



**I give notice that  
an Emergency Management Committee Meeting will be held on:**

<b>Date:</b>	<b>Monday, 22 May 2017</b>
<b>Time:</b>	<b>11.00am</b>
<b>Location:</b>	<b>Council Chamber 72 Lake Terrace Taupo</b>

# **AGENDA**

## **MEMBERSHIP**

**Chairperson** Cr Anna Park  
**Deputy Chairperson** Cr Tangonui Kingi

**Members** Mayor David Trewavas  
Mrs Tina Jakes  
Mrs Ariell King  
Mr Andy Hema  
Cr Kirsty Trueman

**Quorum** 4

**Gareth Green**  
**Chief Executive Officer**

## Order Of Business

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**3.1 EMERGENCY MANAGEMENT COMMITTEE MEETING - 20 FEBRUARY 2017**


**Author:** Tina Jakes, Democracy & Community Engagement Manager

**Authorised by:** Brian Fox, Group Manager: Corporate and Community

**RECOMMENDATION(S)**

That the minutes of the Emergency Management Committee meeting held on Monday 20 February 2017 be confirmed as a true and correct record.

**ATTACHMENTS**

1. Emergency Management Committee Meeting Minutes - 20 February 2017 

**4.1 PRESENTATION BY MR TODD BALDWIN OF WAIKATO REGIONAL COUNCIL**

**Author:** Tina Jakes, Democracy & Community Engagement Manager

**Authorised by:** Brian Fox, Group Manager: Corporate and Community

**PURPOSE**

For Mr Todd Baldwin to provide members with information relating to rivers and flood management.

**RECOMMENDATION(S)**

That the Emergency Management Committee thanks Mr Baldwin for his attendance and receives the update from Waikato Regional Council.

**ATTACHMENTS**

Nil

**4.2 PRESENTATION BY MR BRAD SCOTT OF GNS**

**Author:** Tina Jakes, Democracy & Community Engagement Manager

**Authorised by:** Brian Fox, Group Manager: Corporate and Community

**PURPOSE**

For Mr Scott to provide members with an update on the recent earthquake swarm occurring around Turangi-Waihi-Pukawa-Omori.

**RECOMMENDATION(S)**

That the Emergency Management Committee thanks Mr Brad Scott for his attendance and receives the GNS update.

**ATTACHMENTS**

Nil

**4.3 PRESENTATION BY MR BUBS SMITH ON WAIHI HILL**

**Author:** Tina Jakes, Democracy & Community Engagement Manager

**Authorised by:** Brian Fox, Group Manager: Corporate and Community

**PURPOSE**

For Mr Bubs Smith, on behalf of Ngāti Tūwharetoa, to provide members with an update date on matters relating to Waihi Hill.

**RECOMMENDATION(S)**

That the Emergency Management Committee thanks Mr Bubs Smith for his attendance and receives the Waihi Hill update.

**ATTACHMENTS**

Nil

**4.4 RECEIPT OF UNCONFIRMED WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT JOINT COMMITTEE MINUTES - 6 MARCH 2017**

**Author:** Tina Jakes, Democracy & Community Engagement Manager

**Authorised by:** Brian Fox, Group Manager: Corporate and Community

**PURPOSE**

To receive the unconfirmed minutes of the Waikato Civil Defence Emergency Management Joint Committee meeting held on 6 March 2017.

**DISCUSSION**

The unconfirmed minutes of the last Waikato Civil Defence Emergency Management Joint Committee meeting are attached.


**CONCLUSION**

It is recommended that the Committee receives the unconfirmed minutes for information.

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the unconfirmed minutes of the Waikato Civil Defence Emergency Management Joint Committee meeting held on 6 March 2017.

**ATTACHMENTS**

1. Unconfirmed Waikato Civil Defence Emergency Management Joint Committee Minutes - 6 March 2017 

**4.5 CIVIL DEFENCE EMERGENCY MANAGER'S UPDATE**

**Author:** Ian Connon, Civil Defence Manager

**Authorised by:** Brian Fox, Group Manager: Corporate and Community

**PURPOSE**

For the Civil Defence Emergency Manager to provide members with an update on matters relating to CD.

**DISCUSSION****Events**

5 April 2017: Monitor Ex Cyclone Debbie. The Tauranga Taupō River came up quickly which resulted in the Tiko flood overflow path coming into operation. Slips on SH1 South of Hallets Bay caused the road to be closed and traffic diverted round SH 32. SH1 was down to one lane with traffic control for 24 hours until the slips were cleared.

10 April 2017: NZ Response Team 6 (NZ-RT6) was deployed to Edgecumbe. Six team members went and assisted with other agencies. Tasks involved registration of flood victims and accompanying them back to their homes for inspection and getting valuables. Assessing damage of homes for USAR, checking buildings were safe to enter. This was a great experience to put skills learnt into practise.

Libby O'Brien went as PIM and worked out of Whakatane as requested with NZ-RT6 by the Waikato CD group. Two Building inspectors from TDC went to assess house damage.

13 April 2017: Activate the EOC to monitor Ex Cyclone Cook 7.00am-10.00pm. Sandbagging of Kuratau River to minimize damage, slips on SH 1 at Bully Point, slips and road closure on SH 32, high lake levels were closely monitored. The EOC worked in conjunction with other agencies being Police, Fire service, NZTA, Mercury Energy, Tūwharetoa, and WRC.

**Neighbourhood Community Events**

15 March 2017: Community Response Plan meeting at Omori-Kuratau hall with 50 people in attendance. Other events included: An Emergency Services day held at the Taupō Airport, Wairakei School Preparedness lessons, Liston Heights Preparedness meeting, Our Neighbourhood event held in South Domain & Richmond Heights, a CD stand at the Taupō Home & Garden Show where 1200 Emergency Planning guides were handed out.

**Civil Defence Training**

During March two foundational courses were held: 30 TDC staff attended and 6 other people from partnership organisations also took part. Following on from that course, 4 staff went on to complete the Intermediate Course in April.

Training for the Response Team is now fortnightly over the winter months with a core group of 11 volunteers.

Assistance was provided after the Rangitaiki house fire to make sure that counselling was available for farm staff workers and others in the community with help from the Police.

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the Civil Defence Emergency Manager's report.

**ATTACHMENTS**



**4.6 RURAL FIRE MANAGER'S REPORT**

**Author:** Roger Nelson, Rural Fire Manager

**Authorised by:** Brian Fox, Group Manager: Corporate and Community

**PURPOSE**

For the Rural Fire Manager to provide members with an update.

**DISCUSSION****Fire Season**

Since the last report to this Committee the Restricted Fire season ceased as at 30 April 2017.

For the whole of the Restricted Season, which began on 1 October 2016, there were 494 permits issued.

The total for Pumicelands was 7157.

There were a total of 48 callouts since August 2016 through to the end of April 2017 resulting in over 500 volunteer hours.

The largest fire this season was at the Ohaaki Power station reinjection steam field which was a little over 11ha and has resulted in a claim against the National Rural Fire Authorities rural fire fighting fund which is currently being looked at.

We also had 2 days where multiple calls were attended.

There have also been numerous calls to attend to fires at Reids Farm and Spa Park.

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the Rural Fire Manager's report.

**ATTACHMENTS**

Nil

**4.7 CONTROLLERS REPORT**

**Author:** Tina Jakes, Democracy & Community Engagement Manager

**Authorised by:** Brian Fox, Group Manager: Corporate and Community

**PURPOSE**

For the Controllers to provide members with a verbal update.

**DISCUSSION**

Mrs King will provide members with a verbal report on the recent EOC activation during the Cycle Cook event in April.

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the Controllers update.

**ATTACHMENTS**

Nil

**4.8 PUBLIC INFORMATION MANAGER'S REPORT**

**Author:** Lisa Nairne, Communications Manager

**Authorised by:** Gareth Green, Chief Executive Officer

**PURPOSE**

For the Communications Manager to provide members with a verbal update.

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the Public Information Manager's update.

**ATTACHMENTS**

Nil

**4.9 WAIKATO LIFELINES UPDATE**

**Author:** Denis Lewis, Infrastructure Manager

**Authorised by:** Kevin Strongman, Group Manager, Operational Services

**PURPOSE**

For the Infrastructure Manager, as Lifelines Co-ordinator, to provide a verbal update on activities.

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the Waikato Lifelines update.

**ATTACHMENTS**

Nil

**4.10 LOCAL WELFARE MANAGER'S UPDATE**

**Author:** Veronica King, Strategic Partnership Advisor (Welfare Manager)

**Authorised by:** Brian Fox, Group Manager: Corporate and Community

**PURPOSE**

For Taupō CD Welfare Manager to provide an update on Local Welfare Committee Group [LWCG] activities

**DISCUSSION****Engagements**

- Capturing welfare mobile requirements for field supports – (Liz Magon)
- Hosted combined local welfare and welfare coordination group - (Tues, 14 March)
- Welfare standby notice to welfare team relating to Cyclone Cook – (April)
- Paenoa residents - visited and evacuated - arranged 2 day accommodation (April)
- Welfare Alternate Wendy Burgess from Ministry of Vulnerable Children – (Tues, 2 May)
- Presented draft welfare plan to Tongariro Taupō Community Board (Tues, 9 May)
- Supported CD activities through the Our Neighborhood Our Future events

**Currently**

- Working with Ian/Roger on 2017 CC Taupō Business Awards – CDEM, Rural Fire, Welfare
- Updating welfare plan with feedback suggestions from WGW Manager Irving Young

**2017 Welfare Meetings**

- Welfare Managers – Hamilton (Mon, 15 May)
- Welfare 4Rs Presentation – Enliven Group (Thurs, 1 June)
- Cross Boundary Engagement - Rangitaiki (Thurs, 15 June)
- Local Welfare Committee Quarterly – (Mon, 10 July)

**CONCLUSION****RECOMMENDATION(S)**

That the Emergency Management Committee receives the Local Welfare Manager's update.

**ATTACHMENTS**

Nil

**4.11 APPOINTMENT OF ALTERNATE RECOVERY MANAGER**

**Author:** Brian Fox, Group Manager: Corporate and Community

**Authorised by:** Gareth Green, Chief Executive Officer

**PURPOSE**

The purpose of this report is to seek the Committee's approval to appoint Mr Garreth Robinson as the Alternate Local Recovery Manager to meet the requirements of Council's Disaster Recovery Plan 2013.

The decision required of the Committee is purely an administrative one and allows Council to fulfil its requirements as stated in its Disaster Recovery Plan 2013.

**EXECUTIVE SUMMARY**

Council has previously adopted a Disaster Recovery Plan in 2013. As part of that Plan Council has chosen the option of having a position of Alternate Local Recovery Manager as part of its disaster recovery planning continuity arrangements. Council already has an appointed Local Recovery Manager.

**RECOMMENDATION(S)**

That the Emergency Management Committee recommends the appointment of Mr Garreth Robinson as the Alternate Local Recovery Manager for the Taupō District Council.

**BACKGROUND**

Currently the position of Alternate Local Recovery Manager, Taupō District Council is vacant. The position of Local Recovery Manager is filled by the Group Manager: Community & Corporate. Council in its adoption of the Disaster Recovery Plan 2013 resolved that it wanted to have an alternate recovery position to:

- Act as a "2IC" to the Local Recovery Manager
- Provide coverage for the role while the Local Recovery Manager is absent
- Provide for continuity of knowledge and experience within Council

Both the Local Recovery Manager and Alternate Recovery Manager roles are not full time positions within Council however the functions are assigned to existing positions within the organisation upon the approval of Council.

Mr Robinson's current position within Council is Facilities Manager. This position provides Mr Robinson with both an internal and external focus for Council and a key understanding of Council assets and in particular above ground facilities. As such he is already managing key aspects of Council's post disaster facility planning and operation and in particular the two designated welfare centres in times of emergency being the Great Lakes Centre and the Taupō Events Centre.

Mr Robinson has also a knowledge of the emergency services sector through his involvement in rural fire and has a range of existing relationships that add value to his taking on this role.

**CONSIDERATIONS****Financial Considerations**

Nil.

**Legal Considerations**

Civil Defence and Emergency Management Act 2002

The primary legislative driver for this activity is the Civil Defence and Emergency Management Act 2002 and as a consequence the National CDEM Strategy, National CDEM Plan and Guide and the Waikato CDEM Group Plan.

### **Policy Implications**

The proposal has been evaluated against the requirements of the Taupō District Council Recovery Plan 2013.

### **Risks**

As previously determined by Council in adopting its Recovery Plan in 2013 there is business continuity risk in only having one person trained as a local recovery manager. This particularly in times of emergency.

### **SIGNIFICANCE OF THE DECISION OR PROPOSAL**

Council's Significance and Engagement policy identifies the following matters that are to be taken into account when assessing the degree of significance of proposals and decisions:

- a. The level of financial consequences of the proposal or decision;
- b. Whether the proposal or decision will affect a large portion of the community or community of interest;
- c. The likely impact on present and future interests of the community, recognising Maori cultural values and their relationship to land and water;
- d. Whether the proposal affects the level of service of an activity identified in the Long Term Plan;
- e. Whether community interest is high; and
- f. The capacity of Council to perform its role and the financial and other costs of doing so.

Officers have undertaken a rounded assessment of the matters in clause 11 of the Significance and Engagement Policy (2016), and are of the opinion that the proposal under consideration is of low importance.

### **ENGAGEMENT**

Taking into consideration the above assessment, that the decision is of a low degree of significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

### **COMMUNICATION/MEDIA**

No communication/media is required.

### **CONCLUSION**

The appointment of an Alternate Local Recovery Manager assists Council meet the requirements of its own Recovery Plan adopted in 2013.

### **ATTACHMENTS**

Nil

**4.12 S17A SERVICE DELIVERY REVIEW EMERGENCY MANAGEMENT**

**Author:** Brian Fox, Group Manager: Corporate and Community

**Authorised by:** Gareth Green, Chief Executive Officer

**PURPOSE**

To consider the Service delivery arrangements for the emergency management activity as per s17A of the Local Government Act 2002.

**DISCUSSION**

Local Authorities are now required to periodically conduct reviews of service delivery arrangements in terms of local infrastructure, local public services, and the performance of regulatory functions as per s17A of the Local Government Act 2002. Such a review would look to determine whether the existing means of delivering a service remain the most effective, efficient and appropriate means for delivering that service.

There are two statutory circumstances however where a review is not necessary. These include in general terms where there is an agreement or contract in place that cannot be reasonably changed within the review timeframe or secondly where the local authority is satisfied that the costs of undertaking a review outweigh the benefits of undertaking a review. The emergency management activity is one where such a review would normally be conducted and completed by 7 August 2017.

However last month the then Minister of Civil Defence The Rt Hon Gerry Brownlee announced the establishment of a Technical Advisory Group to look at New Zealand's Civil Defence structure. This potentially creates some uncertainty as to service delivery for this activity at a national, regional and local level in the future.

**CONCLUSION**

Given the establishment of a ministerial Technical Advisory Group to review civil defence structures and the unknown nature of any outcomes officers are of the view that undertaking a s17A review of the emergency management activity at this time may mean the costs of such a review could outweigh any benefits. Therefore officers consider a review not necessary until government directions for civil defence at all levels of governance are better known.

**RECOMMENDATION(S)**

That the Emergency Management Committee approves that a s17A review of the emergency management activity not be undertaken at this time.

**ATTACHMENTS**

Nil



**4.13 PRESENTATION OF CERTIFICATES TO VOLUNTEERS - KAIKOURA EARTHQUAKE**

**Author:** Brian Fox, Group Manager: Corporate and Community

**Authorised by:** Gareth Green, Chief Executive Officer

**PURPOSE**

Certificates will be presented to staff members who volunteered as part of the response to the Kaikoura earthquake which occurred on 14 November 2016.

**DISCUSSION**

Six Taupō District Council staff members travelled to the South Island to support the response to the Kaikoura earthquake which occurred on 14 November 2016. They were:

- Ian Connon
- Veronica King
- Lisa Nairne
- Annette Houston
- Naomi Begg
- Libby O'Brien

**CONCLUSION**

It is recommended that the Committee thanks the volunteers.

**RECOMMENDATION(S)**

That the Emergency Management Committee thanks the individuals who volunteered as part of the response to the Kaikoura earthquake which occurred on 14 November 2016.

**ATTACHMENTS**

Nil

## 5 CONFIDENTIAL BUSINESS

### RESOLUTION TO EXCLUDE THE PUBLIC

I move 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(1) 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(1) for the passing of this resolution
<b>Agenda Item No: 5.1</b> Confirmation of Confidential Portion of Emergency Management Committee Minutes - 20 February 2017	Section 6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	Section 48(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

I also move that *[name of person or persons]* be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of *[specify]*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *[specify]*.