager Regulations Karina Morrow said the increase was managed using a contractor.

Regarding dog registrations, she said she planned to target people who failed to register their dogs year after year. They had been sent final notices and would be visited by officers.

All the abandoned vehicles were sold through a tender process.

Mackenzie Alignment group update – Mrs Morrow said from her point of view the group was working well. One of the priorities was to align planning rules, and this work was underway. It would be interesting to see how the gaps in planning rules between councils would be addressed.

The Mayor asked about earthquake-prone buildings in the district. The first area of buildings being addressed was Mount Cook Village, because it was most at risk. There was unlikely to be any unreinforced masonry buildings in Twizel, but Fairlie had many of these at-risk buildings. Extra resourcing may be required to address this issue.

5.3 CIVIL DEFENCE AND EMERGENCY MANAGEMENT OFFICERS REPORT

Group manager Projects and Administration Toni Morrison said there would be another test of the emergency text system on Sunday 25th November. Cr Hannagan said he attended a meeting that Mr Mackay ran in Twizel for emergency services and Mr Mackay was doing a fantastic job. They were planning to run an exercise with school children involved. This would simulate an earthquake on the Alpine Fault.

6 PUBLIC EXCLUDED GENERAL BUSINESS

COMMITTEE RESOLUTION PRC/0001/69

Moved: Cr Stuart Barwood

Seconded: Cr James Leslie

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 – General Business	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/0001/71

Moved: Cr Chris Clarke

Seconded: Cr Russell Armstrong

That committee moves out of closed meeting into open meeting.

CARRIED

The Meeting closed at 1.22pm.

The minutes of this meeting were confirmed at the Planning and Regulations Committee Meeting held on 15 January 2019.

.....

CHAIRPERSON

5.2 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

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
Reduction:	<ul style="list-style-type: none">• Work has progressed on the programme of installing tsunami risk public advice signage adjacent to some of our lakes. The final wording for the tsunami signs are now at the graphic designers to create a mock up for the final approval.• I have been working with staff from The Hermitage to identify opportunities for them to assist the Aoraki/ Mt Cook village during an emergency.

Readiness:	<ul style="list-style-type: none"> • Council continues to publish CDEM articles in local publications. During this period these consisted of an explanation of the Emergency Mobile Alert (EMA) system, personal preparedness over the Christmas period, and more recently an acknowledgement of the Nelson fire and resultant evacuations. • I continue to attend numerous meetings with partner agencies throughout South Canterbury. This relationship building and maintenance is a key part of readiness. • We provided written responses via the Canterbury CDEM group office to proposals and solutions to the Emergency Management System (these are the action points from the government's TAG review). • Staff met with the Twizel Emergency Services Committee to present and review the draft Twizel Resilience plan. • I conducted the inaugural meeting of the Local Welfare Committee. Welfare is one of our key identified priorities of work for this year so this was a timely and very positive step.
Response:	<ul style="list-style-type: none"> • I liaised with Community Public Health to discuss health requirements prior to opening a Civil Defence Centre (CDC or welfare centre). • I organised and ran an EOC exercise with all EOC staff, reflecting an earthquake. • The CDEM R/T's out in the community were tested, and additional information provided to relevant community members on their use. • Staff created initial messages that could be broadcast immediately following an emergency. • The EOC was set up over the Christmas break, in preparedness.
Recovery:	<ul style="list-style-type: none"> • I attended a 2 day symposium hosted by Christchurch City Council and Canterbury University relating to the recovery of Christchurch post the earthquakes. • Due to work load commitments the planning for this work stream will be deferred until later in the year.

Annual work programme

With this being the first meeting of the year, I wanted to take this opportunity to message my priorities for the upcoming year.

- Operations

- That the EOC is equipped and staffed to a competent level including an alternate site.
 - Work continues on a district wide AF8 plan
- Welfare
 - That we have a functioning Local Welfare Committee
 - That we have identified potential welfare Civil Defence Centres and the appropriate resources required to activate them.
- Volunteers
 - That we have identified and trained volunteers to fulfil the welfare function.
 - That we have identified and trained volunteers for generic civil defence roles
 - That we have identified and trained volunteers for working in the EOC.
- Recovery
 - Identify and provide training to a Recovery manager
 - Understand and identify what recovery looks like in the Mackenzie.
- Community education
 - That members of the community understand the hazards within the district and how they can prepare themselves and their businesses to be more resilient.

Other Upcoming Work

Key activities over the coming month include:

- Attending a presentation in Waimakariri from the Privacy Commissioner relating to privacy during an emergency.
- Finalising and distributing the Twizel Community Resilience Plan.
- Attendance at meetings across the district and regional meetings relating to CDEM.

With the upcoming uncertainty I will be redirecting some of my energies into organisational preparedness and resilience.

Key Milestones

Another successful EOC training was conducted and the systems and processes are now starting to be embedded by all staff. This has created a positive environment within the EOC giving the staff the confidence to respond to any emergency.

The creation of the Local Welfare Committee is a significant step towards ensuring the welfare of all people and animals impacted by an emergency within the Mackenzie District. This group will provide information and solutions to the welfare manager during a response and also will conduct some work in the readiness function as well by attending quarterly meetings.

Recent Events

There were no CDEM activations from the Mackenzie District Council in the period. However the Waimate District Council activated their EOC in relation to the risk of flooding throughout the district especially the Pareora huts on Sunday 25th November. This did not result in a declaration.

Nelson Tasman CDEM group declared a state of emergency at 0800 7 February in response to the fire starting in Pigeon valley the previous day, resulting at its height in the evacuation of the Wakefield township totalling over 2500 people. The welfare component of both residents and animals has been a huge task and is still ongoing.

The Canterbury CDEM Group have contributed numerous staff to work in the EOC and response teams have also deployed to help on the ground. Some of our staff from Mackenzie have put names forward for deployment, but currently no one has deployed. I would like to commend these staff for making themselves available and feel pleased that Mackenzie is able to offer support to assist in other response efforts.

As of 15 February the Mackenzie basin is under a total fire ban and the entire coastal part of South Canterbury is in a restricted fire season. This means a permit is required prior to lighting a fire in the open.

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 MAYORAL EMERGENCY RELIEF FUND POLICY AND PROCEDURES**File Reference:** CIV**Author:** Katherine Hill, Senior Corporate Planner
Phill Mackay, Emergency Management Officer**Authoriser:** Toni Morrison, Group Manager Projects and Administration

Attachments:

1. **Mayoral Emergency Relief Fund Policy** [!\[\]\(8d0f0e0fe25b320c33272c52aec1fbca_img.jpg\)](#) [!\[\]\(c1e4487e48462435243c9e117557e045_img.jpg\)](#)
2. **Mayoral Emergency Relief Fund Process Flowchart** [!\[\]\(8823fcf8e90563a144be0b7cea058423_img.jpg\)](#) [!\[\]\(38006c13f313e4b0b98e8b2a7226a5e4_img.jpg\)](#)
3. **Mayoral Emergency Relief Fund Fact Sheet** [!\[\]\(595a15aafd07edeab1c6610af4a59852_img.jpg\)](#) [!\[\]\(1e08df403f10e7d8b1ad99531560691e_img.jpg\)](#)
4. **Mayoral Emergency Relief Fund Application Form** [!\[\]\(41c5e00e78da40d8550fc6bf217cebde_img.jpg\)](#) [!\[\]\(9c4615fb16380549470a58dd185b159b_img.jpg\)](#)
5. **Media Release - Call for Donations to the Mayoral Emergency Relief Fund** [!\[\]\(3ce62345ceff016cd81b8d43e2991d29_img.jpg\)](#) [!\[\]\(dd678913c37533450803b1c43d043de7_img.jpg\)](#)
6. **Media Release - Applications to the Mayoral Emergency Relief Fund** [!\[\]\(b4d0afa90661a9ff4fe3f44a147e6c1a_img.jpg\)](#)
7. **Mayoral Emergency Relief Fund Deciding Committee Information Sheet** [!\[\]\(0460462690d856d2e2556a1c8c33f4ef_img.jpg\)](#) [!\[\]\(32deb586898928d590640151ac2a9149_img.jpg\)](#)

Council Role:

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☐ **Executive** The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

For Council to endorse the Mayoral Emergency Relief Fund Policy.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Committee endorse the Mayoral Emergency Relief Fund Policy.

BACKGROUND

The attached Mayoral Emergency Relief Fund Policy has been developed to ensure that appropriate processes are in place should an emergency event occur and Council receive offers of donated goods or money.

The Policy sets out guidelines and eligibility criteria for the distribution of donated funds to those individuals or families experiencing emotional and financial stress as a result of the event.

The fund, which can be opened by the Mayor or Civil Defence Local Controller, provides financial support to the residents and ratepayers of the Mackenzie District who have been affected by the emergency event by offering a one-off hardship grant for damage or hardship incurred as a result of the emergency event.

The fund can be opened for a range of emergencies from localised events to district wide emergency events, and does not require there to have been a declaration. Distribution of donated funds will be considered by a deciding committee to be appointed by the Mayor and consist of:

- The Mayor or his delegate;
- A Councillor or community board member; and
- A community representative.

Following workshopping the draft Policy with Council last year, staff have developed supporting documents and processes to assist staff should the fund be opened. These supporting documents which are attached to the paper include:

- Mayoral Emergency Relief Fund Process Flowchart;
- Mayoral Emergency Relief Fund Process Fact Sheet;
- Mayoral Emergency Relief Fund Process Application Form;
- Draft media release calling for donations to the Fund;
- Draft media release calling for applications to the fund;
- Information sheet for the members of the deciding committee.

This draft documents can be altered to be specific to the emergency event for which the fund is opened.

POLICY STATUS

Council has no existing policy relating to this matter.

SIGNIFICANCE OF DECISION

This matter is not considered to be significant in accordance with the Significance and Engagement Policy.

OPTIONS

The Committee has the following options available:

1. The Committee endorse the Mayoral Emergency Relief Fund Policy; or
2. The Committee seek changes to the Mayoral Emergency Relief Fund Policy and endorse the Policy subject to those changes; or
3. The Committee decline to endorse the Mayoral Emergency Relief Fund Policy.

CONSIDERATIONS**Legal**

N/A

Financial

There are no financial implications to this matter. The fund will exist solely as a means of receiving donations, and distributing these to community members in need following an emergency event.

Other

N/A

CONCLUSION

The Mayoral Emergency Relief Fund Policy and supporting documents have been developed to create a framework to receive and distribute donated funds and identifies any potential risk to Council when operating an emergency relief fund.

This Policy and associated documents set out guidelines and eligibility criteria for the distribution of donated funds to those individuals or families experiencing emotional and financial stress as a result of an emergency event.

The Committee is asked to endorse this Policy.

SUZETTE VAN ASWEGEN

CHIEF EXECUTIVE OFFICER



Mackenzie District Council

Mayoral Emergency Relief Fund Policy

[Date]

“Fostering Our Community”

MACKENZIE DISTRICT COUNCIL

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Purpose

The purpose of this policy is to provide guidance on how the Mackenzie District Council Mayoral Relief Fund (the fund) will be managed and funds distributed.

The fund has been established to accept monetary donations from people/organisations who wish to offer financial support in the wake of an emergency event (including severe or adverse weather events) and will be opened at the discretion of the Mayor and/or Local Civil Defence Controller to assist Mackenzie District residents or ratepayers adversely affected by emergency events.

The fund offers a one-off hardship grant to affected residents or ratepayers for damage or hardship incurred as a result of an emergency event (including severe or adverse weather).

It is intended that these grants go some way towards helping to alleviate the emotional and financial stress experienced by individuals and families due to emergency events.

Policy

1. Eligibility

- 1.1. The fund is available to Mackenzie District residents and/or ratepayers who have suffered personal financial or emotional hardship as a result of an emergency event for which the fund was opened by the Mayor and/or Controller. Such an emergency event does not require there to have been a declared state of emergency.
- 1.2. In order to be eligible for the grant:
 - 1.2.1. Applicants must, at the time of their application, be experiencing hardship (financial or emotional) as a result of an emergency event from which applications are invited;
 - 1.2.2. Priority will be given to those who were a resident (owner/occupier or occupier) or ratepayer in Mackenzie District at the time of the event; and
 - 1.2.3. Notwithstanding 1.2.2, where exceptional circumstances apply, other applications may be considered at the discretion of the deciding committee.
 - 1.2.4. Applicants should not be eligible for funding assistance from any other source for the same item/s. (The applicant may still be eligible if that funding assistance has not substantially reduced the financial loss or hardship suffered).
- 1.3. Priority will be given to applications for:
 - 1.3.1. Essential items/essentials of daily life (e.g. food, accommodation, utilities) not covered by insurance or other funds (such as WINZ, EQC);
 - 1.3.2. Extra financial burden/costs due to the severe weather events not covered by insurance or other funds; and
 - 1.3.3. Family or personal crisis, support for which is not covered by insurance, another agency or fund (such as MSD).
- 1.4. Only one application per household will be considered.
- 1.5. The fund does not apply to businesses affected by an emergency event.

2. Application Process

- 2.1. Where an emergency event has caused damage or hardship, the Mackenzie District Mayor and/or Controller shall, at their discretion, release details of the fund including bank details for those seeking to make a donation, and invite applications for grants.
- 2.2. For each identified event, an application period will be notified. Applications must be received using the completed form available at the time of applications being invited.
- 2.3. Applicants must answer all questions on the application form and provide information supporting their application and demonstrating that their circumstances are due to the identified emergency event.

3. Allocation of Funds

- 3.1. The Mayor will, on opening the fund, establish a deciding committee consisting of the Mayor or his/her delegated person, a councillor or community board member, and a community representative.
- 3.2. The deciding committee will assess applications according to the purpose of the fund and in line with the criteria specified in 1.2. Only one application will be considered for each household. As individual's circumstances are unique, the criteria for assistance may vary and the deciding committee hold full discretion regarding the fund's distribution. The amount of the grant will depend on the individual circumstances of the applicant and the funds available.
- 3.3. On submission, applications and any supporting information will be provided to the deciding committee as per 3.1, and receipted. All applications will be receipted.

MACKENZIE DISTRICT COUNCIL

- 3.4. Responses to applications will be provided within two weeks of the application period closing. At that time, the deciding committee will advise successful applicants when the funds will be made available.
- 3.5. Grants will be paid directly into a bank account in the name of the applicant (or into a joint account where the name of the applicant is one of the joint names on the account).
- 3.6. In the event that there is money remaining in the fund, the Council will identify projects which will benefit the community in the areas most affected by the event(s). Any remaining funds will be put towards those projects.

4. Use of the Grant

- 4.1. When the grant is awarded, it may be used for any purpose related to the emergency event. Applicants will not be required to provide evidence of how the grant funds have been used. However, if on inquiry the funds are found to have been fraudulently obtained or used for an unrelated purpose, the Council may seek to recover these funds and/or the applicant may be ineligible for assistance in relation to any future events.

5. Privacy

- 5.1. The application form requires you to provide personal information in order to process your application. Council will meet its legislative obligations under the Privacy Act 1993 with regard to any personal information held.
- 5.2. Any information will be held by Mackenzie District Council at 53 Main Street, Fairlie. You may access and seek correction of this information as provided for by the Privacy Act 1993.

Mayoral Emergency Relief Fund Policy

Effective date:

Review date: Following the first use of the Mayoral Emergency Relief Fund.

This Policy may be changed by the Mayor in consultation with the Chief Executive prior to the opening of the fund.

EVENT: _____

MAYORAL EMERGENCY RELIEF FUND PROCESS FLOWCHART

Opening of the MERF	<p>Consider the opening of the MERF:</p> <ul style="list-style-type: none"> Are we starting to receive offers of donated goods or money? Are other funds (eg Red Cross) being opened? Locally or nationally? Mayor to discuss with neighbouring TA Mayors (if affected). Mayor considers significant emergency event to have occurred <p>If declared: Controller and Mayor to discuss and record in EOC log.</p>	<p>Mayoral Emergency Relief Fund opened by Mayor.</p> <p>Date:</p>	<p>Appoint Admin Sponsor to report to GM Corporate Services. Consider casual / Stafford staff.</p> <p>Name:</p> <p>Date:</p>	<p>Induction of Admin Sponsor. Full access to MDC systems (Laserfiche etc) and confirm confidentiality requirements.</p>	<p>Open Laserfiche folder for MERF event and</p>
Call for Donations to the MERF	<p>Consider how donations will be sought:</p> <ul style="list-style-type: none"> Givealittle https://givealittle.co.nz/drafts/new; Bank account deposit (#); At Council offices/other locations; At bank; Other collection (eg street appeal). <ul style="list-style-type: none"> How long will the fund be open for donations? Will funds be allocated during donation period or at close? 	<p>Prepare media release, website and publish donation details (eg bank account number).</p> <p>Date:</p>	<p>Establish Committee (Mayor or delegate, Councillor, Community Representative) and provide with Policy and Fact Sheet</p> <p>Date:</p>	<p>Track donations received.</p>	<p>Compile media campaign.</p>
Applications to MERF	<p>Consider where application forms and fact sheet will be made available and where applications can be lodged:</p> <ul style="list-style-type: none"> Website; Offices; Other location (eg Tekapo); CDCs. 	<p>Complete and release application form, fact sheet, and media release. Publish on website.</p> <p>Date:</p>	<p>Admin Sponsor to vet applications on receipt, and acknowledge receipt.</p>	<p>Advertise upcoming closure of application period 1 week from close.</p> <p>Date:</p>	<p>Track donations received. Progress media campaign.</p>
Committee to Consider Applications	<p>Consider applications in accordance with the eligibility and criteria of the Mayoral Emergency Relief Fund Policy.</p> <p>Admin support from Admin Sponsor.</p>	<p>Committee to consider applications and confirm grants to successful applicants.</p> <p>Date:</p>	<p>WITHIN 2 WEEKS OF APPLICATIONS CLOSING - Successful applicants advised and unsuccessful applicants notified with support referral.</p> <p>Date:</p>	<p>Electronic payments made to successful applicants</p> <p>Date:</p>	<p>Any remaining funds allocated to a project of community benefit.</p>
Closing of the MERF	<p>Debrief funding round.</p>	<p>Report to Council on:</p> <ul style="list-style-type: none"> \$ received; # applications received; # grants approved; \$ awarded (incl. grant range); Demonstrated \$0 balance or use of remaining funds. 	<p>Media release of fund and statistics (including community benefit project if funded) and reconfirm closure of donations.</p>	<p>Review Policy and all supporting documents.</p>	



Emergency event:

[emergency event]

Event dates:

[event dates]

Application due date:

[due date]

To find out more:

www.mackenzie.govt.nz

CONTACT PERSON
CONTACT DETAILS

Mayoral Emergency Relief Fund Fact Sheet

What is the Mayoral Emergency Relief Fund?

The Mayoral Emergency Relief Fund provides financial support to the residents and ratepayers of the Mackenzie District who have been affected by the [emergency event] by offering a one-off hardship grant for damage or hardship incurred as a result of the [emergency event].

It is intended that these grants go some way towards helping to alleviate the emotional and financial stress experienced by individuals and families due to the [emergency event].

Am I able to apply to the fund?

You must, at the time of your application, be experiencing hardship (financial or emotional) as a result of the [emergency event].

You should not be eligible for funding assistance from any other source for the same item/s. (You may still be eligible if that funding assistance has not substantially reduced the financial loss or hardship suffered).

Priority will be given to those who were a resident (owner/occupier or occupier) or ratepayer in Mackenzie District at the time of the event.

Only one application per household will be considered.

The fund does not apply to businesses affected by the [emergency event].

How will the fund be administered?

Your application will be considered by a committee consisting of the Mayor (or his/her delegate), a councillor or community board member, and a community representative.

Priority will be given to applications for:

- Essential items/essentials of daily life (e.g. food, accommodation, utilities) not covered by insurance or other funds (such as WINZ, EQC);
- Extra financial burden/costs due to the [emergency event] not covered by insurance or other funds; and
- Family or personal crisis, for which support is not covered by insurance, or another agency or fund (such as MSD).

How do I apply?

- Complete a **Mayoral Emergency Relief Fund Application Form** and attach all relevant information.
- **Mayoral Emergency Relief Fund Application Forms** can be found at:

www.mackenzie.govt.nz

Mackenzie District Council
Market Place, Twizel

Mackenzie District Council
53 Main Street, Fairlie



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Please indicate the dollar amount you are seeking from the Mayoral Emergency Relief Fund: \$

Proposed use of funds:

Please state details of any assistance that you have already or will receive (including insurance claims):

Bank Details

Please provide your bank details in order to ensure funds can be released to you should your application be successful.

Account Number: _____

Account Name: _____

Declaration

I grant permission for Mackenzie District Council to verify the information with any other agencies that may be involved. I also understand the Privacy Act 1993 entitles me to have access to, and if necessary seek correction of, the information held.

I certify that the information provided in this application is, to the best of my knowledge, true and correct. I understand that, if any false information is given or any material fact suppressed on this application or supporting information, or there is found to have been an inappropriate use of granted funds, Council may seek to recover funds or take further action.

Applicant Signature: _____

Date: _____

Please send completed form to:

Attn: [Name]

[alternate delivery option 1]

[alternate delivery option 2]

53 Main Street, Fairlie

PO Box 52, Fairlie 7949

[email]

03 685 9010 | 0800 685 8514



**MACKENZIE DISTRICT COUNCIL****[Date]****Call for Donations to [emergency event] Mayoral Emergency Relief Fund****FOR IMMEDIATE RELEASE**

[Description of the event and the effect on Mackenzie's residents and ratepayers]

The Mayoral Emergency Relief Fund, has been opened in response to offers of support to the residents and ratepayers of the Mackenzie District affected by [the emergency event].

Donations to the Mackenzie Mayoral Emergency Relief Fund to assist residents and ratepayers affected by the [emergency event] are now being invited. Anyone wishing to make a donation can do so via the **Mackenzie District Emergency Relief Fund Givealittle page – [web link]** or by using the following bank account:

[account number]

The Mayoral Emergency Relief Fund provides financial support to the residents and ratepayers of the Mackenzie District who have been affected by [emergency event] by offering a one-off hardship grant to go some way to help alleviate the emotional and financial stress experienced.

Examples of what the relief funds can be used for include essential items of daily life, food, heating, and temporary accommodation.

Applications for grants will be called for [date range].

ENDS

For media enquiries please contact [Name, Position, Phone Number]

**MACKENZIE DISTRICT COUNCIL**

[Date]

Applications to [emergency event] Mayoral Emergency Relief Fund Open**FOR IMMEDIATE RELEASE**

[Description of the event and the effect on Mackenzie's residents and ratepayers]

The Mayoral Emergency Relief Fund, has been opened to offer financial support to the residents and ratepayers of the Mackenzie District who have been affected by [emergency event] by offering a one-off hardship grant to go some way to help alleviate the emotional and financial stress experienced.

Examples of what the relief funds can be used for include essential items of daily life, food, heating, and temporary accommodation. Other requests will be considered on a case by case basis.

[To date, generous donations to the fund in support of those affected by [emergency event] have reached [\$] including [any details of large donations such as MCDEM].] – Optional

Applications to the fund will be considered by a committee consisting of Mayor [name] (or [his/her] delegate), a councillor or community board member and a community representative.

Applications can be made by completing the **Mayoral Emergency Relief Fund Application Form** on Council's website or by collecting from [the following locations:].

For further information about making an application to the fund, contact [Name], [contact details].

ENDS

For media enquiries please contact [Name, Position, Phone Number]

Mayoral Emergency Relief Fund Deciding Committee Member Information Sheet

Appointment of the MERF Deciding Committee

The Mayor shall appoint a Mayoral Emergency Relief Fund Deciding Committee consisting of:

- The Mayor (or his/her delegate)
- A Councillor or Community Board Member
Consider Community Board Member if event is localised to a specific township area (eg Lake Tekapo)
- A community representative
Consider impact of the emergency event (eg rural: South Canterbury Rural Support Trust, or Federated Farmers; tourism: ChristchurchNZ)

Requirements of MERF Deciding Committee Members

Committee members shall agree to the following:

- Be available following the application period to consider and decide on MERF fund grants;
- Declare any conflict of interest or any potential conflict of interest to be recorded, and stand aside from those particular decisions if required;
- Observe strict confidentiality in managing personal information provided in applications to the fund.

Process for Considering Applications to the MERF

The deciding process will be supported by the Admin Sponsor.

- All committee members will be provided with copies of applications prior to meeting to decide.
- Consideration of all applications will be made at a meeting of committee members to occur within two weeks of the closure of applications.
- The total fund balance available will be allocated to applications received on consideration of the eligibility criteria of the MERF. Admin Support to tally funding allocations and record decisions.

5.4 TWIZEL COMMUNITY RESILIENCE PLAN

File Reference: CIV

Author: Katherine Hill, Senior Corporate Planner
Phill Mackay, Emergency Management Officer

Authoriser: Toni Morrison, Group Manager Projects and Administration

Attachments: 1. Draft Twizel Community Resilience Plan [↓](#) 

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

The Civil Defence Emergency Management Act 2002 contains a section on a *National civil defence emergency management strategy*. This section outlines goals for managing CDEM. Goal 1 covers increasing community awareness, understanding and participation in CDEM.

The Canterbury Group Plan lists numerous objectives to achieve this goal, including the following:

- 4.5.4 Communicate all issues relating to risks effectively to the community and partners,
- 5.4.1 Increase community and business awareness of the risks from hazards and their consequences,
- 5.4.1 Improve community and business preparedness through community based planning.

Council staff have been working in collaboration with the Twizel Emergency Services Committee comprising representatives of Fire and Emergency New Zealand, NZ Police, St John, Landsar, Coastguard Mackenzie Lakes, Twizel Community Care, Department of Conservation, Meridian Energy and Mackenzie District Emergency Management, to consider the hazards, strengths, weaknesses, opportunities and threats of the Twizel Community.

The draft Twizel Community Resilience Plan attached to this report has been prepared from the work with the Emergency Services Committee, to give effect to the Canterbury Group Plan to encourage and educate the community about:

- a. The hazards and risks in the Twizel area;
- b. Actions the community can take as individuals, households and businesses to minimise the impact of an event;
- c. Where to find assistance within the community; and
- d. The role of emergency services and CDEM during response.

The draft Plan has been reviewed by the Twizel Emergency Services Committee, and presented to the Twizel Community Board. Staff are presently arranging for printing of the document prior to its distribution.

Next Steps

Staff propose to distribute the Plan to the Twizel community with a media campaign to increase awareness and uptake of the Plan. Elected member's support in promoting the Community Resilience Plan within the community would be beneficial.

Wider Community Resilience Planning

With the completion of the Twizel and Tekapo Community Resilience Plans staff will now be focussed on creating Community Resilience Plans for Fairlie and Aoraki Mt Cook, with a District Wide Resilience Plan also in the pipeline.

CONCLUSION

The Committee is asked to note the upcoming release of the Twizel Community Resilience Plan.

SUZETTE VAN ASWEGEN

CHIEF EXECUTIVE OFFICER





Facebook: [MackenzieDistrict](#)
 Website: www.mackenzie.govt.nz
 Freephone: 0800 685 8514 (24hrs)

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1. To the Twizel Community,

The purpose of this plan is to identify hazards that may affect the Twizel community, and to outline what the community can do ensure that **individuals, households and businesses are prepared and are able to respond and remain self-reliant for at least 3 DAYS without any outside assistance if an emergency occurs.**

In this Plan, 'Twizel Community' includes the Twizel township, Lake Ruataniwha, Manuka Terrace, Pukaki Airport and the immediate rural surrounds.

This plan has been prepared with the aim of providing an effective, planned civil defence emergency response that links the community with the Mackenzie District Council, Civil Defence and Emergency Management and the wider response organisations.

In preparation of surviving an emergency the community should undertake to be personally prepared with survival kits of water, food, lighting, heating, radios, spare batteries and medical supplies (see page 11 or visit www.getthru.govt.nz).

The Mackenzie District Council Emergency Management Team would like to acknowledge the help of the Twizel Emergency Services Committee in the development of this Community Resilience Plan. The Twizel Emergency Services Committee comprises representatives of:

- Twizel Community Care;
- Fire and Emergency New Zealand;
- St John Ambulance;
- NZ Police;
- Meridian Energy;
- Coastguard Mackenzie Lakes;
- LandSAR;
- Twizel Medical Centre;
- Department of Conservation;
- Mackenzie District Civil Defence and Emergency Management; and
- Mackenzie District Council.

2. Key Hazards in Twizel

Potentially significant threats to the Twizel community include, but are not limited to, the following:



Wild Fire

A wildfire is any unplanned fire in an open space, such as grassland or forest. People start most wildfires, either deliberately or by accident. The way wildfires spread depends on the amount of vegetation available to be burnt, weather conditions.

The Twizel area has one of the most severe fire climates in New Zealand, having hot, dry periods over summer and frequent warm, gusty north-westerly winds and has experienced wild fires.

For information on how to keep yourself, your family and your property safe from wild fire visit www.fireandemergency.nz



Earthquakes

New Zealand lies on the boundary of the Pacific and Australian tectonic plates. Most earthquakes occur at faults, which are breaks extending deep within the earth, caused by movements of these plates.

There are a number of identified faults in the district. Earthquakes impacting Twizel may occur on local faults (eg Ostler Fault) or distant faults (eg. Alpine Fault).

A large, damaging earthquake could occur at any time, and will be followed by aftershocks that continue for weeks or months.

To find out more visit www.geonet.org.nz

Following a significant earthquake there is an extremely low likelihood of failure of the hydro scheme infrastructure. Such an event could require the controlled release of water which may result in the inundation of low lying areas.



Pandemic

A pandemic is a widespread occurrence of an infectious disease that spreads through populations across a large region, for example multiple continents or even worldwide. A new type of influenza or the flu, is the most likely disease to cause a pandemic. A pandemic could result in restrictions to people going about their daily lives, and emergency services and essential services such as power and food distribution being unable to operate properly. **Responses to pandemics are managed by the Ministry of Health www.health.govt.nz**

Similarly, in the event of an animal pandemic, restrictions to the movement of animals and/or vehicles may be imposed to limit the spread of the disease. **To find out more visit Ministry for Primary Industries www.mpi.govt.nz**



Extreme Weather

Extreme weather events may include drought, strong winds, heavy rain, flood, snow, electrical storms. These events, if severe, can be life threatening and may cause damage to property, infrastructure, affect livestock and crops, and disrupt essential services including roading.

Low lying areas around Twizel River, Fraser Stream and Dry Stream and other water courses, including land to the north-east of the Twizel township may be vulnerable to flooding.

Severe weather warnings are issued by the MetService and are available via Council's facebook page, through broadcast media, by email alerts and online at www.metservice.com

The Regional Council provides rainfall and river flow data at www.ecan.govt.nz



Loss of Lifelines / Technology

Lifelines are infrastructure that provide vital services to the community, such as electricity, gas, petrol, water, wastewater, communications, roads, rail, ports, and airports. Infrastructure networks are vulnerable to natural hazards, such as earthquakes, floods, tsunamis and landslides, but they can also be disrupted by other factors such as terrorism, or lack of maintenance or planning. Small lifeline infrastructure failures, such as short power cuts, are relatively common and do not cause much disruption. However, widespread or long-term failure, such as power being cut for many days after a storm or earthquake, or a closure of SH8 for days, can cause distress or health issues for people and can affect the economy.



Seiche / Lake Tsunami

Mackenzie District's lakes are at risk of a seiche / lake tsunami. A seiche is caused when waves are generated from the ground shaking of the lakebed during an earthquake.

A lake tsunami is a wave generated when a large volume of water in a lake, is rapidly displaced. These events can be caused by underwater landslides or lakeside landslides which may be triggered by an earthquake.

Further information on Mackenzie Basin lake tsunamis can be found at www.ecan.govt.nz (Natural Hazards – Tsunamis)

Long or Strong, Get Gone: if you are near a lake and experience a strong earthquake that makes it hard to stand up or a weak, rolling earthquake that lasts a minute or more, move immediately to the nearest high ground.



Facebook: [MackenzieDistrict](#)
 Website: www.mackenzie.govt.nz
 Freephone: 0800 685 8514 (24hrs)

3. SWOT Analysis



STRENGTHS

- Community minded with a strong volunteer base
- Local radio station
- Small population – localised
- High number of resources including machinery, people, industry (supplies), push bikes
- Local knowledge and connections within community
- Airport with planes and helicopters
- Large water supply (lakes)
- Fire and Emergency NZ, St John, NZ Police and well equipped medical centre

WEAKNESSES

- Easily isolated (S/H 8 only road in and out)
- Fast Moving Consumer Goods (FMCG) could become a critical supply due to access
- Large number of tourists (commercial accommodation, Airbnb, freedom camping, in transit)
- Air BnB homes (no resources in these homes)
- Older housing stock (Though history has shown them to be resilient)
- Some emergency volunteers belong to multiple organisations



OPPORTUNITIES

- Air BnB (empty homes to utilise)
- Tourists (skillsets and additional labour units)
- New housing more resilient
- Town is growing and the ability pre-plan for community emergency preparedness

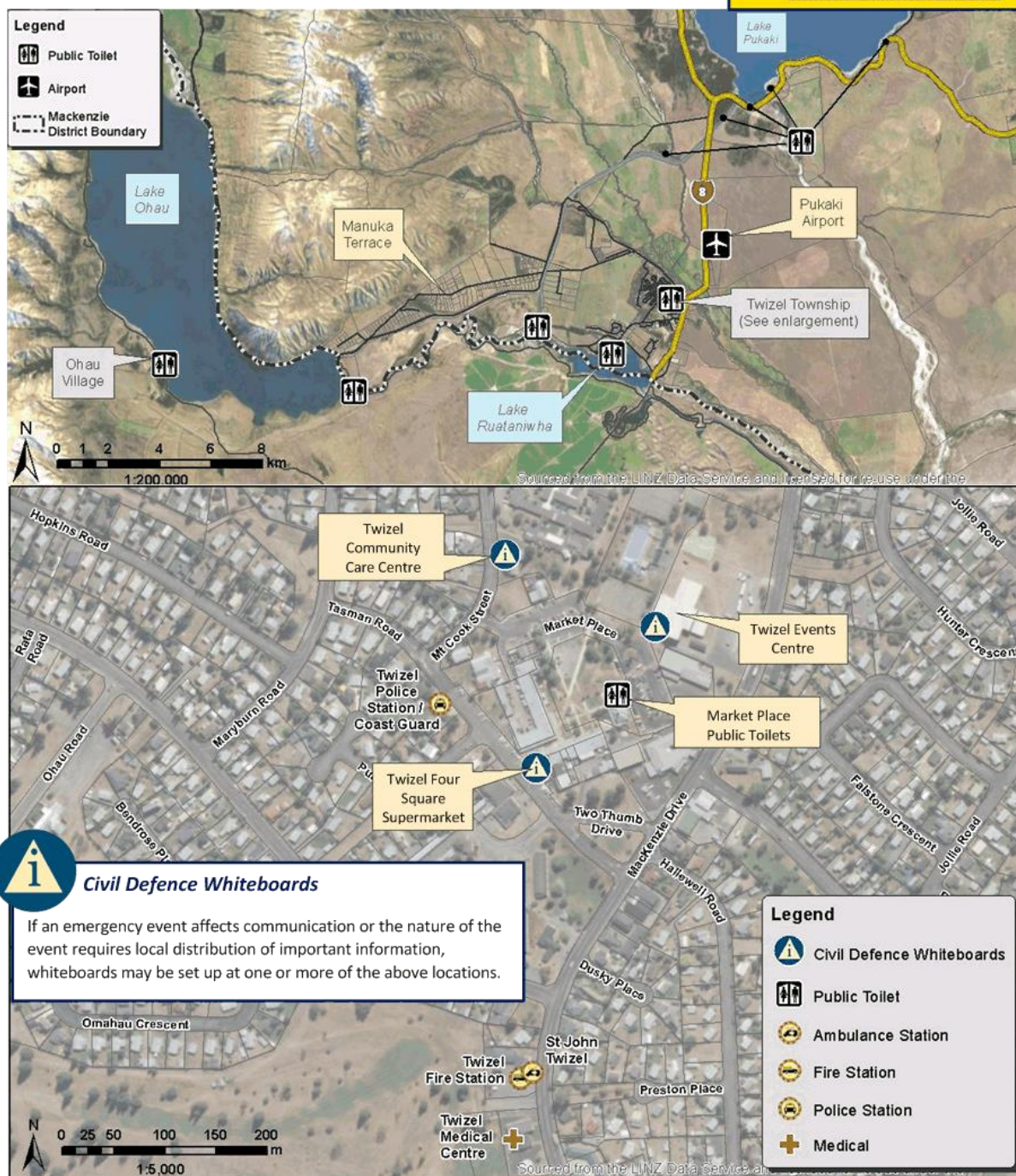
THREATS

- Multiple fault lines (Ostler, Alpine and other minor ones)
- Wild fire risk
- Severe weather (wind, rain, drought and snow)
- Possible loss of lifelines infrastructure including hydro scheme and roading
- Pandemic



4. Maps

During an event, online maps may be published on Council's website
www.mackenzie.govt.nz.





Facebook: [MackenzieDistrict](#)
 Website: www.mackenzie.govt.nz
 Freephone: 0800 685 8514 (24hrs)

5. Warnings and Messaging

Warning messages and signals can come from several sources – natural (eg weather conditions), official (MetService weather warnings) or unofficial (local residents).



As an alpine environment, Twizel experiences climate extremes with rapidly changing weather. It is important to be aware of changing weather and to stay up to date with forecasts and weather warnings.



MetService provide national forecasting and weather warnings. Check www.metservice.com for weather warnings prior to an event and up to date forecasting during a weather event.

In addition to using forecasting tools, local residents who have lived in the area for an extended period of time will recognise warning patterns in the weather.

It should be noted that, prolonged or extreme weather conditions can be, in themselves, a warning of potential emergency events such as flooding or wild fires.

Alerts to your phone

Emergency Mobile Alerts



These alerts are messages about emergencies which are designed to keep people

safe and are broadcast to all capable phones from targeted cell towers. To find out more about the alerts or to see if your phone is capable, go to www.civildefence.govt.nz.



Hazard App

Alerts about severe weather or other civil defence emergencies, and information on actions to take in preparation and response to an emergency are also available by downloading the Red Cross Hazard App to your smartphone. This free app is available from the iTunes/App Store and Google Play.



Environment Canterbury Regional Council provides rainfall and river flow data which can be found at www.ecan.govt.nz.



RADIO

Listen to the radio to find out what is happening:

Radio Twizel on 95.8 FM
More FM on 94.2 or 89.4 FM
The Breeze on 99.8 FM
Classic Hits on 94.7 or 98.7 FM

Remember, if you don't have access to a battery powered radio, remember that most vehicles have radios.

GROUND SHAKING

Movement of the ground, or an earthquake, can indicate a larger event or subsequent hazard, such as a lake tsunami.

If you experience ground shaking or movement:



If you are near a lake and experience a strong earthquake that makes it hard to stand up or a weak, rolling earthquake that lasts a minute or more, move immediately to the nearest high ground.

If it's Long or Strong, Get Gone

TRAFFIC INFORMATION

For up to date information on state highways, go to NZTA: www.journeys.nzta.govt.nz
0800 4 HIGHWAYS (0800 44 44 49)

During an event, information on the local road network will be available on Council's facebook page.

POWER SUPPLY

To find out more about a power supply disruption or to report a fault contact Alpine Energy on 0800 66 11 77 or check <http://outages.alpineenergy.co.nz>

Being Community Aware

As a small community, people can work together to share information and help each other out.

Twizel has a large number of visitors who may be passing through or staying in the area during an emergency event.

Remember the following to help each other out:

- Get to know your neighbours;
- Follow instructions given by civil defence, the emergency services and media; and
- Spread the word to people you think may be at risk.



SIRENS

A siren is located at the Twizel Fire Station which is used to summon the crew to respond to incidents.

This siren does not signal the need to evacuate the area or any other public messaging of emergency events.



NO COMMUNICATIONS

If an emergency event affects communication or the nature of the event requires local distribution of information, whiteboards may be set-up in key locations within the village displaying important information.

Find out where the whiteboards will be located on the Twizel township map on page 5.



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 Website: www.mackenzie.govt.nz
 Freephone: 0800 685 8514 (24hrs)

6. Civil Defence Response



- Coordinating with communities, local groups and emergency services to initiate and assist in a response to a pending or actual civil emergency, disseminate warnings and information, and identify and make arrangements for civil defence centres if required. This can be at a district, regional or national level.

When a coordinated response by civil defence is required (for declared and non-declared events) the Mackenzie District Council will activate their Emergency Operations Centre (EOC) in Fairlie. This will allow for coordination across all agencies and the Twizel community, enabling a response which minimises the impact of an event on the community. As civil defence is a community response, we all have a role to play in looking after ourselves, our family, friends and neighbours.

7. Emergency Response

The roles and responsibilities of the emergency services are clearly defined by legislation. In the event of an emergency occurring, the roles and responsibilities of these agencies are set out below:

	<ul style="list-style-type: none"> Maintaining law and order Protecting life and property Assisting the coroner Search and rescue (missing persons) 	In an emergency, dial 1 1 1
	<ul style="list-style-type: none"> Provision of emergency medical care 	
	<ul style="list-style-type: none"> Fire-fighting responsibilities Containment of releases and spillages of hazardous substances Urban search and rescue (entrapped persons) Limitation of damage 	
	<ul style="list-style-type: none"> General medical assessment & urgent care – PRIME: 24/7 emergency care Stabilise for transport to hospital, with onsite helipad 	

8. Community Response

The roles of these community groups are to assist the emergency services when requested (ie. LandSAR searching for a missing person), they may help the Twizel community as guided by civil defence or the emergency services to allow the emergency services to remain focused on urgent requests.

Community Groups <i>eg Coastguard, LandSAR</i>	<ul style="list-style-type: none"> These groups possess specialist skills and knowledge which may be called upon by the emergency services during an emergency event.
Twizel Community Care	<ul style="list-style-type: none"> Enable access to welfare agencies & government departments eg IRD, MBIE, MSD and ACC. Facilitate community based services including foodbank, home delivered meals, & community vehicle.
Twizel Community Coordinator	<ul style="list-style-type: none"> The Twizel Community Coordinator provides a local contact for information & required actions between civil defence, emergency services & the community during an emergency event.

9. Individual Resilience

DO THESE 3 SIMPLE STEPS TO MAKE SURE YOU'RE READY

Step 1: Household Emergency Plan

A household emergency plan will help protect what matters most – you, your loved ones and your pets. It includes knowing the best way to leave your home in an emergency, where to meet and how to contact one another if separated.

Refer page 12 to complete your household emergency plan.

Step 2: Emergency Survival Kit

Whether you're just starting out or you're a preparedness pro, gathering your emergency supplies is easy. You should have supplies for **at least 3 days**. You'll be surprised at how much you already have.

Refer page 11 for more information on how to prepare your kit.

Step 3: Stay Informed

In an emergency or disaster situation, you'll need to stay informed and have the latest information before, during and after an event.

Refer pages 6 and 7 for more information on how to stay informed.

GAS

If cooking or heating with gas, please ensure that you follow safe operating practices.

For further information, see Council's website – CDEM page.

CELLPHONE USAGE

Cellphone networks can become easily overloaded in a crisis. Texting is a better way to communicate with family & friends.

GENERATORS

If you are using a generator to power appliances within your home, please ensure that safety is your first priority.

Check out Council's CDEM page for further information.

COMMUNICATIONS HUB / CD CENTRE

If an emergency event requires that a communications hub and/or civil defence centre be opened in Twizel, details of this will be messaged.

Check Council's facebook page, listen to the designated radio stations, or check out the emergency whiteboards for details.

PETS / ANIMALS

Consider how you will care for your pets & animals in an emergency - what will you do if you need to evacuate? *Consider your animals in your survival & getaway kit planning.*

BUSINESS RESILIENCE

To find out more about how to prepare your business for an emergency event, check Council's CDEM page.

PETROL

Keep a suitable level of fuel in vehicles – no less than ½ of a tank is useful.

CONNECT WITH YOUR NEIGHBOURS:

- Share contact details with your neighbours so you can contact one another if an emergency occurs;
- Tell your neighbours about your emergency plans and ask about their plans;
- Find out who amongst your neighbours may be able to help you or may need help in a disaster.
- Check on unoccupied / short term accommodation properties to see if anyone needs assistance.

FURTHER INFORMATION

To learn more about how to be prepared for an emergency, check out Council's CDEM page: www.mackenzie.govt.nz or explore the Get Ready, Get Thru website: www.getthru.govt.nz



IMPORTANT: always use portable gas appliances and generators outside, in ventilated areas.



Facebook: [MackenzieDistrict](#)
 Website: www.mackenzie.govt.nz
 Freephone: 0800 685 8514 (24hrs)

10. Key Contacts

IN CASE OF LIFE-THREATENING SITUATIONS, CALL 1 1 1

For general information and advice, you can check with the following organisations:

 New Zealand POLICE Nga Pirihimana O Aotearoa Dial 111 (Emergencies only) Twizel Police Station www.police.govt.nz	 FIRE EMERGENCY NEW ZEALAND Dial 111 (Emergencies only) Twizel Volunteer Fire Brigade www.fireandemergency.nz	 St John Dial 111 (Emergencies only) Twizel St John Ambulance www.stjohn.org.nz
 COASTGUARD NEW ZEALAND www.coastguard.nz	 SEARCH & RESCUE LAND SAR NEW ZEALAND www.landsar.org.nz	
 TWIZEL MEDICAL CENTRE www.twizelmed.co.nz 03 435 0777 (Day) 027 438 2777 (Night)	 Heartland Services Ngā Ratonga ki te Mahiwa o te Whenua www.heartlands.org.nz 435 0687	 Alpine ENERGY https://outages.alpineenergy.co.nz 0800 66 11 77
 Environment Canterbury Regional Council Kaunihera Taiao ki Waitaha www.ecan.govt.nz 0800 EC INFO (0800 324 636)	 MetService www.met-service.com	 NZ TRANSPORT AGENCY WAKA KOTAHĪ www.nzta.govt.nz 0800 4 HIGHWAYS (0800 44 44 49)

IN CASE OF LIFE-THREATENING SITUATIONS, CALL 1 1 1

RADIO

Listen to the radio to find out what is happening:

Radio Twizel on 95.8 FM
 More FM on 94.2 or 89.4 FM
 The Breeze on 99.8 FM
 Classic Hits on 94.7 or 98.7 FM

Remember, if you don't have access to a battery powered radio, most vehicles have radios.

10

11. Personal Preparedness

EMERGENCY SURVIVAL ITEMS

- Torch with spare batteries or a self-charging torch
- Radio with spare batteries
- Wind and waterproof clothing, sun hats, and strong outdoor shoes
- First aid kit & essential medicines
- Blankets or sleeping bags
- Pet supplies
- Emergency toilet – toilet paper and large rubbish bags
- Face and dust masks

Check all batteries every 3 months

FOOD & WATER FOR 3 DAYS OR MORE

- Non-perishable food (canned or dried food)
- Food, formula and drinks for babies and small children
- Drinking water (at least 3 litres per person, per day)
- Water for washing & cooking
- A primus or gas barbeque to cook on
- A can opener

Consider stocking a two week supply of food and water due to our isolation.

Check and replace food and water every 12 months.

Consider how you will pay for items if EFTPOS or internet banking is unavailable.

HOW TO STORE WATER

Wash bottles thoroughly in hot water. Fill each bottle with tap water until it overflows. Add 5 drops of household bleach per litre of water or ½ a teaspoon for 10 litres. **Store in a cool dark place and replace the water every 12 months.**



GETAWAY KIT

Everyone should have a packed getaway kit in an easily accessible place which includes:

- Torch & radio with spare batteries
- Cellphone & charger
- Emergency water & easy-to-carry food rations
- Extra supplies of special dietary items
- First aid kit, essential medicines, glasses, mobility aids & hearing aids & spare batteries (or copies of prescriptions or records of these essential items)
- Food for infants or young children (formula, food & nappies)
- Change of clothes (wind/waterproof clothing & strong outdoor shoes)
- Toiletries (towel, soap, toothbrush, sanitary items, toilet paper)
- Blankets or sleeping bags
- Face & dust masks
- Pet supplies, including vaccination records
- Important documents:
 - Identification (birth & marriage certificates, drivers licences & passports) or verified copies
 - Financial (insurance policies & mortgage)
 - Precious family photos.



IF WE HAVE TO EVACUATE, WE WILL:

- Take our Getaway Kit;
- Turn off electricity & water;
- Turn off gas only if we suspect a leak or if asked to do so by the authorities; and
- Take our pets with us (if possible).



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 Website: www.mackenzie.govt.nz
 Freephone: 0800 685 8514 (24hrs)

HOUSEHOLD EMERGENCY PLAN

COMPLETE THIS PLAN WITH ALL MEMBERS OF YOUR HOUSEHOLD



YOUR HOUSEHOLD

Address

1. If we can't get home or contact each other we will meet or leave a message at:

Name	Contact details
Name (back up)	Contact details
Name (out of town)	Contact details

2. The person responsible for collecting the children from school is:

Name	Contact details
------	-----------------

3. Emergency Survival Items and Getaway Kit

Person responsible for checking water and food	
Items will be checked and replenished on: (check and replenish at least once a year)	Date:
The Getaway Kits are stored in the:	

4. Radio station we will tune in to for local information during a CD emergency

Station	AM/FM frequency
---------	-----------------

5. Friends/neighbours who may need our help or who can help us

Name	Contact details
Name	Contact details
Name	Contact details

6. Important information about your house/dwelling

On a separate sheet of paper draw a plan of the house showing places to shelter in an earthquake or storm, exits and safe assembly areas and where to turn off water, electricity and gas.

IMPORTANT NUMBERS For police, fire or ambulance call 111 (Emergencies only)

Police station: 03 435 0719	Medical Centre	Insurance
Vet/kennel/cattery	Electricity	Water
Gas	Electrician	Plumber
Builder	Council Helpline (24/7): 0800 685 8514	

IN CASE OF LIFE-THREATENING SITUATIONS, CALL 1 1 1

5.5 MACKENZIE ALIGNMENT UPDATE**File Reference:** REG 6/6**Author:** Karina Morrow, Group Manager Regulations**Authoriser:** Suzette van Aswegen, Chief Executive Officer**Attachments:** 1. MBA Update December 2018 [↓](#) **STAFF RECOMMENDATIONS**

That the report be received.

BACKGROUND

To provide to the Committee an update of progress on the Mackenzie Alignment Programme.

Attached as Appendix One is an update from the Mackenzie Alignment Programme.

SUZETTE VAN ASWEGEN

CHIEF EXECUTIVE OFFICER

Mackenzie Basin Alignment Programme Progress Update

Date	23 November 2018
From	Mackenzie Basin Steering Committee
To	Chief Executive Officers' Forum

Purpose

This paper provides an update of progress on the Mackenzie Basin Alignment Programme (Alignment Programme).

This paper seeks confirmation on: -

1. Support for the amended priorities, overall direction and programme of work for delivery by February 2019
2. Continued CE collaboration, coordination and consistent messaging

Context

The Mackenzie Basin Steering Committee (MBSC) have continued to meet fortnightly and have worked to further define the direction of the Mackenzie Basin Alignment Programme and to ensure the priority projects are delivered efficiently and effectively. Excellent progress continues to be made and the agencies are working constructively together to deliver the Alignment Programme.

Description of Alignment Programme

Following feedback from the August meeting of the CEs' Forum, the MBSC have further developed the purpose and direction for the Alignment Programme, which is visually summarised in Appendix 1.

The key change from the previous version is the removal of the previous vision and outcomes, or **what**. The previous vision, or **why**, remains, which better reflects the role and purpose of the Mackenzie Alignment Programme:

Mackenzie Basin agency alignment leads to better environmental and community outcomes, effective service delivery and is seen as and an exemplar of collaboration and partnership.

The visual overview in Appendix 1 also presents the work programmes and priority projects, as well as acknowledging the key synergies with other Mackenzie Basin projects.

Relationship of the Alignment Programme to other projects

The agencies are involved in four other large-scale initiatives in the Mackenzie Basin that are being undertaken in parallel to the Alignment Programme:

- Mackenzie Tourism Strategy, led by MDC
- Mackenzie High Country Advisory Group, led by LINZ
- Te Manahuna Aoraki, led by DOC
- Dryland Heritage Area, led by DOC

These have separate governance and management arrangements but are connected to the Alignment programme, as shown visually in Appendix 2. The MBSC continues to maintain visibility in relation to these projects to ensure that appropriate links are made to the Alignment Programme. Refer to Paper #1 for a description and update on these projects.

Priorities

The MBSC, supported by agency staff, has made excellent progress in resourcing and implementing priority projects, and develop a programme of work to deliver both these priority projects and the wider workstreams. New ways of working together are now becoming embedded as a new normal.

The focus remains on delivering the package of projects that can be substantially progressed or delivered by February 2019, which includes longer term programme planning.

Priority Projects

The MBSC prioritised the following workstreams as Stage 1, to be delivered by February 2019.

Workstream	Programme	Lead
Mackenzie Interagency Officers Forum	Aligning and Streamlining	ECan
Telling the Mackenzie Basin Story	Early Wins	MBSC
Ngai Tahu Involvement / Partnering with Rūnanga	Partnership Engagement and Collaboration	MBSC
Farmer Web Portal	Focus on Farming	ECan
Communications and Stakeholder Engagement	Partnership Engagement and Collaboration	MBSC
Maps and Data Sets	Partnership Engagement and Collaboration	LINZ
Effective RMA Plans (Agreed scope)	Preserving and Balancing Mackenzie Basin Values	ECan
Develop Alignment Programme Plan (Over 2 years)	Aligning and Streamlining	MBSC

The workstreams selected above are spread across the five key programmes of work identified in the draft Programme Management Plan prepared by Johnson Partners and outlined in Paper 2.

Excellent progress is being made against all the workstreams above and a progress update is provided in the following section.

Project resourcing

To recap, the MBSC are resourcing the coordination across the Agencies to support the delivery of the Alignment Programme through the following additional appointments:

- Programme Manager – 1.0 FTE funded
- Project Co-ordinator – 0.5 FTE funded and hosted by DOC
- Communications Advisor – 0.5 FTE funded and hosted by ECan

Annabelle Dunn has been appointed as the full time Programme Manager for the Alignment Programme, commencing Monday 3 December. Her role is being funded 1/3 each by ECan, DOC and LINZ. She will be based at ECan's ChCh office but will travel regularly to the Mackenzie Basin.

Recruitment is underway for the 0.5 FTE Project Co-ordinator role, with interviews complete and a preferred candidate identified. This role will be hosted by DOC.

A Communications Advisor has been appointed on a 'deliverables basis' and has completed most of the deliverables (see project update below).

Additional resources to lead and deliver the workstreams have been secured in-kind by agency staff. For example, LINZ have recruited a technical specialist to support the Maps and Data Sets workstream.

Agency staff continue to actively support the work of the MBSC and are progressing the planning and delivery of the priority projects. Agency alignment is starting to embed as the new normal.

Recommendation: CEs to provide any feedback regarding priorities and confirm their continued support for these to be delivered.

Project updates

An update of the Priority Projects is provided below.

	Workstream	Lead	Status	Update	Next Steps
1	Mackenzie Interagency Officers Forum	ECAN Zella Smith		<p>This group has met fortnightly since mid-August. Agency staff share information on key regulatory matters to ensure awareness and consistency of approach, reduce risks and enable opportunities for collaboration.</p> <p>Agencies have completed a stocktake of issued consents / authorisations, including identifying those that are yet to be exercised. Further work is required to verify these.</p> <p>ECAN have assigned an additional compliance FTE and are developing a Mackenzie Basin compliance campaign to be implemented over the next two years, including exploring opportunities for joint agency compliance initiatives.</p>	Draft Terms of Reference to MBSC for approval.
2	Telling the Mackenzie Basin Story	ECAN Felicity Price		<p>A Mackenzie Story and Simons Pass Story have been completed and approved by the MBSC. The Simons Pass Story is online, while the Mackenzie Story information provides background information.</p> <p>https://www.ecan.govt.nz/get-involved/news-and-events/2018/simons-pass-whats-the-story/</p>	The Mackenzie Story will be revamped in line with the approved website text. The original Mackenzie Story will remain on file for further information.
3	Ngai Tahu Involvement / Partnering with Rūnanga	MBSC		<p>There has been good kōrero with representatives of the three Rūnanga, who have expressed a desire to engage with, and be part of, the Alignment Programme. A hui is being scheduled where this will be further discussed and developed.</p>	Date being finalised for hui with three Rūnanga and agency representatives.

4	Farmer Web Portal	ECAN		<p>The website is under construction. The website text has been prepared and is being reviewed by the MBSC.</p> <p>A website domain name has been secured: www.mackenziebasin.govt.nz.</p>	Completion and testing of the website to "go live" by February.
5	Communications and Stakeholder Engagement	ECAN Felicity Price		<p>A Communications and Stakeholder Engagement Strategy has been prepared by the Communications Advisor working with agency communications staff.</p> <p>Agency communications staff are collaborating on media releases and responses, as well as wider communications and engagement activities.</p>	Continue operating under Communications and Stakeholder Engagement Strategy.
6	Maps and Data Sets	LINZ Megan Reid		<p>The data stocktake is progressing well, with near completion of a high-level overview of all the relevant map layers that each agency collects/uses. In addition, high value datasets that have cross-agency use are being identified, along with end uses and requirements.</p>	Mock up and a road map for delivery will be completed by February
7	Effective RMA Plans	ECAN Alanna Hollier		<p>The MBSC propose a high-level gap analysis and alignment review of the Mackenzie Basin RMA framework. A preferred supplier has been identified and discussions around scope and fees are underway.</p> <p>This work will inform key decisions on District and Regional Plan reviews, as well as informing other workstreams.</p>	Contract to be secured with preferred supplier and work to be completed by end of February.
8	Develop Alignment Programme Plan	MBSC		<p>A Programme Manager has been appointed and will start on 3 December.</p>	

In addition to the above, the Quick Wins projects are either completed or well underway:

- The CEOs' Forum and MBSC are established. A Terms of Reference has been developed by the MBSC.
- The Mackenzie Interagency Officers Forum (MIOF) continued to meet fortnightly and a draft Terms of Reference is being finalised.
- The first joint consent process (ECan and MDC) is underway under the Alignment Programme and sharing of technical experts has been agreed.
- A Plan Guidelines are being reviewed and developed further by agency staff and will be ready to "go live" with the alignment agency website.

Conclusion

The MBSC are pleased with the progress made to date and the way in which the agencies continue to work together. The Priority Projects are progressing well and the MBSC remain confident that these can be delivered by February 2019. Key achievements to date include:

- ✓ the MIAOF achieving operational alignment;
- ✓ a Communications and Stakeholder Engagement Strategy is in place;
- ✓ the Mackenzie Story is completed and forms a common basis for proactive communication;
- ✓ Proactive and multi-agency approaches to consenting, compliance and communications for issues relating to Simons Pass Station;
- ✓ Excellent progress towards a multi-agency online resource will be available for farmers;
- ✓ resources are in place to deliver the ongoing workstreams.

Recommendations

It is recommended that the Chief Executives:

1. Receive the update from the Mackenzie Basin Steering Committee
2. Confirm support of the identified priorities for delivery by February 2019
3. Continue to lead agency collaboration, coordination and consistent messaging

Appendix 1

Appendix 2

