



CARTERTON
DISTRICT COUNCIL

**Policy and Strategy
Committee Meeting**

Wednesday

11 October 2017

1.00pm

Committee Members: Councillor R Carter, R Keys, M Ashby, B Deller, J Greathead, G Lang,
T O'Callaghan, R Vergunst and Mayor J Booth.



AGENDA

The Agenda of the Policy and Strategy Committee Meeting of the Carterton District Council to be held at the Hurunui o Rangi Meeting Room at the Carterton Event Centre, 50 Holloway Street, Carterton on Wednesday 11th October, 2017 at 1.00pm

1. Apologies
2. Conflict of Interest Declaration
3. Notification of General Business / Late Items
4. Wellington Regional Trails Framework *page 1- 4*
5. Ultra-Fast Broadband and Rural Broadband Initiative roll-out *page 5 - 6*
6. Resource Consent update *page 7 - 14*
7. Earthquake Prone Buildings update *page 15 - 16*
8. Carterton District Council's Emergency Management Update *page 17 - 18*
9. General Business/Late Items
10. Confirmation of the Minutes *page 19 - 22*
 - 10.1 *Minutes of the Policy and Strategy meeting held on the 30 August 2017.*
11. Matters Arising from Minutes

Dave Gittings
Planning and Regulatory Manager



30 August 2017

Wellington Regional Trails Framework

1. PURPOSE OF THE REPORT

The purpose of this report is to provide the Committee with an update on progress of the Wellington Regional Trails Framework.

2. SIGNIFICANCE

The matters for decision in this report are not considered to be of significance under the Council's Significance and Engagement Policy.

3. EXECUTIVE SUMMARY

The Wellington Region has a large off-road trail network catering for a wide range of recreational uses including mountain biking, walking, tramping, trail running and horse riding. The network is made up of around 2600km of tracks managed by nine different councils and the Department of Conservation and supported by a large number of volunteer and community groups. There are also a number of trails on private land.

Councils, Government agencies and community groups have made considerable investment in the network over the last 20 years with many trails designed and built by volunteers. This has resulted in a large spread of opportunities; however, has also led to inconsistencies and gaps in how the network is managed across the region. These include a fragmented approach to planning, a lack of integrated trails, inconsistent standards and experiences, limited supporting services and infrastructure, no 'one stop shop' for trail information and an uncoordinated approach to promotion and marketing.

The Regional Trails Framework seeks to address these gaps and guide how trail managers, and stakeholders work together to improve and enhance the network for the benefit of residents and visitors. The Framework is the first piece of work to be delivered from the Living Well, Regional Sport and Recreation Strategy.

It is a high level strategic document that will inform, rather than replace, existing local policy, planning and governance processes and structures. It aims to represent the collective view of trails managers and stakeholders across the region and provide a consistent approach to planning, development, management, promotion and positioning of the network.

Through working together in a well-coordinated way the framework seeks to increase the health, lifestyle and social benefits flowing from the region's trail network and deliver increased economic benefit to the region and its communities by growing trail-related tourism, broadening the existing tourism offer, and by attracting new talent to live and work in the Wellington Region.

4. PROGRESS TO DATE

Progress to prepare the framework as included:

- Steering Group formed in late 2016 made up of representatives from nine Councils, DoC, and WREDA
- Survey and stakeholder workshops held around the region in early 2017 to stocktake existing networks, identify gaps and opportunities, and hear about visions for the future
- Draft framework developed
- Stakeholder groups surveyed in July 2017 on draft framework.
- Draft framework was presented to the Mayoral forum on 25th August.

Under the draft framework trails will be classified under the following three categories. These classifications will form the building blocks for managing, improving and marketing the network to meet the current and future needs of residents and visitors to the region.

Signature Trails - a small number of outstanding trails that attract visitors and achieve recognition for the region as a trails destination

Regional Trails - significant trails that form the core of the trail network and provide quality experiences for residents and visitors

Local Trails - that primarily service local communities and are important for everyday health, wellbeing and recreation

The framework identifies six key areas where a coordinated approach will make a significant difference. These are:

- Effective Regional coordination – to provide region-wide leadership and direction and assist collaboration and coordination
- Consistent Planning – to provide consistent regional policies and approaches to trail use, design and construction standards and environmental sustainability
- Developing Quality Experiences – a consistent approach to trail classification, network development and delivery
- Sustainable Management - maintenance and monitoring to ensure continued environmental and social sustainability
- Community Involvement – including support for the work of volunteer trail groups and encouraging trail use through programmes and events
- Marketing and Communication – to effectively reach local and visitor trail markets

A number of key actions are recommended under each of these areas and the initial focus will be on working together on Signature and Regional Trails. Work is underway to develop an implementation plan and consider possible funding options including Long Term Planning processes and the Wellington Regional Amenities Fund.

It is hoped to have the Framework available for adoption at the next Council meeting.

5. WAIRARAPA COMBINED REGIONAL TRAILS GROUP

To support the Regional Framework all three councils are working together to form a Wairarapa trails advisory group. The objectives of the group are to provide a collaborative approach to trail development in the Wairarapa.

A number of meetings have been held with staff and elected member representation from three Councils to discuss and formulate the terms of reference for the Wairarapa advisory group. A draft Terms of Reference has been circulated and will be discussed at the next meeting.

6. RECOMMENDATION

That the Policy and Strategy Committee

1. **Receives** the report

Dave Gittings
Planning and Regulatory Manager



11 October 2017

Ultra-Fast Broadband and Rural Broadband Initiative roll-out

1. PURPOSE OF THE REPORT

To update the Committee on the Ultra-Fast Broadband and Rural Broadband Initiative roll-out

2. SIGNIFICANCE

The matters for decision in this report are not considered to be of significance under the Council's Significance and Engagement Policy.

3. BACKGROUND

In August 2017 contracts for the second phase of the Rural Broadband Initiative (RBI2), the Mobile Black Spot Fund (MBSF), and expansion of Ultra-Fast Broadband coverage were announced. The initiative will provide enhanced broadband for over 74,000 New Zealanders (including some commercial coverage from mobile operators). Over 1,000 kilometres of state highways and more than 100 tourist areas will receive new mobile coverage.

Crown Fibre Holdings is partnering with the Rural Connectivity Group (a joint venture between Spark, Vodafone and 2 degrees) to provide RBI2 and MBSF coverage.

4. UPDATE

The roll out of ultrafast broadband in the Carterton township is programmed for 2018 with a completion date for Carterton planned for the second half of 2019. Detailed planning is still likely to be delivered to Council staff toward the end 2017. Carterton is one of 190 new sites or townships that will receive broadband under the expansion of the UFB program and one of the earliest in the region partnering with Chorus.

Town	Proposed completion date
Carterton	2ndHCY19
Featherston	2ndHCY21
Greytown	2ndHCY20
Martinborough	2ndHCY22

Once the combined UFB stages have been completed this will make ultra-fast broadband available to 86% of the population. Once the full UFB programme is complete, New Zealand should be well into the top five in the OECD for the proportion of the population that can access fibre.

The rollout of the RBI2 started for the Wairarapa with a meeting at the beginning of June with the Rural Connectivity Group presenting their plans.

Crown Fibre Holdings has announced a partnering with the Rural Connectivity Group to provide RBI2 and MBSF coverage.

In addition, Crown Fibre Holdings is partnering with nine regional wireless internet service providers including the local company Wiz Wireless

5. RECOMMENDATION

That the Committee:

1. **Receives** the report

Dave Gittings

Planning and Regulatory Manager



2 October 2017

Resource Consent update

1. PURPOSE OF THE REPORT

To update the Committee on the resource consents issued since the previous meeting of the Committee

2. SIGNIFICANCE

The matters for decision in this report are not considered to be of significance under the Council's Significance and Engagement Policy.

3. OVERVIEW

The Terms of Reference for the Policy and Strategy Committee include the oversight of the implementation of the Wairarapa Combined District Plan. The previously issued resource consents for September are included in **Attachment 1**.

4. RECOMMENDATION

That the Committee:

1. **Receives** the report

Dave Gittings
Planning and Regulatory Manager

Attachment 1: Resource Consent Decision summary for the period 1/09/2017 till 29/09/2017

Resource Consent Decision summary for the period 1/09/2017 till 29/09/2017

Land Use Consent Decisions

1. *170030-Controlled Activity. Relocate a dwelling to 35 Frederick Street Carterton.*

The application was processed and consent was granted on the 05/09/17. The applicants have cancelled the resource consent, but as the decision had been issued, Council did not refund the application fee.

2. *170035- Certificate of Compliance for a 2 lot rural-residential (lifestyle) subdivision issued.*

A 2 Lot Rural Subdivision in Admiral Hill subdividing the existing certificate of title into two fee simple lots meeting the District Plan lot size standards. Lot 1 fronts onto Admiral Road and is 1.5ha. Lot 2 is the balance area of 9.7ha that contains the existing driveway, dwelling and other buildings

Date of decision 05/09/2017

3. *170036 –Discretionary Activity. Extension of an existing meat products factory.*

The applicant has been operating at the site for over 21 years, and the facility has grown incrementally over this time. The applicant is seeking land-use consent for the continued use of the site for the production of specialised meat products, including staff numbers, hours of operation, and to improve food hygiene conditions in accordance with all regulatory requirements. The applicant is also seeking consent to enable the alteration and expansion of the existing plant buildings to the west, change the access and car parking arrangements, and establish new landscaping.

The proposal does not comply with permitted activity standards for yard setbacks, noise limits, vehicle entrance access, and provision of disabled car parking. Under Rule 4.5.5(e), any activity that does not meet one or more of the permitted activity standards is a Restricted Discretionary activity. As well as this rule, Rule 4.5.6(b) in the Rural Zone states that any industrial activity is a Discretionary activity.

Section 95 of the Resource Management Act 1991 sets out the process for determining whether an application for Resource Consent should be processed on a notified, limited notified or non-notified basis.

A separate notification report, dated 23 August 2017, assessed the application in respect to Section 95. The assessment determined that the adverse effects of the proposal on the environment are considered to be less than minor. Pursuant to Section 95(A to E) of the Resource Management Act 1991, it was recommended that the Carterton District Council process the application on a non-notified basis.

This consent was granted with conditions.

Date of decision 11/09/2017

Subdivision Consent Decisions

4. *170040- Controlled Activity. 4 Lot Rural Subdivision & amalgamations.*

The application seeks to subdivide the site currently in two lots and two titles into four lots and three titles - Lot 1 of 2.14ha, Lot 2 of 2.32ha, Lot 3 of 2.03ha and Lot 4 of 8.69ha and Lot 4 (hereon) and Section 401 Taratahi District (WN53B/799) to be held in the same computer register. The subdivision is proposed to be staged by an amalgamation covenant over Lots 1-

3. These lots would be held together until sale opportunity presents, and then would be de-amalgamated subject to application to Council for the relevant certificate, payment of financial contributions and all other conditions (servicing, access).

The proposal site is located within the rural primary production zone with a small portion of lot 4 being zoned rural (special) and the application has been assessed under the District Plan as a Controlled Activity under Rule 20.1.1. The application notes that they do not consider that rule 20.1.5(i)(iii) is applicable, as this rule refers to the allotment being within a Flood Hazard Area. A small part of proposed Lot 4 (along the boundary with the river) is within a Flood Hazard Area, but not the entire allotment – most of the 8.69ha lot is outside the Flood Hazard Area. In addition this proposed Lot 4 will be amalgamated with an adjoining site, in compliance with the Boundary Adjustment provision of the District Plan, which is a Controlled Activity. Councils planner concurred with this statement from the applicants.

Date of decision 14/09/2017

5. *170033- Discretionary Activity. 46 Lot Residential Subdivision, 1 Road to Vest, amalgamations and remediation of a HAIL site.*

The proposal is to subdivide the site into 44 residential lots averaging 1.029m² with the smallest lot being 825m². A small 18m² lot (Lot 45) will be amalgamated with adjoining Lot 18 DP15535, to straighten the common boundary (currently there is a splay at the High Street corner). Lot 46 will be vested as road.

The subject site, is a largely a flat paddock. The access from High Street South leads to an abandoned dwelling and behind it some outbuildings and planting. Site features include:

flat pasture, pine shelterbelts , mixed planting of natives, fruit trees, exotics and conifers

Formed access from High Street South within the legal road corridor to the one residential dwelling on the site.

Glass house and shed behind the dwelling, between the shelterbelts. Amenity planting along the driveway from High Street South to the existing dwelling, water, sewer, electricity and telephone services are provided to the dwelling

Under the District Plan, the application site is located within the Carterton Medium Density Character Area. The site is within the Carterton South Structure Plan area.

The Structure Plan proposes two road linkages over this site: one connecting Endalave Way (to Charles Street) and Hartley Avenue (to Brooklyn Road), and one connecting High Street (State Highway 2) to Lincoln Road. An open space area was also earmarked on the site.

The applicants engaged in discussion with council officers and as a result, some of these provisions have been waived. A direct vehicular link to High Street is no longer considered essential, and pedestrian link will be provided from the proposed subdivision to High Street South. A pedestrian access is also provided from Ashmore Park to meet the pedestrian link on their side.

Council has recently developed a new public open space (Bird's Park) in the vicinity of the site and consequently waived the need for vesting an open space within the proposed subdivision.

All of the proposed lots meet the lot size requirement for controlled activity status. However Due to the historic use of the site (plant nursery) - as land previously used for an activity listed on the modified Wairarapa HAIL - the application falls into the Discretionary category under rule 20.1.5(i)(ii)

Part of the site was used in the past for nursery production which falls into the category of "Commercial market gardens, orchards or glass houses" which are item 29 in Appendix 3.2 Wairarapa HAIL. The applicant has commissioned a Preliminary Site Investigation Report, which has confirmed arsenic concentration above the soil contaminant standard for residential use north of the existing Tunnel House. All other heavy metal concentrations in this location, and all heavy metal concentrations in all other locations are within the standards.

Organochlorine pesticide levels are also well below the guideline value for residential or lifestyle use. The area identified with the non-complying levels of Arsenic is the Tunnel house area which will be covered with the proposed Road. The Tunnel House will be demolished, and the areas excavated. All excavated material will be disposed of in accordance with the recommendation of the PSI report, and the area will be sealed as road. The removal of the contaminated soil from the site to an approved disposal place and sealing the area to become a road will ensure there are no environmental effects arising from the escape of the contaminants.

It is noted that the applicants engaged EcoAgriLogic Ltd to provide a Preliminary Site Investigation Report, which contains information in relation to the contamination and remediation methods. This report also concludes that the contamination concentrations once remediated will render the land suitable for its intended purpose.

Date of decision 01/09/2017

6. *170035-Discretionary Activity. 2 Lot Rural Subdivision with non-standard access.*

The application seeks to subdivide the existing certificate of title into two fee simple lots that would easily meet the District Plan lot size standards. Lot 1 would front onto Admiral Road and would be 1.5ha. It would have a right of way over a 30m (approximate) length of the existing driveway to gain access. Lot 2 would be the balance area of 9.7ha that contains the existing driveway, dwelling and other buildings. The proposed areas are rounded and subject to actual physical survey.

The proposed Lot 1 would have suitable building areas clear of the steeper slopes of the site to accommodate a dwelling. Any future dwelling would require onsite water supply, stormwater and sewer disposal and treatment.

The site rises from the road, with a compacted metal drive leading to the 2 level dwelling and garaging on the crown of the rise. The contour then drops to a valley (an ephemeral branch of the Makahakaha Stream), before rising to another peak. There is another branch of the stream (with flowing water) adjacent to the entranceway which has tree-lined banks. There are other trees scattered around the site, and landscape planting alongside the driveway and around the dwelling, with the majority of the site being in pasture.

The application notes that while some remedial work may be required on the entranceway, the metalled driveway is well compacted and in good condition. It is requested as part of the application that the right of way remain as is, rather than be sealed as required in Appendix 5 of the District Plan. This was discussed with Council officers prior to the lodgement of the consent.

Date of decision 04/09/2017

7. *170037-Discretionary Activity. Boundary Adjustment/Subdivision.*

The proposal is to adjust the boundary between two adjacent properties in order to provide for a primary production/intensive farming type of activity (egg farm) to operate on its own title. The subject site is a rural block and that is farmed in conjunction with adjoining sites. The

application notes that the egg farm on proposed Lot 1 has land use consent for the activity, this is incorrect. The activity did not at this stage require a land use consent as it fell within the permitted activity standards for Intensive Farming, but will still need to comply with the noise/dust and other associated standards of the plan or a land use consent may be required in the future.

A Mapped Fault Line (Masterton Fault) runs across the northeast corner of proposed Lot 2, in front of the wetland type vegetation. According to the District Plan maps and Greater Wellington maps, the site does not flood.

The boundary adjustment is as follows: Lot 1 of 12.87ha and Lot 2 of 32.37ha and Lots 2 (hereon) and Lot 1 DP 84094 be held in the same computer register.

Date of decision 05/09/2017

8. *170038-Discretionary Activity. 3 Lot Rural Subdivision from two certificates of title.*

The application seeks to subdivide the existing certificates of title into three lots that would meet the Restricted Discretionary lot size standards in the District Plan. Lot 1 would contain the existing dwelling fronting onto Admiral Road and would be 2.01ha. Lot 2 would be the rear lot with access onto Admiral Road also comprising a total area of 2.01ha. Lot 3 is a bare lot reconfigured so that it would now front onto Longbush and Te Whiti Road.

Lot 1 DP 88922 is vested in the applicant, fronts onto both Te Whiti and Admiral Roads and is 3.635 hectares in size. It contains a dwelling with luxury B&B the Summit Lodge, a number of landscaping features, an orchard and some smaller paddocks in pastoral use. There are established trees along most of the boundaries, with some other trees scattered throughout the site. The Gladstone Exchange sits alongside it on the southwest corner.

Lot 2 DP 88922 directly adjoins Lot 1 DP 88922 and fronts onto Longbush Road. It has a total land area of 4.17 hectares used for grazing purposes. There is an established macrocarpa hedge that runs the length of the road boundary, with existing access onto Longbush Road. The lot wraps around a small rectangular section (2070 Longbush Road) on the northwest corner which has a house and shop onsite. This site was once the location of the old Gladstone Store.

The proposal site is located within the rural primary production zone and the application has been assessed under the District Plan as a Restricted Discretionary Activity under Rule 20.1.4(a) whereby the titles were issued before 29 March 2008 and therefore two lots may have a minimum lot area of 1 hectare, and entitlement to 1 hectare lots may be located on different certificates of title within the application site. The proposal also meets the development standards in 20.1.4(b).

Date of decision 05/09/2017

9. *170032- Non- Complying. 2 Lot rural subdivision.*

The application seeks to subdivide the existing certificate of title into two fee simple lots. The proposal will result in the subdivision of the site into 2 rural lots, averaging 4.4 ha with proposed lot sizes: Lot 1 of 1.89ha with an existing dwelling, and Lot 2 of 96.07ha, also with an existing dwelling.

While proposed Lot 1 of 1.89ha is entirely within the Rural (Primary Production) zone, and complies with Controlled Activity size standards, the fact that a very small part of the access leg (part of proposed Lot 2 of 96.07ha) is in the Rural (Special) zone.

The subject site is a large rural block, mostly in paddocks, with two existing dwellings, accessory buildings and farm buildings, some shelterbelts and amenity planting. There are a number of access points – all from Dakins Road. The main access is to the north, closed to the original dwelling and this access will be utilised as access for the dwelling on proposed Lot 1.

There is a narrow access leg to the southern part of the property, which is farm access only. This access is from the unsealed part of Dakins Road. The property is mostly in the Rural (Primary Production) zone. A very small are of the access leg from the unsealed part of Dakins Road is in the Rural (Special) zone, due to Flood Hazard from the Ruamahanga River.

The proposal does not meet the minimum 4ha lot size requirement in the Rural (Special) zone in 20.1.2(b)(ii). The same size standard applies for Restricted Discretionary activity status. As the application is not compliant with Restricted Discretionary standards, as such it has to be considered as a Non-complying activity under 20.1.7(b).

A non-complying activity, due to its nature, is the most restrictive activity for which consent can be granted. The consent authority is bound by s.104D(1), which states that *A consent authority may grant a consent for a non-complying activity only if it is satisfied that either:*

- (a) The adverse effects of the activity on the environment (other than any effect to which 104(3)(b) applies) will be minor; or*
- (b) The application is for an activity that will not be contrary to the objectives and policies of – both the relevant plan and the relevant proposed plan.*

From the assessment carried out while processing the consent, the Non-Complying aspect of this consent is in relation to a small portion of an access leg being zoned Rural (special), the proposal meets minimum lot size in the rural (primary production) zone. It has been concluded that the proposed activity is able to meet both of these statutory requirements, and therefore is able to be granted.

Date of decision 05/09/2017

10. 170041- Non-Complying. 3 Lot rural subdivision and amalgamation.

The application seeks to subdivide the site into 3 rural lots with proposed lot sizes: Lot 1 of 2.42ha, Lot 2 of 1.08ha and Lot 3 of 8.28ha, and Lots 2 and 3 are held together under an amalgamation covenant as a staging method. The average lot size is 3.926ha.

The subject site is a more or less flat rural block, with an existing dwelling, accessory buildings and farm buildings. The Taratahi water race runs through the site. There are three existing access points from Norfolk Road – one to the main dwelling, one about 100m from this point and one at the far end of the site.

There are planted areas around the existing dwelling, along the Norfolk Road boundary, and scattered trees and shelterbelts elsewhere on the site.

The proposal site is located within the rural primary production zone. The proposal meets the controlled activity standards for minimum lot size and the only aspect outside the standards is the frontage of proposed Lots 1 and 2. They do not meet the 100m minimum requirement. They also do not meet the 90m minimum requirements for Restricted Discretionary Status. For Discretionary status the lots should average 4ha, which standard is almost met by the average being 3.926ha. However, due to the 0.074ha (740m²) shortfall, the application has to be considered as a Non-complying activity in accordance with 20.1.7(a).

As above due to the Non-Complying status of the consent it also required further assessment under s104D, it was established that the proposal could meet these threshold tests therefore consent was granted.

Date of decision 27/09/2017



11 October 2017

Earthquake Prone Buildings update

1. PURPOSE OF THE REPORT

To update the Committee on the earthquake-prone buildings project.

2. SIGNIFICANCE

The matters for decision in this report are not considered to be of significance under the Council's Significance and Engagement Policy.

3. BACKGROUND

The Building Act (2004) required Territorial Authorities to gain earthquake status knowledge in respect to New Building Standard (NBS) of all non-residential buildings and to implement an earthquake prone policy for their district. This was completed by Carterton District Council in 2006.

Priority was given to buildings built prior to 1976 that may contain unreinforced masonry or brick.

As per the requirements set out in the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005, a 15 year time period was given to remediate the building (with remediation including demolition).

The Earthquake Prone Amendment Act, enacted in May 2017, negates the policies of the Territorial Authorities unless there is already an EQP notice in place.

4. BUILDING OWNER RESPONSIBILITIES

Building owners, if they have not already, need to obtain an assessment of their buildings by a suitably qualified engineer. The assessment is expressed as a percentage of the seismic stability of what a new building would be as built to current standards known as an NBS score.

The assessment must be provided to Council and is filed against the building information already held.

5. UPDATE

Where Council has issued an earthquake prone notice under the previous legislation, a new earthquake prone building notice is to be issued with the dates transferred from the previous

set dates. MBIE supplied templates of the notices in late September and the new notices will be issued to all building owners before the end of October 2017.

The new notices are colour coded as to their NBS score.

The issue of the new notices (which now have statutory requirements for display and penalties for not displaying) may prompt some owners to object to the notices, especially if they have already engaged with the process or conversely, provide impetus for an assessment or remediation.

6. RECOMMENDATION

That the Committee:

1. **Receives** the report

Dave Gittings

Planning and Regulatory Manager



29 September 2017

Emergency Management 2016-17

1. PURPOSE OF THE REPORT

To inform the Council of the progress in relation to our Emergency Management responsibilities over the past 12 months.

2. SIGNIFICANCE

The matters for decision in this report are not considered to be of significance under the Council's Significance and Engagement Policy.

3. BACKGROUND

Over the past year we have completed a number of pieces of work to prepare ourselves in the case of an emergency. This role has been sitting under the Community Services Manager since the beginning of 2016 when the portfolios and responsibilities were redistributed after the departure of Milan Haulter.

4. READINESS

We have been working with the Wellington Regional Emergency Management Office (WREMO) to inform the community in relation to readiness – holding workshops at the Events Centre, including psychological first aid training. There was a huge uptake of water tanks following the November 2016 earthquake, and we will continue to push the sale of these.

We have automated the generator so that it will come on automatically in the event of a power outage.

The Mayor, Deputy Mayor and Communications Coordinator will be undertaking an intense emergency management media training session in early November. This training will involve TV, radio and Social media professionals putting them through some intensive scenarios so that in the event of a real emergency, they will have the confidence to deal with it.

5. RESPONSE READINESS

Council management have been assigned roles for establishing an Incident Management Team (IMT) and each workgroup has response plans. Each manager has a second-in-command in the event the manager is unable to come to work.

The IMT will likely set up in the Plunket rooms and a radio has been arranged for communications. We have had two table-top exercises/training sessions, including during the

'Hub Activation'. The Community Services Manager will head to the Emergency Operations Centre (EOC) when an emergency has been activated and be the liaison for Carterton within that team.

We are aiming to have another table-top exercise in November where the IMT and their back up staff will have an opportunity to practice their response plans.

The Community Services Manager is a member of the Sub-CEG (Chief Executive Group) committee which meets regularly in Upper Hutt to ensure we are in a position to implement any decisions made at the CEG.

She is also the Council representative on the Wairarapa Combined Services Emergency Management Group which meets quarterly and has joint response plans for things such as Rimutaka Rail emergency, Hood Aerodrome, Tsunami, Earthquake and storms.

6. RESILIENCE

The Events Centre has been designated as a Community Emergency Hub and we have held a number of training sessions with the community in relation to this. We ran an activation scenario earlier this year which was extremely successful and there are plans to run another one before the end of the year.

We have been working with Resilient Carterton in a joint project on preparedness and Neighbourhood support has been a vital asset in getting people involved.

The Community Development Coordinator will be in charge of the Community Hub. If the emergency becomes one in which there is a long recovery, we may be directed to become an Emergency Assist Centre, providing formalised welfare support to the community and surrounding areas. Council staff and trained volunteers will be used to support welfare agencies in the delivery of their services and the safe and efficient use of the facility. The Community Development Coordinator also represents Council on the Wairarapa Welfare Committee.

7. RECOVERY

The Planning and Regulatory Manager is CDC's Recovery Manager and both he and the Community Services Manager have attended the first of three workshops with WREMO in relation to recovery planning. There are two more workshops followed by a table top exercise in December for all councils to participate together, and broaden our understanding of possible challenges in recovery following an event with significant regional impacts.

8. RECOMMENDATION

That the Committee:

1. **Receives** the report.

Carolyn McKenzie
Community Services Manger

The minutes of the Policy and Strategy Committee Meeting of the Carterton District Council held in the Hurunui o Rangi Meeting Room at the Carterton Events Centre, 50 Holloway Street, Carterton on Wednesday 30 August 2017 at 1.00pm.

Present: Cr R Carter (Chair)
Mayor J Booth, Deputy Mayor R Keys, Crs B Deller, J Greathead, T O'Callaghan,
R Vergunst, G Lang

Attendance: J Davis (Chief Executive)
D Gittings (Planning and Regulatory Manager)
T Pritchard (Civil/Environmental Engineer)
S Robertson (Resource Consent Planner and Policy Advisor)
H Burgess (Executive Assistant)

1. Apologies

Moved

Apologies were received from Mike Ashby.

Mayor Booth / Cr Greathead
CARRIED

2. Conflict of Interest

There was no conflict of interest declared.

3. Public Forum

There were no speakers in the public forum.

4. Notification of General Business / Late Items

Late recommendations have been brought to the table for item 4 on the agenda, Energy Democracy and the signing of the Option to lease.

5min was given to all committee members to read through.

5. Energy Democracy and the Signing of the Option to Lease

Purpose

For the Committee to endorse Energy Democracy Wairarapa Solar co-operative and agree to sign an option to lease council land in Carterton.

Moved

That the Committee agrees not to proceed and requests the Chief Executive to report back with more information.

Mayor Booth / Cr Greathead
CARRIED

6. Control of Dogs Bylaw and Statement of Proposal

Purpose

For the Committee to agree to the Statement of Proposal and the Control of Dogs Bylaw to be released for public consultation.

Moved

That the Committee agrees to the release for public consultation with amendments, the statement of Proposal and the Control of Dog Bylaw.

Crs O'Callaghan / Greathead

CARRIED

7. Report on Dog Control Policy and Practices – 2016/2017

Purpose

For the Committee to adopt the dog control activities and practices related to the Carterton District Dog Control Policy.

Moved

That the Committee receives the report.

That the Committee adopts the report on Councils Dog Control Policy and Practices for the period 1 July 2016 to 30 June 2017 under section 10a Dog Control Act 1996.

Crs Lang / Vergunst

CARRIED

8. Proposal for the establishment of a Regional Climate Change Working Group.

Purpose

For the Committee to consider a proposal to establish a Regional Climate Change Working Group; and to appoint two representatives (a representative and an alternate) to act as Climate Change Action Leader/s and represent this Council on the Working Groups.

Moved

That the Committee receives the report.

Crs Deller / Greathead

CARRIED

Notes that the Proposed Regional Climate Change Working Group is proposed to address mitigation (reducing emissions) and adaption (preparing for impacts such as sea level rise) issues, and is the group to which work progressed via the Regional Natural Hazards Management Strategy is reported. The proposal to establish the working group is a response to the NIWA report: "Climate change and variability – Wellington ", August 2017

Moved

That the Committee agrees to appoint Cr Greathead (nominated by Cr O'Callaghan, seconded by Cr Deller) and Cr Vergunst (alternate)(nominated by Greathead, seconded by O'Callaghan) as Climate Change Action Leader members of the Regional Climate Change Working Group.

Crs O'Callaghan / Deller
CARRIED

Moved

Notes that recommended Terms of Reference for the Regional Climate Change Working Group will be brought to the Council for agreement prior to the Working Group proceeding.

Mayor Booth / Cr O'Callaghan
CARRIED

9. General Business / Late Items

There was General Business and no further late items.

10. Confirmation of the minutes

Moved

That the minutes of the Policy and Strategy Committee Meeting held on Wednesday 7 June 2017 be confirmed.

Crs Greathead / O'Callaghan
CARRIED

14. Matters Arising from Minutes

There were no matters arising from the minutes from the 7 June 2017.

The meeting concluded at 1.47pm

Minutes confirmed.....

Date.....

