



# **Environmental Services Committee**

**Commencing at 9am**

**on**

**Tuesday 30 April 2019**

**Council Chambers  
District Council Building  
King George Place  
Timaru**

## **Timaru District Council**

**Notice is hereby given that a meeting of the Environmental Services Committee will be held in the Council Chamber, District Council Building, King George Place, Timaru on Tuesday 30 April 2019, at 9am.**

### **Committee Members**

Clrs Kerry Stevens (Chairperson), Sally Parker (Deputy Chairperson), Nigel Bowen, Peter Burt, Andrea Leslie, Paddy O'Reilly, David Jack, Richard Lyon, Steve Wills, the Mayor and a representative of Tangata Whenua

### **Local Authorities (Members' Interests) Act 1968**

Committee members are reminded that if you have a pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting table.

Bede Carran  
**Chief Executive**

## **Agenda**

- 1 Apologies – Cllr David Jack**
- 2 Identification of Urgent Business**
- 3 Identification of Matters of a Minor Nature**
- 4 Declaration of Conflicts of Interest**
- 5 1 Air Quality Briefing**
- 6 Chairperson’s Report**
- 7 2 Confirmation of Minutes**
- 8 7 Civil Defence Organisational Arrangements – Appointment of Local Controllers**
- 9 Consideration of Urgent Business Items**
- 10 Consideration of Minor Nature Matters**
- 11 Public Forum Items Requiring Consideration**

## **Environmental Services Committee**

**for the Meeting of 30 April 2019**

**Report for Agenda Item No 5**

**Prepared by Judith Earl-Goulet  
Operations Manager  
Environment Canterbury Timaru**

### **Air Quality Briefing**

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ECan's Timaru Operations Manager will give a presentation on this years air quality programme.

### **Recommendation**

**For information.**

## **Environmental Services Committee**

**for the Meeting of 30 April 2019**

**Report for Agenda Item No 7**

**Prepared by Tracy Tierney  
Group Manager Environmental Services**

### **Confirmation of Minutes**

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Minutes of a meeting of the Environmental Services Committee held on 12 March 2019.

### **Recommendation**

**That the minutes of the Environmental Services Committee meeting held on 12 March 2019, be confirmed as a true and correct record.**

## Timaru District Council

### Minutes of a Meeting of the Environmental Services Committee Held in the Council Chamber, District Council Building, King George Place, Timaru on 12 March 2019 at 9am

**Present** Clrs Sally Parker (Acting Chairperson), Nigel Bowen, Peter Burt, David Jack, Richard Lyon, Paddy O'Reilly, Clr Andrea Leslie, Steve Wills, Mayor Damon Odey, and Te Wera King

**Apologies** Apologies from this meeting were granted to Clr Kerry Stevens, and John McDonald – Pleasant Point Community Board

**In Attendance** Jennine Maguire – Geraldine Community Board (for public part of meeting)  
Lloyd McMillan – Temuka Community Board (for public part of meeting)  
Chief Executive (Bede Carran), Group Manager Environmental Services (Tracy Tierney) and Secretary (Harriet Robb)

#### 1. Declaration of Conflicts of Interest

There were no conflicts of interest declared.

#### 2. Chairperson's Report

The Acting Chairperson reported on meetings Chairperson Clr Stevens had attended and duties he had carried out since the last meeting including attending the Canterbury Earthquake Symposium, chairing the Heritage Steering Group meetings, attending Tenders Committee meetings, attending Public Transport workshop with ECan, attending Industrial Relations Committee meeting, attending Council meetings, attending Standing Committee meetings, attending Standing Committee meetings, attending Downlands Joint Standing Committee, attending District Plan review workshops, attending Aoraki Development workshop and meeting with the Group Manager of Environmental Services and planning staff, and discussed a range of issues with various TDC staff.

Proposed Clr Bowan  
Seconded Clr O'Reilly

"That the Chairperson's report be received."

Motion carried

3. **Confirmation of the Minutes**

Proposed Clr Wills  
Seconded Clr Jack

“That the minutes of the Environmental Services Committee meeting held on 27 November 2018, excluding the public excluded items, be confirmed as a true and correct record.”

Motion carried

4. **Earthquake Prone Building Update**

The Building Control Manager presented a report on the progress of the Earthquake Prone Building project including a proposed implementation plan for the identification of priority buildings. The implementation plan as outlined was supported, particularly the inclusion of further public workshops. It was suggested that further videos showing strengthening options and case studies of buildings that had been successfully and cost effectively strengthened, be included in the presentations.

Proposed the Mayor  
Seconded Clr Bowan

“That the implementation plan as presented be accepted.”

Motion carried

5. **Exclusion of the Public**

Proposed Clr Jack  
Seconded Clr O’Reilly

“That the Committee resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:

**District Plan Review**

Section 7(2)(f)(i)

The withholding of the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority.

Section 7(2)(j)

The withholding of the information is necessary to prevent the disclosure or use of official information for

improper gain or improper  
advantage.”

Motion carried

6. **Readmittance of the Public**

Proposed Clr Odey  
Seconded Clr Burt

“That the public be readmitted to the meeting.”

Motion carried

The meeting concluded at 9:12 am.

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Chairperson



**Item Considered with the Public Excluded Environmental Services Committee  
12 March 2019**

**7. Confirmation of Minutes**

Proposed Clr Wills  
Seconded Clr Bowan

“That the public excluded items of the minutes of the Environmental Services Committee meeting held on 27 November 2018, be confirmed as a true and correct record.”

# Environmental Services Committee

## For the Meeting of 30 April 2019

### Report for Agenda Item No 8

Prepared by **Tracy Tierney**  
**Group Manager Environmental Services**

#### Civil Defence Organisational Arrangements – Appointment of Local Controllers

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##### Purpose of Report

1. To request the Committee's approval to nominate a new Civil Defence Controller to the Canterbury Civil Defence Emergency Management Group.

##### Background

2. The nomination of a new Civil Defence Controller has been prompted by the impending retirement of Gary Foster, who has been a long serving controller. This along with other staff changes, have prompted a review of the personnel who could act as controllers in a civil defence emergency.
3. Until December 2018 there had been four controllers. With a staff member moving to another Council there are currently three staff members who act as duty controller on a weekly rotating roster, they are:
  - Tracy Tierney
  - Justin Bagust
  - Gary Foster.
4. To provide sufficient coverage, particularly during a significant event and to ensure the number of weeks rostered on as duty controller is manageable, four Controllers is seen as the minimum that is desirable.
5. We are working to identify staff members who potentially have the attributes, knowledge and commitment required to fulfil this important leadership role.
6. At this time it is proposed that Jayson Ellis, Building Control Manager be recommended for appointment as a Local Controller. Jayson would bring the following transferable skills and competencies to the role:
  - Leadership – within a range of diverse environments. Currently leads a team of 25, is skilled at assessing situations quickly, working effectively with others and collaborating to find effective solutions.

- Decision making – is able to assimilate large volumes of often technical information from a variety of sources to make informed decisions.
- Communication – is practiced at utilising the strong communications skills required to be successful in a demanding regulatory leadership role.

### **Options**

The options are -

- To support the current nomination and seek an additional candidate.
- To retain the two remaining controllers only.
- To identify alternate personnel to become controllers.

### **Identification of Relevant Legislation, Council Policy and Plans**

- Civil Defence and Emergency Management Act 2002
- Canterbury Civil Defence Plan
- Timaru District Civil Defence Emergency Management Plan 2018-2028

### **Assessment of Significance**

- This matter is not deemed significant under the Council's Significance Policy.

### **Consultation**

- Nil. However, the Civil Defence and Emergency Management Group will be requested to approve this appointment.

### **Funding Implications**

- This proposal is not anticipated to have significant financial implications. Training will be funded from within the existing budget.

### **Conclusion**

- The nomination proposed will create a situation where the Council will continue to have three controllers with at least one controller being available at any time. An additional controller will be sought to bring the full complement of four over time.

### **Recommendation**

**That the Committee approves the nomination of Jayson Ellis to be appointed as a Civil Defence Controller by the Canterbury Civil Defence Emergency Management Group.**