

ATTACHMENTS

Emergency Management Committee Meeting

7 May 2018

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Emergency Management Committee Meeting Minutes

20 November 2017

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE EMERGENCY MANAGEMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 107 HEUHEU STREET, TAUPŌ
ON MONDAY, 20 NOVEMBER 2017 AT 11.00AM**

PRESENT: Cr Anna Park (in the Chair), Mr Andy Hema, Mrs Tina Jakes, Mrs Ariell King, Cr Tangonui Kingi, Cr Kirsty Trueman

IN ATTENDANCE: Chief Executive, Group Manager Corporate & Community, Civil Defence Manager, Infrastructure Manager / Lifelines Coordinator, Communications Manager, Strategic Partnership Advisor – Welfare Manager, Senior Communications Advisor, Democratic Services Support Officer

MEDIA AND PUBLIC: Mr L Hazelwood (WRC Group Controller), Ms S Vowles (MCDEM)
3 members of the public

The Chair welcomed everyone and Councillor Tangonui Kingi opened the meeting with a karakia.

Note: Agenda items were heard in the following order: 1-4.4, 4.6, 4.7-4.8, 4.5, 4.8-5.1

1 APOLOGIES

EM201711/01 RESOLUTION

Moved: Cr Kirsty Trueman
Seconded: Cr Tangonui Kingi

That the apology from Mayor David Trewavas be received and accepted.

CARRIED

2 CONFLICTS OF INTEREST

Nil

3 CONFIRMATION OF MINUTES

3.1 EMERGENCY MANAGEMENT COMMITTEE MEETING - 22 MAY 2017

Minutes of a meeting of the Emergency Management Committee held on Monday, 22 May 2017 had been circulated (A2076106).

EM201711/02 RESOLUTION

Moved: Cr Anna Park
Seconded: Mrs Tina Jakes

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

CARRIED

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

Minutes of the Waikato Civil Defence Emergency Management Joint Committee meetings held on 26 June 2017 and 4 September 2017 had been circulated (A2077996 & A2078001 respectively).

EM201711/03 RESOLUTION

Moved: Cr Anna Park
Seconded: Cr Tangonui Kingi

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.

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

The Group Manager Corporate & Community made a special presentation to former Taupō District Council local controller Mr Shamus Howard who was in attendance with his wife, Mrs Kathy Howard. He acknowledged and thanked him for his significant contribution as the Civil Defence local controller and co-ordinator both to Council and the district over 15 years. He congratulated him on receiving the esteemed Ministerial Long Service Award which appropriately reflected his relentless and selfless service.

An additional highlight noted was Mr Howard's leadership shown during the Waihi Hill/Hipaua declared evacuation in 2009 which was an invaluable experience for all those involved and working alongside him at that time. Mr Howard was also instrumental in forming a flourishing relationship with the Waikato Regional Council and The Lines Company.

The Chair also thanked Mr Howard for his service and also his wife for her support.

In response, Mr Howard thanked everyone who had supported him throughout his tenure, especially former Civil Defence manager Mr Phil Parker, Mrs Tina Jakes and Mr Joe Mickleson.

EM201711/04 RESOLUTION

Moved: Mrs Ariell King
Seconded: Cr Tangonui Kingi

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.

CARRIED**4.3 CIVIL DEFENCE EMERGENCY MANAGER'S REPORT**

The Civil Defence Emergency Manager went through his report highlighting that although the planned Our Neighbourhood event was postponed due to inclement weather, the evacuation exercise still went ahead and a door-to-door approach helped the team complete some EMIS registrations.

EM201711/05 RESOLUTION

Moved: Cr Tangonui Kingi
Seconded: Cr Kirsty Trueman

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

CARRIED

4.4 APPOINTMENT OF LOCAL CONTROLLER

The Group Manager Corporate & Community reiterated his support for the nomination of Mr Douglas Wilcox as the Civil Defence Local Controller as he had the required background, skills, competencies and ability to commit time to the role. The appointment would also fulfil the last controller position (terms of reference provided for three).

EM201711/06 RESOLUTION

Moved: Cr Tangonui Kingi
Seconded: Mrs Tina Jakes

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.

CARRIED

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

Mr Lee Hazelwood was in attendance to provide members with an update on WCDEM. Key points noted were:

- The opening of the new GEMO centre would be held on 15 December 2017. NZTA would also be based there which would provide on-site access to cameras around the region and more current updated information.
- A new GIS tool that would allow road users to ring in up-to-the-minute information in the event of a disaster would be trialed by targeted audiences such as Fonterra (Fonterra had up to 375 tankers on-road at any given time). The tool would be rolled out to response teams once testing had been completed.
- Due to recent staff turnover, services had been somewhat slower than usual.
- The new group recovery manager position would support CD teams with their recovery plans which was currently a major focus both regionally and nationally.

Note: The Chair requested that a letter of thanks be sent to Mr Julian Snowball who had left WDCDEM to undertake a CD controller role in Coromandel.

EM201711/07 RESOLUTION

Moved: Mrs Ariell King
Seconded: Cr Tangonui Kingi

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

CARRIED

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

Ms Suzanne Vowles was in attendance to provide members with an update on MCDEM. Key points noted were:

- A national review on CDEM that was done prior to the elections was currently with the Minister of Civil Defence Hon. Kris Faafoi for consideration.
- Live nationwide testing of an emergency mobile alert system was scheduled to take place on 26 November 2017 (testing time unknown at this stage).
- MCDEM was undertaking an intensive planning and preparation process to ensure there was sufficient emergency management cover should Wellington have a significant earthquake.

- New recovery legislation discussions were currently being held at a regional level and would eventually filter down to local areas such as Taupō.

In answer to a member question in relation to why Civil Defence had been moved outside of government management, Ms Vowles advised that she did not know as she was not privy to that information.

EM201711/08 RESOLUTION

Moved: Mrs Ariell King
Seconded: Cr Tangonui Kingi

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

CARRIED

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

CDEM Contractor Douglas Wilcox spoke to the five key projects of his report being:

1. Emergency Operating Centre Review and risk Assessment re: Relocation of Support
2. Civil Defence BGAN Satellite Fit for Purpose Review
3. Civil Defence Origine Software Refiew
4. Disaster Recovery Taupō DC Symposium – Programme Design
5. Emergency Management TDC MOUs Review

EM201711/09 RESOLUTION

Moved: Mrs Tina Jakes
Seconded: Cr Kirsty Trueman

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

CARRIED

4.8 CONTROLLERS UPDATE

There was no new information in relation to the controllers role however, Mrs King advised that she had received her (controllers) accreditation certification in July 2017.

EM201711/10 RESOLUTION

Moved: Mr Andy Hema
Seconded: Cr Kirsty Trueman

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

CARRIED

4.9 PUBLIC INFORMATION MANAGER'S UPDATE

The Communications Manager introduced the new Senior Communications Advisor, Mr Andy Taylor and advised that:

- Promotion of national alerts had been undertaken,
- The Ministry was currently defining the PIMS training framework 'Train the Trainer'.
- Group PIM Steven Ward had resigned from his position at Waikato Regional Council (WRC). There

was an upcoming PIM hui in Ngaruawahia on 24 November 2017 so members would be updated in due course once more information was known about his replacement.

EM201711/11 RESOLUTION

Moved: Mrs Tina Jakes
Seconded: Cr Tangonui Kingi

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

CARRIED**4.10 WAIKATO LIFELINES UPDATE**

The Infrastructure Manager distributed hard copies of a map showing colour coded lifelines (electricity, transport, telecommunications and water) in the Taupō area which showed a high concentration of critical lifelines north of town, particularly around the Wairakei area.

EM201711/12 RESOLUTION

Moved: Cr Tangonui Kingi
Seconded: Mrs Ariell King

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

CARRIED**4.11 LOCAL WELFARE MANAGER'S UPDATE**

The Welfare Manager spoke to her report and highlighted that the evacuation training exercise went well. A debrief was scheduled to be held at the end of the week.

EM201711/13 RESOLUTION

Moved: Mrs Tina Jakes
Seconded: Mrs Ariell King

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

CARRIED**4.12 TAUPO LOCAL WELFARE DISTRICT PLAN 2017-2020**

In reply to a question regarding how to raise public awareness about the Taupō Local Welfare District Plan 2017-2020, the Communications Manager advised that the Plan would be promoted via the usual channels eg Connect, Councillor's Weekly Update, etc.

EM201711/14 RESOLUTION

Moved: Mr Andy Hema
Seconded: Cr Tangonui Kingi

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

CARRIED

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

The Group Manager Corporate & Community noted that at this stage, the Director's Guidelines for CDEM groups had been included for members informational purposes only. A great deal of work had been undertaken on the draft locally, regionally, and nationally and changes in the Act had brought increased demands and implications for people working in the recovery space.

Further information would be provided at a later date.

EM201711/15 RESOLUTION

Moved: Mr Andy Hema
Seconded: Cr Kirsty Trueman

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

CARRIED

5 CONFIDENTIAL BUSINESS**EM201711/16 RESOLUTION**

Moved: Cr Tangonui Kingi
Seconded: Cr Kirsty Trueman

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 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

CARRIED

The Meeting closed with a karakia by Councillor Tangonui Kingi at 11.57am.

The minutes of this meeting were confirmed at the Emergency Management Committee Meeting held on 7 May 2018.

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CHAIRPERSON

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE CONFIDENTIAL EMERGENCY MANAGEMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 107 HEUHEU STREET, TAUPŌ
ON MONDAY, 20 NOVEMBER 2017 AT 11.00AM**

PRESENT: Cr Anna Park (in the Chair), Mr Andy Hema, Mrs Tina Jakes, Mrs Ariell King,
Cr Tangonui Kingi, Cr Kirsty Trueman

IN ATTENDANCE: Chief Executive, Group Manager Corporate & Community, Civil Defence Manager,
Infrastructure Manager / Lifelines Coordinator, Communications Manager,
Strategic Partnership Advisor – Welfare Manager, Senior Communications Advisor,
Democratic Services Support Officer

MEDIA AND PUBLIC: Nil

Note: Mayor David Trewavas was not present at the meeting.

1 CONFIDENTIAL BUSINESS

**5.1 CONFIRMATION OF CONFIDENTIAL PORTION OF EMERGENCY MANAGEMENT COMMITTEE
MINUTES - 22 MAY 2017**

The confidential portion of minutes of a meeting of the Emergency Management Committee held on Monday, 22 May 2017 had been circulated (A2076107).

EM201711/C01 RESOLUTION

Moved: Mrs Tina Jakes
Seconded: Mrs Ariell King

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

CARRIED

The Meeting closed with a karakia by Councillor Tangonui Kingi at 11.57am.

The minutes of this meeting were confirmed at the Confidential Emergency Management Committee Meeting held on 7 May 2018.

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CHAIRPERSON