



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

Date:	Monday, 20 November 2017
Time:	11.00am
Location:	Council Chamber 107 Heuheu Street Taupō

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

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3.1 EMERGENCY MANAGEMENT COMMITTEE MEETING - 22 MAY 2017

Author: Raeleen Rihari, Democratic Services Support Officer

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

RECOMMENDATION(S)

That the minutes of the Emergency Management Committee meeting held on Monday 22 May 2017 be confirmed as a true and correct record.

ATTACHMENTS

1. Emergency Management Committee Meeting Minutes - 22 May 2017 

4.1 RECEIPT OF WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT JOINT COMMITTEE MINUTES - 26 JUNE 2017 AND 4 SEPTEMBER 2017

Author: Tina Jakes, Democracy & Community Engagement Manager

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

PURPOSE

To receive the minutes of the Waikato Civil Defence Emergency Management Joint Committee meetings held on 26 June 2017 and 4 September 2017.

DISCUSSION

The 26 June 2017 and 4 September 2017 (unconfirmed) minutes of the last Waikato Civil Defence Emergency Management Joint Committee meeting are attached.



CONCLUSION

It is recommended that the Committee receives both sets of minutes for information.

RECOMMENDATION(S)

That the Emergency Management Committee receives the minutes of the Waikato Civil Defence Emergency Management Joint Committee meeting held on 26 June 2017 and 4 September 2017.

ATTACHMENTS

1. Waikato CDEM Joint Committee Minutes - 26 June 2017 (A2077996) 
2. Waikato CDEM Unconfirmed Minutes - 4 September 2017 (A2078001) 

4.2 PRESENTATION: MINISTERIAL LONG SERVICE AWARD - LOCAL CONTROLLER SHAMUS HOWARD

Author: Brian Fox, Group Manager: Corporate and Community

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

A special presentation will be made to (ex) Local Controller Shamus Howard in recognition of his receipt of the esteemed Ministerial Long Service Award.

RECOMMENDATION(S)

That the Emergency Management Committee thanks Mr Shamus Howard for his invaluable contribution and service as the Taupō District Council Local Controller and congratulates him on receiving the Ministerial Long Service Award.

ATTACHMENTS

Nil

4.3 CIVIL DEFENCE EMERGENCY MANAGER'S REPORT

Author: Ian Connon, Emergency Manager

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

PURPOSE

For the Civil Defence Emergency Manager to provide an update to the Committee on Civil Defence related matters.

DISCUSSION

22 June 2017: Steve Fabish and I were invited down to the Hurunui/Waiau Community Awards in appreciation of our work involvement with the community after the earthquake.

28 June 2017: Waitetoko Marae Civil Defence presentation to marae trustees about marae preparedness and what can be achieved with a collaborative approach.

30 June 2017: CPVAG Volcanic forum held at Ohakune.

3 July 2017: Kate Guthrie began a year's secondment from the customer services team.

10 July 2017: Doug Wilcox began contract work in relation to risk assessment on building relocation, CD BGAN satellite fit for purpose review, Origen and EMIS review, and TDC MOU reviews.

12-14 July 2017: SH1, SH5, SH4, SH41 and SH47 were all closed due to heavy snow.

10 August 2017: Attended 'Got a Trade' night at Taupo Nui-A-Tia College promoting the YES 2018 program in attendance Louise Upston.

7 September 2017: Marae Preparedness in conjunction with Tuwharetoa, FENZ and St John. Planning interactive programmes with these agencies to enhance preparedness within Marae.

17 September 2017: Civil Defence presentation to Presbyterian Church members who have offered their building to be used as a community led centre and further training will be provided.

6 October 2017: Visit from Nick Watson – Ruapehu District Council Emergency Management Officer.

16 & 24 October 2017 – Group wide Standard Operating Procedure workshops.

22 October 2017: Kinloch Market CD display stand with help from Stan.

3 November 2017: NZ-RT6 provide lighting for community fireworks event and have CD stand providing information.

16 November 2017: NZ-RT6 evacuation exercise (Epping Place and Swan Close) in association with the Our Neighbourhood event.

Training

11 October 2017: Physiological First Aid Course

15 October 2017: First Aid Course – NZ-RT6 members

8 – 9 November 2017: CIMS 2 & 4 Course

RECOMMENDATION(S)

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

ATTACHMENTS

1. Review of the Actions Taken by the Whakatāne District Council in the Response and Early Recovery Phases of the District's Flooding Events of April 2017 - Kestrel Group, 8 September 2017 (A2073211)



4.4 APPOINTMENT OF LOCAL CONTROLLER

Author: Brian Fox, Group Manager: Corporate and Community

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

To approve the nomination of Mr Douglas Wilcox to the Waikato Civil Defence Emergency Management Joint Committee for appointment to the position of Taupō District Council Civil Defence Local Controller.

DISCUSSION

Taupō District Civil Defence Local Controller Shamus Howard has retired as a Local Controller for the Taupō District Council. Mr Douglas Wilcox is now being nominated for the role of Local Controller.

His background in Civil Defence in Gisborne and local government at the Far North District Council, combined with his private and public sector managerial roles, make him an ideal candidate for nomination. Currently residing in Pukawa, he has strong affiliations with the area and the district. His numerous skills, competencies, community status and ability to commit time to the role of controller fittingly align with the requirements for such a role. He has indicated a willingness if appointed to aspire to be a Tier One Controller as outlined in the Waikato CDEM Group Plan.

If nominated by the Committee, Mr Wilcox will undergo a formal interview process by the Waikato CDEM Group before his appointment is confirmed. He will then have to successfully complete a formal training programme before being able to act in any Local Controller capacity.

RECOMMENDATION(S)

That the Emergency Management Committee approves the nomination of Mr Douglas Wilcox to the Waikato Civil Defence Emergency Management Joint Committee for the role of Civil Defence Local Controller.

ATTACHMENTS

Nil

4.5 WAIKATO CIVIL DEFENCE AND EMERGENCY MANAGEMENT GROUP (WCDEMG) UPDATE

Author: Raeleen Rihari, Democratic Services Support Officer

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

PURPOSE

Mr Julian Snowball will be in attendance to provide members with an update on matters relating to the Waikato Civil Defence and Emergency Management Group.

RECOMMENDATION(S)

That the Emergency Management Committee receives the Waikato Civil Defence and Emergency Management Group update and thanks Mr Snowball for attending.

ATTACHMENTS

Nil

4.6 MINISTRY OF CIVIL DEFENCE AND EMERGENCY MANAGEMENT (MCDEM) UPDATE

Author: Raeleen Rihari, Democratic Services Support Officer

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

PURPOSE

Ms Suzanne Vowles to provide members with an update on matters relating to the Ministry of Civil Defence and Emergency Management.

RECOMMENDATION(S)

That the Emergency Management Committee receives the Ministry of Civil Defence and Emergency Management update and thanks Ms Vowles for attending.

ATTACHMENTS

Nil

**4.7 TAUPŌ DISTRICT COUNCIL CIVIL DEFENCE EMERGENCY MANAGEMENT (CDEM)
CONTRACTOR REPORT - OCTOBER 2017**

Author: Raeleen Rihari, Democratic Services Support Officer

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

PURPOSE

For the Taupō District Council Civil Defence Emergency Management contractor Mr Douglas Wilcox to present his report for October 2017 to the Committee. A2078175

RECOMMENDATION(S)

That the Emergency Management Committee receives the Taupō District Council's CDEM Contractor's report for October 2017.

ATTACHMENTS

1. Taupō District Council CDEM Contractor Report - October 2017 (A2078175) 

4.8 CONTROLLERS UPDATE

Author: Tina Jakes, Democracy & Community Engagement Manager

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

PURPOSE

For the Controllers' to provide a verbal update to the Committee.

RECOMMENDATION(S)

That the Emergency Management Committee receives the update from the Controllers'.

ATTACHMENTS

Nil

4.9 PUBLIC INFORMATION MANAGER'S UPDATE

Author: Lisa Nairne, Communications Manager

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

For the Communications Manager to provide a verbal update to the Committee on public information matters.

RECOMMENDATION(S)

That the Emergency Management Committee receives the update from the Public Information Manager.

ATTACHMENTS

Nil

4.10 WAIKATO LIFELINES UPDATE

Author: Denis Lewis, Infrastructure Manager

Authorised by: Kevin Strongman, Group Manager, Operational Services

PURPOSE

For the Infrastructure Manager to provide a verbal update to the Committee on relevant matters pertinent to his role as Waikato Lifelines Coordinator.

RECOMMENDATION(S)

That the Emergency Management Committee receives the Waikato Lifelines Coordinator update.

ATTACHMENTS

Nil

4.11 LOCAL WELFARE MANAGER'S UPDATE

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

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

PURPOSE

For the Taupō Civil Defence Welfare Manager to provide members with an update on matters related to the Local Welfare Committee Group (LWCG).

DISCUSSION**Previous Engagements/Attendance**

- Emergency Management Business Awards Interview/Gala Dinner - Thu, 20 July/Fri, 4 Aug
- Local Welfare Committee Quarterly - Mon, 14 Aug
- CD Budgets - Tue, 15 Aug
- Welfare Managers group in Thames Valley Operating Area - Fri, 25 Aug
- First Aid Comprehensive update - Fri, 1 Sep
- Welfare Coordination Centre 2 day intensive training - Wed, 13 Sep - Thu 14 Sep - Waikato
- Psychosocial First Aid – Red Cross with Southern Lakes DHB supported - Wed, 11 Oct
- Volunteer Waikato - Wed, 25 Oct - Taupō

Recent

- Organising Welfare team registration/needs assessment support for EM Evacuation Exercise at Greenwich Green - Thu, 16 Nov
- Our Neighbourhood Our Future community event is also organised for the same day/time as the Evacuation Exercise - Thu, 16 Nov
- Adoption of Taupō Local Welfare District Plan 2017-2020

Upcoming Meetings/Activities (2017)

- Welfare Group, Waipa District Council - Wed, 22 Nov - Cambridge
- Volunteer Waikato General Manager - Wed, 25 Oct - Taupō

RECOMMENDATION(S)

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

ATTACHMENTS

Nil

4.12 TAUPO LOCAL WELFARE DISTRICT PLAN 2017-2020

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

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

PURPOSE

To adopt the Taupō Local Welfare District Plan 2017-2020.

RECOMMENDATION(S)

That the Emergency Management Committee adopts the Taupo Local Welfare District Plan 2017-2020 (A2054865)

ATTACHMENTS

1. Local Welfare District Plan 2017-2020 (A2054865) 

4.13 DRAFT STRATEGIC RECOVERY PLANNING DIRECTOR'S GUIDELINES FOR CDEM GROUPS

Author: Brian Fox, Group Manager: Corporate and Community

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

This item is for the Group Manager: Corporate and Community to present the draft report on Strategic Recovery Planning Director's Guidelines for Civil Defence Emergency Management Groups.

RECOMMENDATION(S)

That the Emergency Management Committee receives the information on the Draft Strategic Recovery Planning Director's Guidelines for CDEM Groups (A2078007).

ATTACHMENTS

1. 2017-18 Draft Strategic Recovery Planning Director's Guidelines for CDEM Groups (A2078007) 

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
Agenda Item No: 5.1 Confirmation of Confidential Portion of Emergency Management Committee Minutes - 22 May 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]*.